VILLAGE BOARD MEETING

TUESDAY, SEPTEMBER 16, 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=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.1&omn=97063638580
Meeting ID 443 990 1723, Code 304078; Connect by Phone 1-301-715-8592, Meeting ID 4439901723#
Deviations from the agenda order shown may occur
For additional meeting information visit: 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: August 19, 2025
4. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Presentations
   a) Door County Economic Development Corporation Presentation; Michelle Lawrie, Director
   b) CIP Presentation; Finance Committee
6. Resolutions
   a) Res. No. 2025 – 023; TAP 42 Grant Application; Highway 42
   b) Res. No. 2025 - 024; Supporting the Knowles-Nelson Stewardship Program
7. Discussion/Action Items
   a) Lease Agreement; Friends of the Ice Rink; Ice Rink
   b) Contract; PSI; Soil Testing; 2313 Mill Rd.
   c) Accept Bid; Dumman Appraisal Group, LLC; Post Office Appraisal
   d) Accept Bid; Dumman Appraisal Group, LLC; Encumbrance Appraisal
   e) Accept Bid; Lake Ledge Naturalist, LLC; Historic Signage; Waterfront Park
   f) Annual Administrator Evaluation
   g) Liquor License Amendment; Alpaca Apparel
   h) Committee Appointments
   i) Monthly Financial Report & Appropriations
8. Staff Reports
9. Committee Reports (See below committee listing)
10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
11. Next Meeting:
    a) Schedule Budget Hearing
    b) Schedule CIP Hearing
    c) Schedule Special Board Meeting
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:
       i. Bertram Communications
       ii. Preserving Foundations (Anschutz)
    b) Reconvene into Open Session
    c) 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 (vacant – in the interim email to julie.schmelzer@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. 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***

Posted Date/Signature ______________________

STAFF REPORT

2026–2030 Capital Improvement Plan (CIP) Summary – Capital Levy Funded Projects

Date: September 16, 2025

Board/Committee: Village Board

Author: Vlad Gannik, Financial Specialist/Village Treasurer

This document outlines the proposed Capital Improvement Plan (CIP) for fiscal years 2026 through 2030 approved by Finance Committee on August 25,2025.

Note: This summary reflects projects that are **funded solely or partially through the Capital Levy.**

2026 CIP — $851,697

Department	Item/Project	Amount
General Fund	—	$0.00
Parks	Hwy 57 Trail	$239,197.00
Parks	Marina Restrooms	$150,000.00
Vehicles	Trackless	$150,000.00
Vehicles	Chipping Box	$15,000.00
Streets	Flintridge	$85,000.00
Streets	Annual Roads	$0.00
Fire	SCBA	$24,000.00
Fire	Maintenance	$75,000.00
Ice Rink	Community Center	$100,000.00
Library	Painting	$13,500.00

2027 CIP — $979,463

Department	Item/Project	Amount
General Fund	Village Hall Engineering	$0.00
Parks	Playground Equipment	$100,000.00
Parks	Trails	$0.00
Parks	Hwy 42 Trail	$144,963.00
Parks	Pebble Beach Engineering	$30,000.00
Parks	Marina Restrooms	$150,000.00
Vehicles	Mower	$17,500.00
Vehicles	2011 Ranger	$48,000.00

Vehicles	Skidsteer	$70,000.00
Vehicles	2005 Truck	$75,000.00
Vehicles	Robo Mowers	$0.00
Streets	Annual Roads	$100,000.00
Fire	SCBA	$24,000.00
Fire	Engine 6	$100,000.00
Fire	Maintenance	$15,000.00
Ice Rink	Community Center	$100,000.00
Library	Painting	$5,000.00

2028 CIP — $934,030

Department	Item/Project	Amount
General Fund	Village Hall	$150,000.00
Parks	Playground Equipment	$100,000.00
Parks	Trails	$0.00
Parks	Hwy 42 Trail	$215,030.00
Parks	Pebble Beach	$125,000.00
Vehicles	Brush Chipper	$0.00
Streets	Annual Roads	$100,000.00
Fire	SCBA	$24,000.00
Fire	Engine 6	$100,000.00
Fire	Maintenance	$15,000.00
Ice Rink	Community Center	$100,000.00
Library	Sound Panels	$5,000.00

2029 CIP — $1,083,583

Department	Item/Project	Amount
General Fund	Village Hall	$250,000.00
Parks	Trails	$0.00
Parks	Playground Equipment	$100,000.00
Vehicles	Mower	$18,000.00
Vehicles	2019 Truck	$0.00
Vehicles	Robo Mower	$50,000.00
Vehicles	Brush Chipper	$0.00
Streets	Annual Roads	$100,000.00
Fire	Tender 11	$239,250.00
Fire	Engine 6	$100,000.00
Fire	Turnout Gear	$58,333.00
Fire	(Unspecified)	$48,000.00
Fire	Maintenance	$15,000.00

Ice Rink	Community Center	$100,000.00
Library	Awning	$5,000.00

2030 CIP — $923,000

Department	Item/Project	Amount
General Fund	—	$0.00
Parks	Trails	$50,000.00
Parks	Playground Equipment	$150,000.00
Vehicles	Genie Lift	$130,000.00
Vehicles	2020 Dump Truck	$85,000.00
Vehicles	2019 Truck	$80,000.00
Vehicles	Golf Cart	$5,500.00
Vehicles	Brush Chipper	$90,000.00
Streets	Annual Roads	$100,000.00
Fire	Engine 6	$100,000.00
Fire	Maintenance	$15,000.00
Ice Rink	Community Center	$100,000.00
Library	Carpeting	$17,500.00

Please click the link below to access the full copy of the Draft CIP 2026-2030 following the Finance Committee Meeting on August 25, 2025:

https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:42013e1c-f1f3-48a5-a954-b40c212b63ce

STAFF REPORT

TAP GRANT RESOLUTION

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

As the Board knows we received a grant to engineer a trail parallel to Highway 42, connecting the village to Ephraim. We are now seeking a grant to build the trail. The early construction estimate is $2.3 million, but we won't know the actual cost until the project is bid. We are required to pay 20% of that construction cost (the grant covers 80% of the construction). To proceed, we need a resolution, attached.

