



VILLAGE BOARD MEETING

TUESDAY, AUGUST 19, 2025 – 6:00 PM

Sister Bay Liberty Grove Fire Station – 2258 Mill Road

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

[Deviations from the agenda order shown may occur](#)

For additional meeting information visit: [www.sisterbaywi.gov](http://www.sisterbaywi.gov), click ‘Agendas and Minutes’

AGENDA

1. Call to Order & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Approve Meeting Minutes: July 15, 2025 & July 21, 2025
4. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Presentations
  - a) Debt & Administration Building Financing; Trustee Denise Bhirdo
6. Appointments
  - a) Appoint Interim Village Clerk
7. Ordinances
  - a) Ord. No. 2025-012; Amend Ch. 18 & 50; Garbage
8. Discussion/Action Items
  - a) Resolution 2025-022; Certified Survey Map; Nick & Mary Deviley; Orchard Drive
  - b) Lease Agreement; Sister Bay Historical Society; Marina Boathouse
  - c) Operational Agreement; Sister Bay Historical Society; Waterfront Museum
  - d) Operational Agreement; Friends of the Ice Rink; Ice Rink
  - e) Operational Agreement; Sister Bay Advancement Association; Promotional Services & Events
  - f) Contract; Design Services; Marina Office
  - g) Liquor License; ZaZa’s Pizzeria & Deli; 10553 Country Walk Dr.
  - h) Monthly Financial Report & Appropriations
9. Staff Reports
10. Committee Reports (See below committee listing)
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Executive Session
  - a) Adjourn to closed session pursuant to Wis. Stats. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or legal advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Clinton, et al Case.
  - b) Remain in closed session pursuant to Wis. Stats. §19.85(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Discussion of Village Administrator compensation and benefits.
  - c) Reconvene into Open Session
  - d) Motion or Action, as Appropriate
13. Adjourn

|                                          |                                         |
|------------------------------------------|-----------------------------------------|
| 1. Finance Committee                     | 10. Parks, Property & Streets Committee |
| 2. Fire Board                            | 11. Personnel Committee                 |
| 3. Green Tier Legacy Community Committee | 12. Plan Commission                     |
| 4. Historical Society                    | 13. Sewer and Water Utility Committee   |
| 5. Holiday Lighting                      | 14. SBAA                                |
| 6. Housing Committee                     | 15. Technology & Telecomm Committee     |
| 7. Library Commission                    | 16. Tourism Zone Commission             |
| 8. Marina Committee                      | 17. Village Hall Planning Task Force    |
| 9. Parking Committee                     |                                         |

Public Notice

Public participation at meetings and correspondence is welcome. Submit emails or letters to the Village Clerk at [sue.clarke@sisterbaywi.gov](mailto:sue.clarke@sisterbaywi.gov). Letters may not be read at the meeting but referenced and/or summarized. Depending on when submitted, they will be emailed to the Board members. Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov). It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118; (FAX) 854-9637; or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review online and at the Village Administration Building during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, 8 a.m. to noon on Fridays).

***The Village of Sister Bay is an Equal Opportunity Provider and Employer***

# VILLAGE BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 15, 2025

(Unapproved)

## 1. Call to Order

The meeting of the Sister Bay Village Board of Trustees was called to order by President Nate Bell at 6:00 P.M.

## 2. Roll Call

Present: President Bell and trustees Denise Bhirdo, Louise Howson, Chad Kodanko, Brigid White, Kurt Harff and Patrice Champeau.

Staff: Village Administrator Julie Schmelzer, Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier, Marina Manager Dave Lienau, Administrative Assistant Sarah Bertges and Village Clerk Susan Clarke.

Others: Laurie Harff, John Blossom, Brian Peters, Allen and Alana Gokey, Julie Gilbert, Juliana Behme, Jerry Phelps, Ken Pabich, Jason Rouer, Ashley DeGrave, Karl Fauerbach, Bill Woodward, Jeannie Hoffman, Richard Hoffman, Jeb Saelens, Skip Heidler, Dick Burress, Rick Dahlstrom, Jill Gohdes Wiebe, Ellie Soderberg-Guger, Erin Peddle, James Bertram, Sarah Lawrenz, Vivian Nienow, John Lijewski, Laurie Zelnio.

## 3. Approve Agenda

Bell requested to amend the agenda to alter the order of items discussed in executive session. He also requested to remove agenda item 8e regarding the Operational Agreement and Lease with the Historical Society for the Marina Boathouse.

*Motion by Howson, seconded by Harff, to approve the agenda as amended. Motion carried – all ayes.*

## 4. Approve Meeting Minutes: June 17, 2025

Bhirdo noted several corrections to the minutes:

- On page 2, line 28, she did not believe she voted yes for that item
- On page 4, line 30, regarding the concession stand bids, she suggested it should be called "bathrooms" instead of "concession stand"
- On page 4, line 43, she noted the wording was strange regarding Susan Clarke being hired
- On page 7, line 26, "McAvoy's" was spelled incorrectly and should include an "e"
- She questioned whether the liquor license approvals included correcting all the errors on the applications she had identified

Nesbitt noted on page 4, line 8, there appeared to be a text amendment issue.

*Motion by Bell, seconded by Kodanko, to approve the minutes as amended. Motion carried – all ayes.*

## 5. Comments, Correspondence and Concerns from the Public

Champeau read a letter addressed to the board regarding Bell excluding her from the previous month's executive session because she was attending via Zoom due to a severe eye infection. She stated that according to Wisconsin State Statutes 19.89, a village president is not allowed to exclude any board member from a meeting, whether in person or via electronic Zoom, in open or executive session. She expressed concern that the action made her appear untrustworthy and silenced her voice as a board member.

Harff spoke regarding Vivian Nienow's letter about garbage cans and her attached Short-Term Rental (STR). She requested the village make an exception to the STR garbage pickup requirements for the Nienows as they are the only couple in Sister Bay that live in the same home year-round with an STR attached. She noted they pay for garbage pickup through their property taxes, and charging them an additional monthly fee year-round to pick up the same carts seems unfair.

Schmelzer reported several letters were received:

- A letter from the library
- A letter from the Beyers that would be discussed later on the agenda
- Vivian Nienow's letter that Trustee Harff referenced
- Correspondence regarding the Gokey property
- Late correspondence regarding the Hoffman property, including photos from Mr. Hoffman

## 6. Presentations

### a. Tourism Update; Julie Gilbert, DDC & Juliana Behme, DCTZC

Juliana Behme presented data regarding Sister Bay's lodging units compared to the rest of Door County. She noted Sister Bay has seen the most growth percentagewise in the condo category compared to other municipalities, with a 32% increase in the cottages, cabins, and homes category over the past six years. She reported that Sister Bay has not lost as many resort units as other municipalities and maintains a high ratio of traditional lodging compared to the rest of the county.

Ms. Behme also shared data about property ownership, noting that approximately 24% of STR permit holders in Sister Bay have their primary mailing address in Door County, which is lower than the county average of 33%. However, 78% of all permit holders have their primary address in Wisconsin, followed by 11.5% in Illinois and 3% in Minnesota.

Regarding occupancy and revenue, Ms. Behme reported that Sister Bay is down by about 5.4% in revenues so far this year, with a decrease in occupancy over the past couple of years, partly due to additional units coming on the market and a decrease in rented unit nights.

Julie Gilbert then distributed information to the Board and presented about the tourism impact in Door County, reporting that the visitor economy generated a record \$651.2 million in total economic impact, with direct visitor spending totaling \$523.2 million, supporting more than 3,500 local jobs and contributing \$53.3 million in state and local taxes.

Ms. Gilbert highlighted several projects funded through the Community Investment Fund, including:

- \$90,000 awarded to Sister Bay for a multi-jurisdictional trail
- \$48,489 for the purchase of a shuttle bus
- \$75,000 to build an ADA accessible restroom at Sister Bay Beach

1 She also discussed sustainability initiatives, including efforts to reduce single-use plastics, expand  
 2 composting and recycling, and offer free hydration at community events. Ms. Gilbert mentioned the  
 3 Heritage Trail Pass that features 28 cultural and historic sites across the county, which already has  
 4 over 600 users since its launch in early June.

5 Howson inquired about current retail sales data, and Ms. Gilbert indicated they receive VisaView  
 6 data quarterly, but that talking to businesses suggests some retail struggles, though the patterns are  
 7 inconsistent across different regions.

#### 8 **b. County Update; Ken Pabich, County Administrator**

9 County Administrator Ken Pabich introduced Jeb Saelens, Director of Emergency Management for  
 10 Door County, who shared a pamphlet and discussed the county's new emergency alerting system  
 11 called "Door County Ready," which replaced the previous Code Red system. Mr. Saelens requested  
 12 that the village update its website to reference the new system instead of Code Red.

13 Mr. Saelens also mentioned the county's hazard mitigation plan update, which is currently on hold  
 14 due to federal funding issues. He encouraged the village to develop emergency operation plans for  
 15 major events and to designate a local emergency manager who could be contacted during  
 16 emergencies.

17 Ashley DeGrave, Technology Services Project Manager, provided an update on the county's  
 18 communications project upgrade. She explained that the county is moving from a VHF system to a  
 19 P25 APCO 7/800 megahertz system, which provides dedicated frequencies for public safety and  
 20 reduces interference.

21 Ms. DeGrave shared a map and presented the system design, which would use existing  
 22 infrastructure and add eight additional sites. She reported that the county judiciary public safety,  
 23 finance, and admin committee recommended that the county fund the purchase of subscriber  
 24 radios, with municipalities only responsible for preventative maintenance costs of \$32.50 per device  
 25 per year.

26 Bell expressed concerns about potential interference issues with commercial tower sites. Jason  
 27 Rouer explained that the new 800 MHz frequency band would be less susceptible to interference  
 28 than the current VHF system, and that public safety operations take priority when sharing towers.

#### 29 **c. Ad Hoc Village Administration Building Review Task Force; Final Report; Dick Burress, Task Force** 30 **Chair**

31 Dick Burress presented the final report from the Ad Hoc Village Administration Building Review Task  
 32 Force. He noted that the committee was not unanimous in its final determination and that their job  
 33 was not to determine the size of the building or whether it would fit on a specific property, but to  
 34 identify the best site for the building.

35 Mr. Burress reported that the committee identified 23 points of consideration and ranked their top  
 36 five as follows:

- 37 ● Is the property currently served by sewer and water? (25 points)
- 38 ● Is the property owned by the village? (20 points)
- 39 ● Overall cost of the project (20 points)
- 40 ● Does the property exhibit good ingress and egress? (7 points)
- 41 ● Would the parking lot be multi-use? (9 points)

42 Bhirido clarified that the chambers in the proposed plan are the same size as the current meeting  
 43 room at the fire station, designed for 75 people, not 150 as previously mentioned. She also



explained that the proposed 8,000 square foot building was not actually 8000 square feet in that it included the dimensions of the front porch, and added the building was sized for current and future office space needs, a meeting room, an executive session room, and a small kitchen for staff. She also reminded the board that the former Logerquist site was one of the top two sites recommended by the task force, so it should not be excluded from considerations.

The board discussed the old parks maintenance building property and the benefit of building on the site, but also discussed the challenges and negative aspects.

Kodanko expressed concerns about spending \$4 million on the new parks building and an additional \$3 million on the proposed administration building. Bhirdo noted that she had previously presented financial information showing how the projects could be funded without raising taxes. Kodanko requested Bhirdo present her information again at the next meeting. By consensus the board agreed to schedule a presentation by Bhirdo at next month's meeting to explain the village's debt and financial plan for the administration building.

*Motion by Howson, seconded by Kodanko, to accept the report from the Ad Hoc Village Administration Building Review Task Force. Motion carried – all ayes.*

## 7. Resolutions

### a. Res. 2025-020; Creating a Technology and Telecommunications Committee

Bell explained that he proposed creating this committee after examining some technological issues at the village that didn't make sense to him. He noted that the proper way to set direction would be through a committee making recommendations to staff and the board.

He provided an example of finding two different Wi-Fi systems at the Marina, one of which had been unplugged and replaced entirely rather than being augmented. He also noted concerns about the village's dependence on Charter for connectivity and the fiber outages that have occurred.

Discussion focused on whether trustees should serve on the committee, with Bell noting his draft indicated no requirement but agreeing that trustee representation would be important for communication. Kodanko supported having people with technical expertise on the committee to help with direction and decision-making.

Schmelzer clarified that the committee would develop a strategic plan for technology, create recommendations for vendors, and address cybersecurity concerns, which the village currently lacks.

*Motion by Howson, seconded by Kodanko, to create a Technology and Telecommunications Committee with one board member and two stakeholders. Motion carried – all ayes.*

### b. Res. 2025-021; Amending Bylaws to Create a Technology and Telecommunications Committee

This resolution was presented to amend the village bylaws to include the newly created Technology and Telecommunications Committee.

*Motion by Howson, seconded by White, to amend the bylaws for the Technology Committee as amended to include one board member. Motion carried – all ayes.*

## 8. Discussion/Action Items

### a. Conditional Use Permit; Nonconforming Structure Addition; Karl Fauerbach; 10885 N Bay Shore Dr.

Schmelzer presented a conditional use permit application that had been recommended for approval by the Plan Commission with one condition regarding a shed on the property. She noted that Mr. Fauerbach was present to answer any questions.

*Motion by Howson, seconded by Champeau, to approve the conditional use permit for Karl Fauerbach at 10885 N Bay Shore Dr. Motion carried – all ayes.*

**b. Development Agreement; 11 Unit Hotel with Manager's Unit; Hoffman Family's Investment Properties, LLC (Richard & Jeannie Hoffman); Chalet Lane**

Schmelzer explained that this project was previously approved, but the development agreement had expired before a permit could be issued and construction begin. The applicant had returned with the same plans, with the only change being that one of the hotel units would now be a manager's quarters. The Plan Commission had recommended approval to the board.

A concern was raised about the height of the building exceeding the 35-foot limit, measuring approximately 43.3 feet at its tallest point. Skip Heiler, a Plan Commission member, had submitted a letter expressing concerns about the height and was present to offer comments on his concerns.

Attorney Woodward, representing the Hoffmans, argued that they were vested in the original approval and that the height had been approved in the original process. Village Attorney Nesbitt advised that since the Plan Commission had already approved the project, attempting to backtrack could create legal liability for the village.

Several trustees expressed concerns about the building height but acknowledged that the previous approval created a challenging situation. It was noted that delays in the project were partly due to road width requirements that later changed, which had prevented the Hoffmans from proceeding immediately.

*Motion by White, seconded by Kodanko, to approve the development agreement. Motion carried by roll call vote: Bell-Aye, Champeau-Aye, Harff- Aye, Kodanko- Aye, White- Aye, Howson- Aye, Bhirdo- Abstain.*

**c. Development Agreement Amendment; Completion Deadline Extension; Luna View, c/o Al Gokey; 2399 Maple Dr.**

Schmelzer explained that Mr. Gokey's development agreement had expired, and he was seeking an extension. The Plan Commission had referred the matter back to the board and requested input from neighbors.

Letters were received from nearby property owners, including Sister Bluff Estates and the Yacht Club, expressing concerns about noise, construction activities, and runoff control. The Yacht Club requested specific timelines for completion of various aspects of the project and limitations on construction hours.

Kodanko expressed frustration with ongoing issues at the site, including illegal parking of construction vehicles and early morning construction noise. Mr. Gokey apologized for the disruptions and explained the challenges of coordinating deliveries and construction activities.

*Motion by White, seconded by Bhirdo, to amend the development agreement to allow outdoor work to resume after Fall Fest following the normal guidelines in the development agreement, with the entire project to be completed by the end of 2025. Motion carried – all ayes.*

**d. Crop Agreement; Jim Seaquist; Former Wiltse Property**

Schmelzer presented a crop agreement allowing Jim Seaquist to maintain cherry trees on village property. Beell raised concerns about arsenic contamination in the soil from a former mixing station

1 and questioned whether harvesting fruit from contaminated soil created liability issues for the  
2 village.

3 Schmelzer confirmed that the majority of the cherry trees were not in the contaminated area but  
4 agreed that Seaquist should be informed about the contamination. Board members discussed the  
5 need to amend the contract to explicitly acknowledge the arsenic issue.

6 *Motion by Kodanko, seconded by Bhirdo, to approve the crop agreement and to ensure Seaquist is*  
7 *made aware of the arsenic contamination. Motion carried – 6-1, with Bell opposed.*

8 **e. Operational Agreement and Lease; Historical Society; Marina Boathouse at 10697 N Bay Shore**  
9 **Dr.**

10 [This item was removed from the agenda earlier in the meeting.]

11 **f. Appraisal Request; Post Office Property**

12 Schmelzer explained that the village needs to renew its lease with the post office. The Parks  
13 Committee recommended getting an appraisal of the property's rent value, as they believe it may be  
14 worth more than the leasing agent is suggesting. Currently, the post office pays approximately  
15 \$17,713.75 per month (about 80 cents per square foot) in rent.

16 Trustees discussed the potential cost of an appraisal, noting that a previous appraisal for a different  
17 property cost about \$1,000. They agreed that having an accurate appraisal would be valuable for  
18 lease negotiations and potential future discussions about the property.

19 *Motion by Bhirdo, seconded by Kodanko, to approve an appraisal of the post office property with a*  
20 *cap of \$2,500. Motion carried – all ayes.*

21 **g. Plan Commission Fees**

22 The board briefly discussed Plan Commission fees, particularly the \$500 courtesy review fee that was  
23 raised as a concern regarding Happy Coffee's signage issue. Schmelzer noted that the Plan  
24 Commission would be reviewing all fees at their next meeting before presenting recommendations  
25 to the board.

26 **h. May-June Enforcement Actions**

27 The board discussed enforcement actions taken by the village's Code Compliance Officer, focusing  
28 on two specific cases:

- 29 ● Happy Coffee: Howson questioned why the owner was not properly informed about signage  
30 violations and did not receive responses to her questions. Bhirdo explained that as Plan  
31 Commission chair, she had seen the signage and inquired whether a permit had been issued.  
32 Schmelzer explained the technical differences between the old and new sandwich board  
33 signs, noting that the new sign did not comply with material requirements and did not have  
34 changeable text. She also shared a detailed timeline of events explaining the efforts staff  
35 took to obtain compliance.
- 36 ● Beyer Property: Discussion centered on a \$767.50 citation issued to property owners for  
37 parking on their own grass. Kodanko strongly objected to the high fine amount compared to  
38 the \$55 fine for regular parking citations. Schmelzer explained that the citation was  
39 mistakenly issued under the Short-Term Rental code rather than regular zoning code, and  
40 that the Code Compliance Officer had first provided a warning before issuing the citation  
41 when the violation continued, adding a zoning citation was still several hundred dollars.

42 Schmelzer reminded the board that staff was directed to issue citations to short-term rental owners  
43 for their violations, and now requesting them not to enforce the code, was sending conflicting

1 messages to staff. The board agreed to add a future agenda item to discuss enforcement processes  
2 and fee structures to provide clearer direction to staff.

### 3 **i. Monthly Financial Report and Appropriations**

4 The board reviewed the monthly financial report.

5 *Motion by Bell, seconded by Kodanko, to pay bills in the amount of \$174,627.10. Motion carried – all*  
6 *ayes.*

## 7 **9. Staff Reports**

8 Schmelzer reported on several items:

- 9 ● The vandalism of stop signs over the weekend
- 10 ● The Dorr Hotel's decision not to proceed with the previously approved sprinkler contract
- 11 ● Zaza's Pizzeria decision to comply with the tree planting requirements as originally approved
- 12 by the board

## 13 **10. Committee Reports**

14 The board reviewed committee reports and discussed several items:

- 15 ● Marina Committee: Kodanko was not listed as absent or excused in the minutes but clarified
- 16 he missed the meeting due to not checking his village email in time
- 17 ● Parks, Properties, and Streets Committee: Howson provided information about the historical
- 18 sign planned for the marina area
- 19 ● Fire Board: Bhirdo questioned the motion to sell unused equipment and pay the individual
- 20 completing the process 10% of the proceeds
- 21 ● Library Board: Bell asked about a potential conflict of interest with the chair's husband
- 22 being hired

23 *Motion by Howson, seconded by Harff, to accept the committee reports. Motion carried – all ayes.*

## 24 **11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

### 25 **Items to be placed on future agendas included:**

- 26 ● A review of the enforcement processes and associated citation schedule
- 27 ● Update on the administration building funding, including Bhirdo's debt presentation
- 28 ● The Board agreed to refer the administration building location to the Parks Committee for
- 29 further consideration along with the Knowles Nelson Stewardship grant issue discussed at
- 30 previous meetings

## 31 **12. Executive Session**

### 32 **a. Adjourn to Closed Session**

1 *Motion by Bell, second by Howson, to go into closed session pursuant to Wisconsin statute*  
 2 *19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or legal*  
 3 *advice concerning strategy to be adopted by the body with respect to litigation in which it is or is*  
 4 *likely to become involved, specifically, cases regarding the Town of Liberty Grove; Hunter and Jessica*  
 5 *Clinton, et al; Adam and Brigid White, Bertram Communications, and Preserving Foundations/Paula*  
 6 *Anschutz. Roll call vote: Bell-Aye, Bhirdo – Aye, Champeau-Aye, Harff- Aye, Kodanko- Aye, White-*  
 7 *Aye, Howson- Aye.*

#### 8 **b. Reconvene into Open Session**

9 *Motion by Bell to exit closed session; second by Kodanko. Roll Call Vote: Bell – Yes, Bhirdo – Yes,*  
 10 *Howson – Yes, Harff – Yes, White – Yes, Kodanko – Yes, Champeau – Absent. Noted: Champeau had*  
 11 *to leave early.*

#### 12 **c. Motion or Action, as Appropriate**

14 *1. In regard to the Clinton and White case, motion by Howson to advise legal counsel to take actions*  
 15 *consistent with discussion in closed session; second by Kodanko. Motion carried – all ayes.*

16 *2. Motion by Kodanko to request Bertram revise their schedule and bring the agenda item next*  
 17 *month; second by Howson. Motion carried; 5-0 aye, with Bell abstaining.*

18  
 19 *In that the Board was not able to get through all items in closed session, they determined an*  
 20 *additional meeting would be needed to discuss the Preserving Foundations matter. A meeting was*  
 21 *scheduled for July 21, 2025, between 1:00 and 3:00, the meeting time pending confirmation from*  
 22 *Bhirdo that she would be available. Motion carried – all ayes.*

#### 23 **13. Adjourn**

24 *Motion to adjourn by White, second by Kodanko. Motion carried – all ayes. The meeting adjourned*  
 25 *at 10:25 p.m.*

26  
 27  
 28 Respectfully submitted by Sarah Bertges, Administrative Assistant  
 29  
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**VILLAGE BOARD OF TRUSTEES MEETING MINUTES**

**Monday, July 21, 2025**

**(Unapproved)**

**1. Call to Order & Roll Call**

The meeting of the Sister Bay Village Board of Trustees was called to order by President Nate Bell at 1:00 P.M. Bell explained the meeting was to discuss those items the Board did not have to discuss at the prior meeting.

Present: President Bell and trustees Denise Bhirdo, Louise Howson, Chad Kodanko, Brigid White, Kurt Harff and Patrice Champeau.

Staff: Village Administrator Julie Schmelzer and Village Clerk Susan Clarke.

**2. Approve Agenda**

*Motion by Howson, seconded by White, to approve the agenda as presented. Motion carried – all ayes.*

**3. Comments, Correspondence and Concerns from the Public**

(None.)

**4. Executive Session**

**a. Adjourn to Closed Session**

*Motion by Bell, second by Howson, to go into closed session pursuant to Wisconsin Stats. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or legal advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically, the Preserving Foundations/Paula Anschutz Development Agreement.*

*Additionally, remain in closed session pursuant to Wis. Stats. §19.85(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Discussion of Village Administrator compensation and benefits.*

*Roll call vote: Bell-Aye, Bhirdo – Aye, Champeau-Aye, Harff- Aye, Kodanko- Aye, White- Aye, Howson-Aye.*

Paula Anschutz was present for the first portion of the Executive Session. Schmelzer left for the second portion of the Session.

**b. Reconvene into Open Session**

*Motion by Bell to exit closed session; second by Kodanko. Roll call vote: Bell-Aye, Bhirdo – Aye, Champeau-Aye, Harff- Aye, Kodanko- Aye, White- Aye, Howson- Aye.*

**c. Motion or Action, as Appropriate**

1 *1. In regard to the Anschutz case, motion by Howson, second by Kodanko, to issue a new letter with*  
2 *compliance items discussed. Motion carried – all ayes.*

3 *2. Motion by Howson, second by White, to proceed as discussed in Closed Session. Motion carried –*  
4 *all ayes.*

5 **5. Adjourn**

6 *Motion to adjourn by Howson, second by Harff. Motion carried – all ayes.*  
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9 Respectfully submitted by Sarah Bertges, Administrative Assistant, on behalf of sue Clarke, former  
10 Village Clerk  
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On Wed, Jul 30, 2025 at 4:07 PM Anna Crowley <[acrowley54235@gmail.com](mailto:acrowley54235@gmail.com)> wrote:

I am writing to you today as a concerned citizen who loves the Door County Peninsula and particularly our village of Sister Bay. Please feel free to share this with the village board or whoever else you deem necessary. My family history consists of 2 grandfathers both chefs who would bring us up for cherry picking. My husband's family history is now 3 generations long. His grandfather, James McLennon, was the regional manager for Moore McCormick Shipping Lines for the upper Midwest which included, of course, Sturgeon Bay. My husband's mother would come up and stay in Ephraim as a child in the cottages behind the Old Post Office and we have pictures of my husband as a child on the Old Post Office steps.

Since we live on the North Shore of Chicago Door County was the place that everyone would go for the summer. We have had our condo in Sister Bay for about 20 years now and all our family loves coming up.