RESOLUTION NO. 2025-023

APPLYING FOR A WISDOT TAP GRANT – STH 42 TO EPHRAIM TRAIL

WHEREAS, the Wisconsin Department of Transportation installed an asphalt pathway along State Highway 42 in Sister Bay, but since its installation the Village has grown, and the demand for non-motorized transportation has increased; and,

WHEREAS, connecting adjacent communities via a non-motorized trail will help advance exercise, inter-jurisdictional travel, while reducing the need for vehicular traffic and its associated safety issues and congestion; and,

WHEREAS, extending the existing Highway 42 off-road route to the communities to the south will help address needs, encourage multi-modal transportation, and be better for public safety and the environment; and,

WHEREAS, due to budget constraints, grant funding is necessary to address such safety concerns.

NOW THEREFORE BE IT RESOLVED, by the Village Board of the Village of Sister Bay staff has been directed to apply for funding in support of a trail along State Highway 42, south to Ephraim, and, proposes to seek funding through the Wisconsin Department of Transportation's Transportation Alternatives Program (TAP).

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 16th day of September 2025.

Passed and adopted this 16th day of September 2025.

____
Nate Bell, Village President

ATTEST:

____
Julie A. Schmelzer, Interim Village Clerk

VOTE: Ayes _____ Noes ____

STAFF REPORT

KNOWLES-NELSON SUPPORT RESOLUTION

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

We have been notified the Knowles-Nelson Stewardship program is at risk of not being funded. The attached resolution supports the continuance of the program.

RESOLUTION NO. 2025-024

A RESOLUTION SUPPORTING THE REAUTHORIZATION & FUNDING OF THE KNOWLES-NELSON STEWARDSHIP GRANT PROGRAM

WHEREAS, the Wisconsin Legislature created the bi-partisan Knowles-Nelson Stewardship Program in 1989 to preserve valuable natural areas and wildlife and rare plant habitats, protect water quality and fisheries, and expand opportunities for outdoor recreation; and,

WHEREAS, the reauthorization and funding of the Knowles-Nelson Stewardship Program was not included in the recently approved state budget. The Program will expire if not promptly reauthorized and funded by a stand-alone bill to allow continued development in Door County of expanded and improved recreational facilities, including at state, county and local parks and marinas, by local governments and the Wisconsin Department of Natural Resources (WDNR), and conservation of ecologically important lands by nonprofit conservation organizations through expansion of valuable natural areas and wildlife and rare plan habitats, and protection ground water, streams and lakes for the benefit of Door County residents, visitors and our tourism industry; and,

WHEREAS, the Village of Sister Bay has directly benefited from Stewardship Program grants that have supported the Pebble Beach Acquisition, the Four Seasons Land Acquisition, the Waterside Park project and expansion, the Waterfront Park project, Marina Parking Lot Renovations and Breakwall Repairs, the Public Boat Launch and Marina Restrooms project, and the Small Marina Breakwall Repair project; and,

WHEREAS, the Village Board considers the Knowles-Nelson Stewardship Program a valuable tool to preserve and protect Sister Bay's unique and precious lands and waters and to safeguard village water quality, while greatly enhancing village economic development and the quality of life for village residents and visitors, and,

WHEREAS, the Village Board wishes to express its full support to the Legislature and the Governor for the reauthorization of the Knowles-Nelson Stewardship Program this fall through passage of a stand-alone bill with sufficient Program funding, and,

WHEREAS, that the Village Board directs that its President to forward copies of this resolution to the offices of each of our State Legislators, the Office of the Governor, and the Executive Director of the League of Wisconsin Municipalities.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Sister Bay duly assembled this 16th day of September, 2025, hereby supports reauthorization of, and funding for, the Knowles-Nelson Stewardship Program through a stand-alone bill in 2025.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 16th day of September 2025.

Passed and adopted this 16th day of September 2025.

____

Nate Bell, Village President

ATTEST:

____

Julie A. Schmelzer, Interim Village Clerk

VOTE: Ayes _____ Noes ____

STAFF REPORT

Ice Rink Land Lease

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

At last month's meeting we approved an Operational Agreement for the Friends of the Ice Rink, but revised the term date. This has caused conflicts with the Land Lease we approved in June. We need a motion to suspend the rules so we can discuss the matter (Roberts Rules require a reconsideration be at a same or subsequent meeting).

The attached has a new term that coincides with the Operational Agreement, and was recommended for approval by the Parks Committee.

ICE RINK LEASE AGREEMENT

ICE RINK LEASE AGREEMENT made this 16th day of September 2025, by and between the Village of Sister Bay (the "Landowner"), and the Friends of Sister Bay Ice Rink, Inc., a Wisconsin non-stock non-profit corporation (the "Operator").

Landowner grants a land lease to Operator for a ten (10) year term, beginning on April 1, 2026, and ending on April 1, 2036, for the right to reconstruct, and operate the Village of Sister Bay Teresa K Hilander Ice Rink located on the real estate described in Exhibit "A" hereto which is incorporated herein (the “Property”).

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

SECTION 1. PAYMENT

In consideration of the use of the Property to reconstruct and maintain an ice rink thereon, the Landowner shall charge the Operator an annual sum of $1, payable annually to the Village of Sister Bay on the first day of each calendar year, with the initial payment due within ten (10) days of the signing of this Ice Rink Lease Agreement.

SECTION 2. RIGHT TO RENEW

This Lease 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 Landowner, and Operator desires to nevertheless continue with the Lease Agreement, 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, unless otherwise agreed in writing.

SECTION 3. SURRENDER AND TERMINATION

Operator agrees that at the expiration of this Lease Agreement or any extension thereof, Operator will surrender peaceful possession of the described property to the Landowner. Landowner reserves the right to early termination of this Lease Agreement upon 90 days’ notice to Operator in the event Operator fails to reconstruct the ice rink within twenty-four (24) months of this Lease Agreement, or, operate the ice rink at any time during the period December through February immediately preceding the notice of termination. Operator or Landowner may otherwise terminate this Lease Agreement by providing Landowner no less than twelve (12) 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 ICE RINK

Operator agrees, at all times during the term of this Lease Agreement, to abide by the Operational Agreement mutually agreed upon August 27, 2025.

It is hereby understood that Landowner may allow other recreational activities and uses to occur on the recreated ice rink surface from April 1 through November 1 of each year. Landowner shall be responsible for repairing any damage to the recreated ice rink surface if said damage occurred between April 1 through November 1.

SECTION 6. INSURANCE

Operator shall procure and maintain insurance during the term of this Lease Agreement as follows: Public liability insurance naming the Landowner as an additional insured and property damage insurance, with a responsible insurance company, with limits of not less than \$500,000.00 for injury to one person, \$1,000,000.00 for injury to two or more persons in one occurrence, and \$50,000.00 for damage to property.

Such insurance (I) shall cover all risks arising directly or indirectly out of Operator's activities on or any condition of the demised premises whether or not related to an occurrence caused or contributed to by the Operator's negligence; (II) shall protect the Landowner against the claims of the Operator on account of the obligations assumed by the Operator in this Lease Agreement; and (III) shall protect the Operator and the Landowner against claims of third persons.

Operator shall also procure and maintain worker's compensation insurance for all persons employed by Operator who work on the property that are not Village of Sister Bay employees.

Certificates evidencing such insurance shall be furnished to Landowner on an annual basis by January 1 each year. In the event that the Operator's insurance policy is cancelled, the Landowner will be given notice within ten (10) days.

SECTION 7. DEFAULT

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

SECTION 8. ACCESS TO PROPERTY

Operator and the ice rink users shall be entitled to access the Property from the public roadways and across the Village of Sister Bay Sports Complex property adjoining the Property from December through March annually so as to provide ingress and egress to the Property. Any damage caused to adjoining property used for ingress and egress attributable to Operator's acts or omissions shall be repaired by the Operator at the Operator's expense.

SECTION 9. ENTIRE AGREEMENT

This Lease Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Lease Agreement shall not be binding on either party except to the extent incorporated into this Lease Agreement.

SECTION 10. MODIFICATION OF AGREEMENT

Any modification of this Lease Agreement or additional obligation assumed by either party in connection with this Lease Agreement 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 Agreement to insist on the performance of any of the terms and conditions of the Lease Agreement, or the waiver of any breach of any of the terms and conditions of this Lease Agreement, 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 Agreement 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 Agreement 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 Agreement by the Operator, 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:

Operator: Friends of the Ice Rink

By: ___________________________________
____
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:

EXHIBIT A

(Agreement is not to exceed those areas highlighted in blue on portions of the Village of Sister Bay Sports Complex, 2155 Autumn Court, Sister Bay, Wisconsin. Area is approximately 1.25 acres.)

STAFF REPORT

Soil Testing Contract

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

The Parks Committee has recommended the village proceed with a soil testing contract of the old Parks Maintenance site. This report will help the village better understand the soils and if they are conducive for development. The contract is attached.

Professional Service Industries, Inc.
3009 Vandenbroek Road
Kaukauna, Wisconsin 54130
Phone: (920)-735-1200

August 27, 2025

Village of Sister Bay
2383 Maple Drive
Sister Bay, WI 54234

Attn: Ms. Julie Schmelzer

Re: Proposal for Geotechnical Exploration and Evaluation

New Administration Building
2313 Mill Road
Sister Bay, Wisconsin
PSI Proposal No. 0094-459833

Dear Ms. Schmelzer:

Professional Service Industries, Inc. (PSI), an Intertek company, is pleased to submit a proposal to conduct a geotechnical exploration for the proposed Administration Building located at 2313 Mill Road in Sister Bay, Wisconsin. PSI thanks you for the opportunity to propose these geotechnical services. A review of project information, along with a proposed scope of services, schedule and fee are provided below.

PROJECT UNDERSTANDING

Based on PSI's review of the site plans provided by the Village of Sister Bay on August 20, 2025, a summary of our understanding of the proposed project is provided below.

TABLE 1: PROJECT DESCRIPTION AND PROPOSAL BASIS

Building Description	The proposed project will consist of the demolition of an existing building and the subsequent construction of a new administration building for the Village of Sister Bay. The exact size of the proposed building was not known. However, it is estimated the building will be approximately 125 feet by 70 feet in plan dimension. It is estimated that the building will consist of a one or two-story, slab-on-grade structure with no basement or below grade levels.
Requested or Anticipated Foundation Types	The building is anticipated to be supported by spread footings.
Structural Loads	No structural loads were provided at the time of proposal preparation.
Floor and Surface Grades	No existing or planned floor or surface grades were provided.
Pavement for Parking and Drives	Estimated to consist of Flexible Asphalt (HMAC). Traffic volumes and loads were not available at the time of proposal preparation.

The following table provides a generalized description of the existing site conditions based on available information.

TABLE 2: SITE DESCRIPTION

Site Location	Latitude: 45.187454; Longitude: -87.120065
Site History	The subject site is occupied by an existing building.
Existing Site Ground Cover	The surface of the site is anticipated to consist of manicured grass and asphalt pavement.
Ground Surface Soil Support Capability for Operational Stability and Site Access	Based on a review of aerial photos, it is anticipated that the site is accessible with standard drilling equipment and the soil borings will be performed with a truck mounted drill rig.

Should the above information or assumptions be inconsistent with planned construction, the Client must contact the PSI office and allow necessary modifications to be made to the proposal.

SCOPE OF SERVICES

The scope of services will include the following items.

- Field exploration consisting of drilling and sampling of the subsurface materials and observation of current groundwater conditions at the test boring locations.
- Limited laboratory testing of the subsurface materials (where applicable). One (1) Atterberg Limits (where applicable) and grain size analysis by the mechanical method will be performed on a sample of the subgrade soils.
- Performing an engineering evaluation and providing geotechnical recommendations in written report format.