We have enjoyed the expansion of the NorDoor Peninsula over these years with steady but cautious growth. Part of the beauty of the area is the natural beauty which cannot be replicated and the peace we find coming up here. We have been disturbed in the last few years with expansion of Sister Bay and in particular the extra businesses and massive outside bars with music. It's getting so crowded that when we tried to walk through one of the gift shops recently we were elbow to elbow with other people. Don't misunderstand. We do know that the businesses like having a lot of tourists but it's getting to be a bit too much. The loud music makes it sound like loud outside concerts not even in pavilions.

Let me be clear. Everyone I know comes for the art galleries, good restaurants, natural beauty and theatrical performances outdoors. No one wants Fort Lauderdale. The bars are fine without blasting music as well. If they want that kind of noise they can go somewhere else.

The beauty of the peninsula has been its solitude. We come for the family friendly atmosphere and love of nature. Overbuilding even with condos can end that. We saw a man profusely apologizing to another father who's teenage son almost came to blows with the son. If this type of overcrowding with large amounts of people doesn't slow down problems will occur.

It's time to take a step back and ask what are we really trying to accomplish here? Are we here for the preservation of the area or for monetary gain? It's time to slow down and reassess where we are at. The last thing we want to do is ruin this beautiful area as has happened in so many other recreational places. We love Door County and consider Sister Bay our second home. We hope that never changes.



# August 2025

## DOOR COUNTY LIBRARY HAPPENINGS



[mbehme@doorcountylibrary.org](mailto:mbehme@doorcountylibrary.org)

Eight library branches — Open year-round with **free Wi-Fi**.

**Library cards are free for everyone!**

To get one, visit the library with a photo ID.

Contact: Maggie Behme

920.746.7122

## SPECIAL EVENTS AT THE LIBRARY [Edited by Village]

### All Month Long

#### *2025 Door County Summer Passport Program (Color Our World)*      **All Library Locations**

Pick up your paint palette-style passport at any Door County Library branch and explore local art destinations all summer long! From June through August, visit the 12 designated Door County art locations, listed on your passport, to find the Mental Health Focus Group's color swatch posters. Collect at least six swatches and return your completed passport to any Door County Library branch to be entered into the prize raffle. Winners are selected after August 31.

#### *Colors of Door County* **Virtual/All Library Locations**

Do you want to have an adventure close to home? Capture and share the colors of our world by taking a photo that represents the color of your choice. Take a picture with your cell phone or camera and email the picture to [Youth@DoorCountyLibrary.org](mailto:Youth@DoorCountyLibrary.org). In the email, list your name, age, color the picture represents and what weekly raffle you want to enter: a book from the prize collection or a \$5 gift certificate from Destination Door County.

#### *Screen Free Craft Bag Pickup August 2025*

#### **Multiple Library Locations**

This summer, we are featuring different art materials each month. August includes a magic color scratch sheet, a colorable bookmark, and a summer-themed activity page! For ages 4K – 2nd grade.

#### *MakerSpace Focused Activity*      **Egg Harbor Library**

Using the Cricut Maker 3, a die cutting machine, create easy vinyl designs. We will be making summer reading decals to put on a water bottle or tote bag. There will also be premade decals too. This is recommended for teens, adults, and children with adult supervision.

#### *STEAM Activity*

#### **Egg Harbor Library**

Build structures with Magnitiles in the children's room.

#### *August Takeaway Kit - DIY Kaleidoscope Kit*      **Fish Creek Library**

Grab one of these kaleidoscope kits to and see all the spinning colors!  
For all ages.

#### *Kids Craft Kit Giveaway - Shark Month*

#### **Baileys Harbor Library**

Pick up a Shark puppet or picture frame craft while supplies last!  
For kids.

*[Items predating the Village Board of Trustees meeting have been removed]*

### **Wednesday, August 20**

#### **10:30 a.m. Sister Bay/Liberty Grove Library**

*Storytime with Miss Jenny (Fruit)*

Stories and interactive fun for you and your babies, toddlers, and preschoolers!  
Enjoy singing, movement, and related crafts with Miss Jenny to accompany each week's theme of storytime books. Contact the library: 920-854-2721

Schedule for each week:

10:30 Meet Friends inside Kids area

10:45 - 12:00 Story & Circle Time with Crafts & Activities, Outside Weather Permitting

#### **12:00 p.m. – 7:00 p.m. Baileys Harbor Library**

*Make it Yourself: Cake Pop Kit Giveaway*

Cake Pop fans, this one's for you! We're giving away DIY Cake Pop Kits! Each kit comes with everything you need to make your own decadent cake pops at home - just add creativity and maybe a handful of sprinkles.

Available while supplies last

#### **1:00 p.m. Egg Harbor Library**

*Music Jam*

Open to all musicians and all levels of ability. This jam will foster a community where new musicians can learn from the talented players and gain confidence. The advanced players can demonstrate their learned talents and unique play abilities. Those who enjoy listening to acoustic music, but don't play an instrument, are welcome to come and hear various musical instruments. All are welcome. Contact the library: 920-868-2664

#### **3:30 p.m. - 4:30 p.m. Sturgeon Bay Library**

*Play Reading Club: TBD*

Read the play ahead, then join the Play Reading Club for a discussion led by Jacob Janssen, Artistic Director of Third Avenue PlayWorks. This month's play is TBD.  
Call Laura at 920-746-7121 to request a copy.

### **Thursday, August 21**

#### **10:30 a.m. - 11:30 a.m. Sister Bay/Liberty Grove Library**

*Reading with Therapy Dog Nellie Bly*

Certified therapy dog, Nellie Bly is available for children of all ages to share a book one-on-one with on Thursdays during the summer from 10:30-11:30am at the Sister Bay/Liberty Grove Library. A dear way to build confidence, connect with a loving dog, and encourage reading and a love of books.

**Register at the front desk for your child's appointment when you arrive.**

Contact the library: 920-854-2721

**Friday, August 22**

**10:00 a.m. - 4:00 p.m. Baileys Harbor Library**

Make it Yourself: Cake Pop Kit Giveaway

Cake Pop fans, this one's for you! We're giving away DIY Cake Pop Kits! Each kit comes with everything you need to make your own decadent cake pops at home - just add creativity and maybe a handful of sprinkles.

Available while supplies last

**Saturday, August 23**

**10:00 a.m. - 1:00 p.m. Baileys Harbor Library**

Make it Yourself: Cake Pop Kit Giveaway

Cake Pop fans, this one's for you! We're giving away DIY Cake Pop Kits! Each kit comes with everything you need to make your own decadent cake pops at home - just add creativity and maybe a handful of sprinkles.

Available while supplies last

**Sunday, August 24**

**9:00 a.m. - 1:00 p.m. (While Supplies Last) Outside the Baileys Harbor Library**

*Farmers Market Crafts*

Stop the library's booth at the Baileys Harbor Farmers Market and pick up a craft kit to make your own fruits & veggies! Contact the library: 920-839-2210

**Monday, August 25**

**5:30 p.m. - 6:30 p.m. Forestville Library**

*Forestville Adult Book Club*

Join us for this month's book, "Remarkably Bright Creatures" by Shelby Van Pelt. The book is available on [infosoup.org](http://infosoup.org) and in audiobook and ebook on Libby and Hoopla.

Contact the library: 920-856-6886

**Tuesday, August 26**

**4:00 p.m. Egg Harbor Library**

*Movie in the Great Hall Theater*

Join us upstairs in the Great Hall Theater for a film (PG-13). Free popcorn – Bring your own non-alcoholic beverage. Visit [DoorCountyLibrary.org](http://DoorCountyLibrary.org) for the movie title. Funded by the Friends of Door County Library.

Contact the library: 920-868-2664

**Wednesday, August 27**

**10:30 a.m. Sister Bay/Liberty Grove Library**

*Storytime with Miss Jenny (Color)*

Stories and interactive fun for you and your babies, toddlers, and preschoolers!

Enjoy singing, movement, and related crafts with Miss Jenny to accompany each week's theme of storytime books. Contact the library: 920-854-2721

Schedule for each week:

10:30 Meet Friends inside Kids area

10:45 - 12:00 Story & Circle Time with Crafts & Activities, Outside Weather Permitting

**1:00 p.m. Egg Harbor Library**

*Music Jam*

Open to all musicians and all levels of ability. This jam will foster a community where new musicians can learn from the talented players and gain confidence. The advanced players can demonstrate their learned talents and unique play abilities. Those who enjoy listening to acoustic music, but don't play an instrument are welcome to come and hear various musical instruments. All are welcome. Contact the library: 920-868-2664

**1:30 p.m. Sister Bay/Liberty Grove Library**

*Northern Door Genealogy Society – Research and Open Discussion*

Group discussion gathering at 1:30 pm on the 4th Wednesday of each month in-person at the Sister Bay/Liberty Grove Library. Join experienced and new members in sharing genealogy research paths and interests. All are welcome. Contact the library: 920-854-2721

**Thursday, August 28**

**10:30 a.m. Egg Harbor Library**

*Between the Pages Book Club*

Join the Egg Harbor Library in a group book discussion. This month we will be "I Must Betray You" by Ruth Sepetys. The book is available on InfoSoup. It is also available on Libby in audiobook and ebook. Participants and listeners are welcome. Contact the library: 920-868-2664

**10:30 a.m. - 11:30 a.m. Sister Bay/Liberty Grove Library**

*Reading with Therapy Dog Nellie Bly*

Certified therapy dog, Nellie Bly is available for children of all ages to share a book one-on-one with on Thursdays during the summer from 10:30-11:30am at the Sister Bay/Liberty Grove Library. A dear way to build confidence, connect with a loving dog, and encourage reading and a love of books.

**Register at the front desk for your child's appointment when you arrive.**

Contact the library: 920-854-2721

**11:00 a.m. Washington Island Library**

*Washington Island Book Club*

The Washington Island Library hosts a monthly book club for adults. The book we will be reading for August is "Camino Island" by John Grisham. The library will have several copies of the book available for checkout. The book is available on InfoSoup.org and is available in audiobook and ebook on Libby. Contact the library: 920-847-2323

**Friday, August 29****10:00 a.m. - 12:00 p.m.****Egg Harbor Library***Summer Reading Program Event: Tie-Dye T-Shirt Craft*

Stop by the Egg Harbor library for a tie-dye t-shirt craft! Dye your shirt at the library and take it home with instructions on how to care for your tie-dye design. After it's set and washed, bring it back to the library to show us the final result!

All supplies and instructions will be provided. Wear cloths that can get messy.

Limited to the first twelve people. No Sign-up is required.

**Saturday, August 30****9:30 a.m. – 12:00 p.m.****Sturgeon Bay Library***Book Sale*

Shop the shelves and browse the overflow rooms in the basement — thousands of books, audiobooks, and movie titles. Proceeds from The Friends' book sales fund programs and projects benefiting patrons at all eight of our Door County Library Branches. Contact the library: 920-743-6578



# RECYCLING EVENT

OPEN TO THE PUBLIC!

**RECYCLE ANYTHING WITH A PLUG!**  
***DONATIONS BENEFIT THE FOOD PANTRY***

**SATURDAY, SEPTEMBER 27**  
**9:00AM-NOON**  
***(RAIN OR SHINE!)***

**2541 S. BAY SHORE DR.**  
**SISTER BAY**  
***(OLD SHOPKO PARKING LOT)***



Proud Member of  
Wisconsin DNR E-Cycle WI  
**B3 Recycling**  
920-246-7143



## FREE TO RECYCLE:

|                      |                  |                |
|----------------------|------------------|----------------|
| Anything metal       | Garbage Disposal | Stoves         |
| Appliances           | Hair Dryer       | Table Saw      |
| Batteries            | Hand Tools       | Tillers        |
| Bed Frames           | Ironing Board    | Tools          |
| Bikes                | Irons            | Trailers       |
| Cables               | Keyboards        | Treadmills     |
| Calculators          | Lamps            | Tricycle       |
| Car Parts            | Laptops          | Wash Machines  |
| Cell Phones          | Lawn Mowers      | Water Heater   |
| Chain Saw            | Light Fixtures   | Weight Benches |
| Chairs               | Metal Pipes      | Weight Sets    |
| Coffee               | Metal Roofing    | Wire           |
| Machines             | Microwaves       |                |
| Computers            | Plugs            |                |
| Cordless Phones      | Pots and Pans    |                |
| Credit Card Machines | Power Cords      |                |
| Curling Irons        | Printers         |                |
| Dish Washers         | Saw Blades       |                |
| Drills               | Scooters         |                |
| Dryers               | Screen Doors     |                |
| Electric Motors      | Shelves          |                |
| Elliptical Machines  | Snow Blower      |                |
| Equipment            | Speakers         |                |
| Exercise Equipment   | Staplers         |                |
| Flag Poles           | Stereos          |                |

## FEE TO RECYCLE:

\$10 - LCD Monitors  
\$15 - CRT Monitors  
\$15 - Any Flat Panel TV  
\$15 - TV Under 30"  
\$30 - TV Over 30"  
\$30 - Console TV  
\$30 - Projection TV  
\$50- Bare Tubes  
\$10 - Refrigerators  
\$10 - Freezers  
\$5 - Dehumidifiers  
\$5 - A/C Units

***All information on Hard Drives,  
Sim Cards, Flash Drives, etc. will  
be erased/destroyed.***

***Apple products should have  
iCloud account removed prior to  
drop off if possible.***

# BAYSHORE TRAIL

FEASIBILITY STUDY

19

VILLAGES OF EGG HARBOR, EPHRAIM, & SISTER BAY | TOWNS OF EGG HARBOR, GIBRALTAR, & LIBERTY GROVE

## Open Houses

Come explore maps, read our findings, ask questions, and share your vision for a multi-purpose trail that connects communities. We encourage you to **attend one** session out of the four; the same materials will be displayed at each open house.

**LOCATION: Town of Gibraltar Old Town Hall**

4176 Maple St, Fish Creek, WI 54212

Wednesday

**8/28/25**

Any time between  
11am-1pm and 5pm-7pm  
(attend one session)

Friday

**9/26/25**

Any time between  
11am-1pm and 5pm-7pm  
(attend one session)



Use your mobile device to scan  
and view our project website.

 [bayshoretrail-doorcounty-baylakerpc.hub.arcgis.com](https://bayshoretrail-doorcounty-baylakerpc.hub.arcgis.com)



**BAY LAKE**  
Regional Planning Commission | Since 1972



## **STAFF REPORT**

### **PRESENTATION – VILLAGE DEBT**

**Date:** August 19, 2025

**Board/Committee:** Village Board

**Author:** Julie A. Schmelzer

At the last Board meeting Trustee Kodanko requested Trustee Bhirdo share the presentation she made earlier to the Board on Village debt and finances and the impact a new administration building would have on the debt. Bhirdo will do a presentation on our debt and reference the attached spreadsheet she had prepared in spring.



| Based on 2026 / 2027 payments                                                                                                                                          |                    |                |                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------|----------------------------------------------------------------------|
|                                                                                                                                                                        | Interest Rate      | Annual Payment | Allocated Funds                                                      |
| Loan #58 Waterfront Sports Complex                                                                                                                                     | 2.5 % until 4/1/27 | \$1,147,000.00 | 624,000.00 General Fund 54%                                          |
| Johnson waterfront property                                                                                                                                            | 3 % after 4/1/27   |                | 182,000.00 Marina Fund 16%                                           |
|                                                                                                                                                                        |                    |                | 341,000.00 TID #1 30%                                                |
| Loan # 65 Broadband                                                                                                                                                    | 4.10%              | \$260,000.00   |                                                                      |
| Loan # 67 Parks Maintenance Building                                                                                                                                   | 5%                 | \$295,000.00   |                                                                      |
| Loan #69 Administration Building                                                                                                                                       | anticipating 5 %   | \$600,000.00   |                                                                      |
| \$215,000.00 in 2017 and beyond                                                                                                                                        |                    |                |                                                                      |
| Loan #70 Mill Road Triangle                                                                                                                                            | anticipating 5%    | \$200,000.00   |                                                                      |
| 2 million dollar loan first payment 2027                                                                                                                               |                    |                |                                                                      |
|                                                                                                                                                                        | Total Debt         | \$2,502,000.00 |                                                                      |
|                                                                                                                                                                        |                    |                | PRAT funds                                                           |
| Subtractions                                                                                                                                                           |                    | -182,000.00    |                                                                      |
|                                                                                                                                                                        |                    | -341,000.00    |                                                                      |
|                                                                                                                                                                        |                    | -500,000.00    |                                                                      |
|                                                                                                                                                                        |                    | -410,000.00    |                                                                      |
|                                                                                                                                                                        |                    | -335,000.00    | Marina Fund payments will continue until paid off in 2031            |
|                                                                                                                                                                        |                    |                | TID # 1 payments will continue until paid off in 2031                |
|                                                                                                                                                                        |                    |                | Room Tax                                                             |
|                                                                                                                                                                        | Debt Levy          | \$734,000.00   | TID # 1 payments will continue until 2031 when Loan # 58 is paid off |
|                                                                                                                                                                        |                    |                | then those dollars can be used for payments                          |
|                                                                                                                                                                        |                    |                | PRAT funds will continue for the life of the loan                    |
| Moodys upgrade in October of 2023 from A1 to Aa3                                                                                                                       |                    |                |                                                                      |
| Moodys upgrade in September 2024 from Aa3 to Aa2                                                                                                                       |                    |                |                                                                      |
|                                                                                                                                                                        |                    |                | Actual debt levy in 2025 is \$850,000.00                             |
| Because of our excellent credit rating the loans taken out in November of 2024 verses what was presented to the board in August of 2024 saved us \$750,000 in interest |                    |                |                                                                      |



## **STAFF REPORT**

### **APPOINT INTERIM VILLAGE CLERK**

**Date:** August 19, 2025

**Board/Committee:** Village Board

**Author:** Julie A. Schmelzer

The position of Village Clerk is a statutory requirement with the duties outlined in Wis. Stats. §61.25. Until a new clerk is hired and sworn in, the Village should appoint an Interim Village Clerk so operations can continue per statutes.

Options are Sarah Bertges, Administrative Assistant or Julie Schmelzer, Village Administrator.

We currently do not have a Notary. The Town of Gibraltar has agreed to help us by having their Clerk come to the village from 12-1 once a week (if needed) to provide Notary services. They are not charging us for this service.



## STAFF REPORT

### TEXT AMENDMENTS - GARBAGE

**Date:** August 19, 2025

**Board/Committee:** Village Board

**Author:** Julie A. Schmelzer

When the village was reviewing their short-term rental rules, we discussed the issues we were having with guests being helpful and overfilling garbage cans, and, wheeling the receptacles out to the road when they left. To make sure we didn't have garbage blowing everywhere, and the unsightliness of overfilled bins at the road, we required all STR operators to subscribe to a 'drive in' service whereby the hauler picks up the trash by the home or garage, vs the road. For most operators, this service costs about \$1/day.

What we didn't consider – because at the time we had no such cases – was owner occupied STRs where the owner lives on site. The rule above means the operator pays for the service, and has trucks on their driveway, even though the owner is present to address garbage and recycling issues.

To address operators that reside on site and their presence to address refuse needs, the Plan Commission proposes the followings amendments, as shown in the attached ordinance.

#### **Sec. 50.43 Solid Waste Collection and Disposal Services.**

- (a) Single Family, Duplex and Three-plex Dwellings. The Village through its Contractor is providing a weekly garbage collection service utilizing one sixty (60) gallon roll out container. Any additional containers or capacity shall be paid for by the occupant. **Except for short-term rentals where the owner lives onsite and provides onsite property management at the time of rental, all For those** dwellings licensed as a short-term rental, **they** shall subscribe for door-to-door service, whether occupied as a rental on a daily basis or not.

#### **Sec. 18.57 Operation of a Short-Term Rental**

- Q. **Except for short-term rentals where the owner lives onsite and provides onsite property management at the time of rental, as outlined in Sec. 50.43 of the Municipal Code, e**Every Operator, or if authorized by the Operator, their Resident Agent, shall contract for refuse and recycling collection and disposal services that are tailored to the property to ensure compliance with Chapter 50 of the Municipal Code related to Health and Sanitation, garbage and recycling in particular. Said contract shall specify the collection of refuse and recycling will not be at the curb, but at the home itself to comply with the Municipal Code. Be advised a violation of Chapter 50, during the rental period or not, shall be deemed a violation of this Article.

## ORDINANCE NO. 2025-012

### Amending Chapter 18 – Business Regulation Amending Chapter 50 – Health and Sanitation

**WHEREAS**, Chapter 18 of the Village of Sister Bay Municipal Code, Article IV, requires certain short-term rental operators to subscribe for refuse and recycling services whereby the refuse and recycling is picked up at the actual rental unit, and not at the curb; and,

**WHEREAS**, Chapter 18, Article IV, refers the short-term rental operator to Chapter 50 of the Municipal Code for the complete set of regulations as they pertain to garbage and recycling, and those rules do not make provision for short-term rentals where the owner lives onsite and can address refuse concerns; and,

**WHEREAS**, at a meeting of the Plan Commission on July 22, 2025, the Plan Commission considered revised ordinance language that would meet the intent of the code(s), while making accommodations for onsite property management, and recommended the Board of Trustees amend Chapters 18 and 50 to make refuse provisions for owner occupied units with onsite property management.

**NOW, THEREFORE**, at the August 19, 2025, meeting of the Village of Sister Bay Board of Trustees, the Village Board does hereby amend Chapter 18, *Business Regulation*, and, Chapter 50, *Health and Sanitation*, of the Village of Sister Bay Municipal Code, to clarify the terms for refuse and recycling services for short-term rentals where the owner lives onsite.

#### **Section 1 – Adoption of Amendments.**

Amend Section 18.57, *Operation of a Short-Term Rental*, as follows (additions in red, deletions in red strikethrough):

- Q. **Except for short-term rentals where the owner lives onsite and provides onsite property management at the time of rental, as outlined in Sec. 50.43 of the Municipal Code, e**~~Every~~ Operator, or if authorized by the Operator, their Resident Agent, shall contract for refuse and recycling collection and disposal services that are tailored to the property to ensure compliance with Chapter 50 of the Municipal Code related to Health and Sanitation, garbage and recycling in particular. Said contract shall specify the collection of refuse and recycling will not be at the curb, but at the home itself to comply with the Municipal Code. Be advised a violation of Chapter 50, during the rental period or not, shall be deemed a violation of this Article.

Amend Section 50.43, *Solid Waste Collection and Disposal Services*, as follows (additions in red, deletions in red strikethrough):

- (a) Single Family, Duplex and Three-plex Dwellings. The Village through its Contractor is providing a weekly garbage collection service utilizing one sixty (60) gallon roll out container. Any additional containers or capacity shall be paid for by the occupant. **Except for short-term rentals where the owner lives onsite and provides onsite property management at the time of rental, all** ~~For those~~

dwellings licensed as a short-term rental, ~~they~~ shall subscribe for door-to-door service, whether occupied as a rental on a daily basis or not.

**Section 2 – Availability for Public Inspection.**

A copy of this Ordinance shall be permanently on file and open to public inspection in the Office of the Village Clerk after its enactment and for a period of not less than two (2) weeks before its enactment.

**Section 3 – Ordinances in Conflict.**

All other Ordinances in conflict herewith are hereby repealed.

**Section 4 – Effective Date.**

This Ordinance shall take effect and be in full force from and after its passage and publication according to law.

**Section 5 – Severability.**

If a Court of competent jurisdiction adjudges any section, clause, provision or portion of this Ordinance unconstitutional or invalid, the remainder of the ordinance shall not be affected thereby.

**Village of Sister Bay**

By: \_\_\_\_\_  
Nate Bell, President

ATTEST:

\_\_\_\_\_  
Interim Village Clerk

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Filed/Posted: \_\_\_\_\_  
Village Administration Office, 2383 Maple Dr.  
Sister Bay Post Office, 10685 N Bay Shore Dr.  
Sister Bay Liberty Grove Library, 2323 Mill Rd.  
Effective Date: August 20, 2025



## STAFF MEMORANDUM

### RESOLUTION TO APPROVE CSM -- DEVILEY

**Meeting Date:** August 19, 2025

**Board/Committee:** Board of Trustees

**Author:** Julie Schmelzer, Village Administrator

Nick and Mary Deviley own six acres off Orchard Drive. The subject parcel is zoned General Business (B-1). The property, along with the adjacent farm, was once *The Patio* drive-in restaurant, a motel, and a children's petting zoo. The property is bound by Orchard Drive and an ingress/egress easement which serves the adjacent farm.



Deviley proposes dividing the property into three parcels (see attached CSM). Proposed:

**Lot 1:** Would be dedicated to the former *Patio* restaurant and small motel. There would be direct access onto Orchard Drive, and from an access easement. There is a septic tank on the new parcel that connects to a very large drainfield on another proposed lot – these are to be abandoned when the Deviley's install public sewer and water, which they are currently working on with the Utilities Department.

**Lot 2:** This is a one-acre field behind the restaurant parcel. It functions separate from the restaurant and motel, and 'makes sense' to disconnect it from the restaurant parcel. When Deviley installs sewer, it will run directly past this parcel, making it suitable for development, should he ever choose to develop it.

**Lot 3:** This lot would be the farmland south of the existing egress. This abuts Orchard, but is also bordered by the egress easement. This has the drainfield, which is to be removed and the site connected to sewer and water.

A Resolution is required to approve the CSM (attached).

**RESOLUTION NO. 2025-022****APPROVING A THREE LOT CERTIFIED SURVEY MAP  
FOR NICK AND MARY DEVILEY, ORCHARD DRIVE**

**WHEREAS**, on July 22, 2025, the Village of Sister Bay Plan Commission heard a request from Nick and Mary Deviley to create a 3-lot certified survey map (CSM) on property known as Parcel No. 181-00-07312842A; and,

**WHEREAS**, upon finding the land division complied with the requirements of the Village of Sister Bay Municipal Code, the Plan Commission recommended to the Village Board approval of the CSM.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Sister Bay that the attached CSM, prepared by Brian D. Frisque, a Professional Land Surveyor, is hereby approved as presented.