Field Exploration

The table below summarizes the exploratory boring program as determined by the Village of Sister Bay.

TABLE 3: SUMMARY OF BORINGS

Design Element	Number of Borings	Boring Depth (ft)	Drilling Footage (feet)
Building Borings	4	20	80
Pavement Borings	2	10	20
TOTAL:	**6**	**---**	**100**

The boring will be located in the field by PSI using conventional taping procedures referencing available natural landmarks or GPS coordinates. Surveying of the boring locations to obtain surface coordinates and MSL elevations is beyond the scope of work. PSI will obtain reference surface elevations at the borings using conventional leveling. References to elevations or depths of various subsurface strata will be based on depths below existing grade at the time of drilling.

- During the field activities, the subsurface conditions will be observed and logged by the drill crew.

- Final depths of the borings may be extended or reduced depending on the subsurface materials encountered during field activities.
- PSI will contact Digger's Hotline prior to the start of drilling activities. This proposal is based on private utility lines and other subsurface appurtenances being located in the field by others prior to field activities (no cost for such is included herein).
- PSI will exercise reasonable caution to avoid damage to underground utilities by contacting Digger's Hotline prior to the field activities. However, private utility lines will not be located/marked by public utility companies or through their retained locating service e.g. Digger's Hotline. Therefore, PSI will not be responsible for damage to the site or any buried utilities that are not made known to us. Within a few days prior to our mobilization, the client must retain a private utility locating contractor to mark any private lines that are present in the area of the planned exploration. If desired, PSI can perform such a service for an additional fee. It must be recognized that private lines are often difficult to locate (even with private locating services) without prior knowledge of their presence. The client and/or owner must therefore inform PSI (and any retained private locating contractor) of all known or suspected utility lines within the planned areas of work.
- Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. The field crew will attempt to limit such damage, but no restoration other than backfilling the borings is included in this proposal. Excess auger cuttings and drilling spoils would thinly spread adjacent to the boring locations or within green spaces. We have not included any costs for offsite disposal of soil cuttings.

Table 4: Anticipated Field Exploration Description

Drilling Equipment	Truck-Mounted Drilling Equipment
Drilling Method	Hollow-Stem Augers
Field Testing	Hand Penetrometer, Standard Penetration Testing (ASTM D1586)
Sampling Procedure	Soils: ASTM D1587/1586
Sampling Frequency	Representative soil samples will be obtained at 2½-foot intervals to 10 feet and 5-foot intervals thereafter.
Frequency of Groundwater Level Measurements	During auger advancement and upon removal.
Boring Backfill Procedures	Soil Cuttings, Bentonite Pellets
Sample Preservation and Transportation Procedure	General Accordance with ASTM D4220

The field exploration program will be performed in general accordance with the designated ASTM procedures considering local and regional standard of care practices.

Laboratory Testing

Representative soil samples obtained during the field exploration program will be transported to the PSI laboratory for testing. The nature and extent of this laboratory testing program will be dependent upon the subsurface conditions observed during the field exploration program. The laboratory program will be performed in general accordance with the applicable ASTM procedures considering local and regional standard of care practices. The laboratory program may include the following tests.

TABLE 5: LABORATORY TESTING GENERAL PROCEDURES

Laboratory Test	Applicable ASTM Procedures
Visual Classification	ASTM D2488
Moisture Content	ASTM D2216
Atterberg Limits	ASTM D4318
Material Finer than No. 200 Sieve	ASTM D1140
Rock Compression Strength Test	ASTM D7012 A, B, C or D
Unconfined Compression Strength	ASTM D2166

Portions of any samples that are not altered or consumed by laboratory testing will be retained for 30 days after the issuance of the geotechnical report and will then be discarded.

Engineering Analyses and Report

The results of the field exploration and laboratory testing will be used in the engineering analysis and in the formulation of the recommendations. The results of the subsurface exploration, including the recommendations and the data on which they are based, will be presented in a written geotechnical report. The geotechnical report may include the following items:

- Logs of test borings including soil layers visually classified in accordance with Unified Soil Classification System (USCS) and a boring location plan.
- General subgrade preparation recommendations.
- Recommendations for site excavation, fill compaction, and the use of on-site and imported fill material under pavements and structures.
- Guidelines for subgrade preparation for foundations and floor slabs, and for the selection and placement of structural fill in these areas.
- Shallow foundation design recommendations including allowable bearing pressures.
- Recommendations for design and construction of slabs on grade including subgrade modulus values.
- Recommendations for the design of flexible asphaltic pavement systems for the proposed parking and drive areas. Traffic loads must be provided to PSI
- Seismic design site classification in general accordance with 1613.2.5.2 of the International Building Code-2018 (which directs to the simplified design procedure outlined in ASCE 7 – Minimum Design Loads and Associated Criteria for Buildings and Other Structures).

A pdf version of the geotechnical report will be prepared and submitted by email to the Client. If requested by the Client, hard copies can be provided. The geotechnical report will be reviewed and signed by a registered Professional Engineer in the State of Wisconsin.

FEE

PSI proposes that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, the lump sum total fee will be **$5,925.00.**

The estimated fee is based on the boring locations being accessible to an All-Terrain (ATV) mounted drilling equipment and the client obtaining and providing permission for PSI to enter and access the site. If site conditions exist such that the use of a dozer, or other special equipment is required to access the site, an additional charge may be necessary. Likewise, in the event clearing of trees or debris is necessary and performed by PSI, an additional fee will be necessary. In either event, the client will be notified prior to further action on the part of PSI.

It should be noted that fees associated with locating private underground utilities, reviewing construction drawings, executing traffic control services, preparing construction specifications, attending special conferences, providing environmental consulting, and any other work requested after submittal of the report is not included in the proposed fee.

AUTHORIZATION

PSI will proceed with the work based on written authorization. The work will be performed pursuant to the attached General Conditions, enclosed and incorporated into this proposal.