**INTRODUCED** at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 19th day of August, 2025.

Passed and adopted this 19th day of August, 2025.

\_\_\_\_\_  
Nate Bell, President

**ATTEST:**

\_\_\_\_\_  
Interim Village Clerk

VOTE:      Ayes \_\_\_\_\_ Nays \_\_\_\_\_

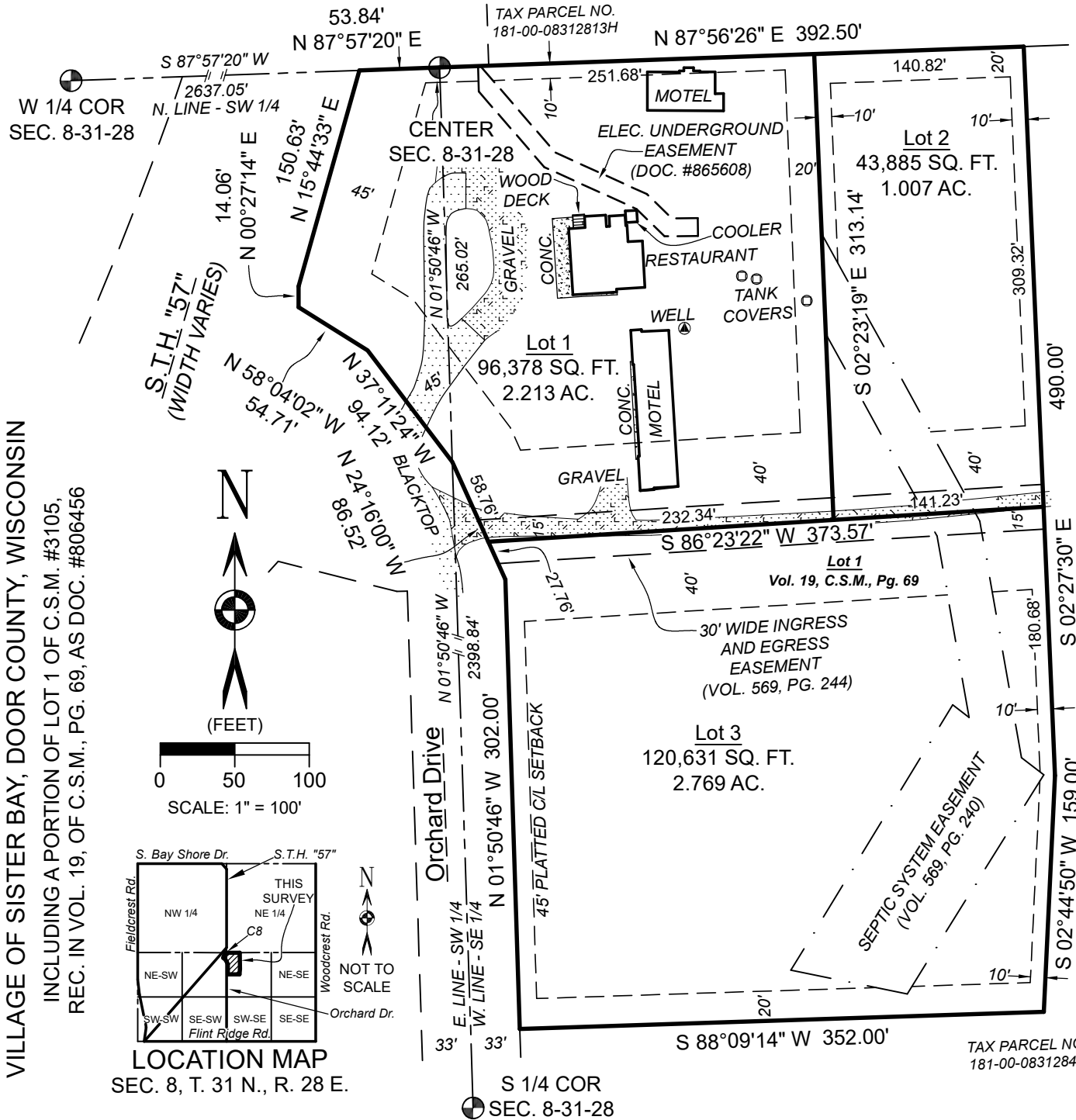
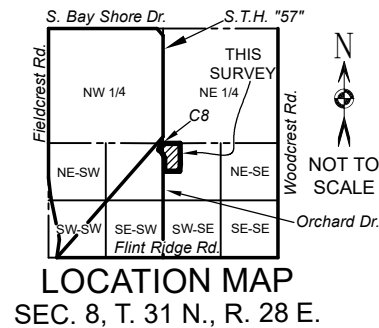


# CERTIFIED SURVEY MAP

LOCATED PARTLY IN:

THE NE 1/4 OF THE SW 1/4 AND PARTLY IN THE  
NW 1/4 OF THE SE 1/4, ALL IN SECTION 8, T. 31 N., R. 28 E.,  
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

INCLUDING A PORTION OF LOT 1 OF C.S.M. #3105,  
REC. IN VOL. 19, OF C.S.M., PG. 69, AS DOC. #806456



S 87°56'26" W  
 2275.05'  
 N. LINE - SE 1/4  
 E 1/4 COR  
 SEC. 8-31-28

## LEGEND

- ⊕ = U.S. PUBLIC LAND SURVEY CORNER  
(EXISTING DOOR COUNTY MONUMENT)
- = SET 1" IRON PIPE (WEIGHING  
1.13 LBS PER LINEAL FOOT)
- = EXISTING 1" IRON PIPE  
(UNLESS NOTED)

BUILDING ZONE = [ B-1 ]

Caveat:

**PRINCIPAL STRUCTURES:**

- 45' PLATTED RIGHT-OF-WAY SETBACK
- 45' ORCHARD DRIVE PLATTED CENTERLINE SETBACK
- 40' FRONT YARD (EASEMENT SETBACK)
- 20' REAR-YARD SETBACK
- 10' SIDE-YARD SETBACK

*Building zones depicted are based on zoning setbacks in effect at the time this map was produced and should not be relied upon without first obtaining written verification thereof from the Door County Land Use Services Department: Zoning and the Village of Sister Bay.*

SURVEYOR'S NOTES:

BEARINGS REFERENCED TO WEST LINE OF THE SE 1/4 OF  
SECTION 8-31-28, BEARING N 01°50'46" W, BASED FROM  
CERTIFIED SURVEY MAP NO. 3105, RECORDED IN VOLUME 19, OF  
CERTIFIED SURVEY MAPS, PAGE 69, AS DOCUMENT NO. 806456.

FULL EXTENT GRAVEL AND BLACKTOP DRIVEWAYS NOT SHOWN  
DUE TO SNOW AND ICE COVER AT TIME OF FIELD WORK.

- BUILDING LOCATION DEPICTS THE FULL EXTENT OF THE STRUCTURES, INCLUDING EAVES AND OVERHANGS.

THE NORTHWESTERLY PORTION OF LOT 1 THAT ABUTS S.T.H.  
"57" MAY BE SUBJECT TO HIGHWAY 42 & 57 LANDSCAPE  
SETBACK OVERLAY DISTRICT AS DESCRIBED IN THE VILLAGE OF  
SISTER BAY ZONING CODE.

DIVIDING TAX PARCEL #181-00-08312842A, LOCATED AT 10440 ORCHARD DRIVE.

7-14-2025

D-011325H1.dwg

*Drawn By: J.J.B.*

JOB#: D-011325H1

SHEET 1 OF 2

CERTIFIED SURVEY MAP

LOCATED PARTLY IN:

THE NE 1/4 OF THE SW 1/4 AND PARTLY IN THE  
NW 1/4 OF THE SE 1/4, ALL IN SECTION 8, T. 31 N., R. 28 E.,  
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

INCLUDING A PORTION OF LOT 1 OF C.S.M. #3105,  
REC. IN VOL. 19, OF C.S.M., PG. 69, AS DOC. #806456

SURVEYOR'S CERTIFICATE:

I, Brian D. Frisque, Professional Land Surveyor for Brian Frisque Surveys Inc., do hereby certify that under the direction of The Patio, LLC, and Nicholas & Mary Deviley, owners, I have surveyed, divided and mapped the following described parcel.

A tract of land located partly in the Northeast one-quarter of the Southwest one-quarter, and partly in the Northwest one-quarter of the Southeast one-quarter, All in Section 8, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin, including a portion of Lot 1 of Certified Survey Map No. 3105, recorded in Volume 19, of Certified Survey Maps, Page 69, as Document No. 806456, and is more particularly described as follows:

Commencing at the South one-quarter corner of said Section 8, thence N 01°50'46" W along the West line of the Southeast one-quarter 2398.84 feet to the point of beginning, thence N 37°11'24" W 94.12 feet, thence N 58°04'02" W 54.71 feet, thence N 00°27'14" E 14.06 feet, thence N 15°44'33" E 150.63 feet to the intersection with the North line of the Southwest one-quarter, thence N 87°57'20" E along said North line of the Southwest one-quarter 53.84 feet to the Center of aforementioned Section 8, thence N 87°56'26" E along the North line of the Southeast one-quarter 392.50 feet to the Northeast corner of aforementioned Lot 1 of Certified Survey Map No. 3105, thence S 02°27'30" E along the easterly boundary of said Lot 1 of Certified Survey Map No. 3105 490.00 feet, thence S 02°44'50" W continuing along said easterly boundary of Lot 1 of Certified Survey Map No. 3105 159.00 feet to the Southeast corner of said Lot 1 of Certified Survey Map No. 3105, thence S 88°09'14" W along the southerly boundary of Said Lot 1 of Certified Survey Map No. 3105 352.00 feet to the intersection with the easterly right-of-way line of Orchard Drive, thence N 01°50'46" W along said easterly right-of-way line of Orchard Drive 302.00 feet, thence N 24°16'00" W continuing along said easterly right-of way line of Orchard Drive 86.52 feet to the intersection with the aforementioned West line of the Southeast one-quarter and the point of beginning.

Said tract contains 5.989 acres of land.

The above described tract of land is subject to and benefited by a 30 foot wide ingress and egress easement, recorded in Volume 569, Page 244. Further subject to and benefited by a septic system easement, recorded in Volume 569, Page 240. Further Subject to an electric underground easement, recorded in Document No. 865608.

I further certify that the adjacent map is a true representation to the best of my knowledge and belief of said property and correctly shows the size and location of the property, its exterior boundaries and correct measurements thereof, the location of all visible structures, boundary fences, apparent easements, roadways and visible encroachments, if any. Also, that I have fully complied with the requirements of Chapter 236.34 of the Wisconsin Statutes.

This survey is made for the use of the present owners of the property and also those who purchase, mortgage or guarantee title thereto.

Dated \_\_\_\_\_  
Brian D. Frisque  
P.L.S. S-2429

CERTIFICATE OF THE VILLAGE OF SISTER BAY

This Certified Survey Map has been submitted to and approved by the Village of Sister Bay.

Dated \_\_\_\_\_  
Nate Bell, Village President

CERTIFICATE OF THE DOOR COUNTY LAND USE SERVICES DEPARTMENT: ZONING:

The Door County Land Use Services Department: Zoning has no jurisdiction within the town and is not required to review or approve this Certified Survey Map.

Dated \_\_\_\_\_  
Zoning Administrator

7-14-2025  
D-011325H1.dwg  
Drawn By: J.J.B.  
JOB#: D-011325H1  
SHEET 2 OF 2



## STAFF REPORT

### LEASE AGREEMENT – BOATHOUSE/WATERFRONT MUSEUM

**Date:** August 19, 2025

**Board/Committee:** Village Board

**Author:** Julie A. Schmelzer

In June we approved a Development Agreement allowing the Historical Society to renovate the Marina's boathouse into a waterfront museum. This agreement addressed land use.

At the time, staff explained we would need to approve a lease and an operational agreement. Attached is the lease.

Of concern at the Marina Committee was the loss of revenue from renting the apartment in the boathouse. There was much discussion about a need to charge the Historical Society rent. The Society on the other hand felt since they are investing over \$300,000 into a village building, and providing a public service, they should not have to pay rent.

Finally, the committee concluded they wouldn't ask for the \$18,000 the previous tenant paid, and instead would request \$10,000. The committee didn't care who paid it, as long as they didn't lose \$10,000 in revenue. They requested staff come up with a creative solution on how the \$10,000 gets paid.

Ideas were presented to both the Marina and the Finance Committees, and what is recommended to the Board is to 'forgive' some of the monies the Marina owes the village every year for their 'payment in lieu of taxes'(PILOT).

The following is the PILOT paid by the Marina:

| FY 2017   | 2018   | 2019   | 2020   | 2021   | 2022   | 2023   | 2024   |
|-----------|--------|--------|--------|--------|--------|--------|--------|
| \$ 56,497 | 53,237 | 54,233 | 55,513 | 59,299 | 52,644 | 45,297 | 46,195 |

The lease proposes the PILOT not exceed \$50,000 for the term of the thirty-year lease. Although it does not meet the committee's desire of a \$10,000 gain, we do have to remember after the Boathouse is improved, and/or the office building rebuilt, the value/PILOT will be substantially higher. Capping the PILOT at \$50,000 'freezes' what would be due to the village, regardless of the value. Simply, the Marina will not have to pay the PILOT, and that money saved will cover the rent they are seeking.

## **BOATHOUSE LEASE AGREEMENT**

This **BOATHOUSE LEASE AGREEMENT** ("Lease") made this 19th day of August 2025, by and between the VILLAGE OF SISTER BAY (the "Landowner"), and the SISTER BAY HISTORICAL SOCIETY, INC. (the "Lessee"), collectively known as the "Parties".

Landowner grants a lease to Lessee for a thirty (30) year term, beginning on September 1, 2025, and ending on August 31, 2055, for the right to remodel the Village of Sister Bay Marina Boathouse and operate it as a waterfront museum located on the real estate known as Tax Parcel No. 181-00-05312841N1, at Fire Number 10697 North Bay Shore Drive (the "Premises").

The Parties to this Lease for and in consideration of the mutual covenants contained in this Lease agree with each other as follows:

### **SECTION 1. PAYMENT**

In consideration of the use of the Premises to remodel and maintain a waterfront museum thereon, the Landowner shall charge the Lessee an annual sum of \$1, payable within ten (10) days of signing this Lease and annually by the first of the year thereafter. To ensure the Sister Bay Marina does not lose revenue historically relied upon by the leasing of the premises, the Landowner agrees to annually adopt a resolution setting a limit on the Marina Payment in Lieu of Taxes (PILOT) due the Landowner at \$50,000. Regardless of the value of the Marina property(ies), and PILOT due, the Landowner agrees to never increase the PILOT due in excess of the \$50,000 limit herein, for the original term of this Lease. Failure by the Landowner to adopt an annual resolution to the effect above, shall not be of detriment to the Lessee.

### **SECTION 2. RIGHT TO RENEW**

This Lease shall automatically renew for a subsequent ten (10) year period so long as Lessee is in good standing hereunder, and there is no change in the PILOT limit in Section 1 above, unless either party gives notice to the other of their intent to not renew at least nine (9) months prior to the end of the current term. In the event such notice is given by Landowner, and Lessee desires to nevertheless continue with this Lease, the Parties agree to engage in good faith negotiations to address the Landowner's concerns. Any renewal will be on the same terms and conditions as set forth herein, excepting the Parties recognize there may be a change in the PILOT limit in Section 1 above, unless otherwise agreed in writing.

### **SECTION 3. SURRENDER AND TERMINATION**

Lessee agrees that at the expiration of this Lease or any extension thereof, Lessee will surrender peaceful possession of the described Premises to the Landowner. Landowner reserves the right to early termination of this Lease upon twelve (12) months' notice to Lessee in the event Lessee fails to remodel the boathouse within twenty-four (24) months of this Lease, or, operate the waterfront museum approved by the Development Agreement dated June 17, 2025, at any time

during the period June through September immediately preceding the notice of termination. Lessee or Landowner may otherwise terminate this Lease by providing no less than twenty four (24) months advance notice of termination.

#### **SECTION 4. TAXES AND ASSESSMENTS**

Landowner agrees to pay all taxes and assessments for the demised Premises, if any.

#### **SECTION 5. CARE OF BOATHOUSE**

Lessee agrees, at all times during the term of this Lease, to abide by the Operational Agreement dated August 19, 2025, and the Development Agreement dated June 17, 2025. Failure to enter into such Agreements or the termination of such Agreements shall render this Lease void.

#### **SECTION 6. INSURANCE**

The Lessee agrees, both generally and specifically with respect to the leasing of said Premises, and services to be provided herein, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such properties and services. The minimum coverage shall be a minimum of three hundred thousand dollars (\$300,000) for the premises and one million dollars (\$1,000,000) per person with a maximum of two million dollars (\$2,000,000) aggregate. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the Landowner under this Lease a policy or policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The insurance binder shall be provided to the Village Clerk no later than November 1 of each year. The Lessee shall further require all contractors, or others with whom it may partner in connection with the renovation of the boathouse or operation of the museum provided hereunder, or any event organizer, to have and maintain general liability and worker's compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Lease. The Lessee shall name the Village of Sister Bay as an "additionally insured". In turn, the Landowner will procure and maintain its own insurance against such risks, in such amounts as are customarily insured for such properties and services.

#### **SECTION 7. DEFAULT**

In the event Lessee fails, refuses, or neglects to keep or perform any of the terms and conditions of this Lease agreed to be kept and performed by the Lessee, or the terms of the Operational Agreement between Landowner and Lessee dated August 19, 2025, and the Development Agreement dated June 17, 2025, then Landowner, at its option, may take possession of the demised Premises and terminate and cancel any rights that the Lessee may have under this Lease. Said Lease may not be terminated, however, without prior written notice to the Lessee indicating the default of the Lessee and allowing the Lessee a reasonable period of time but not to exceed sixty (60) days to cure such default.

#### **SECTION 8. ACCESS TO PREMISES**

Landowner, Lessee, and their contractors, and visitors of the waterfront museum, shall be entitled to access the Premises from the public roadways, adjacent Park and Marina lands, and across the Premises. Any damage caused to adjoining property used for ingress and egress attributable to Lessee's acts or omissions shall be repaired by the Lessee at the Lessee's expense.

#### **SECTION 9. ENTIRE LEASE AGREEMENT**

This Lease contains the entire Lease Agreement between the Parties with respect to the transactions contemplated by this Lease and matters related thereto and does hereby supersede and render null and void and of no further force or effect any and all prior Leases, drafts of Leases or Agreements, and understandings between the Parties, excepting therefrom the Operational Agreement dated August 19, 2025, and, the Development Agreement dated June 17, 2025.

#### **SECTION 10. MODIFICATION OF LEASE AGREEMENT**

Any modification of this Lease or additional obligation assumed by either party in connection with this Lease shall be binding only if in writing signed by each party of an authorized representative of each party.

#### **SECTION 11. NO WAIVER**

The failure of either party to this Lease to insist on the performance of any of the terms and conditions of this Lease, or the waiver of any breach of any of the terms and conditions of this Lease, shall not be constructed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

#### **SECTION 12. BINDING EFFECT**

This Lease shall be binding upon the Parties hereto, their heirs, executors, administrators, and assigns.

#### **SECTION 13. MEDIATION**

In the event of any claims, disputes, and other matters in question arising out of or relating to this Lease or the breach thereof wherein a method of resolving same is not otherwise specified herein, and, if agreement cannot be reached by the Parties the Parties shall first participate in non-binding mediation by a mediator mutually agreed to by the Parties, or if they are unable to agree to a mediator, with a mediator selected in accordance with a conflict resolution service. The Parties agree to use their best efforts to resolve any claim or dispute by conflict resolution rather than by formal arbitration proceedings.

Notwithstanding anything to the contrary herein, the Landowner, upon breach of this Lease by the Lessee, may exercise their rights of re-entry and/or repossession of the premises along with any other equitable or legal remedies available to them.

**IN WITNESS, WHEREOF**, the Parties have hereunto set their hands and seals on the day first above written.

**Landowner: The Village of Sister Bay**

By: \_\_\_\_\_  
Nate Bell, Village President

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above-named Nate Bell, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }  
County of Door }

\_\_\_\_\_  
Notary Public:  
My commission expires:

**Lessee: Sister Bay Historical Society, Inc.**

By: \_\_\_\_\_  
John Lijewski, President

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above-named \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }  
County of Door }

\_\_\_\_\_  
Notary Public:  
My commission expires:



## **STAFF REPORT**

### **OPERATIONAL AGREEMENT –WATERFRONT MUSEUM**

**Date:** August 19, 2025

**Board/Committee:** Village Board

**Author:** Julie A. Schmelzer

In June we approved a Development Agreement allowing the Historical Society to renovate the Marina's boathouse into a waterfront museum. This agreement addressed land use.

At the time, staff explained we would need to approve a lease and an operational agreement. The Board is to discuss the lease on August 19, but they also need to review and approve an operational agreement.

Attached is the Operational Agreement which outlines what the village is committed to, and what is expected of the operator of the waterfront museum.



## **AGREEMENT BETWEEN THE VILLAGE OF SISTER BAY & THE SISTER BAY HISTORICAL SOCIETY, INC.**

This **OPERATIONAL AGREEMENT** ("Agreement") is made and entered into this 19th day of August 2025, by and between the VILLAGE OF SISTER BAY, a public body corporate and politic, duly created under the laws of the State of Wisconsin (the "Village"), and the SISTER BAY HISTORICAL SOCIETY, INC. (the "Operator"), together known as the "Parties".

### **RECITALS**

**WHEREAS**, pursuant to the provisions of Section 61.34(1) of the Wisconsin Statutes the Village has the authority and power to act for the government of the Village and for its peace and good order as well as its health, safety, welfare and convenience; and,

**WHEREAS**, the Operator, among other things, is to provide the public a renovated boathouse to be used as a waterfront museum on land it leases from the Village and provide oversight of the daily operations thereof; and,

**WHEREAS**, the Village is willing to lease the property in exchange for the Operator renovating the boathouse and managing the operation of a waterfront museum therefrom, its staff and/or volunteers, and daily operations.

**NOW, THEREFORE**, the Parties hereto, by their respective authorized agents and representatives, do hereby agree in and to the following:

### **ARTICLE I: TERM, TERMINATION AND SURRENDER**

**Section 1.1 - Term:** The term of this Agreement shall be for a period commencing as of September 1, 2025, and ending August 31, 2055.

**Section 1.2 - Renewal:** This Agreement shall automatically renew for a subsequent ten (10) year period and may be subsequently renewed upon the mutual agreement of the Parties hereto.

**Section 1.3 - Termination:** The Village reserves the right to early termination of this Agreement upon twelve (12) months' notice to the Operator in the event the Operator fails to remodel the boathouse within twenty-four (24) months of this Agreement, or, operate the waterfront museum approved by the Development Agreement dated June 17, 2025, at any time during the period June through September immediately preceding the notice of termination. Lessee or Landowner may otherwise terminate this Lease by providing no less than twenty four (24) months advance notice of termination.

**Section 1.4 - Surrender:** Lessee agrees that at the expiration of this Lease or any extension thereof, Lessee will surrender peaceful possession of the described Premises to the Landowner.

### **ARTICLE II: OPERATIONAL ACTIVITIES**

**Section 2.1 – Village Responsibilities.** In exchange for Operator managing the renovation of the boathouse and operation of a waterfront museum, the Village agrees to:

- a. Mow the lawn on the Property leased via the lease entered into dated August 19, 2025; this does not include weed eating or maintaining landscaped beds.
- b. Plow and clear snow and ice in the parking lot immediately east of the boathouse.
- c. Village to insure the boathouse as part of its annual insured portfolio.

**Section 2.2. Operator Responsibilities.** In exchange for contributions expressed in Section 2.1 above, Operator agrees:

- a. To pay all sewer, water, electric, and internet charges. If additional meters are required, the cost shall be bore by the Operator. If the Village has the opportunity to provide no cost internet to the boathouse, the Operator will not be expected to provide internet.
- b. Ensure the restroom is available to waterfront museum visitors during museum operating hours, and maintain such restroom in a clean and operational manner.
- c. Maintain landscaping adjacent to the boathouse and any landscaping added after the signing of this Agreement.
- d. Provide insect control.
- e. Daily cleaning and general maintenance of the boathouse, including but not limited to cleaning the glass.
- f. Collect refuse and recycling generated from the renovation and daily activities and not dispose of refuse or recycling on village property.
- g. The second floor of the boathouse is to remain open to the public, and for scheduled use by the Historical Society and/or Marina Committee, provided the Marina Committee coordinates the meeting schedule with the Historical Society; has provided adequate notice to the Historical Society of the meeting; and the meeting is not scheduled during the museum's hours of operation. Should the boathouse be used by the Marina Committee, the committee shall schedule around operating hours, and be responsible for securing the building after use, and maintaining it in a clean and sanitary manner.
- h. Market the museum to guarantee the boathouse remains a public asset to the community.
- i. Ensure the museum is adequately staffed to ensure the museum is made available to the public from Memorial Day through Labor Day, at least four days a week.
- j. Operator agrees to apply for and pay for any required Department of Natural Resources permits; state Plan Review or Building Permits; Village connection fees, if applicable; and sign permits.
- k. Operator agrees to abide by all laws and regulations during the renovation of the boathouse and operation of the waterfront museum.
- l. Operator to maintain full coverage insurance and list Village as an additional insured. [See section 3.1 for insurance information.]
- m. Operator responsible for all expenses not otherwise listed above; said expenses may be negotiated with the Village if expenses are unknown at time of signing of this Agreement.

### **ARTICLE III: INSURANCE AND INDEMNIFICATION**

**Section 3.1 - Insurance:** The Operator agrees, both generally and specifically with respect to the services to be provided herein, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such services. The minimum coverage shall be one million dollars (\$1,000,000) per person with a maximum of two million dollars (\$2,000,000) aggregate. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the Village under this Agreement a policy or

policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The insurance binder shall be provided to the Village Clerk no later than November 1 of each year. The Operator shall further require all contractors, or others with whom it may partner in connection with the renovation of the boathouse or operation of the museum provided hereunder, to have and maintain general liability and worker's compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Agreement. The Operator shall name the Village of Sister Bay as an "additionally insured". In turn, the Village will procure and maintain its own insurance against such risks, in such amounts as are customarily insured for such services.

#### **ARTICLE IV: MISCELLANEOUS PROVISIONS**

**Section 4.1 – Amendments:** This Agreement supersedes all prior Operational Agreements, if any. No modifications, alterations or amendments to this Agreement shall be binding upon either party hereto until such modifications, alterations or amendments is/are reduced to writing and signed by both Parties hereto.

**Section 4.2 – Governing Law and Venue:** This Agreement and the rights of the Parties hereunder shall be interpreted and enforced in accord with the laws of the State of Wisconsin.

**Section 4.3 – Compliance with Laws and Orders:** In providing the promotional services to be provided under this Agreement the Operator shall comply with all local, state and federal laws, ordinances and regulations.

**Section 4.4 – Notices:** Should the Agent for the Operator change, Operator has thirty (30) days to notify the Village, in writing, of the Agent change. Notice to either party shall be given in the following fashion:

**IF TO THE VILLAGE:**

VILLAGE OF SISTER BAY  
P.O. Box 769  
2383 Maple Drive  
Sister Bay, WI  
54234

**IF TO THE OPERATOR:**

SISTER BAY HISTORICAL SOCIETY, INC  
c/o John Lijewski, PRESIDENT  
PO Box 34  
Sister Bay, WI 54234

**Section 4.5 – No Third-Party Beneficiaries:** This Agreement does not create any third-party benefits to any person or entity other than the Parties hereto and is solely for the consideration herein expressed.

**Section 4.6 – No Assignment:** This Agreement may not be assigned by the Operator to any third party.

**Section 6.7 – Headings:** The headings, titles or captions contained in this Agreement have been inserted only as a matter of convenience and for reference, and such captions in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision

hereof.

**Section 6.8 – Independent Association:** Notwithstanding any other representation, oral or written, between the Parties hereto, including any and all agents or representatives thereof, the Operator is at all times hereunder acting as a free and independent Operator and not as an agent of the Village.

**Section 6.9 - No Joint Venture:** No promotion of the museum or an event sponsored in whole or in part by the Operator shall at any time be, or be considered, a joint venture by and between the Operator and the Village. The Village bears no responsibility in promoting the museum or an event, managing the museum or event, or being liable for losses, injuries or damages as a result of the museum or event.

**Section 6.10 - Entire Agreement:** This Agreement contains the entire Agreement between the Parties with respect to the transactions contemplated by this Agreement and matters related thereto and does hereby supersede and render null and void and of no further force or effect any and all prior Operational Agreements, drafts of Agreements or Leases, and understandings between the Parties, excepting therefrom the Lease Agreement dated August 19, 2025, and, the Development Agreement dated June 17, 2025.

*[Signature page to follow.]*

**IN WITNESS WHEREOF**, the Parties hereto have by their duly authorized officers and representatives set their hands and affixed their seals on the date set forth by their name.

**Landowner: The Village of Sister Bay**

By: \_\_\_\_\_  
Nate Bell, Village President

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above-named Nate Bell, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }  
County of Door }

\_\_\_\_\_  
Notary Public:  
My commission expires:

**Operator: Sister Bay Historical Society, Inc.**

By: \_\_\_\_\_  
John Lijewski, President

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above-named \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }  
County of Door }

\_\_\_\_\_  
Notary Public:  
My commission expires:



## **STAFF REPORT**

### **Ice Rink Operational Agreement**

**Date:** August 19, 2025

**Board/Committee:** Village Board of Trustees

**Author:** Julie A. Schmelzer

As you are aware, the village has entered a lease with the Friends of the Ice Rink to lease the ice rink so it can be reconstructed. The Friends Group will also manage the ice rink, but the village needs a separate agreement for the management aspect of the ice rink. The attached is the Operational Agreement outlining what is expected of the operator, and what is expected of the village.

## OPERATIONAL AGREEMENT BETWEEN THE VILLAGE OF SISTER BAY AND THE FRIENDS OF SISTER BAY ICE RINK, INC.

**THIS AGREEMENT** is made and entered into by and between the VILLAGE OF SISTER BAY, a public body corporate and politic, duly created under the laws of the State of Wisconsin (the "Village"), and the FRIENDS OF SISTER BAY ICE RINK, INC., a Wisconsin non-stock non-profit corporation (the "Operator").

### RECITALS

**WHEREAS**, pursuant to the provisions of Section 61.34(1) of the Wisconsin Statutes the Village has the authority and power to act for the government of the Village and for its peace and good order as well as its health, safety, welfare and convenience; and,

**WHEREAS**, the Operator, among other things, is to provide the public a recreated ice rink on land it leases from the Village and provide oversight of the daily operations thereof; and,

**WHEREAS**, the Village is willing to fund certain ice rink operations in exchange for the Operator recreating the ice rink and managing the operation of the recreated ice rink, its staff, and daily operations.

**NOW, THEREFORE**, the Parties hereto, by their respective authorized agents and representatives, do hereby agree in and to the following:

### ARTICLE I: TERM AND TERMINATION

**Section 1.1-Term:** The term of this Agreement shall be for a period commencing as of the effective date of signature hereof and ending December 31, 2035. If the adjacent warming house is reconstructed prior to December 31, 2035, a new Agreement shall be negotiated.

**Section 1.2 - Renewal:** This Agreement shall automatically renew for a subsequent ten (10) year period so long as Operator is in good standing hereunder, unless either party gives notice to the other of their intent to not renew at least twelve (12) months prior to the end of the current term. In the event such notice is given by Village, and Operator desires to nevertheless continue with the Agreement, the parties agree to engage in good faith negotiations to address the Village's concerns. Any renewal will be on the same terms and conditions as set forth herein, unless otherwise agreed in writing.

**Section 1.3 - Termination:** This agreement may be terminated by either party hereto at any time upon twelve (12) months written notice to the other party. No further funding will be paid by the Village to the Operator or for operations upon the conclusion of this Agreement.

### ARTICLE II: OPERATIONAL ACTIVITIES

**Section 2.1 – Village Responsibilities.** In exchange for Operator managing the reconstruction of and daily activities of the ice rink, and current warming house, the Village agrees to:

- a. Allocate up to up to \$50,000 annually in the Village Budget, Special Revenue Fund,

- to provide water, sewer, electricity, heating and internet service to the ice rink and warming house; supply cleaning supplies and toiletry items for the restrooms; dispose of refuse and recycling from daily activities; pay all associated bank fees and finance charges for funds managed by the Village; pay wages for those employed by the village to manage and work at the TKH Ice Rink; pay workers comp insurance, retirement, social security, medical, dental and life insurance (if selected) for village TKH Ice Rink eligible employees; pay property and liability insurance. Any overages are to be paid by the Operator, to the Village, by June 1 of each year.
- b. Provide \$2000 annually to the Operator for concession sales and rentals (all profits are to be maintained by Operator).
  - c. Plow and clear snow and ice in the parking lot immediately north of the ice rink and sidewalk adjacent to the warming house.
  - d. If the Village has firewood available, provide said firewood to the Operator.
  - e. Coordinate with Operator on the hiring and termination of Village staff necessary for the operation of the ice rink, maintenance of the warming house, skate rentals, and concessions annually from November 1 to April 1.
  - f. Village agrees to waive the Zoning Permit fee and any potential Site Plan Review or Development Agreement fee(s) during the reconstruction of the ice rink and future renovations to the warming house, if any.
  - g. Assist in the promotion of events which further awareness and utilization of the ice rink by using the office printer to print 11" x 17" or smaller posters.
  - h. Village to assist in grant writing and fund management for improvements to the ice rink and warming house.
  - i. Village to fund the annual audit of the ice rink, as it relates to the Village's finances.

**Section 2.2. Operator Responsibilities.** In exchange for contributions expressed in Section 2.1 above, Operator agrees:

- a. To reimburse the Village, by June 1 of each year, for the expenses listed in 2.1.a., in excess of the amount listed in 2.1.a.
- b. Plow and clear snow from the ice rink. Operator may use a Zamboni to clear snow, at their expense. Said Zamboni must be insured, with the Village as an additional insured party. The Zamboni shall be removed from Village property by April 1 of each year and store elsewhere if there is no other available storage space in Village-owned facilities... Any damage to the parking lot caused by the Zamboni shall be repaired at Operator's expense.
- c. Ensure staff they manage clean the restrooms and other public spaces within the warming shelter.
- d. Collect refuse and recycling generated from daily activities and place in the dumpster at the Village Parks Maintenance Facility. During the reconstruction of the ice rink, the Operator is responsible for disposal of all demolition debris and shall take precautionary measures to ensure said debris does not leave the construction site.
- e. Operator agrees to pay for any state Plan Review or Building Permit fees, and, Village connection fees, if applicable.
- f. Operator agrees to abide by all laws and regulations during the reconstruction of the ice rink, and renovations to the warming house, if any, and during the daily operations thereof.
- g. Supply any necessary firewood not otherwise supplied by the Village. All firewood must be harvested in Door County.
- j. Oversee and manage Village staff hired for the operation of the ice rink, maintenance of the warming house, skate rentals, and concessions from November 1 to April 1 annually.
- k. Agree all volunteers at the ice rink or warming house, or at associated events, complete a Volunteer Waiver Form, prior to volunteering their time. Said forms to be



- submitted to the Village Office at 2383 Maple Drive, Sister Bay, WI 54234.
- l. Purchase product and manage concession sales and rentals, including skate rentals, on behalf of the Village. All profits are to be maintained by Operator.
  - m. Organize, promote and manage events which further awareness and utilization of the ice rink. Revenues from events, including registration fees, to be held by Operator.
  - n. Make repairs and general maintenance of the ice rink.
  - o. Operator agrees to continue to fundraise to ensure funds are available for the reconstruction and ongoing maintenance of the ice rink.
  - p. Operator to maintain insurance and list Village as an additional insured.
  - q. Operator responsible for all expenses not otherwise listed above; said expenses may be negotiated with the Village if expenses are unknown at time of signing of this Agreement.

### **ARTICLE III: INSURANCE AND INDEMNIFICATION**

**Section 3.1 - Insurance:** The Operator agrees, both generally and specifically with respect to the services to be provided herein, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such services. The minimum coverage shall be one million dollars per person with a maximum of two million dollars aggregate. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the Village under this Agreement a policy or policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The insurance binder shall be provided to the Village Clerk no later than November 1 of each year. The Operator shall further require all contractors, co-sponsors of events or others with whom it may partner in connection with the promotional services to be provided hereunder, to have, maintain general liability and worker's compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Agreement. The Operator shall name the Village of Sister Bay as "additionally insured". In turn, the Village will procure and maintain its own insurance against such risks, in such amounts as are customarily insured for such services.

### **ARTICLE IV: MISCELLANEOUS PROVISIONS**

**Section 4.1 – Amendments:** This Agreement supersedes all prior agreements. No modifications, alterations or amendments to this Agreement shall be binding upon either party hereto until such modifications, alterations or amendments is/are reduced to writing and signed by both parties hereto.

**Section 4.2 – Governing Law and Venue:** This Agreement and the rights of the parties hereunder shall be interpreted and enforced in accord with the laws of the State of Wisconsin.

**Section 4.3 – Compliance with Laws and Orders:** In providing the promotional services to be provided under this Agreement the Operator shall comply with all local, state and federal laws, ordinances and regulations.

**Section 4.4 – Notices:** Should the Agent for the Operator change, Operator has thirty (30) days to notify the Village, in writing, of the Agent change. Notice to either party shall be given in the following fashion:

**IF TO THE VILLAGE:**

VILLAGE OF SISTER BAY  
P.O. Box 769  
2383 Maple Drive  
Sister Bay, WI 54234

**IF TO THE OPERATOR:**

FRIENDS OF SISTER BAY ICE RINK, INC  
c/o Myles Dannhausen, Jr., AGENT  
1968 CTH ZZ  
Sister Bay, WI 54234

**Section 4.5 – No Third-Party Beneficiaries:** This Agreement does not create any third-party benefits to any person or entity other than the parties hereto and is solely for the consideration herein expressed.

**Section 4.6 – No Assignment:** This Agreement may not be assigned by the Operator to any third party.

**Section 6.7 – Headings:** The headings, titles or captions contained in this Agreement have been inserted only as a matter of convenience and for reference, and such captions in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

**Section 6.8 – Independent Association:** Notwithstanding any other representation, oral or written, between the parties hereto, including any and all agents or representatives thereof, the Operator is at all times hereunder acting as a free and independent Operator and not as an agent of the Village.

**Section 6.9 - No Joint Venture:** No promotional event sponsored in whole or in part by the Operator shall at any time be, or be considered, a joint venture by and between the Operator and the Village. The Village bears no responsibility in promoting the event, managing the event, or being liable for losses, injuries or damages as a result of the event.

**Section 6.10 - Entire Agreement:** This Agreement contains the entire agreement between the parties with respect to the transactions contemplated by this Agreement and matters related thereto and does hereby supersede and render null and void and of no further force or effect any and all prior Agreements, drafts of Agreements, and understandings between the parties, excepting therefrom the Land Lease dated June 17, 2025.

*[Signature page to follow]*

**IN WITNESS WHEREOF**, the parties hereto have by their duly authorized officers and representatives set their hands and affixed their seals on the date set forth by their name.

**Landowner: The Village of Sister Bay**

By: \_\_\_\_\_  
Nate Bell, Village President

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above-named Nate Bell, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }  
County of Door }

\_\_\_\_\_  
Notary Public:

My commission expires:

**Operator: Friends of Sister Bay Ice Rink, Inc**

By: \_\_\_\_\_  
Myles Dannhausen, Jr., Registered Agent

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above-named \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }  
County of Door }

\_\_\_\_\_  
Notary Public:

My commission expires:



## **STAFF REPORT**

### **SBAA Operating Agreement**

**Date:** August 19, 2025

**Board/Committee:** Village Board of Trustees

**Author:** Julie A. Schmelzer

Annually in August we review our Operating Agreement with SBAA. There were no changes to the agreement other than updating dates and names (and minor formatting), and, indicating SBAA will host The Brick Party OR Kite Day, but not both.



Sister Bay Advancement Association  
P.O. Box 351  
Sister Bay, WI 54234

7/24/25

**Nate Bell, Village President**

Village of Sister Bay  
P.O. Box 769  
2383 Maple Drive  
Sister Bay, WI 54234

Dear President Bell and Village Trustees,

On behalf of the Sister Bay Advancement Association (SBAA), I'm pleased to share with you the attached draft agreement reflecting proposed updates for our continued partnership through December 31, 2026. Redlined edits have been included for ease of review.

This agreement represents more than a formal understanding, it reflects our shared commitment to enhancing the vitality, charm, and economic strength of Sister Bay. Together, the Village and the SBAA have worked side by side to create unforgettable events, promote tourism, and support local businesses. Our collaboration has brought joy to residents and visitors alike, and we look forward to building on this foundation in the years ahead.

We are proud of what we've accomplished together and excited about what's to come. Thank you for your continued partnership, support, and trust as we work together for the betterment of Sister Bay.

Please don't hesitate to reach out if you have any questions or would like to schedule a time to discuss the proposed updates in more detail.

Warm regards,

Tonya Crowell  
SBAA Board President

**OPERATIONAL AGREEMENT BETWEEN THE  
VILLAGE OF SISTER BAY &  
THE SISTER BAY ADVANCEMENT ASSOCIATION**

This **OPERATIONAL AGREEMENT** (the “Agreement”) is made and entered into by and between the VILLAGE OF SISTER BAY, a public body corporate and politic, duly created under the laws of the State of Wisconsin (the "Village"), and the SISTER BAY ADVANCEMENT ASSOCIATION, a Wisconsin non-profit, 501(c)6 non-stock corporation (the "Association").

**RECITALS**

**WHEREAS**, pursuant to the provisions of Section 61.34(1) of the Wisconsin Statutes the Village Board of and for the Village of Sister Bay has the authority and power to act for the government of the Village and for its peace and good order as well as its health, safety, welfare and convenience; and,

**WHEREAS**, the Association, among other things, provides its members and the Village of Sister Bay with promotional services and events; and,

**WHEREAS**, the Village is willing to provide a financial contribution to the Association to assist in facilitating commerce, promote tourism and recreation and promote and support capital investment in the community under and pursuant to the terms, conditions, limitations and provisions of this Agreement, through the promotion of SBAA members and the amenities of the Village of Sister Bay.

**NOW, THEREFORE**, the Parties hereto, by their respective authorized agents and representatives, do hereby agree in and to the following:

**ARTICLE I: TERM AND TERMINATION**

**Section 1.1-Term:** The term of this Agreement shall be for a period commencing as of the effective date of signature hereof and ending December 31, 2026.

**Section 1.2 - Renewal:** This Agreement shall not automatically renew but may be renewed upon the mutual agreement of the parties hereto.

**Section 1.3 - Termination:** This Agreement may be terminated by either party hereto at any time upon 90-days' prior written notice to the other party. No further funding will be paid by the Village to the Association after the 90-day notice period terminates.

**ARTICLE II: PROMOTIONAL SERVICES**

**Definitions:**

**Event:** An event is defined as: A gathering of people around a common rallying point to participate in an experience of narrowly defined scope. Recreational events (races, baseball

games, endurance competitions, etc.), educational events (pottery, yoga, or art shows), entertainment events (concerts, movies, stand-up comedy, magic shows, parades, holiday celebrations), are all different types of events. Events are generally designed for the benefit of those within a community, or within close driving distance to the community.

**Festival:** A festival is defined as: A series of performances of music, plays, films/movies, etc., or gatherings for sampling a of a wide variety of culturally distinctive foods, crafts, or products in celebration or commemoration of a particular historical event, person or activity. They are usually organized in the same place once a year and are generally held at the same time of the year and can include a series of public events connected with a particular activity or idea. Festivals are generally designed to bring new people to the community from a long distance away.

**Section 2.1 - General Statement of Services:** The Association shall in a professional and businesslike manner promote artistic and cultural heritage through producing events in such manner as the Association shall determine, subject to the terms, conditions, limitations and provisions of this Agreement.

**Section 2.2 - Promotion and Festival/Event Production:** Subject to annual approval by the Village, the Association shall carry out promotion and production of festivals and events, including but not limited to shows, exhibits, plays, concerts, dances, storytelling sessions and festivals during the term of this Agreement. Such festivals and events may be held on property controlled or owned by the Village and at such locations as shall be approved by the Village's Parks, Properties and Streets Committee.

For the next contract year, the Association agrees to continue to sponsor their annual events, including, but not limited to the following:

- The Easter Egg Hunt
- Door County Short Film Festival
- The Village-Wide Rummage Sale
- The Goat Parade
- Eleven regularly scheduled Concerts in the Park
- Family oriented event like The Brick Party by the Bay or Kite Day
- Four regularly scheduled Movies in the Park
- The Door County Festival of Fine Arts
- Marina Fest
- Fall Festival
- Capture the Spirit
- The New Year's Eve Cherry Drop

**Section 2.3 -Promotion Through Visitor Services:** The Association shall operate a Visitor Center in a facility located in the Village of Sister Bay. Services rendered through the Visitor Center shall include but not be limited to production of publications, distribution, administration, and other activities related to the operation and provision of services related to tourism development and enhancement and promotion of the SBAA's members and the Village of Sister Bay.

**Section 2.4 - Membership:** The Association shall include and market the amenities of the Village of Sister Bay in annual marketing materials such as the Sister Bay Brochure and the SBAA's website, SBAA social media platforms, and amenities to be identified will include the Sister Bay Marina, Sister Bay's Waterfront Park, the Sister Bay Music Pavilion, the Village Hall, the Sports Complex, the Ice Rink, the Library and other facilities owned or controlled by the Village of Sister Bay. Individual units of business owned or controlled by the Village may, at their discretion, become individual members of the Association and receive the same additional privileges and promotional services as other individual business members.

**Section 2.5 - Leverage of Local Funds:** The Association shall make every effort to maximize funds under its control to enhance and expand its own operations, staffing capabilities, market reach and penetration.

It is the Association's intention to continue to research and apply for grants and to solicit sponsorships that will support existing or new event development and/or promotion.

### **ARTICLE III: USE OF PUBLIC FACILITIES**

**Section 3.1 - Use of Public Facilities:** In accord with the provisions of Section 2.2 of this Agreement, the Village shall, upon prior notice, make its facilities and improvements available for Association use. The Association shall, by March 1st, provide a list of dates for promotional events to be held in/on Village facilities by the Association. Reservations shall be made in advance with priority given to events hosted by the Association.

**Section 3.2 - Waterfront Park, the Sister Bay Music Pavilion, and other Village Facilities:** The use and availability of space and facilities in the Village of Sister Bay by the Association for events sponsored in whole or in part by the Association shall be subject to the following site-specific restrictions and limitations:

**(a) Performances and Displays:** Public performance events shall occur in accord with the Village's Ordinances.

**Section 3.3 - Fees:** For events sponsored in whole or in part by the Association under this Agreement, the Village shall provide access to, and use of, Village facilities without fee.

**Section 3.4 - Wristbands:** Festival attendees of legal drinking age who consume alcohol during Fall Fest shall be wrist banded while consuming alcohol on Village controlled property. (**Controlled Property** is defined as State or local rights of way, public parks/facilities, public parking lots, and properties for which there are control agreements with the Village.) Attendees must provide proof of identification to verify legal age. The Association shall be responsible for ensuring that all businesses and vendors serving alcohol in Fall Fest are provided with wristbands

**Section 3.5 - Signage:** For events sponsored in whole or in part by the Association under this Agreement, the Village shall provide access to and the use of the designated temporary banner locations located throughout the Village without fee or charge. Where practical, the Village and the Association shall jointly produce and share costs of co-located banners where and when events produced by the Association and Village fall on similar days.



## **ARTICLE IV: INSURANCE AND INDEMNIFICATION**

**Section 4.1 - Insurance:** The Association agrees, both generally and specifically with respect to the services to be provided hereunder, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such services. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the Village under this Agreement a policy or policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The Association shall further require all contractors, co-sponsors of events or others with whom it may partner in connection with the promotional services to be provided hereunder, to have, maintain general liability and worker's compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Agreement. The Association shall name the Village of Sister Bay as "additionally insured". In turn, the Village will procure and maintain its own insurance against such risks, in such amounts as are customarily insured for such services.

## **ARTICLE V: ANNUAL CONTRIBUTION**

### **Section 5.1 - Annual Contribution:**

- Direct Contribution: The Village will provide a direct annual contribution of twelve percent (12%) of the Village's 2025 room tax proceeds. The Finance Director will see that the applicable data is provided to the SBAA Coordinator in as timely a fashion as possible.
- Other remuneration, including continued event support for traffic control, signage, solid waste removal from event grounds, Village Utilities on event grounds, (where available), and use of the Old School House Visitor Center will be provided by the Village to the SBAA. The Village will print maps and flyers/posters for the Annual Rummage sale.

**Section 5.2 – Payment:** The Association shall receive quarterly payments from the Village upon submission and review of quarterly Association financial reports. The Association shall provide documentation such as: quarterly budget reports, statements of expenses, or written reports of activities to date.

**Section 5.3 – Annual Reporting:** The Association shall report to the Village on an annual basis (which report must be submitted by February 1, 2026), the success of the events sponsored by it in the previous year under this Agreement. This report shall include event revenues, expenses.

## **ARTICLE VI: MISCELLANEOUS PROVISIONS**

**Section 6.1 – Amendments:** This Agreement supersedes all prior agreements. No modifications, alterations or amendments to this Agreement shall be binding upon either party hereto until such modifications, alterations or amendments is/are reduced to writing and signed by both parties hereto.

**Section 6.2 – Governing Law and Venue:** This Agreement and the rights of the parties hereunder shall be interpreted and enforced in accord with the laws of the State of

Wisconsin.

**Section 6.3 – Compliance with Laws and Orders:** In providing the promotional services to be provided under this Agreement the Association shall comply with all local, state and federal laws, ordinances and regulations, including, but not limited to local traffic laws and regulations, and federal copyright laws.

**Section 6.4 – Notices:** Notice to either party shall be given in the following fashion:

**IF TO THE VILLAGE:** VILLAGE OF SISTER BAY  
P.O. Box 769  
2383 Maple Drive  
Sister Bay, WI 54234

**IF TO THE ASSOCIATION:** SISTER BAY ADVANCEMENT  
ASSOCIATION  
P.O. Box 351  
Sister Bay, WI 54234

**Section 6.5 – No Third-Party Beneficiaries:** This Agreement does not create any third-party benefits to any person or entity other than the parties hereto and is solely for the consideration herein expressed.

**Section 6.6 – No Assignment:** This Agreement may not be assigned by the Association to any third party.

**Section 6.7 – Headings:** The headings, titles or captions contained in this Agreement have been inserted only as a matter of convenience and for reference, and such captions in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

**Section 6.8 – Independent Association:** Notwithstanding any other representation, oral or written, between the parties hereto, including any and all agents or representatives thereof, the Association is at all times hereunder acting as a free and independent Association and not as an agent of the Village.

**Section 6.9 - No Joint Venture:** No promotional event sponsored in whole or in part by the Association shall at any time be, or be considered, a joint venture by and between the Association and the Village.

**Section 6.10 - Entire Agreement:** This Agreement contains the entire agreement between the parties with respect to the transactions contemplated by this Agreement and matters related thereto and does hereby supersede and render null and void and of no further force or effect any and all prior agreements, drafts of agreements, and understandings between the parties.

**IN WITNESS WHEREOF**, the Parties hereto have by their duly authorized officers and representatives set their hands and affixed their seals on the date set forth by their name.