Please sign and return one copy of this proposal. When returning the proposal, please complete the attached Project Data Sheet, and provide a scaled site plan so that PSI may best serve the project. By executing this authorization, permission is being provided for PSI to access the project site.

CLOSING

We at PSI appreciate the opportunity to offer professional services for this project and look forward to being part of the design team. If there are any questions, please feel free to contact us at your convenience.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Patrick Bray
Branch Manager

James M. Becco, P.E.
Regional Vice President

Attachments: Proposal Authorization and Payment Instructions
Project Data Sheet
General Conditions

Proposal Authorization & Payment Instructions

Authorization

To execute this proposal, please sign and complete the authorization information below, along with applicable payment instructions, and return one copy of the authorized proposal to the PSI office.

Authorized By (please print) ____________ Signature ____________

Title ____________ Firm ____________

Address ____________

City ____________ State ____________ Zip Code ____________ Telephone ____________

Email Address ____________ Date ____________ Purchase Order No. / Project Tracking No. (if applicable) ____________

Payment Instructions

If invoice payment is to be made by a party other than the authorizing party above, please provide the following information for whom the invoices are to be billed:

Firm ____________ Attention ____________

Address ____________ Title ____________

City ____________ State ____________ Zip Code ____________ Telephone ____________

Authorizing Party's Relationship to Invoice Payment Party ____________

If invoices are to be approved other than by the payment party above, please provide the following information for whom the invoices are to be mailed for approval:

Firm ____________ Attention ____________

Address ____________ Title ____________

City ____________ State ____________ Zip Code ____________ Telephone ____________

Authorizing Party's Relationship to Invoice Approval Party ____________

Project Data Sheet

Please complete the following Project Data Sheet so that PSI may best serve your project.

Project Name

Architect | Project Manager | Phone Number

Structural Engineer | Project Manager | Phone Number

Civil Engineer | Project Manager | Phone Number

Construction Type | Plan Area | Number of Floors

Interior Column Spacing | Exterior Column Spacing

Exterior Column Load | Live | Dead

Interior Column Load | Live | Dead

Floor Slab Load | Slab-on-Grade | Basement/Depth

Will Elevation of site be raised by filling | How much?

Septic Tank | Storm Water Drainage

Pavement Type | Traffic Load | Traffic Type

Other pertinent Information/Subsurface Information

GENERAL CONDITIONS

1. **PARTIES AND SCOPE OF WORK**: Professional Service Industries Inc. ("PSI") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific service to be performed by PSI as set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI's work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI's work, shall constitute acceptance of the terms of PSI's proposal and these General Conditions, regardless of the terms of any subsequently issued document.

2. **TESTS AND INSPECTIONS**: Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI's recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI's recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or PSI's recommendations are not so followed.

3. **PREVAILING WAGES**: This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.

4. **SCHEDULING OF WORK**: The services set forth in PSI's proposal and Client's acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.

5. **ACCESS TO SITE**: Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.

6. **CLIENT'S DUTY TO NOTIFY ENGINEER**: Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to PSI's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.

7. **RESPONSIBILITY**: PSI's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor's work.

8. **SAMPLE DISPOSAL**: Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI's report.

9. **PAYMENT**: The quantities and fees provided in this proposal are PSI's estimate based on information provided by Client and PSI's experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics' lien, or any provision conditioning PSI's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.

10. <u>**ALLOCATION OF RISK**: CLIENT AGREES THAT PSI'S SERVICES WILL NOT SUBJECT PSI'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST PSI.</u>

<u>SHOULD PSI OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON PSI'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PSI, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO $25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO PSI FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PSI'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF CLIENT'S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF PSI'S LIABILITY TO $250,000.00 OR THE AMOUNT OF PSI'S FEE PAID TO PSI FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER, BY AGREEING TO PAY PSI A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR PSI'S SERVICES. THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY PSI IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT.</u>

<u>NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE, BUSINESS, OR ANTICIPATED SAVINGS (EVEN WHEN ADVISED OF THEIR POSSIBILITY).</u>

<u>NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST PSI, ARISING FROM OR RELATED TO PSI'S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF PSI'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.</u>

11. **INDEMNITY**: Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.

12. **TERMINATION**: This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.

13. **EMPLOYEES/WITNESS FEES**: PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI, and shall pay PSI an amount equal to one-half of the employee's annualized salary, without PSI waiving other remedies it may have.

14. **FIDUCIARY**: PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.

15. **RECORDING:** Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity, or distributed to a third party or otherwise published without PSI's prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify PSI for any breach of this clause.

16. **CHOICE OF LAW AND EXCLUSIVE VENUE**: All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.

17. **PROVISIONS SEVERABLE**: The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

18. **ENTIRE AGREEMENT**: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

A COMPLETE BUILDING SOLUTION

Everything you need from start to finish – Assurance, Testing, Inspection, and Certification

intertek
Total Quality. Assured.

Environmental Consulting & Geotechnical Services
Assuring site and subsurface conditions meet the criteria for purchase, development and construction.

Building Systems Consulting
Industry professionals provide a variety of acoustic, fire, AV, roofing system and enclosure consulting services to ensure proper design and installation of a building's critical systems.

Decommissioning & Due Diligence
Supporting the redevelopment and transfer of property assets via environmental and property assessments and engineering services.

Building Product & Construction Materials Testing
Providing testing for virtually all types of building products, construction materials, and systems for safety, retail, code, and performance purposes.

Property Management Support Services
Providing a variety of building systems testing, inspection, and consulting services to optimize the value and life of the property asset.

Product Certification & Code Evaluation
The ETL and Warnock Hersey Marks show a product or system's conformance to code and ensures the on-going verification of compliance.

Mock-Up & Field Testing
On-site (air infiltration, water leakage, and structural performance for fenestration) or in lab validation of a curtain wall's design, workmanship, and material selection to ensure its performance.