**VILLAGE OF SISTER BAY**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nate Bell, Village President

ATTEST:

\_\_\_\_\_

Interim Village Clerk

**SISTER BAY ADVANCEMENT ASSOCIATION**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Tonya Crowell, President

By: \_\_\_\_\_ Date: \_\_\_\_\_

Nora Zacek, Vice President



## **STAFF REPORT**

### **MARINA OFFICE – SCHEMATIC DESIGN CONTRACT**

**Date:** August 19, 2025

**Board/Committee:** Village Board of Trustees

**Author:** Julie A. Schmelzer

At the August 13, 2025, meeting of the Marina Committee, the committee recommended approval of the attached contract for schematic design services for a new marina office building.

The contract is for \$9500 and therefore under \$25,000, meaning the project did not have to be put out for bids/proposals, so there are no competing bids to consider.

18 July 2025

Mr. David W. Lienau  
Sister Bay Marina  
10733 Bay Shore Drive  
Sister Bay, WI

Proposal for Architectural Services  
Schematic Design  
Sister Bay Marina  
10733 Bay Shore Drive  
Sister Bay, WI

Dear Dave:

Thanks for the opportunity to submit our proposal for the Sister Bay Marina building. We look forward to working with you.

## **PROGRAM**

The project is construction of a new 2-story marina building. Budget is \$1.2 million (building only – parking/site to remain as is). Program elements include:

### **First Floor**

- Spaces for marina staff including manager's private office, assistant manager, plus 3 to 5 "helping hands." View of marina and bay from this area is critical. Screen for marina cameras plus IT closet. Break room with microwave, sink, refrigerator, and a table for 4. Hoteling station with 2 computers/2 phones, adjacent to lobby.
- Lobby connecting staff area, boater restrooms boater experience areas. Merchandise sales.
- Restrooms, two sets. One set for boaters (one family size – with shower?), possibly off lobby or outdoor access, limited access via code or card reader. Another set for community restrooms, outdoor access, always open (funded separately and not subject to the \$1.2 million budget).
- Utility/equipment room with workbench - may be accessible from outside.
- Golf cart parking.

### **Second Floor**

- Boater experience area. Lounge with kitchenette, coffee, bottled water, concessions etc. with possible balcony overlooking the marina.
- Restrooms.

- Small conference room.

Lines to dock and existing equipment must remain in existing locations.

## PROJECT APPROACH

Mechanical/electrical/plumbing design, structural design, civil design, and other disciplines as necessary will be by others with their work and fees described in their own separate proposals.

**MDT's work will ultimately be in four phases, each under separate contract, executed sequentially at your option. Phases not included under this agreement are included for reference and context only.**

### Schematic Design Phase:

- Develop/confirm program.
- Diagrammatic test fits for both new construction and remodeling of the existing building.
- Generate plans and construction scope based on preferred approach.
- Code research and initial contact, where necessary, with reviewing bodies.
- Establish project schedule.
- Generation/refinement of design plans and elevations/3D characteristics (perspective images).
- Owner/Architect/Engineers meetings throughout the phase.
- All parties sign-off at phase end.

### Design Development Phase:

- Refine the approved Schematic Design via plans, interior elevations and details, equipment layouts, and outline specifications defining materials, systems, and general levels of quality.
- Ongoing contact as necessary with reviewing bodies.
- Owner/Architect/Engineers meetings throughout the phase.
- Update project schedule.
- All parties sign-off and assistance with Owner/Developer/GC in preparing an updated cost analysis at phase end.

### Construction Documents Phase:

- Prepare detailed drawings and specifications, based on approved Design Development documents, for use in procuring building permits and Contractor's use in pricing and constructing the project.
- Quality Control review at 75% completion.
- Ongoing contact as necessary with reviewing bodies.
- Provide input to Owner regarding Construction Schedule.
- Owner/Architect/completion of bid/permit/construction documents.

- Assist Contractor in competitive bidding: pre-bid meeting with Contractors/Subcontractors, provide clarifications in response to RFIs, issue addenda, and assist in evaluation of bids.
- Assist in preparation of forms, collecting required contractor and owner documentation, Zoning review, Department of Buildings review, and plan corrections for building permit.

**Construction Administration Phase:**

- Respond to RFIs and provide assistance in the form of memoranda or drawings should problems or questions arise during construction.
- Weekly Owner/ Architect/Contractor online meetings throughout phase.
- Review shop drawings and submittals for materials and equipment.
- Assist with review of applications for payment.
- Site visit at rough framing/HVAC/plumbing/electrical.
- Site visit at substantial completion to prepare a punchlist. Once punchlist items are addressed, assist in closing out the project.
- Additional site visits upon request. Assume \$2,000 for travel and on-site time per visit plus travel expenses including one night’s lodging.

Zoning entitlements are outside the scope of our work on this project, but may be provided at hourly rates if needed. Otherwise submittal of documents to the Marina Board, the Village Plan Commission, and the Village Board for review is included, with revision of designs incorporating feedback from authorities having jurisdiction.

**COST OF SERVICES**

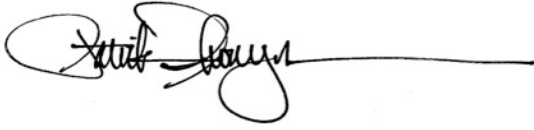
We propose architectural fees of \$9,500.00 for schematic design services, half at acceptance of this proposal and the remainder upon acceptance of the schematic design.

Costs such as MEP, civil, and structural engineering, landscape design, geotechnical testing, environmental reports, public presentations for zoning/use approvals, expediting, LEED consulting and commissioning etc. are excluded. Other costs directly attributable to this project such as travel, lodging, printing, photocopying, postage, messenger service, or overnight delivery will be billed through at our cost. We bill monthly, due on receipt of invoice, by phase fee and percentage of completion. Additional services not covered in this letter or our contract would be billed at an additional cost at the following rates. If additional services are substantial we’d be happy to negotiate a flat or not-to-exceed fee.

|                                                           |       |
|-----------------------------------------------------------|-------|
| Principals A (Patrick Thompson, Larry Dieckmann)          | \$195 |
| Principals B (Kate Lipkowitz)                             | \$145 |
| Architect III (Kathy Guzik,)                              | \$130 |
| Architect II (Max Pozen, Darius Greenleaf, Monica Mulica) | \$105 |
| Architect I (Rocio Valenzuela, Zoe Flynn)                 | \$85  |
| Administrative (Selma Hudson)                             | \$85  |

Thank again for this opportunity. We trust that this meets with your expectations and approval, and look forward to answering any questions you may have. If acceptable, please sign below and return with the initial payment.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Thompson", followed by a long horizontal line.

Patrick Thompson, AIA, NCARB, LEED-AP  
Principal

Accepted

Date





## **STAFF REPORT**

### **LIQUOR LICENSE APPLICATION – ZA ZA’S PIZZERIA**

**Date:** August 19, 2025

**Board/Committee:** Village Board

**Author:** Julie A. Schmelzer

**Application Summary:**

Village staff has received an initial liquor license application from Andrew Torcivia, Christina Torcivia, and Joseph Kurth, all owners of ZaZa’s Pizzeria, LLC. The owners seek a Class “A” Beer and Class “A” Liquor license for the property located at 10553 Country Walk Drive. The Class “A” license authorizes sales in original packaging/containers for off-premise consumption.

The business will offer carryout pizza with all food and beverage sales to occur in the east portion of the unit housing the business, in an area designated for the public. No sales are to occur in areas not designated for the public or outdoors. There is no onsite consumption.

All three owners have supplied a copy of their Wisconsin Responsible Beverage Server Training Certificate.

Per the Municipal Code no license shall be issued if there is a violation of the Municipal Code onsite; there are no known violations. A search of the Wisconsin Circuit Court Access system verified the data on the application was correct for all three owners. Lastly, Wis. Stats. requires all applicants to be in good standing for sales tax purposes; there is no known record of tax delinquency or related issues.

Proper notice for this request has been published in the Peninsula Pulse. All applicable fees have been paid, and a fire inspection has been requested. The application is attached.

**Fiscal Impact to Budget:**

Fees collected in the amount of \$179.97

Class “A” Beer - \$24.99

Class “A” Liquor - \$124.98

Publication fee - \$30.00

Form  
AB-200Alcohol Beverage License  
Application

|                        |            |
|------------------------|------------|
| For Municipal Use Only |            |
| Municipality           | Sister Bay |
| License Period         | 2024-2025  |

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer ..... \$ 24.99    ☐ Class "B" Beer ..... \$ \_\_\_\_\_
- ☒ "Class A" Liquor ..... \$ 124.98    ☐ "Class B" Liquor ..... \$ \_\_\_\_\_
- ☐ "Class A" Liquor (cider only) \$ \_\_\_\_\_    ☐ Reserve "Class B" Liquor \$ \_\_\_\_\_
- ☐ "Class C" Liquor (wine only) \$ \_\_\_\_\_

| Fees                 |                         |
|----------------------|-------------------------|
| License Fees         | \$ <u>149.97</u>        |
| Background Check Fee | \$ _____                |
| Publication Fee      | \$ <u>30.00</u>         |
| <b>Total Fees</b>    | <b>\$ <u>179.97</u></b> |

## Part A: Premises/Business Information

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                              |                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1. Legal Business Name (individual name if sole proprietorship)<br>ZaZa's Pizzeria                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                              |                                                        |
| 2. Business Trade Name or DBA<br>ZaZa's Pizzeria, LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                              |                                                        |
| 3. FEIN<br>99-2876469                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4. Wisconsin Seller's Permit Number<br><u>456-1032034026-04</u>                                                                                              |                                                        |
| 5. Entity Type (check one)<br><input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization                                                                                                                                                                                                                                                                  |                                                                                                                                                              |                                                        |
| 6. State of Organization<br>WI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7. Date of Organization<br>05/06/2024                                                                                                                        | 8. Wisconsin DFI Registration Number<br><u>Z008169</u> |
| 9. Premises Address<br>10553 Country Walk Dr.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                              |                                                        |
| 10. City<br>Sister Bay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 11. State<br>WI                                                                                                                                              | 12. Zip Code<br>54234                                  |
| 13. County<br>Door                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village<br>of: <u>Sister Bay</u> | 15. Aldermanic District<br>_____                       |
| 16. Premises Phone<br><u>920-854-3142</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 17. Premises Email<br>andrew@lundquistrealty.com                                                                                                             | 18. Website<br>_____                                   |
| 19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.<br><br>Carryout pizzeria with all merchandise including beer and wine sales in the front customer area. |                                                                                                                                                              |                                                        |
| 20. Mailing Address (if different from premises address)<br>10394 Country Lane                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                              |                                                        |
| 21. City<br>Sister Bay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 22. State<br>WI                                                                                                                                              | 23. Zip Code<br>54234                                  |

## Part B: Questions

|                                                                                                                                                                                                                                                                                                                                                                                                   |          |                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------|
| 1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, list the details of violation below. Attach additional sheets if necessary. |          |                                                                                          |
| Law/Ordinance Violated                                                                                                                                                                                                                                                                                                                                                                            | Location | Trial Date                                                                               |
| Penalty Imposed                                                                                                                                                                                                                                                                                                                                                                                   |          | Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law/Ordinance Violated                                                                                                                                                                                                                                                                                                                                                                            | Location | Trial Date                                                                               |
| Penalty Imposed                                                                                                                                                                                                                                                                                                                                                                                   |          | Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No  
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No  
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

### Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

| Last Name | First Name | Title | Phone          |
|-----------|------------|-------|----------------|
| Torcivia  | Andrew     | Owner | 414-837-8110   |
| Torcivia  | Christina  | Owner | (414) 688-3704 |
| Kurth     | Joseph     | Owner | (920) 854-0155 |
|           |            |       |                |

### Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor      • one general partner of a partnership      • one corporate officer      • one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

|                                                                                                  |  |                                     |      |                         |
|--------------------------------------------------------------------------------------------------|--|-------------------------------------|------|-------------------------|
| Last Name<br>Torcivia                                                                            |  | First Name<br>Andrew                |      | M.I.<br>R               |
| Title<br>Principle Owner                                                                         |  | Email<br>andrew@lundquistrealty.com |      | Phone<br>(414) 837-8110 |
| Signature<br> |  |                                     | Date |                         |

### Part E: For Clerk Use Only

|                                                                      |                |                                                 |                     |
|----------------------------------------------------------------------|----------------|-------------------------------------------------|---------------------|
| Date Application Was Filed With Clerk<br><b>RECEIVED MAR 06 2025</b> | License Number | Date License Granted                            | Date License Issued |
| Signature of Clerk/Deputy Clerk                                      |                | Date Provisional License Issued (if applicable) |                     |

Form  
AB-101Alcohol Beverage  
Appointment of Agent

Date

## Agent Type (check one)

☒ Original (no fee)☐ Successor (\$10 fee for municipal licensees only)

## Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

ZaZa's Pizzeria, LLC.

2. Business Trade Name or DBA

ZaZa's Pizzeria, LLC.

3. Entity Type (check one)

☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

## Part B: Agent Information

1. Last Name

Torcivia

2. First Name

Andrew

3. M.I.

R

4. Email

andrew@lundquistrealty.com

5. Phone

414-837-8110

6. Home Address

10394 Country Lane

7. City

Sister Bay

8. State

WI

9. Zip Code

54234

10. Age

47

11. Drivers License/State ID Number

T621-0167-8014-09

12. Drivers License/State ID State of Issuance

WI

## Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ..... ☒ Yes ☐ No  
Submit proof of completion.2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ..... ☒ Yes ☐ No  
Submit a completed Form AB-100 with this form.3. Have you been a Wisconsin resident for at least 90 continuous days? ..... ☒ Yes ☐ No  
See instructions for exceptions.

Continued →

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

|                                     |                                     |                         |           |
|-------------------------------------|-------------------------------------|-------------------------|-----------|
| Last Name<br>Torcivia               |                                     | First Name<br>Andrew    | M.I.<br>R |
| Title<br>Owner                      | Email<br>andrew@lundquistrealty.com | Phone<br>(414) 837-8110 |           |
| Signature<br><i>Andrew Torcivia</i> |                                     | Date<br>3/4/2025        |           |

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

|                                     |  |                      |           |
|-------------------------------------|--|----------------------|-----------|
| Last Name<br>Torcivia               |  | First Name<br>Andrew | M.I.<br>R |
| Signature<br><i>Andrew Torcivia</i> |  | Date<br>3/4/2025     |           |

Form  
**AB-100****Alcohol Beverage  
Individual Questionnaire**Date  
03/04/2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

**Part A: Business Information**

|                                                                                                                                                                                                                                                                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Legal Business Name (individual name if sole proprietor)<br>ZaZa's Pizzeria LLC.                                                                                                                                                                            |  |
| 2. Business Trade Name or DBA                                                                                                                                                                                                                                  |  |
| 3. Entity Type (check one)<br><input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization |  |

**Part B: Individual Information**

|                                                          |  |                                        |                                                      |                               |  |
|----------------------------------------------------------|--|----------------------------------------|------------------------------------------------------|-------------------------------|--|
| 1. Last Name<br>Torcivia                                 |  | 2. First Name<br>Andrew                |                                                      | 3. M.I.<br>R                  |  |
| 4. Relationship to Business (Title)<br>Owner             |  | 5. Email<br>andrew@lundquistrealty.com |                                                      | 6. Phone<br>(414) 837-8110    |  |
| 7. Home Address<br>10394 Country Lane                    |  |                                        |                                                      |                               |  |
| 8. City<br>Sister Bay                                    |  | 9. State<br>WI                         | 10. Zip Code<br>54234                                | 11. Date of Birth<br>01/14/78 |  |
| 12. Drivers License/State ID Number<br>t621-0167-8014-09 |  |                                        | 13. Drivers License/State ID State of Issuance<br>WI |                               |  |

**Part C: Address History**

|                                                                                                                      |                     |                    |                     |             |                          |             |                      |
|----------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|---------------------|-------------|--------------------------|-------------|----------------------|
| 1. Do you currently reside in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No         |                     |                    |                     |             |                          |             |                      |
| If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? . . . .       |                     |                    |                     |             | Years<br>47              | Months      |                      |
| 2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary. |                     |                    |                     |             |                          |             |                      |
| Previous Address 1<br>10394 Country Lane                                                                             |                     | City<br>Sister Bay |                     | State<br>WI | Zip Code<br>54234        |             |                      |
| Previous Address 2                                                                                                   |                     | City               |                     | State       | Zip Code                 |             |                      |
| Previous Address 3                                                                                                   |                     | City               |                     | State       | Zip Code                 |             |                      |
| Previous Address 4                                                                                                   |                     | City               |                     | State       | Zip Code                 |             |                      |
| Previous Address 5                                                                                                   |                     | City               |                     | State       | Zip Code                 |             |                      |
| 3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.                |                     |                    |                     |             |                          |             |                      |
| State<br>WI                                                                                                          | County<br>Milwaukee | State<br>WI        | County<br>Wauwatosa | State<br>WI | County<br>Monomonee Fall | State<br>WI | County<br>Sister Bay |
| State                                                                                                                | County              | State              | County              | State       | County                   | State       | County               |

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . . ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

|                        |          |                                                                                            |
|------------------------|----------|--------------------------------------------------------------------------------------------|
| Law/Ordinance Violated | Location | Conviction Date                                                                            |
| Penalty Imposed        |          | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law/Ordinance Violated | Location | Conviction Date                                                                            |
| Penalty Imposed        |          | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law/Ordinance Violated | Location | Conviction Date                                                                            |
| Penalty Imposed        |          | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . . ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

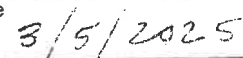
**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date



Form  
AB-100Alcohol Beverage  
Individual Questionnaire

Date 5/20/25

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor)

ZAZAS Pizzeria, LLC

2. Business Trade Name or DBA

ZAZAS Pizzeria

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization**Part B: Individual Information**

1. Last Name

TORCIVIA

2. First Name

CHRISTINA

3. M.I.

M

4. Relationship to Business (Title)

OWNER

5. Email

tina@lundquistrealty.com

6. Phone

414.688.3704

7. Home Address

10394 COUNTRY LN

8. City

SISTER BAY

9. State

WI

10. Zip Code

54234

11. Date of Birth

01/15/1980

12. Drivers License/State ID Number

T621-1138-0515-04

13. Drivers License/State ID State of Issuance

WI

**Part C: Address History**1. Do you currently reside in Wisconsin? ☒ Yes ☐ No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? . . . .

Years

45

Months

5

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

| Previous Address   | City       | State | Zip Code |
|--------------------|------------|-------|----------|
| 10394 Country Ln.  | Sister Bay | WI    | 54234    |
| Previous Address 2 | City       | State | Zip Code |
| Previous Address 3 | City       | State | Zip Code |
| Previous Address 4 | City       | State | Zip Code |
| Previous Address 5 | City       | State | Zip Code |

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

| State | County    | State | County   | State | County | State | County |
|-------|-----------|-------|----------|-------|--------|-------|--------|
| WI    | Door      | WI    | Waukesha |       |        |       |        |
| WI    | Milwaukee | WI    | Ozaukee  |       |        |       |        |

Continued →



**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . . ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

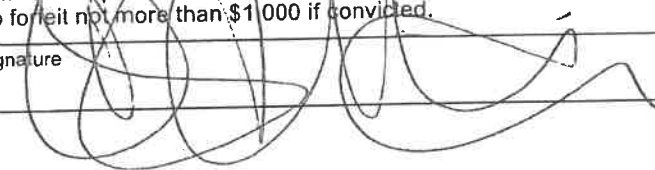
|                        |          |                                                                                            |
|------------------------|----------|--------------------------------------------------------------------------------------------|
| Law/Ordinance Violated | Location | Conviction Date                                                                            |
| Penalty Imposed        |          | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law/Ordinance Violated | Location | Conviction Date                                                                            |
| Penalty Imposed        |          | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law/Ordinance Violated | Location | Conviction Date                                                                            |
| Penalty Imposed        |          | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . . ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

|                                                                                     |         |
|-------------------------------------------------------------------------------------|---------|
| Signature                                                                           | Date    |
|  | 5/20/25 |

Form  
AB-100Alcohol Beverage  
Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor)

ZAZA'S Pizzeria LLC.

2. Business Trade Name or DBA

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization**Part B: Individual Information**

1. Last Name

Kurth

2. First Name

Joseph

3. M.I.

T

4. Relationship to Business (Title)

Owner, Partner

5. Email

joekurth42@gmail.com

6. Phone

920 854 0155

7. Home Address

10300 Trails End Lane

8. City

Sister Bay

9. State

WI

10. Zip Code

54234

11. Date of Birth

09/11/1979

12. Drivers License/State ID Number

K630 4987 9331 04

13. Drivers License/State ID State of Issuance

WI

**Part C: Address History**1. Do you currently reside in Wisconsin? ☒ Yes ☐ No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? ....

Years

45

Months

8

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

| Previous Address 1 | City | State | Zip Code |
|--------------------|------|-------|----------|
| Previous Address 2 | City | State | Zip Code |
| Previous Address 3 | City | State | Zip Code |
| Previous Address 4 | City | State | Zip Code |
| Previous Address 5 | City | State | Zip Code |

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

| State | County | State | County    | State | County | State | County |
|-------|--------|-------|-----------|-------|--------|-------|--------|
| WI    | DOOR   | WI    | MILWAUKEE |       |        |       |        |
| State | County | State | County    | State | County | State | County |

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . . ☐ Yes ☐ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

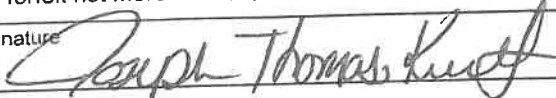
|                                                          |                                                                                                       |                                   |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------|
| Law/Ordinance Violated<br><b>OWI</b>                     | Location<br><b>Menomonee Falls, WI</b>                                                                | Conviction Date<br><b>9-13-06</b> |
| Penalty Imposed<br><b>Probation 2 year</b>               | Was sentence completed? . . . . . <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                   |
| Law/Ordinance Violated<br><b>Possession Psilocin</b>     | Location<br><b>Walworth County</b>                                                                    | Conviction Date<br><b>8-2015</b>  |
| Penalty Imposed<br><b>5 day Huber / 1 year Probation</b> | Was sentence completed? . . . . . <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                   |
| Law/Ordinance Violated                                   | Location                                                                                              | Conviction Date                   |
| Penalty Imposed                                          | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No            |                                   |

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . . ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

|                                                                                                  |                          |
|--------------------------------------------------------------------------------------------------|--------------------------|
| Signature<br> | Date<br><b>6-10-2025</b> |
|--------------------------------------------------------------------------------------------------|--------------------------|