Field Labeling
Providing on-site services of opening systems that need to be re-labeled or making recommendations for upgraded materials.

Building Enclosure Commissioning
Design and construction professionals provide solutions to reduce the potential for premature building failure, increase a building's energy efficiency, and expected life cycle.

Industrial Hygiene Services
Assessing a building or facility for a variety of sources (air, asbestos, lead, mold) to minimize the risk of factors adverse to human health.

BCFSNA030-1

STAFF REPORT

Post Office Appraisal

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

The Board wanted an appraisal of the Post Office. We earlier approved spending up to $2000, but the appraiser has indicated due to the requirements of USPS, the appraisal will cost $6000. At this month's Parks Committee meeting the committee recommended the Board proceed with the appraisal. Do we want to proceed?

STAFF REPORT

Parking Lot Appraisal

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

The Parks Committee has recommended an appraisal of the Marketplace parking lot to address the Knowles-Nelson Stewardship grant encumbrance. The appraiser has not heard back from the DNR as to what is required for the appraisal, so he has not been able to provide a definitive cost estimate. He has said it would not exceed $5000.

Does the Board want to proceed with the appraisal, provided it does not exceed $5000?

STAFF REPORT

Historic Signage

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

The Parks Committee has been discussing historic signage at Waterfront Park, just south of the proposed museum. The vendor would work with the Historical Society to create the signage, highlighting important parts in our waterfront's history. The Parks Committee would approve the signs' contents. The Finance Committee approved using Municipal Reimbursement Funds (tourism dollars) for the signage project. (The signs are $25,000 and the masonry is extra, but not yet bid since this was first approved September 8.)

The project involves a mason pouring a slab and erecting ADA height pillars, which support metal brackets and the two signs, provided by the sign manufacturer.

Attached is the 'Deliverables Document' the village must approve for the project to commence.

This is Phase I of a historic signage project. Phase 2 has not been thoroughly reviewed.

Below is a sample drawing, but our base pillars would be smaller (ideally 18" x 18", if the mason agrees), and the two signs would be in a line vs. a v-shape, as shown.

Interpretive Development | Exhibit Design | Fabrication

10-SEPT-25

PROJECT DESCRIPTION

Phase One: Lake Ledge Naturalist, LLC to provide the Village of Sister Bay with all labor, materials, services, project management and facilities necessary to professionally concept, plan, research, write, design, and fabricate two low profile wall mount history panel exhibits. Research in collaboration with the Sister Bay Historical Society.

SERVICES AND DELIVERABLES

PHASE ONE	**Historical Timeline of the Village**	**$25,000**
	Two 6x2’ exhibit panels, research, content, design, fabrication Two 6x2’ low profile custom baseplate mounts and frames to bolt to stone pedestals; design, fabrication, delivery One Draft Review, Final Proof	
	Estimated Installation June 2026	

Thank you for the Opportunity
Julie Hein, Owner
Lake Ledge Naturalist, LLC
a woman-owned small business

PLEASE NOTE THIS A CONFIDENTIAL DOCUMENT
With the intended sole purpose being a document of deliverables between Lake Ledge Naturalist, LLC and The Village of Sister Bay It may not be used as an example or replacement for any documents intended for use by other bidders, employees, clients, contractors, or sub-contractors. *Each project is unique. This is specific to the Village of Sister Bay and the requirements of this project.*

Lake Ledge Naturalist, LLC explore the elements of place

Sturgeon Bay, Wisconsin | 920.743.6465 | Julie@LakeLedgeNaturalist.com
www.LakeLedgeNaturalist.com

STAFF REPORT

ANNUAL ADMINISTRATOR EVALUATION

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

The Board requested the 2024 and 2025 Administrator Evaluation results.

Prior to this year, evaluations were conducted on a scale of 1-9, with 9 being excellent. Because the 2024 evaluation began in the summer of 2024, the old evaluation criteria was used. The evaluation was completed in February of this year. The evaluation score was 7.47, slightly higher than the previous year. It should be noted all seven trustees completed the evaluation, as did 6 employees (some employee scores were not tallied because a numerical value was not assigned to the evaluation).

The 2025 evaluation was completed last month. It used the new scoring criteria of 1-5 with assignments of 1 = Unsatisfactory; 2 = Needs Improvement; 3 = Meets Expectations; 4 = Good; 5 = Very Good. The overall score was 4.37. Five trustees completed the evaluation, as did 4 employees.

STAFF REPORT

LIQUOR LICENSE AMENDMENT

Date: September 16, 2025

Board/Committee: Village Board

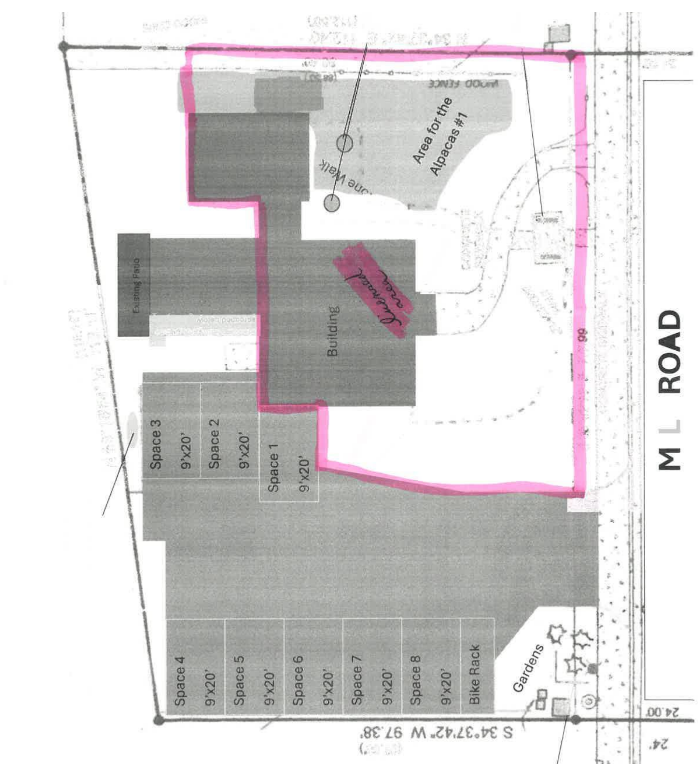
Author: Julie A. Schmelzer, Village Administrator

State liquor licensing laws allow a business to request their liquor license be amended. Alpaca to Apparel has requested an amendment.