## Report Criteria:

Detail report.  
Invoice detail records above \$0 included.  
Only paid invoices included.  
Invoice Detail.Input date = 07/12/2025-08/15/2025

| Vendor       | Vendor Name             | Invoice Number | Description                 | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voided | GL  |
|--------------|-------------------------|----------------|-----------------------------|--------------|-----------------------|-------------|------------|--------|-----|
| <b>10001</b> |                         |                |                             |              |                       |             |            |        |     |
| 10001        | A-1 ELEVATOR SALES & SE | 24051          | MAINTENANCE - VH LIFT       | 07/23/2025   | 104.70                | 104.70      | 08/01/2025 |        | 100 |
| 10001        | A-1 ELEVATOR SALES & SE | 24051          | MAINTENANCE - VH LIFT       | 07/23/2025   | 183.25                | 183.25      | 08/01/2025 |        | 100 |
| <b>10005</b> |                         |                |                             |              |                       |             |            |        |     |
| 10005        | ACTION ELECTRIC INC     | 2245           | DOCK MAINTENANCE            | 07/17/2025   | 782.30                | 782.30      | 07/17/2025 |        | 690 |
| <b>10007</b> |                         |                |                             |              |                       |             |            |        |     |
| 10007        | ACTION APPRAISERS INC   | 3664           | 2025 MAINTENANCE WORK - J   | 07/01/2025   | 2,375.00              | 2,375.00    | 07/25/2025 |        | 100 |
| 10007        | ACTION APPRAISERS INC   | 3678           | 2025 MAINTENANCE WORK - A   | 08/01/2025   | 2,375.00              | 2,375.00    | 08/01/2025 |        | 100 |
| <b>12221</b> |                         |                |                             |              |                       |             |            |        |     |
| 12221        | BAY-LAKE REGIONAL PLAN  | 7450           | CONTRACT 23015-02 - COMP P  | 08/01/2025   | 2,764.51              | 2,764.51    | 08/14/2025 |        | 100 |
| 12221        | BAY-LAKE REGIONAL PLAN  | 7482           | CDBG APPLICATION - VH       | 07/01/2025   | 857.20                | 857.20      | 07/25/2025 |        | 400 |
| <b>12225</b> |                         |                |                             |              |                       |             |            |        |     |
| 12225        | NATHAN BELL             | League Payme   | LEAGUE CHIEF EXECUTIVES S   | 07/17/2025   | 175.00                | 175.00      | 07/17/2025 |        | 100 |
| <b>12242</b> |                         |                |                             |              |                       |             |            |        |     |
| 12242        | GA COMPUTER SERVICES    | 6806           | SPLIT DISTRIBUTION          | 07/17/2025   | 234.94                | 234.94      | 07/17/2025 |        | 690 |
| 12242        | GA COMPUTER SERVICES    | 6827           | IT SUPPORT- PARKS           | 07/10/2025   | 120.00                | 120.00      | 07/17/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6828           | VPN CONNECTION              | 07/10/2025   | 120.00                | 120.00      | 07/17/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6834           | COMPUTER MONITORING/SER     | 07/13/2025   | 360.00                | 360.00      | 07/25/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6834           | MONTHLY BACKUP/ OFFICE      | 07/13/2025   | 82.63                 | 82.63       | 07/25/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6834           | IT SUPPORT- MARINA          | 07/13/2025   | 75.00                 | 75.00       | 07/25/2025 |        | 690 |
| 12242        | GA COMPUTER SERVICES    | 6884           | IT SUPPORT- OFFICE /AFTER S | 08/10/2025   | 175.00                | 175.00      | 08/14/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6892           | OFFICE SECURITY UPGRADE     | 08/13/2025   | 250.00                | 250.00      | 08/14/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6892           | OFFICE SECURITY UPGRADE     | 08/13/2025   | 200.00                | 200.00      | 08/14/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6892           | MONTHLY BACKUP/ OFFICE      | 08/13/2025   | 90.00                 | 90.00       | 08/14/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6892           | IT SUPPORT- PARKS SECURITY  | 08/13/2025   | 100.00                | 100.00      | 08/14/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6892           | IT SUPPORT- PARKS SECURITY  | 08/13/2025   | 100.00                | 100.00      | 08/14/2025 |        | 100 |
| 12242        | GA COMPUTER SERVICES    | 6892           | KARA WWTP COMPUTER SECU     | 08/13/2025   | 100.00                | 100.00      | 08/14/2025 |        | 630 |
| 12242        | GA COMPUTER SERVICES    | 6892           | KARA WWTP COMPUTER SECU     | 08/13/2025   | 50.00                 | 50.00       | 08/14/2025 |        | 630 |
| 12242        | GA COMPUTER SERVICES    | 6892           | IT SUPPORT- MARINA          | 08/13/2025   | 100.00                | 100.00      | 08/14/2025 |        | 690 |
| 12242        | GA COMPUTER SERVICES    | 6892           | IT SUPPORT- MARINA/SECURIT  | 08/13/2025   | 200.00                | 200.00      | 08/14/2025 |        | 690 |
| 12242        | GA COMPUTER SERVICES    | INV-6869       | KARA WWTP COMPUTER          | 08/01/2025   | 735.00                | 735.00      | 08/07/2025 |        | 610 |
| 12242        | GA COMPUTER SERVICES    | INV-6869       | KARA WWTP COMPUTER          | 08/01/2025   | 735.00                | 735.00      | 08/07/2025 |        | 630 |
| <b>13260</b> |                         |                |                             |              |                       |             |            |        |     |
| 13260        | BHIRDO'S BY THE BAY     | 19828          | VEHICLE FUEL ALLOCATION-W   | 05/01/2025   | 141.75                | 141.75      | 07/25/2025 |        | 610 |
| 13260        | BHIRDO'S BY THE BAY     | 19828          | VEHICLE FUEL ALLOCATION-W   | 05/01/2025   | 261.36                | 261.36      | 07/25/2025 |        | 620 |
| 13260        | BHIRDO'S BY THE BAY     | 19828          | VEHICLE FUEL ALLOCATION-C   | 05/01/2025   | 39.87                 | 39.87       | 07/25/2025 |        | 630 |
| 13260        | BHIRDO'S BY THE BAY     | June 2025      | VILLAGE GAS                 | 07/01/2025   | 301.50                | 301.50      | 07/25/2025 |        | 100 |
| 13260        | BHIRDO'S BY THE BAY     | June 2025      | SHUTTLE BUS GAS             | 07/01/2025   | 587.31                | 587.31      | 07/25/2025 |        | 100 |
| <b>14309</b> |                         |                |                             |              |                       |             |            |        |     |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | ADOBE ADMIN                 | 07/22/2025   | 21.09                 | 21.09       | 07/25/2025 |        | 100 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | BEEN VERIFIED ADMIN         | 07/22/2025   | 28.37                 | 28.37       | 07/25/2025 |        | 100 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | LEAGUE OF WI MU             | 07/22/2025   | 175.00                | 175.00      | 07/25/2025 |        | 100 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | FIRE WORKS LUNCH            | 07/22/2025   | 127.87                | 127.87      | 07/25/2025 |        | 100 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | ADOBE MARINA                | 07/22/2025   | 303.71                | 303.71      | 07/25/2025 |        | 690 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | USPS - MARINA               | 07/22/2025   | 6.90                  | 6.90        | 07/25/2025 |        | 690 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | MARINA-HOTEL CONFERENCE     | 07/22/2025   | 207.00                | 207.00      | 07/25/2025 |        | 690 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | MARINA-HOTEL CONFERENCE     | 07/22/2025   | 207.00                | 207.00      | 07/25/2025 |        | 690 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | ULINE SHIP SUPPLIES-MARINA  | 07/22/2025   | 458.78                | 458.78      | 07/25/2025 |        | 690 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | ULINE SHIP SUPPLIES-MARINA  | 07/22/2025   | 24.64                 | 24.64       | 07/25/2025 |        | 690 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | SMARTSIGN- MARINA           | 07/22/2025   | 6.02-                 | 6.02-       | 07/25/2025 |        | 690 |
| 14309        | ELAN FINANCIAL SERVICES | 479510048994   | SMARTSIGN- MARINA           | 07/22/2025   | 183.56                | 183.56      | 07/25/2025 |        | 690 |

| Vendor       | Vendor Name              | Invoice Number  | Description                 | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voided | GL  |
|--------------|--------------------------|-----------------|-----------------------------|--------------|-----------------------|-------------|------------|--------|-----|
| <b>14310</b> |                          |                 |                             |              |                       |             |            |        |     |
| 14310        | CAPTAIN COMMODOES INC    | 1944            | SLUDGE HAULING              | 08/01/2025   | 1,980.00              | 1,980.00    | 08/07/2025 |        | 620 |
| <b>17506</b> |                          |                 |                             |              |                       |             |            |        |     |
| 17506        | CELLCOM                  | 039970          | CELLPHONES- PARKS           | 08/05/2025   | 230.86                | 230.86      | 08/14/2025 |        | 100 |
| 17506        | CELLCOM                  | 039970          | CELLPHONES - ZONING         | 08/05/2025   | 39.50                 | 39.50       | 08/14/2025 |        | 100 |
| 17506        | CELLCOM                  | 039970          | CELLPHONE - MARINA          | 08/05/2025   | 71.32                 | 71.32       | 08/14/2025 |        | 690 |
| 17506        | CELLCOM                  | 040393          | CELLPHONES- W               | 08/05/2025   | 99.99                 | 99.99       | 08/14/2025 |        | 610 |
| 17506        | CELLCOM                  | 040393          | CELLPHONES- WW              | 08/05/2025   | 184.36                | 184.36      | 08/14/2025 |        | 620 |
| 17506        | CELLCOM                  | 040393          | CELLPHONES- C               | 08/05/2025   | 28.12                 | 28.12       | 08/14/2025 |        | 630 |
| 17506        | CELLCOM                  | 932284          | CELLPHONES- PARKS           | 07/05/2025   | 232.80                | 232.80      | 07/17/2025 |        | 100 |
| 17506        | CELLCOM                  | 932284          | CELLPHONES- PARKS           | 07/05/2025   | 128.21                | 128.21      | 07/17/2025 |        | 100 |
| 17506        | CELLCOM                  | 932284          | CELLPHONES - ZONING         | 07/05/2025   | 39.43                 | 39.43       | 07/17/2025 |        | 100 |
| 17506        | CELLCOM                  | 932284          | CELLPHONES - ZONING         | 07/05/2025   | 18.97                 | 18.97       | 07/17/2025 |        | 100 |
| 17506        | CELLCOM                  | 932284          | CELLPHONE - MARINA          | 07/05/2025   | 50.79                 | 50.79       | 07/17/2025 |        | 690 |
| 17506        | CELLCOM                  | 932284          | CELLPHONE - MARINA          | 07/05/2025   | 71.25                 | 71.25       | 07/17/2025 |        | 690 |
| <b>17517</b> |                          |                 |                             |              |                       |             |            |        |     |
| 17517        | TR COCHART INC           | 21270           | TRAILER TIRES               | 07/14/2025   | 388.00                | 388.00      | 08/07/2025 |        | 100 |
| <b>20007</b> |                          |                 |                             |              |                       |             |            |        |     |
| 20007        | DELTA DENTAL OF WIS      | 2389155         | DENTAL INSURANCE - JULY     | 08/01/2025   | 533.30                | 533.30      | 08/07/2025 |        | 100 |
| 20007        | DELTA DENTAL OF WIS      | 2389155         | DENTAL INSURANCE - AUG      | 08/01/2025   | 533.30                | 533.30      | 08/07/2025 |        | 100 |
| 20007        | DELTA DENTAL OF WIS      | 2392198         | VISION INSURANCE - JULY     | 08/01/2025   | 162.42                | 162.42      | 08/07/2025 |        | 100 |
| 20007        | DELTA DENTAL OF WIS      | 2392198         | VISION INSURANCE - AUG      | 08/01/2025   | 162.42                | 162.42      | 08/07/2025 |        | 100 |
| <b>20438</b> |                          |                 |                             |              |                       |             |            |        |     |
| 20438        | DEPT OF EMPLOYEE TRUS    | Sept 2025       | HEALTH INS. - EMPLOYER AMT  | 08/01/2025   | 18,603.39             | 18,603.39   | 08/07/2025 |        | 100 |
| 20438        | DEPT OF EMPLOYEE TRUS    | Sept 2025       | HEALTH INS. - EMPLOYEE AMT  | 08/01/2025   | 3,282.95              | 3,282.95    | 08/07/2025 |        | 100 |
| 20438        | DEPT OF EMPLOYEE TRUS    | Sept 2025       | DENTAL INS. - EMPLOYER AMT  | 08/01/2025   | 709.21                | 709.21      | 08/07/2025 |        | 100 |
| 20438        | DEPT OF EMPLOYEE TRUS    | Sept 2025       | DENTAL INS. - EMPLOYEE AMT  | 08/01/2025   | 125.15                | 125.15      | 08/07/2025 |        | 100 |
| <b>20455</b> |                          |                 |                             |              |                       |             |            |        |     |
| 20455        | DOOR COUNTY SHERIFF      | 2025-2800004    | SHERIFF SECURITY SERVICE-6  | 07/09/2025   | 240.00                | 240.00      | 07/25/2025 |        | 100 |
| 20455        | DOOR COUNTY SHERIFF      | 2025-2800004    | SHERIFF SECURITY SERVICE-6  | 07/09/2025   | 168.00                | 168.00      | 07/25/2025 |        | 100 |
| 20455        | DOOR COUNTY SHERIFF      | 2025-2800004    | SHERIFF SECURITY SERVICE-6  | 07/09/2025   | 240.00                | 240.00      | 07/25/2025 |        | 100 |
| 20455        | DOOR COUNTY SHERIFF      | 2025-2800004    | SHERIFF SECURITY SERVICE-7  | 07/09/2025   | 203.00                | 203.00      | 07/25/2025 |        | 100 |
| 20455        | DOOR COUNTY SHERIFF      | 2025-2800004    | SHERIFF SECURITY SERVICE-7  | 07/09/2025   | 180.00                | 180.00      | 07/25/2025 |        | 100 |
| <b>20507</b> |                          |                 |                             |              |                       |             |            |        |     |
| 20507        | EAGLE MECHANICAL INC     | 34751           | BACKFLOW                    | 07/22/2025   | 566.50                | 566.50      | 08/01/2025 |        | 620 |
| <b>20512</b> |                          |                 |                             |              |                       |             |            |        |     |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0719250       | PRINT PAPER CHECK TO UPDA   | 07/22/2025   | 3,546.83              | 3,546.83    | 07/22/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0719250       | PRINT PAPER CHECK TO UPDA   | 07/22/2025   | 3,546.83              | 3,546.83    | 07/22/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0719250       | PRINT PAPER CHECK TO UPDA   | 07/22/2025   | 829.49                | 829.49      | 07/22/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0719250       | PRINT PAPER CHECK TO UPDA   | 07/22/2025   | 829.49                | 829.49      | 07/22/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0719250       | PRINT PAPER CHECK TO UPDA   | 07/22/2025   | 4,863.52              | 4,863.52    | 07/22/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0802250       | PRINT PAPER CHECK TO UPDA   | 08/06/2025   | 3,312.87              | 3,312.87    | 08/07/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0802250       | PRINT PAPER CHECK TO UPDA   | 08/06/2025   | 3,312.87              | 3,312.87    | 08/07/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0802250       | PRINT PAPER CHECK TO UPDA   | 08/06/2025   | 774.77                | 774.77      | 08/07/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0802250       | PRINT PAPER CHECK TO UPDA   | 08/06/2025   | 774.77                | 774.77      | 08/07/2025 |        | 100 |
| 20512        | EFTPS - ONLINE 941 PAYME | PR0802250       | PRINT PAPER CHECK TO UPDA   | 08/06/2025   | 4,485.42              | 4,485.42    | 08/07/2025 |        | 100 |
| <b>20514</b> |                          |                 |                             |              |                       |             |            |        |     |
| 20514        | ERC INC                  | ERC-0825-127    | EAP BENEFITS - ADMIN        | 08/01/2025   | 22.97                 | 22.97       | 08/01/2025 |        | 100 |
| 20514        | ERC INC                  | ERC-0825-127    | EAP BENEFITS - CLERK        | 08/01/2025   | 11.48                 | 11.48       | 08/01/2025 |        | 100 |
| 20514        | ERC INC                  | ERC-0825-127    | EAP BENEFITS - FINANCE      | 08/01/2025   | 11.48                 | 11.48       | 08/01/2025 |        | 100 |
| 20514        | ERC INC                  | ERC-0825-127    | EAP BENEFITS - PARKS & STRE | 08/01/2025   | 57.42                 | 57.42       | 08/01/2025 |        | 100 |
| 20514        | ERC INC                  | ERC-0825-127    | EAP BENEFITS - WATER        | 08/01/2025   | 20.68                 | 20.68       | 08/01/2025 |        | 610 |
| 20514        | ERC INC                  | ERC-0825-127    | EAP BENEFITS - WASTEWATER   | 08/01/2025   | 41.35                 | 41.35       | 08/01/2025 |        | 620 |
| 20514        | ERC INC                  | ERC-0825-127    | EAP BENEFITS - COLLECTION   | 08/01/2025   | 6.89                  | 6.89        | 08/01/2025 |        | 630 |
| 20514        | ERC INC                  | ERC-0825-127    | EAP BENEFITS - MARINA       | 08/01/2025   | 11.48                 | 11.48       | 08/01/2025 |        | 690 |
| <b>30104</b> |                          |                 |                             |              |                       |             |            |        |     |
| 30104        | VOLODYMYR GANNIK         | July 28, 2025 R | PORTABLE MONITOR PURCHA     | 07/28/2025   | 116.04                | 116.04      | 08/01/2025 |        | 100 |

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format  
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| Vendor       | Vendor Name             | Invoice Number | Description                   | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voided | GL  |
|--------------|-------------------------|----------------|-------------------------------|--------------|-----------------------|-------------|------------|--------|-----|
| <b>30620</b> |                         |                |                               |              |                       |             |            |        |     |
| 30620        | FIRELINE SPRINKLER      | 4860           | FIRE SPRINKLER INSPECTION -   | 07/31/2025   | 536.00                | 536.00      | 08/07/2025 |        | 100 |
| <b>30701</b> |                         |                |                               |              |                       |             |            |        |     |
| 30701        | FRONTIER                | 920-854-6780-  | ADMIN BLDG PHONE-ROLLOVE      | 07/25/2025   | 7.00                  | 7.00        | 08/07/2025 |        | 100 |
| 30701        | FRONTIER                | 920854678009   | ADMIN BLDG PHONE-ROLLOVE      | 06/25/2025   | 7.00                  | 7.00        | 07/17/2025 |        | 100 |
| 30701        | FRONTIER                | July259201590  | PLANT PHONE -WV               | 07/25/2025   | 293.30                | 293.30      | 08/07/2025 |        | 610 |
| 30701        | FRONTIER                | July259201590  | PLANT PHONE -WW               | 07/25/2025   | 293.29                | 293.29      | 08/07/2025 |        | 620 |
| <b>30750</b> |                         |                |                               |              |                       |             |            |        |     |
| 30750        | GOING CO INC            | 123964 7/1/25  | MARINA TRASH                  | 07/01/2025   | 399.34                | 399.34      | 07/17/2025 |        | 690 |
| 30750        | GOING CO INC            | 123964 8/1/25  | RECYCLING- MARINA             | 08/01/2025   | 138.22                | 138.22      | 08/14/2025 |        | 690 |
| 30750        | GOING CO INC            | 123964 8/1/25  | GARBAGE- MARINA               | 08/01/2025   | 419.53                | 419.53      | 08/14/2025 |        | 690 |
| 30750        | GOING CO INC            | 123997 7/1/25  | VILLAGE GARBAGE               | 07/01/2025   | 14,702.33             | 14,702.33   | 07/17/2025 |        | 100 |
| 30750        | GOING CO INC            | 123997 7/1/25  | VILLAGE RECYCLING             | 07/01/2025   | 2,907.44              | 2,907.44    | 07/17/2025 |        | 100 |
| 30750        | GOING CO INC            | 123997 8/1/25  | VILLAGE GARBAGE               | 08/01/2025   | 17,736.10             | 17,736.10   | 08/14/2025 |        | 100 |
| 30750        | GOING CO INC            | 123997 8/1/25  | VILLAGE RECYCLING             | 08/01/2025   | 3,008.29              | 3,008.29    | 08/14/2025 |        | 100 |
| 30750        | GOING CO INC            | 125521 8/1/25  | VILLAGE GARBAGE               | 08/01/2025   | 390.70                | 390.70      | 08/14/2025 |        | 100 |
| 30750        | GOING CO INC            | 125521 8/1/25  | VILLAGE RECYCLING             | 08/01/2025   | 646.88                | 646.88      | 08/14/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | FUEL SURCHARGE                | 07/01/2025   | 9.52                  | 9.52        | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | 10Y BIN 1XW-VILLAGE EXTRA     | 07/01/2025   | 22.00-                | 22.00-      | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | FUEL SURCHARGE                | 07/01/2025   | 1.73-                 | 1.73-       | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | FUEL SURCHARGE                | 07/01/2025   | 6.30                  | 6.30        | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | 10Y BIN 2XW                   | 07/01/2025   | 80.00                 | 80.00       | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | FUEL SURCHARGE                | 07/01/2025   | 8.26                  | 8.26        | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | 10Y BIN ON CALL               | 07/01/2025   | 105.00                | 105.00      | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | FUEL SURCHARGE                | 07/01/2025   | 25.95                 | 25.95       | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | 10Y BIN 2XW                   | 07/01/2025   | 300.00                | 300.00      | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 280295         | 6Y SS LIFT-VILLAGE EXTRA      | 07/01/2025   | 121.00                | 121.00      | 07/25/2025 |        | 100 |
| 30750        | GOING CO INC            | 284899         | WWTP RUBBISH REMOVAL          | 08/01/2025   | 44.37                 | 44.37       | 08/07/2025 |        | 620 |
| 30750        | GOING CO INC            | 325803 7/1/25  | RECYCLING - FIRE STATION      | 07/01/2025   | 57.44                 | 57.44       | 07/17/2025 |        | 100 |
| 30750        | GOING CO INC            | 325803 8/1/25  | RECYCLING - FIRE STATION      | 08/01/2025   | 72.32                 | 72.32       | 08/14/2025 |        | 100 |
| <b>30751</b> |                         |                |                               |              |                       |             |            |        |     |
| 30751        | GREAT-WEST TRUST COMP   | PR0719250      | Great West Deferred Comp. DEF | 07/22/2025   | 160.00                | 160.00      | 07/22/2025 |        | 100 |
| 30751        | GREAT-WEST TRUST COMP   | PR0719250      | Great West Deferred Comp. DEF | 07/22/2025   | 100.00                | 100.00      | 07/22/2025 |        | 100 |
| 30751        | GREAT-WEST TRUST COMP   | PR0802250      | Great West Deferred Comp. DEF | 08/06/2025   | 160.00                | 160.00      | 08/07/2025 |        | 100 |
| 30751        | GREAT-WEST TRUST COMP   | PR0802250      | Great West Deferred Comp. DEF | 08/06/2025   | 100.00                | 100.00      | 08/07/2025 |        | 100 |
| <b>31809</b> |                         |                |                               |              |                       |             |            |        |     |
| 31809        | HSABANK                 | 2nd Half Susan | EMPLOYER CONTRIBUTION - 2     | 07/15/2025   | 175.00                | 175.00      | 07/17/2025 |        | 100 |
| <b>31813</b> |                         |                |                               |              |                       |             |            |        |     |
| 31813        | CHRIS HECHT             | REIMBURSEM     | CHRIS HECHT RENT REIMBUR      | 08/01/2025   | 5,911.63              | 5,911.63    | 08/01/2025 |        | 100 |
| 31813        | CHRIS HECHT             | REIMBURSEM     | CHRIS HECHT RENT REIMBUR      | 08/01/2025   | 394.11                | 394.11      | 08/01/2025 |        | 100 |
| <b>41010</b> |                         |                |                               |              |                       |             |            |        |     |
| 41010        | JERRY'S FLOWERS         | 639            | FLOWER POTS                   | 06/30/2025   | 811.50                | 811.50      | 07/25/2025 |        | 100 |
| 41010        | JERRY'S FLOWERS         | 639            | FLOWER POTS                   | 06/30/2025   | 2,548.00              | 2,548.00    | 07/25/2025 |        | 100 |
| 41010        | JERRY'S FLOWERS         | 639            | FLOWER POTS                   | 06/30/2025   | 380.00                | 380.00      | 07/25/2025 |        | 100 |
| 41010        | JERRY'S FLOWERS         | 639            | FLOWER POTS                   | 06/30/2025   | 46.00                 | 46.00       | 07/25/2025 |        | 100 |
| 41010        | JERRY'S FLOWERS         | 639            | FLOWER BED - POST OFFICE      | 06/30/2025   | 153.00                | 153.00      | 07/25/2025 |        | 100 |
| <b>41011</b> |                         |                |                               |              |                       |             |            |        |     |
| 41011        | JIM'S GOLF CARS INC     | 11824          | GOLF CART REPAIR              | 07/23/2025   | 206.45                | 206.45      | 07/25/2025 |        | 690 |
| <b>41195</b> |                         |                |                               |              |                       |             |            |        |     |
| 41195        | LAKE & POND SOLUTIONS   | 18161          | DNR PERMIT FEES AND WEED      | 07/16/2025   | 4,118.60              | 4,118.60    | 07/17/2025 |        | 690 |
| <b>41198</b> |                         |                |                               |              |                       |             |            |        |     |
| 41198        | PEDER LAUSCHER          | June 2025      | SAFETY CLOTHING - LAUSCHE     | 07/23/2025   | 74.82                 | 74.82       | 07/25/2025 |        | 100 |
| <b>41205</b> |                         |                |                               |              |                       |             |            |        |     |
| 41205        | WISCONSIN BUILDING SUP  | 62             | LUMBER AND SUPPLIES           | 08/01/2025   | 123.14                | 123.14      | 08/14/2025 |        | 690 |
| 41205        | WISCONSIN BUILDING SUP  | LA2002280-00   | 2X6S PRESSURE TREATED         | 07/01/2025   | 132.99                | 132.99      | 07/25/2025 |        | 690 |
| <b>41212</b> |                         |                |                               |              |                       |             |            |        |     |
| 41212        | ROBERT E LEE & ASSOC IN | 88985          | MILL ROAD TRIANGLE PROJEC     | 07/22/2025   | 11,397.79             | 11,397.79   | 08/01/2025 |        | 400 |

## VILLAGE OF SISTER BAY

## Payment Approval Report - Village Board Format

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| Vendor       | Vendor Name            | Invoice Number | Description                | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voided | GL  |
|--------------|------------------------|----------------|----------------------------|--------------|-----------------------|-------------|------------|--------|-----|
| <b>41215</b> |                        |                |                            |              |                       |             |            |        |     |
| 41215        | DAVE LIENAU            | Fire Works Lun | JULY FIREWORKS CREW MEAL   | 07/24/2025   | 57.70                 | 57.70       | 07/25/2025 |        | 100 |
| <b>41218</b> |                        |                |                            |              |                       |             |            |        |     |
| 41218        | AIRGAS                 | 5518004792     | RENTAL FOR ARGON, ACETYLE  | 07/31/2025   | 63.76                 | 63.76       | 08/14/2025 |        | 620 |
| <b>41316</b> |                        |                |                            |              |                       |             |            |        |     |
| 41316        | MARCO INC              | 559644174      | UTILITIES COPIES - W       | 07/01/2025   | 52.57                 | 52.57       | 07/17/2025 |        | 610 |
| 41316        | MARCO INC              | 559644174      | UTILITIES COPIES - WW      | 07/01/2025   | 96.92                 | 96.92       | 07/17/2025 |        | 620 |
| 41316        | MARCO INC              | 559644174      | UTILITIES COPIES - C       | 07/01/2025   | 14.78                 | 14.78       | 07/17/2025 |        | 630 |
| <b>41319</b> |                        |                |                            |              |                       |             |            |        |     |
| 41319        | MAY'S SPORT CENTER     | 250302         | 109-9220 SCREW             | 07/29/2025   | 7.59                  | 7.59        | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 250302         | 137-9787 BUSHING           | 07/29/2025   | 7.09                  | 7.09        | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 250302         | 138-6045 SPINDLE SHAFT     | 07/29/2025   | 39.99                 | 39.99       | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 250302         | 137-9780 SPINDLE           | 07/29/2025   | 136.99                | 136.99      | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 250302         | 103-1330 GUARD             | 07/29/2025   | 4.79                  | 4.79        | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 250302         | 138-6058 SHEAVE            | 07/29/2025   | 20.99                 | 20.99       | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 51543          | PICK UP/DELIVERY           | 07/31/2025   | 40.00                 | 40.00       | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 51543          | 140-7986 TIRE              | 07/31/2025   | 261.99                | 261.99      | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 51543          | INSTALL TIRE               | 07/31/2025   | 17.00                 | 17.00       | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 51543          | SUPPLIES/EPA               | 07/31/2025   | 1.02                  | 1.02        | 08/07/2025 |        | 100 |
| 41319        | MAY'S SPORT CENTER     | 51543          | RECYCLE/EPA/DISPOSAL       | 07/31/2025   | 5.00                  | 5.00        | 08/07/2025 |        | 100 |
| <b>42107</b> |                        |                |                            |              |                       |             |            |        |     |
| 42107        | LA VINE'S ICE LLC      | 9852           | MARINA - ICE               | 08/01/2025   | 72.00                 | 72.00       | 08/14/2025 |        | 690 |
| 42107        | LA VINE'S ICE LLC      | 9852           | MARINA - ICE               | 08/01/2025   | 73.80                 | 73.80       | 08/14/2025 |        | 690 |
| 42107        | LA VINE'S ICE LLC      | 9852           | MARINA - ICE               | 08/01/2025   | 139.75                | 139.75      | 08/14/2025 |        | 690 |
| 42107        | LA VINE'S ICE LLC      | 9852           | MARINA - ICE               | 08/01/2025   | 72.00                 | 72.00       | 08/14/2025 |        | 690 |
| 42107        | LA VINE'S ICE LLC      | 9852           | MARINA - ICE               | 08/01/2025   | 46.80                 | 46.80       | 08/14/2025 |        | 690 |
| 42107        | LA VINE'S ICE LLC      | 9852           | MARINA - ICE               | 08/01/2025   | 96.55                 | 96.55       | 08/14/2025 |        | 690 |
| <b>61539</b> |                        |                |                            |              |                       |             |            |        |     |
| 61539        | OFFICE DEPOT BUSINESS  | 425601199001   | PAPER                      | 07/02/2025   | 91.98                 | 91.98       | 07/25/2025 |        | 100 |
| 61539        | OFFICE DEPOT BUSINESS  | 425601199001   | WINDOW ENVELOPES           | 07/02/2025   | 42.79                 | 42.79       | 07/25/2025 |        | 100 |
| 61539        | OFFICE DEPOT BUSINESS  | 425601199001   | TONER - MARINA             | 07/02/2025   | 256.49                | 256.49      | 07/25/2025 |        | 690 |
| 61539        | OFFICE DEPOT BUSINESS  | 426121880001   | UTIL OFFICE SUPPLIES - W   | 06/05/2025   | 22.19                 | 22.19       | 07/17/2025 |        | 610 |
| 61539        | OFFICE DEPOT BUSINESS  | 426121880001   | UTIL OFFICE SUPPLIES - WW  | 06/05/2025   | 40.91                 | 40.91       | 07/17/2025 |        | 620 |
| 61539        | OFFICE DEPOT BUSINESS  | 426121880001   | UTIL OFFICE SUPPLIES - C   | 06/05/2025   | 6.23                  | 6.23        | 07/17/2025 |        | 630 |
| 61539        | OFFICE DEPOT BUSINESS  | 426126250001   | ADMIN OFFICE SUPPLIES      | 06/04/2025   | 13.69                 | 13.69       | 07/17/2025 |        | 100 |
| 61539        | OFFICE DEPOT BUSINESS  | 426126251001   | ADMIN OFFICE SUPPLIES      | 06/05/2025   | 3.95                  | 3.95        | 07/17/2025 |        | 100 |
| 61539        | OFFICE DEPOT BUSINESS  | 426126251001   | ZONING OFFICE SUPPLIES     | 06/05/2025   | 256.49                | 256.49      | 07/17/2025 |        | 100 |
| 61539        | OFFICE DEPOT BUSINESS  | 429509880001   | STR OFFICE SUPPLIES        | 06/19/2025   | 182.44                | 182.44      | 07/17/2025 |        | 100 |
| 61539        | OFFICE DEPOT BUSINESS  | 429511272001   | CLERK- NOTARY STAMP        | 06/20/2025   | 57.45                 | 57.45       | 07/17/2025 |        | 100 |
| <b>61547</b> |                        |                |                            |              |                       |             |            |        |     |
| 61547        | ORKIN PEST CONTROL INC | 282462469      | PEST CONTROL FS - AUG      | 08/01/2025   | 119.00                | 119.00      | 08/14/2025 |        | 100 |
| <b>61614</b> |                        |                |                            |              |                       |             |            |        |     |
| 61614        | PENINSULA PULSE        | 36046          | LIQ LIC NOTICES            | 07/01/2025   | 200.54                | 200.54      | 07/25/2025 |        | 100 |
| 61614        | PENINSULA PULSE        | 36046          | FAUERBACH PH NOTICE        | 07/01/2025   | 108.31                | 108.31      | 07/25/2025 |        | 100 |
| 61614        | PENINSULA PULSE        | 36046          | JRB MEETING NOTICE         | 07/01/2025   | 19.82                 | 19.82       | 07/25/2025 |        | 500 |
| 61614        | PENINSULA PULSE        | 36046          | JRB MEETING NOTICE         | 07/01/2025   | 19.83                 | 19.83       | 07/25/2025 |        | 510 |
| <b>71890</b> |                        |                |                            |              |                       |             |            |        |     |
| 71890        | SCHAUT TECHNOLOGIES L  | #5             | WEBSITE SUPPORT            | 08/07/2025   | 400.00                | 400.00      | 08/07/2025 |        | 690 |
| 71890        | SCHAUT TECHNOLOGIES L  | #5 second part | ANNUAL WEBSITE MAINT - MA  | 08/06/2025   | 1,000.00              | 1,000.00    | 08/07/2025 |        | 690 |
| <b>71891</b> |                        |                |                            |              |                       |             |            |        |     |
| 71891        | SECURIAN FINANCIAL GRO | 002832L SEP 2  | LIFE INSURANCE PREMIUMS -  | 08/01/2025   | 275.68                | 275.68      | 08/07/2025 |        | 100 |
| <b>71907</b> |                        |                |                            |              |                       |             |            |        |     |
| 71907        | CLIFTONLARSONALLEN LL  | L251440983     | AUDIT BILLING - GENERAL    | 07/16/2025   | 5,054.23              | 5,054.23    | 07/17/2025 |        | 100 |
| 71907        | CLIFTONLARSONALLEN LL  | L251440983     | AUDIT BILLING - TID #2     | 07/16/2025   | 219.75                | 219.75      | 07/17/2025 |        | 510 |
| 71907        | CLIFTONLARSONALLEN LL  | L251440983     | AUDIT BILLING - WATER      | 07/16/2025   | 1,098.75              | 1,098.75    | 07/17/2025 |        | 610 |
| 71907        | CLIFTONLARSONALLEN LL  | L251440983     | AUDIT BILLING - WASTEWATER | 07/16/2025   | 2,197.49              | 2,197.49    | 07/17/2025 |        | 620 |
| 71907        | CLIFTONLARSONALLEN LL  | L251440983     | AUDIT BILLING - COLLECTION | 07/16/2025   | 659.25                | 659.25      | 07/17/2025 |        | 630 |

## VILLAGE OF SISTER BAY

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Report dates: 1/1/2025-12/31/2025Page: 5  
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| Vendor       | Vendor Name            | Invoice Number  | Description                | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voided | GL  |
|--------------|------------------------|-----------------|----------------------------|--------------|-----------------------|-------------|------------|--------|-----|
| 71907        | CLIFTONLARSONALLEN LL  | L251440983      | AUDIT BILLING - MARINA     | 07/16/2025   | 1,758.00              | 1,758.00    | 07/17/2025 |        | 690 |
| <b>71911</b> |                        |                 |                            |              |                       |             |            |        |     |
| 71911        | SEPTIC MAINTENANCE LLC | 35732           | SERVICE FEE ZONE 3         | 08/06/2025   | 115.00                | 115.00      | 08/07/2025 |        | 100 |
| 71911        | SEPTIC MAINTENANCE LLC | 35732           | DRAINING CLEANING LABOR    | 08/06/2025   | 150.00                | 150.00      | 08/07/2025 |        | 100 |
| 71911        | SEPTIC MAINTENANCE LLC | 35732           | 3" CLEANOUT GRIPPER PLUG-  | 08/06/2025   | 36.59                 | 36.59       | 08/07/2025 |        | 100 |
| <b>71920</b> |                        |                 |                            |              |                       |             |            |        |     |
| 71920        | SISTER BAY ADVANCEMEN  | 2025 Q2         | 2025 QUARTER 2 SUPPORT     | 07/24/2025   | 17,067.42             | 17,067.42   | 07/25/2025 |        | 100 |
| <b>71926</b> |                        |                 |                            |              |                       |             |            |        |     |
| 71926        | SISTER BAY SEWER & WAT | 2160 Autumn C   | IMPACT FEES                | 07/21/2025   | 2,042.68              | 2,042.68    | 07/25/2025 |        | 400 |
| 71926        | SISTER BAY SEWER & WAT | 63234           | REIMBURSEMENT FOR DIGGE    | 06/30/2025   | 25.25                 | 25.25       | 08/01/2025 |        | 100 |
| 71926        | SISTER BAY SEWER & WAT | 63244           | HYDRANT USE                | 07/31/2025   | 30.00                 | 30.00       | 08/14/2025 |        | 400 |
| 71926        | SISTER BAY SEWER & WAT | 63244           | UNMETERED WATER USE        | 07/31/2025   | 39.24                 | 39.24       | 08/14/2025 |        | 400 |
| <b>71927</b> |                        |                 |                            |              |                       |             |            |        |     |
| 71927        | SISTER BAY/LIBERTY GRO | 2025 Contributi | DIFFERENCE BETWEEN BUDG    | 08/07/2025   | 6,968.00              | 6,968.00    | 08/07/2025 |        | 100 |
| 71927        | SISTER BAY/LIBERTY GRO | Estimate #2     | CPR CLASS                  | 07/10/2025   | 40.00                 | 40.00       | 07/25/2025 |        | 690 |
| <b>71931</b> |                        |                 |                            |              |                       |             |            |        |     |
| 71931        | SISTER BAY PETRO       | Sister Bay Petr | VILLAGE GAS                | 07/01/2025   | 1,095.61              | 1,095.61    | 08/01/2025 |        | 100 |
| 71931        | SISTER BAY PETRO       | Sister Bay Petr | UTILITY GAS - W            | 07/01/2025   | 48.21                 | 48.21       | 08/01/2025 |        | 610 |
| 71931        | SISTER BAY PETRO       | Sister Bay Petr | UTILITY GAS - WW           | 07/01/2025   | 88.88                 | 88.88       | 08/01/2025 |        | 620 |
| 71931        | SISTER BAY PETRO       | Sister Bay Petr | UTILITY GAS - C            | 07/01/2025   | 13.56                 | 13.56       | 08/01/2025 |        | 630 |
| <b>72051</b> |                        |                 |                            |              |                       |             |            |        |     |
| 72051        | TRUGREEN*CHEMLAWN      | 212008484       | LAWN TREATMENT FIRE STATI  | 06/30/2025   | 504.02                | 504.02      | 07/17/2025 |        | 100 |
| 72051        | TRUGREEN*CHEMLAWN      | 212008484       | LAWN TREATMENT WATERFRO    | 06/30/2025   | 1,350.66              | 1,350.66    | 07/17/2025 |        | 100 |
| 72051        | TRUGREEN*CHEMLAWN      | 212008484       | LAWN TREATMENT SPORTS C    | 06/30/2025   | 3,185.34              | 3,185.34    | 07/17/2025 |        | 100 |
| <b>72997</b> |                        |                 |                            |              |                       |             |            |        |     |
| 72997        | MARMIC FIRE & SAFETY C | D339322         | INSPECT AND REPAIR EXTING  | 06/27/2025   | 117.88                | 117.88      | 07/25/2025 |        | 610 |
| 72997        | MARMIC FIRE & SAFETY C | D339322         | INSPECT AND REPAIR EXTING  | 06/27/2025   | 217.33                | 217.33      | 07/25/2025 |        | 620 |
| 72997        | MARMIC FIRE & SAFETY C | D339322         | INSPECT AND REPAIR EXTING  | 06/27/2025   | 33.15                 | 33.15       | 07/25/2025 |        | 630 |
| <b>73003</b> |                        |                 |                            |              |                       |             |            |        |     |
| 73003        | VERIZON BUSINESS       | 61844675        | VILLAGE PHONE - LONG DISTA | 08/10/2025   | .35                   | .35         | 08/07/2025 |        | 100 |
| <b>81988</b> |                        |                 |                            |              |                       |             |            |        |     |
| 81988        | WARNER-WEXEL LLC       | 247733          | CLEANING SUPPLIES          | 07/23/2025   | 112.84                | 112.84      | 07/25/2025 |        | 690 |
| 81988        | WARNER-WEXEL LLC       | 247973          | CUSTODIAL SUPPLIES         | 07/30/2025   | 156.24                | 156.24      | 08/01/2025 |        | 690 |
| 81988        | WARNER-WEXEL LLC       | 248101          | CUSTODIAN SUPPLIES         | 08/01/2025   | 55.86                 | 55.86       | 08/07/2025 |        | 690 |
| 81988        | WARNER-WEXEL LLC       | 248220          | CUSTODIAL SUPPLIES         | 08/07/2025   | 81.04                 | 81.04       | 08/14/2025 |        | 690 |
| <b>82350</b> |                        |                 |                            |              |                       |             |            |        |     |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | STREET LIGHTS              | 07/29/2025   | 2,902.00              | 2,902.00    | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | MAINTENANCE BLDG           | 07/03/2025   | 181.32                | 181.32      | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | VILLAGE HALL               | 07/03/2025   | 196.39                | 196.39      | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | FIRE STATION               | 07/03/2025   | 941.50                | 941.50      | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | ADMIN BLDG                 | 07/03/2025   | 242.40                | 242.40      | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | STREET LIGHTS              | 07/03/2025   | 266.69                | 266.69      | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | PARKS                      | 07/03/2025   | 180.33                | 180.33      | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | SPORTS COMPLEX             | 07/03/2025   | 323.79                | 323.79      | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | BIKE TRAIL LIGHTS          | 07/03/2025   | 103.49                | 103.49      | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | SWALE PUMP                 | 07/03/2025   | 60.38                 | 60.38       | 07/25/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | DOCKS                      | 07/03/2025   | 1,405.36              | 1,405.36    | 07/25/2025 |        | 690 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | BOATHOUSE                  | 07/03/2025   | 569.97                | 569.97      | 07/25/2025 |        | 690 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | MAINTENANCE BLDG           | 08/04/2025   | 252.28                | 252.28      | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | VILLAGE HALL               | 08/04/2025   | 220.65                | 220.65      | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | FIRE STATION               | 08/04/2025   | 1,228.07              | 1,228.07    | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | ADMIN BLDG                 | 08/04/2025   | 200.57                | 200.57      | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | STREET LIGHTS              | 08/04/2025   | 270.15                | 270.15      | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | PARKS                      | 08/04/2025   | 240.60                | 240.60      | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | SPORTS COMPLEX             | 08/04/2025   | 338.04                | 338.04      | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | BIKE TRAIL LIGHTS          | 08/04/2025   | 104.37                | 104.37      | 08/14/2025 |        | 100 |
| 82350        | WI PUBLIC SERVICE      | 0402302054-0    | SWALE PUMP                 | 08/04/2025   | 113.59                | 113.59      | 08/14/2025 |        | 100 |



| Vendor        | Vendor Name             | Invoice Number  | Description                 | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voided | GL  |
|---------------|-------------------------|-----------------|-----------------------------|--------------|-----------------------|-------------|------------|--------|-----|
| 82350         | WI PUBLIC SERVICE       | 0402302054-0    | DOCKS                       | 08/04/2025   | 2,985.64              | 2,985.64    | 08/14/2025 |        | 690 |
| 82350         | WI PUBLIC SERVICE       | 0402302054-0    | BOATHOUSE                   | 08/04/2025   | 47.66                 | 47.66       | 08/14/2025 |        | 690 |
| 82350         | WI PUBLIC SERVICE       | 0402302054Jul   | ELECTRICITY - PW BUILDING C | 07/31/2025   | 20.04                 | 20.04       | 08/07/2025 |        | 100 |
| 82350         | WI PUBLIC SERVICE       | 0402302054Jul   | ELECTRICITY - INFO BOOTH    | 07/31/2025   | 45.71                 | 45.71       | 08/07/2025 |        | 100 |
| 82350         | WI PUBLIC SERVICE       | 0402302054Jul   | ELECTRICITY - WATER         | 07/31/2025   | 716.95                | 716.95      | 08/07/2025 |        | 610 |
| 82350         | WI PUBLIC SERVICE       | 0402302054Jul   | ELECTRICITY - WASTEWATER    | 07/31/2025   | 1,037.54              | 1,037.54    | 08/07/2025 |        | 620 |
| 82350         | WI PUBLIC SERVICE       | 0402302054Jul   | ELECTRICITY - COLLECTION    | 07/31/2025   | 553.34                | 553.34      | 08/07/2025 |        | 630 |
| 82350         | WI PUBLIC SERVICE       | July250407165   | WELL #3 - SISTER BAY        | 07/16/2025   | 1,181.09              | 1,181.09    | 07/25/2025 |        | 610 |
| 82350         | WI PUBLIC SERVICE       | July250407165   | WELL #3 - LGUD              | 07/16/2025   | 393.70                | 393.70      | 07/25/2025 |        | 610 |
| <b>90007</b>  |                         |                 |                             |              |                       |             |            |        |     |
| 90007         | YACHT WORKS             | July 2025 State | BILGE PUMP                  | 07/23/2025   | 38.99                 | 38.99       | 07/25/2025 |        | 690 |
| 90007         | YACHT WORKS             | July 2025 State | BOAT WASH                   | 07/23/2025   | 12.49                 | 12.49       | 07/25/2025 |        | 690 |
| <b>100091</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10009         | BADGER METER INC        | 80206984        | ORION CELLULAR UNITS-W      | 07/29/2025   | 33.49                 | 33.49       | 08/01/2025 |        | 610 |
| 10009         | BADGER METER INC        | 80206984        | ORION CELLULAR UNITS-LGUD   | 07/29/2025   | 31.85                 | 31.85       | 08/01/2025 |        | 610 |
| 10009         | BADGER METER INC        | 80206984        | ORION CELLULAR UNITS-WW     | 07/29/2025   | 61.74                 | 61.74       | 08/01/2025 |        | 620 |
| 10009         | BADGER METER INC        | 80206984        | ORION CELLULAR UNITS-C      | 07/29/2025   | 9.42                  | 9.42        | 08/01/2025 |        | 630 |
| <b>100411</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10041         | FERRELLGAS              | 7133253 6/26/   | PROPANE MAINTENANCE BLD     | 06/26/2025   | 465.01                | 465.01      | 07/25/2025 |        | 100 |
| 10041         | FERRELLGAS              | 7133253 6/26/   | PROPANE FIRE STATION        | 06/26/2025   | 342.79                | 342.79      | 07/25/2025 |        | 100 |
| 10041         | FERRELLGAS              | 7133253 6/26/   | PROPANE PWB                 | 06/26/2025   | 3,809.24              | 3,809.24    | 07/25/2025 |        | 400 |
| <b>100481</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10048         | HAMMERSMITH TV          | 10089281        | REMOTE BATTERIES            | 08/07/2025   | 9.98                  | 9.98        | 08/07/2025 |        | 690 |
| <b>100491</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10049         | HAWKINS INC             | 7131799         | CHLORINE CYLINDER RENTAL    | 07/15/2025   | 10.00                 | 10.00       | 07/17/2025 |        | 610 |
| 10049         | HAWKINS INC             | 7150254         | CHEMICALS - WELL #1 AZONE   | 07/29/2025   | 141.70                | 141.70      | 08/01/2025 |        | 610 |
| 10049         | HAWKINS INC             | 7150254         | CHEMICALS - WELL #3         | 07/29/2025   | 141.70                | 141.70      | 08/01/2025 |        | 610 |
| <b>100516</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10051         | INNOVATIVE PRINTING LLC | 39330           | DISCHARGE SLIPS             | 07/31/2025   | 91.00                 | 91.00       | 08/14/2025 |        | 620 |
| <b>100541</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10054         | ITU ABSORB TECH         | 8571636         | RAGS- W                     | 07/22/2025   | 7.05                  | 7.05        | 08/01/2025 |        | 610 |
| 10054         | ITU ABSORB TECH         | 8571636         | WWTP LAUNDRY SERVICE        | 07/22/2025   | 82.92                 | 82.92       | 08/01/2025 |        | 620 |
| 10054         | ITU ABSORB TECH         | 8571636         | RAGS- WW                    | 07/22/2025   | 13.01                 | 13.01       | 08/01/2025 |        | 620 |
| 10054         | ITU ABSORB TECH         | 8571636         | RAGS- C                     | 07/22/2025   | 1.98                  | 1.98        | 08/01/2025 |        | 630 |
| <b>100691</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10069         | MIDWEST METER INC       | 0180228-IN      | 3/4" METER CONNECTION 60EA  | 08/04/2025   | 7,835.87              | 7,835.87    | 08/14/2025 |        | 610 |
| 10069         | MIDWEST METER INC       | 0180406-IN      | 3/4" M-25 PLASTIC METER BAS | 08/08/2025   | 834.16                | 834.16      | 08/14/2025 |        | 610 |
| <b>100756</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10075         | NORTHERN DOOR COMMU     | 30138           | MARINA RADIO                | 07/17/2025   | 464.16                | 464.16      | 07/17/2025 |        | 690 |
| <b>100781</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10078         | ONE TIME VENDOR         | OVERPAYMEN      | OVERPAYMENT 7162.00         | 08/05/2025   | 492.76                | 492.76      | 08/07/2025 |        | 001 |
| 10078         | ONE TIME VENDOR         | Overpayment 8   | OVERPAYMENT 8205.04         | 07/17/2025   | 77.91                 | 77.91       | 07/25/2025 |        | 001 |
| <b>101056</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10105         | USA BLUEBOOK            | INV00769626     | CLARIFIER SCRUBBER          | 07/16/2025   | 66.42                 | 66.42       | 07/17/2025 |        | 620 |
| <b>101207</b> |                         |                 |                             |              |                       |             |            |        |     |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | OFFICE KEYS                 | 06/30/2025   | 4.78                  | 4.78        | 07/25/2025 |        | 100 |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | PARKS SUPPLIES              | 06/30/2025   | 55.91                 | 55.91       | 07/25/2025 |        | 100 |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | SC TOOLS                    | 06/30/2025   | 11.99                 | 11.99       | 07/25/2025 |        | 100 |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | SC SUPPLIES                 | 06/30/2025   | 328.00                | 328.00      | 07/25/2025 |        | 100 |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | INFO BOOTH REPAIR           | 06/30/2025   | 42.97                 | 42.97       | 07/25/2025 |        | 100 |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | HYDRANT PAINT               | 06/30/2025   | 20.97                 | 20.97       | 07/25/2025 |        | 610 |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | MARINA OFFICE SUPPLIES      | 06/30/2025   | 9.99                  | 9.99        | 07/25/2025 |        | 690 |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | MARINA BLDG MAINT           | 06/30/2025   | 144.62                | 144.62      | 07/25/2025 |        | 690 |
| 10120         | DOOR COUNTY HARDWAR     | 101760 6/30/25  | DOCK MAINT                  | 06/30/2025   | 27.92                 | 27.92       | 07/25/2025 |        | 690 |
| 10120         | DOOR COUNTY HARDWAR     | 15595/15606     | GENERAL SUPPLIES - MARINA   | 07/17/2025   | 43.93                 | 43.93       | 07/18/2025 |        | 690 |
| 10120         | DOOR COUNTY HARDWAR     | 502215-July25   | 15967 MINI HOOK             | 07/31/2025   | 12.99                 | 12.99       | 08/07/2025 |        | 620 |
| 10120         | DOOR COUNTY HARDWAR     | 502215-July25   | 15967 FASTNERS              | 07/31/2025   | .75                   | .75         | 08/07/2025 |        | 620 |