When the owner requested approval in April, 2025, the license was approved, with an amendment. Below is what the Board approved:

> *A motion was made by Bhirdo, seconded by Howson to approve the license request of Alpaca to Apparel LLC for a combination Class A liquor license to sell intoxicating liquors and fermented malt beverages at the premises located at 2340 Mill Road for the period of May 1, 2025 to June 30, 2025 as presented and amended to limit the sales areas to the interior of the building. Motion carried – 6-1, with Kodanko opposed.*

The original sales area requested is shown below:



Attached is the owner's revised request.

Alpaca to Apparel LLC
N3569 E Townline Rd
Luxemburg, WI 54217

Sister Bay Village Board
Village of Sister Bay
2383 Maple Drive
Sister Bay, WI 54234

RE: Request for Expansion of Retail Class A Liquor and Class A Beer License – Outdoor Area

Dear Members of the Sister Bay Village Board,

I am writing to formally request your consideration and approval for the expansion of the existing retail Class A liquor and Class A beer license associated with the property located at 2340 Mill Rd, Sister Bay, WI, to include the outdoor area outlined in red on the attached map.

This request is being made to allow for the **sales, storage, and sampling** of alcoholic beverages within the designated outdoor portion of the premises. The intent behind this expansion is to responsibly accommodate increased customer demand, enhance the overall experience of our patrons, and fully utilize the outdoor space in a way that aligns with community values and local ordinances.

We understand the Village's interest in maintaining a safe, respectful, and community-oriented environment. As such, we are committed to adhering strictly to all applicable local and state regulations, including age verification for alcohol purchases and ensuring the outdoor area remains orderly and secure at all times.

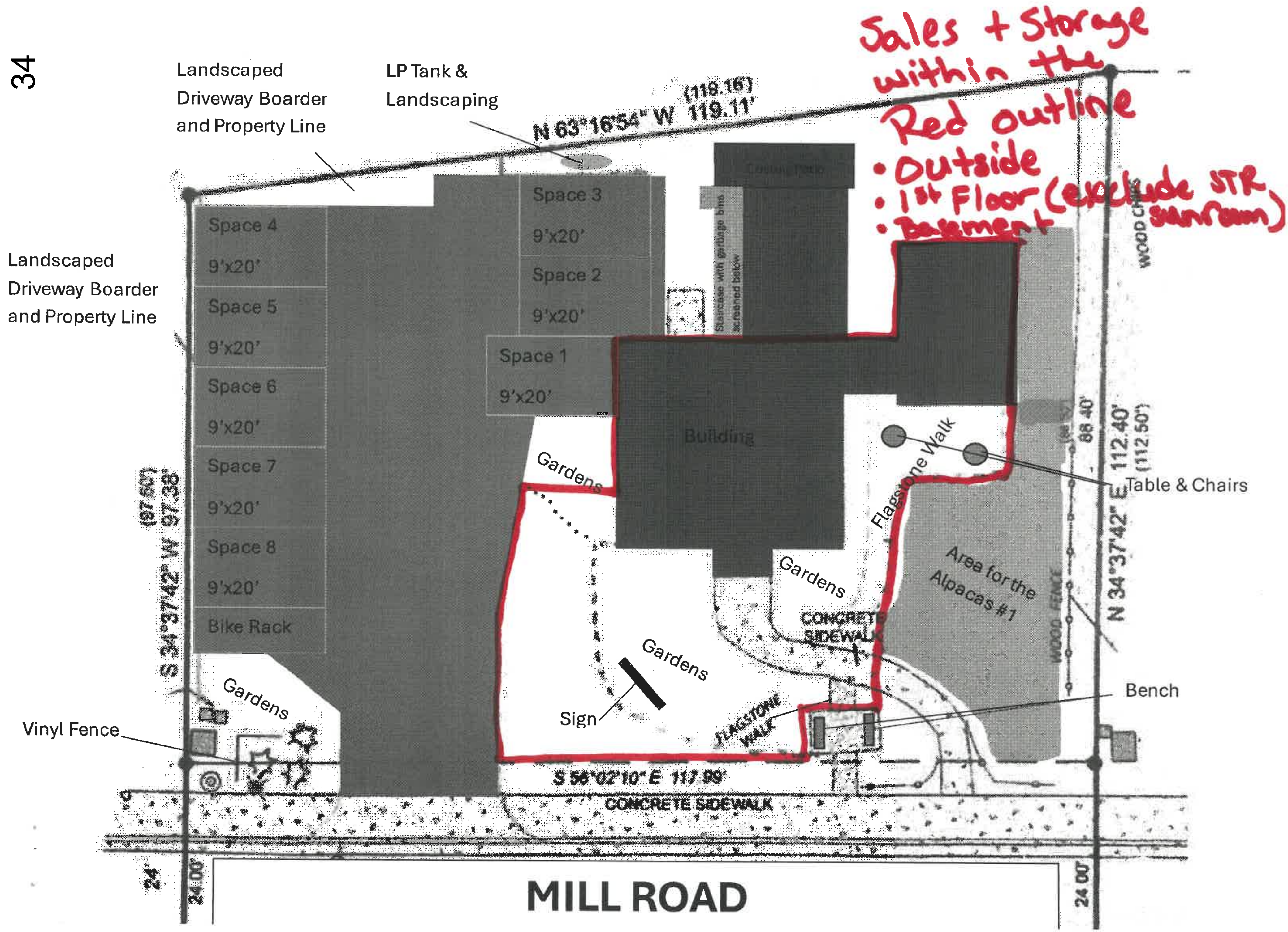
We believe this expansion will not only benefit our business but also contribute positively to the local economy by increasing foot traffic and offering a welcoming experience for both residents and visitors alike.