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| Vendor         | Vendor Name            | Invoice Number | Description                 | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voided | GL  |
|----------------|------------------------|----------------|-----------------------------|--------------|-----------------------|-------------|------------|--------|-----|
| 10120          | DOOR COUNTY HARDWAR    | 502215-July25  | 16408 ANT BAIT              | 07/31/2025   | 8.59                  | 8.59        | 08/07/2025 |        | 620 |
| 10120          | DOOR COUNTY HARDWAR    | 502215-July25  | 16383 TERMINAL RING         | 07/31/2025   | 3.99                  | 3.99        | 08/07/2025 |        | 630 |
| <b>101216</b>  |                        |                |                             |              |                       |             |            |        |     |
| 10121          | HYDROCORP              | CI-07733       | COMMERCIAL CROSS CONNEC     | 07/31/2025   | 444.79                | 444.79      | 08/14/2025 |        | 610 |
| 10121          | HYDROCORP              | CI-07733       | COMMERCIAL CROSS CONNEC     | 07/31/2025   | 11.21                 | 11.21       | 08/14/2025 |        | 610 |
| <b>1001168</b> |                        |                |                             |              |                       |             |            |        |     |
| 10011          | BAY STRIPING LLC       | autos only     | MARINA LOT STRIPING         | 08/05/2025   | 1,145.00              | 1,145.00    | 08/07/2025 |        | 690 |
| <b>1001199</b> |                        |                |                             |              |                       |             |            |        |     |
| 10011          | SPECTRUM ENTERPRISE    | 104064501070   | ADMIN INTERNET              | 07/01/2025   | 160.00                | 160.00      | 07/17/2025 |        | 100 |
| 10011          | SPECTRUM ENTERPRISE    | 171222601062   | PARKS MAINT INTERNET        | 07/17/2025   | 150.00                | 150.00      | 07/18/2025 |        | 100 |
| 10011          | SPECTRUM ENTERPRISE    | 171222601072   | PARKS MAINT INTERNET        | 07/21/2025   | 150.00                | 150.00      | 08/01/2025 |        | 100 |
| 10011          | SPECTRUM ENTERPRISE    | 171227201062   | VH INTERNET                 | 06/21/2025   | 180.00                | 180.00      | 07/17/2025 |        | 100 |
| 10011          | SPECTRUM ENTERPRISE    | 171227201072   | VH INTERNET                 | 07/21/2025   | 180.00                | 180.00      | 08/01/2025 |        | 100 |
| 10011          | SPECTRUM ENTERPRISE    | 171227501062   | INTERNET - MARINA           | 07/17/2025   | 319.96                | 319.96      | 07/18/2025 |        | 690 |
| 10011          | SPECTRUM ENTERPRISE    | 171227501062   | CABLE TV - MARINA           | 07/17/2025   | 81.99                 | 81.99       | 07/18/2025 |        | 690 |
| 10011          | SPECTRUM ENTERPRISE    | 171227501072   | INTERNET - MARINA           | 07/21/2025   | 319.96                | 319.96      | 08/01/2025 |        | 690 |
| 10011          | SPECTRUM ENTERPRISE    | 171227501072   | CABLE TV - MARINA           | 07/21/2025   | 81.99                 | 81.99       | 08/01/2025 |        | 690 |
| <b>1001209</b> |                        |                |                             |              |                       |             |            |        |     |
| 10012          | AMAZON CAPITAL SERVICE | 1NCR-1F14-7    | STENCILS                    | 07/17/2025   | 20.02                 | 20.02       | 07/17/2025 |        | 690 |
| 10012          | AMAZON CAPITAL SERVICE | 1NL3-HRPM-7    | TIRE TUBES                  | 08/08/2025   | 16.03                 | 16.03       | 08/14/2025 |        | 690 |
| 10012          | AMAZON CAPITAL SERVICE | 1XQ9-WG6P-     | DOOR CLOSER                 | 07/23/2025   | 329.44                | 329.44      | 07/25/2025 |        | 690 |
| 10012          | AMAZON CAPITAL SERVICE | 112-1229749-5  | SAFETY SIGN                 | 06/11/2025   | 14.98                 | 14.98       | 07/25/2025 |        | 690 |
| 10012          | AMAZON CAPITAL SERVICE | 13V6-WNLJ-V    | BEAN BAGS                   | 07/17/2025   | 51.29                 | 51.29       | 07/17/2025 |        | 690 |
| 10012          | AMAZON CAPITAL SERVICE | 1C39-3FWV-D    | WALL ORGANIZER FOR WW       | 01/16/2025   | 35.47                 | 35.47       | 07/17/2025 |        | 620 |
| 10012          | AMAZON CAPITAL SERVICE | 1CVV-YV7G-4    | COFFEE PODS                 | 07/24/2025   | 64.23                 | 64.23       | 07/25/2025 |        | 690 |
| 10012          | AMAZON CAPITAL SERVICE | 1NHQ-QWFK-7    | SUN HATS                    | 07/24/2025   | 248.59                | 248.59      | 07/25/2025 |        | 690 |
| 10012          | AMAZON CAPITAL SERVICE | 1PWV-1QH-X-F   | SIGNAL FLAGS                | 08/02/2025   | 39.21                 | 39.21       | 08/07/2025 |        | 690 |
| 10012          | AMAZON CAPITAL SERVICE | 1QMW-GQ61-1    | 12 INCH CHAINSAW CHAIN CO   | 07/27/2025   | 16.99                 | 16.99       | 08/07/2025 |        | 100 |
| 10012          | AMAZON CAPITAL SERVICE | 1QMW-GQ61-1    | KAKEI 10 INCH CHAINSAW CHA  | 07/27/2025   | 23.67                 | 23.67       | 08/07/2025 |        | 100 |
| 10012          | AMAZON CAPITAL SERVICE | 1QMW-GQ61-1    | 600 COUNT LENS WIPES FOR E  | 07/27/2025   | 27.99                 | 27.99       | 08/07/2025 |        | 100 |
| 10012          | AMAZON CAPITAL SERVICE | 1QMW-GQ61-1    | 14 INCH CHAINSAW CHAIN 3/8" | 07/27/2025   | 8.99                  | 8.99        | 08/07/2025 |        | 100 |
| 10012          | AMAZON CAPITAL SERVICE | 1VPD-3HWH-G    | RAS/WAS ROOM DEHUMIDIFER    | 07/07/2025   | 249.98                | 249.98      | 07/17/2025 |        | 620 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | CLOTHING-BARNES             | 07/01/2025   | 24.62                 | 24.62       | 07/17/2025 |        | 610 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | CERTIFICATE FRAMES          | 07/01/2025   | 8.69                  | 8.69        | 07/17/2025 |        | 610 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | NITRILE GLOVES              | 07/01/2025   | 41.60                 | 41.60       | 07/17/2025 |        | 610 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | CLOTHING-BARNES             | 07/01/2025   | 45.40                 | 45.40       | 07/17/2025 |        | 620 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | CERTIFICATE FRAMES          | 07/01/2025   | 14.07                 | 14.07       | 07/17/2025 |        | 620 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | NITRILE GLOVES              | 07/01/2025   | 76.70                 | 76.70       | 07/17/2025 |        | 620 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | CLOTHING-BARNES             | 07/01/2025   | 6.93                  | 6.93        | 07/17/2025 |        | 630 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | CERTIFICATE FRAMES          | 07/01/2025   | 4.12                  | 4.12        | 07/17/2025 |        | 630 |
| 10012          | AMAZON CAPITAL SERVICE | 1Y1F-LPQ1-1H   | NITRILE GLOVES              | 07/01/2025   | 11.69                 | 11.69       | 07/17/2025 |        | 630 |
| 10012          | AMAZON CAPITAL SERVICE | 1YKT-FGXY-9    | PINE CLEANER                | 07/21/2025   | 24.96                 | 24.96       | 08/01/2025 |        | 100 |
| <b>1001233</b> |                        |                |                             |              |                       |             |            |        |     |
| 10012          | NEXTIVA INC            | 40005100815    | PHONE - PUBLIC WORKS        | 07/31/2025   | 55.45                 | 55.45       | 08/07/2025 |        | 100 |
| 10012          | NEXTIVA INC            | 40005100815    | PHONE - ADMIN               | 07/31/2025   | 142.57                | 142.57      | 08/07/2025 |        | 100 |
| 10012          | NEXTIVA INC            | 40005100815    | PHONE - SPORTS COMPLEX      | 07/31/2025   | 27.72                 | 27.72       | 08/07/2025 |        | 100 |
| 10012          | NEXTIVA INC            | 40005100815    | PHONE - WW PLANT            | 07/31/2025   | 114.63                | 114.63      | 08/07/2025 |        | 620 |
| 10012          | NEXTIVA INC            | 40005100815    | PHONE - MARINA              | 07/31/2025   | 55.45                 | 55.45       | 08/07/2025 |        | 690 |
| <b>1001236</b> |                        |                |                             |              |                       |             |            |        |     |
| 10012          | CONWAY OLEJNICZAK & JE | 56977          | ZBA BOARD                   | 07/15/2025   | 675.00                | 675.00      | 07/17/2025 |        | 100 |
| 10012          | CONWAY OLEJNICZAK & JE | 56977          | THE DORR                    | 07/15/2025   | 135.00                | 135.00      | 07/17/2025 |        | 100 |
| 10012          | CONWAY OLEJNICZAK & JE | 56977          | VILLAGE MATTERS             | 07/15/2025   | 1,620.00              | 1,620.00    | 07/17/2025 |        | 100 |
| 10012          | CONWAY OLEJNICZAK & JE | 56977          | WHITE STR                   | 07/15/2025   | 967.50                | 967.50      | 07/17/2025 |        | 100 |
| 10012          | CONWAY OLEJNICZAK & JE | 56977          | SMIDT STR                   | 07/15/2025   | 135.00                | 135.00      | 07/17/2025 |        | 100 |
| 10012          | CONWAY OLEJNICZAK & JE | 56978          | WHITE STR                   | 07/15/2025   | 125.00                | 125.00      | 07/17/2025 |        | 100 |
| <b>1001238</b> |                        |                |                             |              |                       |             |            |        |     |
| 10012          | ADVANCE AUTO PARTS     | 681219         | MAINTENACNE ITEMS           | 08/06/2025   | 189.02                | 189.02      | 08/07/2025 |        | 100 |

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| Vendor         | Vendor Name                  | Invoice Number  | Description                  | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voided | GL  |
|----------------|------------------------------|-----------------|------------------------------|--------------|-----------------------|-------------|------------|--------|-----|
| 10012          | ADVANCE AUTO PARTS           | 681482          | OIL FOR TRUCKS-W             | 07/29/2025   | 94.69                 | 94.69       | 08/07/2025 |        | 610 |
| 10012          | ADVANCE AUTO PARTS           | 681482          | OIL FILTERS-W                | 07/29/2025   | 23.43                 | 23.43       | 08/07/2025 |        | 610 |
| 10012          | ADVANCE AUTO PARTS           | 681482          | OIL FOR TRUCKS-WW            | 07/29/2025   | 174.59                | 174.59      | 08/07/2025 |        | 620 |
| 10012          | ADVANCE AUTO PARTS           | 681482          | OIL FILTERS-WW               | 07/29/2025   | 43.21                 | 43.21       | 08/07/2025 |        | 620 |
| 10012          | ADVANCE AUTO PARTS           | 681482          | OIL FOR TRUCKS-C             | 07/29/2025   | 26.63                 | 26.63       | 08/07/2025 |        | 630 |
| 10012          | ADVANCE AUTO PARTS           | 681482          | OIL FILTERS-C                | 07/29/2025   | 6.60                  | 6.60        | 08/07/2025 |        | 630 |
| 10012          | ADVANCE AUTO PARTS           | 681482          | PORTABLE GENERATOR REPL      | 07/29/2025   | 239.95                | 239.95      | 08/07/2025 |        | 630 |
| <b>1001242</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10012          | ZUCCHETTI NORTH AMERI        | 34548           | LODGICAL SUBSCRIPTION - MA   | 08/02/2025   | 194.00                | 194.00      | 08/07/2025 |        | 690 |
| <b>1001255</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10012          | Kara Kroll                   | Kroll Jury Duty | MILEAGE REIMBURSEMENT- W     | 07/29/2025   | 55.55                 | 55.55       | 08/01/2025 |        | 610 |
| 10012          | Kara Kroll                   | Kroll Jury Duty | MEAL REIMBURSEMENT- W        | 07/29/2025   | 24.32                 | 24.32       | 08/01/2025 |        | 610 |
| 10012          | Kara Kroll                   | Kroll Jury Duty | MILEAGE REIMBURSEMENT- W     | 07/29/2025   | 102.43                | 102.43      | 08/01/2025 |        | 620 |
| 10012          | Kara Kroll                   | Kroll Jury Duty | MEAL REIMBURSEMENT- WW       | 07/29/2025   | 44.84                 | 44.84       | 08/01/2025 |        | 620 |
| 10012          | Kara Kroll                   | Kroll Jury Duty | MILEAGE REIMBURSEMENT- C     | 07/29/2025   | 15.62                 | 15.62       | 08/01/2025 |        | 630 |
| 10012          | Kara Kroll                   | Kroll Jury Duty | MEAL REIMBURSEMENT- C        | 07/29/2025   | 6.84                  | 6.84        | 08/01/2025 |        | 630 |
| <b>1001288</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10012          | WI SCTF                      | C.S. 07112025   | CHILD SUPPORT - 07/21/2025 P | 07/10/2025   | 262.61                | 262.61      | 07/17/2025 |        | 100 |
| 10012          | WI SCTF                      | C.S. 08082025   | CHILD SUPPORT - 08/08/2025 P | 08/07/2025   | 262.61                | 262.61      | 08/07/2025 |        | 100 |
| 10012          | WI SCTF                      | CS07252025      | CHILD SUPPORT - 07/25/2025 P | 07/22/2025   | 262.61                | 262.61      | 07/25/2025 |        | 100 |
| <b>1001304</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | FIRST UNUM LIFE INSURAN      | August 2025     | LTD INSURANCE AUGUST         | 07/15/2025   | 396.45                | 396.45      | 07/17/2025 |        | 100 |
| <b>1001311</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | A&J VANS INC                 | 95165           | 4 WHEEL ALIGNMENTSUBLET 2    | 07/17/2025   | 527.00                | 527.00      | 07/25/2025 |        | 100 |
| <b>1001314</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | PATRIOT ENTERPRISE LLC       | 21273           | 2005 RED 2500 CHEVY REAR D   | 07/10/2025   | 780.79                | 780.79      | 07/17/2025 |        | 100 |
| <b>1001320</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | MCMAHON ASSOCIATES IN        | 939985          | WWTP ASSESSMENT, FEASIBIL    | 07/31/2025   | 1,445.00              | 1,445.00    | 08/14/2025 |        | 620 |
| <b>1001335</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | HUMAN RESOURCES CON          | 17513           | BACKGROUND SERVICES - SA     | 07/17/2025   | 2.00                  | 2.00        | 07/25/2025 |        | 100 |
| 10013          | HUMAN RESOURCES CON          | 17513           | BENEFITS CONSULTING          | 07/17/2025   | 960.00                | 960.00      | 07/25/2025 |        | 100 |
| 10013          | HUMAN RESOURCES CON          | 17567           | REVIEW PAYROLL ITEMS         | 08/04/2025   | 80.00                 | 80.00       | 08/07/2025 |        | 100 |
| <b>1001340</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | Walt's Petroleum Service INC | 156796          | ROTARY 12K WIDE LIFT W-EH2   | 07/17/2025   | 13,099.00             | 13,099.00   | 07/25/2025 |        | 400 |
| 10013          | Walt's Petroleum Service INC | 156796          | CHANGE ORDER #1 ROTARY 1     | 07/17/2025   | 3,386.75              | 3,386.75    | 07/25/2025 |        | 400 |
| <b>1001343</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | ALLIANCE CONSTRUCTION        | Payment #10     | PW BLDG PYMT#10              | 08/05/2025   | 432,920.07            | 432,920.07  | 08/07/2025 |        | 400 |
| <b>1001344</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | DOOR COUNTY CLERK OF         | 23FA62-07112    | 07/11/25 PAYROLL WITHHOLDIN  | 07/10/2025   | 25.00                 | 25.00       | 07/17/2025 |        | 100 |
| 10013          | DOOR COUNTY CLERK OF         | 23FA62-07252    | 07/25/25 PAYROLL WITHHOLDIN  | 07/22/2025   | 25.00                 | 25.00       | 07/25/2025 |        | 100 |
| 10013          | DOOR COUNTY CLERK OF         | 23FA62-08/08/   | 09/08/2025 PAYROLL WITHHOL   | 08/07/2025   | 25.00                 | 25.00       | 08/07/2025 |        | 100 |
| <b>1001347</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | Rae-Cor Distributing         | 054559          | CUSTODIAL SUPPLIES           | 07/14/2025   | 1,176.71              | 1,176.71    | 07/17/2025 |        | 100 |
| 10013          | Rae-Cor Distributing         | 055035          | CUSTODIAL SUPPLIES           | 08/11/2025   | 949.15                | 949.15      | 08/14/2025 |        | 100 |
| <b>1001358</b> |                              |                 |                              |              |                       |             |            |        |     |
| 10013          | Darinel Ruiz Fernandez       | 1               | MATERIAL & LABOR             | 07/17/2025   | 1,000.00              | 1,000.00    | 07/25/2025 |        | 100 |
| 10013          | Darinel Ruiz Fernandez       | 1               | EXTRA MATERIAL & LABOR -     | 07/17/2025   | 100.00                | 100.00      | 07/25/2025 |        | 100 |
| Grand Totals:  |                              |                 |                              |              | 691,386.48            | 691,386.48  |            |        |     |

Dated:

*August 15, 2025*

Staff:

*Volodymyr Gannik*

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid | Voided | GL |
|--------|-------------|----------------|-------------|--------------|-----------------------|-------------|-----------|--------|----|
|--------|-------------|----------------|-------------|--------------|-----------------------|-------------|-----------|--------|----|

Report Criteria:  
Detail report.  
Invoice detail records above \$0 included.  
Only paid invoices included.  
Invoice Detail.Input date = 07/12/2025-08/15/2025

Additional Payment Approval and Paid Invoice Reports at the following link:

<https://storage.googleapis.com/juniper-media-library/57/2025/08/Payment%20Approval%20and%20Paid%20Invoice%20Report-1.pdf>



## Village of Sister Bay Board Report

Meeting Date: August 19, 2025

Staff members have carefully reviewed the following bills and are recommending  
that they all be approved.

| Bills By Type                               | Amount        | Total                |
|---------------------------------------------|---------------|----------------------|
| Village bills prepaid                       | \$ 174,269.79 |                      |
| Bank fees & bills paid electronically       | 25,969.49     |                      |
| <i>Village Total</i>                        |               | \$ 200,239.28        |
| Special Revenue Funds bills                 | \$ -          |                      |
| Special Revenue Sales Tax                   | -             |                      |
| Bank fees & bills paid electronically       | -             |                      |
| <i>Minor Funds Total</i>                    |               | \$ -                 |
| Debt Service Village                        | \$ -          |                      |
| Special Revenue                             | -             |                      |
| Marina                                      | -             |                      |
| Utilities                                   | -             |                      |
| <i>Debt Service Total</i>                   |               | \$ -                 |
| CIP/TIF bills prepaid                       | \$ 467,841.37 |                      |
| CIP/TIF Bank fees paid electronically       | -             |                      |
| <i>CIP/TIF total</i>                        |               | \$ 467,841.37        |
| Water fund bills prepaid                    | \$ 15,278.42  |                      |
| Wastewater fund bills prepaid               | 9,797.80      |                      |
| Collection fund bills prepaid               | 2,573.96      |                      |
| Bank fees & bills paid electronically       | -             |                      |
| <i>Utility total</i>                        |               | \$ 27,650.18         |
| Marina bills prepaid                        | \$ 21,625.14  |                      |
| Marina sales tax                            | 1,116.05      |                      |
| Marina credit card fees & bills paid by EFT | 237.20        |                      |
| <i>Marina Total</i>                         |               | \$ 22,978.39         |
| Net payroll: PR 7/25 and 08/08              | \$ 78,146.18  |                      |
| State taxes paid online                     | 4,400.48      |                      |
| Retirement paid online                      | 12,486.02     |                      |
| <i>Payroll/taxes total</i>                  |               | \$ 95,032.68         |
| <b>TOTAL ALL BILLS</b>                      |               | <b>\$ 813,741.90</b> |

Respectfully submitted,

Volodymyr Gannik  
Finance Director/Village Treasurer

Additional Payment Approval and Paid Invoice Reports at the following link:

<https://storage.googleapis.com/juniper-media-library/57/2025/08/Payment%20Approval%20and%20Paid%20Invoice%20Report-1.pdf>



## PARKS & STREETS DIRECTOR'S REPORT

**Date:** August 4, 2025

**Board/Committee:** Parks, Property & Streets Committee

**Re:** Monthly Report

**Author:** Erik Linczmaier, Director

1. We are excited to move into the new Parks Maintenance Facility soon and albeit a busy time, are eager to move everything into one building. Thank you for all your support in ensuring staff has a functional, energy-efficient space all under one roof. Avoiding daily downtown traffic will greatly help us in the delivery of our services.
2. Staff completed the committee's request to power wash the old gazebo concrete floor to better match the new addition.
3. Staff completed the committee's request to remove the brown stain finish on the raised flower beds located at the marina.
4. Staff completed the committee's request to have the gravel clean up and grass planted in front of the electric box located near the village hall.
5. Update on the swim dock: Pier and Waterfront have reinstalled the piece of sheet steel that broke away. On July 3<sup>rd</sup> the DNR provided me with the permit to place riprap along the northeast side of the swimming pier.
6. Chiapas Roofing and Gutters has repaired the damage to the Post office.





Village of Sister Bay  
Sewer and Water Utilities Committee  
Operations Report

Sewer and Water Utilities Committee Meeting  
August 12, 2025

Capacity Report

See the attached report for June.

Well Permit Status Report

2025 well permit status; see enclosed information

Beach Road PRV Repair

During the PRV refurbishment it was noted by Dorner Valve that the Beach Road pressure reducing valve (PRV) had a gate valve on the pilot bypass line that was leaking. Crane Engineering provided a quote to perform confined space work to replumb the bypass line in. The repair quote was shared with the Town of Liberty Grove for their approval of the work. The replacement was approved by Liberty Grove and the replacement work was performed on August 5, 2025.

Parks Maintenance Facility Service Install

The installation of the sanitary sewer and water services to serve the new Parks Maintenance building on Autumn Court was completed by DeNoble. The service installation resulted in the excavator needing to close Autumn Court to traffic. Barnes notified the haulers that the WWTP would be closed until the construction was done and they rerouted to the Ephraim WWTP to dispose of waste. The Utilities Operators and the contractors had an incredibly difficult time keeping residents out of the active construction zone, even though the road was clearly marked as closed with cones, barricades, utility trucks with blinking warning lights and "Road Closed" signs. Individuals were driving through the Sports Complex property on the grass and the Skogland Condos property on the grass to go around the barricades, signs and cones. Others would simply just move our barricades and try to drive through. The Project Manager assigned to the Parks Maintenance Facility Project was also frustrated by the lack of respect for the construction zone. Noting that a Village official was among one of those insisting access to the closed road. These issues caused a lot of frustration and a significant delay in the completion of the water and sewer service installation. The water service was pressure tested, and two bacteriological analysis samples were performed to ensure the lines were chlorinated and flushed appropriately. The two bacteriological analysis samples came back as safe.

Utility Clerk Office Change

The Utility Clerk, Kara Kroll, has moved her office from the Administration Office to the Wastewater Treatment Plant. It is a change that will take some getting used to, but the Department will operate more efficiently by having Kroll in the same office as the Operators.

Hydrant Flushing

The annual fire hydrant flushing has been completed. Operators will now move on to the annual main valve exercising.

### SCADA Computer Connectivity Issues

In July, Operators were having significant issues with the SCADA system connectivity due to the large number of visitors in town. Operators utilize TeamViewer to remotely operate and monitor the SCADA system for the WWTP, lift stations, and wells. This system's connectivity in the past has been very reliable, with Fall Fest being the only time Operators have observed connection issues. This year, the connection issues have happened on multiple weekends in July. From July 3<sup>rd</sup> to July 6<sup>th</sup>, Operators had no remote access to the SCADA system and had to physically operate the systems on site. The influent and septage flows coming into the WWTP were consistently higher than usual in July. Operators had to start utilizing the flow equalization tank to store influent throughout the daily peak usage times to allow the WWTP time to adequately treat the waste. The held waste is then fed into the system at night when flows are minimal.

### Internet Upgrade

An employee with Wisconsin Great Lakes IT Solutions reached out to Barnes inquiring about the WWTP internet service and to let her know that a "higher up" individual had complained about poor internet service at the WWTP. Barnes was surprised by this due to the fact that she had not made any such complaint and did not seek repairs from any contractor. She was also confused because in the past he had introduced himself as an employee with Door County Broadband, who to Barnes knowledge, is a wholly owned subsidiary of Bertram Communications LLC and the provider of the internet service at the WWTP. Barnes had stated in the past that the service was not the most reliable due to unexpected drops which would require Barnes to power cycle the modem and the network switch in the main office, but it was easy enough to work around at the time until fiber can be installed. The employee requested a meeting with Barnes to "make it better". Barnes said a meeting would be appropriate and had scheduled a day to meet with him on site at the WWTP. He arrived and informed Barnes that they would be replacing some of the WWTP's equipment that sends the network signal from the modem in the solids building over to the main office building. He stated that typically that equipment is the user's responsibility to replace and maintain, but he had received orders from the "internet service provider (ISP)" to replace the equipment free of charge. He also stated that they would possibly be climbing the water tower to potentially move the equipment located there to increase the signal. Barnes was also surprised by this as she was not aware that anyone working for Wisconsin Great Lakes IT Solutions had keys to access the water tower. The whole scenario has resulted in staff being extremely confused and considering stricter security measures, as we have no contract with Wisconsin Great Lakes IT Solutions. It also was noted that in section 7 of the Wireless Telecommunications Site License it states;

### **7. Compliance with Laws.**

Carrier shall fully comply with all applicable laws, statutes, ordinances, rules and regulations pertaining to Carrier's operation of the Facility, the improvements constructed, used, or maintained by Carrier at the Site and Property, the Carrier's use and occupancy of the Site and Property. Carrier shall also comply with all reasonable rules and regulations established from time to time by Owner for the operation of the Property.

In the Utility Code, Chapter 62 of the Municipal Code, it states;

**Sec. 62.0525(4)**

No unauthorized person shall tamper with, damage, deface or interfere with the works, pipes, hydrants, barricades or other property of the utility, and no person shall throw or shoot any missile at the Village water tower or standpipe. No person shall climb upon the same or ladder leading thereto unless authorized by the Utilities Director.



## ADMINISTRATORS REPORT

**Date:** August 19, 2025

**Board/Committee:** Village Board of Trustees

**Author:** Julie A. Schmelzer

### Grants

The Friends of the Ice Rink and SBAA had asked if the village would sponsor a grant to the Community Foundation, through the Destination Door County Community Investment Fund grant program. We did, and were notified last week the grant was awarded. The grant is for \$50,000.

### Triangle Road Project

Erik and I met with staff from REL last week to review the preliminary drawings for the road project for the 'triangle' area. The plan will be going to the Parks Committee in September, with a public informational session the following week. All landowners abutting the roads in the project area will be invited. **The plans do call for the removal of the current Village Administration Building; therefore, the Committee will need to discuss an alternate location for staff until a new Administration Building has been built.**

### Open House

We are planning an Open House for the new Parks Maintenance Facility. A date has not been selected yet, but trustees will receive notice of the event.

# AGENDA ITEM 10

## Committee Reports

Click the link below to view the August committee reports:

[Combined Committee Reports August 2025.pdf](#)