Enclosed with this letter is the map clearly outlining the proposed expansion area in red, as required for your review. Thank you for your time and consideration of this request. We respectfully ask for your favorable review and approval of this proposed license expansion at your next available meeting.

Sincerely,

Benjamin C. Kornowski, Owner
Alpaca to Apparel LLC

Enclosure: Map of Property with Proposed Expansion Area Outlined in Red


Landscaped Driveway Boarder and Property Line
LP Tank & Landscaping
N 63°16'54" W 119.11'
(119.16')
Sales + Storage within the Red outline
• Outside
• 1st Floor (exclude STR sunroom)
• Basement
Landscaped Driveway Boarder and Property Line
Space 4
9'x20'
Space 5
9'x20'
Space 6
9'x20'
Space 7
9'x20'
Space 8
9'x20'
Bike Rack
Space 3
9'x20'
Space 2
9'x20'
Space 1
9'x20'
Staircase with garbage bins screened below
Building
Gardens
Gardens
Gardens
Gardens
Sign
FLAGSTONE WALK
Flagstone Walk
CONCRETE SIDEWALK
Area for the Alpacas #1
WOOD FENCE
WOOD CHIPS
Table & Chairs
Bench
Vinyl Fence
(97.60')
S 34°37'42" W 97.38'
S 56°02'10" E 117.99'
CONCRETE SIDEWALK
88.40'
N 34°37'42" E 112.40'
(112.50')
24'
24.00'
24.00'
MILL ROAD

STAFF REPORT

COMMITTEE APPOINTMENTS

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

President Bell has found a member for the Ad Hoc Green Tier Legacy Community Committee and requests Board approval of the appointment. Recommended is Jill Wiebe.

He might also have members to suggest for appointment to the Parking Committee and/or the Technology Committee.

Village of Sister Bay
Board Report

Meeting Date: September 16, 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		$ 87,954.54	
Bank fees & bills paid electronically		871.30	
	Village Total		*$ 88,825.84*
Special Revenue Funds bills		$ 244.78	
Special Revenue Sales Tax		-	
Bank fees & bills paid electronically		-	
	Minor Funds Total		*$ 244.78*
Debt Service	Village	$ -	
	Special Revenue	-	
	Marina	64,302.80	
	Utilities	-	
	Debt Service Total		*$ 64,302.80*
CIP/TIF bills prepaid		$ -	
CIP/TIF Bank fees paid electronically		-	
	CIP/TIF total		*$ -*
Water fund bills prepaid		$ 9,515.72	
Wastewater fund bills prepaid		49,470.17	
Collection fund bills prepaid		5,068.43	
Bank fees & bills paid electronically		-	
	Utility total		*$ 64,054.32*
Marina bills prepaid		$ 15,852.56	
Marina sales tax		4,813.14	
Marina credit card fees & bills paid by EFT		1,016.73	
	Marina Total		*$ 21,682.43*
Net payroll:	PR 8/22 and 09/05	$ 74,465.04	
State taxes paid online		4,130.20	
Retirement paid online		11,806.43	
	Payroll/taxes total		*$ 90,401.67*
	TOTAL ALL BILLS		**$ 329,511.84**

Respectfully submitted,

Volodymyr Gannik

Volodymyr Gannik
Financial Specialist/Village Treasurer

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 08/16/2025-09/12/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10007									
10007	ACTION APPRAISERS INC	3696	2025 MAINTENANCE WORK - S	09/01/2025	2,375.00	2,375.00	09/11/2025		100
12242									
12242	GA COMPUTER SERVICES	6802	COMPUTER SYSTEMS	08/20/2025	3,979.97	3,979.97	08/21/2025		690
12242	GA COMPUTER SERVICES	6897	IT SUPPORT- MARINA	08/20/2025	90.00	90.00	08/21/2025		690
12242	GA COMPUTER SERVICES	6915	COMPUTER SYSTEMS	08/27/2025	950.00	950.00	09/04/2025		690
12242	GA COMPUTER SERVICES	6942	IT DOCUMENTATION PROCESS	09/09/2024	350.00	350.00	09/11/2025		100
13260									
13260	BHIRDO'S BY THE BAY	July 2025	VILLAGE GAS	08/15/2025	211.56	211.56	08/21/2025		100
13260	BHIRDO'S BY THE BAY	July 2025	SHUTTLE BUS GAS	08/15/2025	596.16	596.16	08/21/2025		100
14303									
14303	C & W AUTO, INC	33226	Y-MISC. PARTS2005 SILVERAD	09/03/2025	500.00	500.00	09/04/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	479851004899	BLOSSOMS FLOWERS-BOARD	08/21/2025	210.00	210.00	08/28/2025		100
14309	ELAN FINANCIAL SERVICES	479851004899	THYME MARKET	08/21/2025	84.75	84.75	08/28/2025		100
14309	ELAN FINANCIAL SERVICES	479851004899	BEEN VERIFIED ADMIN	08/21/2025	28.37	28.37	08/28/2025		100
14309	ELAN FINANCIAL SERVICES	479851004899	ADOBE ADMIN	08/21/2025	21.09	21.09	08/28/2025		100
14309	ELAN FINANCIAL SERVICES	479851004899	HEYGOV MEETING MINUTES	08/21/2025	269.10	269.10	08/28/2025		100
14309	ELAN FINANCIAL SERVICES	479851004899	VERMEER- CHIPPER BELT- PAR	08/21/2025	318.42	318.42	08/28/2025		100
14309	ELAN FINANCIAL SERVICES	479851004899	BESTBUY- MONITOR- W	08/21/2025	95.99	95.99	08/28/2025		610
14309	ELAN FINANCIAL SERVICES	479851004899	HEYGOV MEETING MINUTES-	08/21/2025	9.57	9.57	08/28/2025		610
14309	ELAN FINANCIAL SERVICES	479851004899	BESTBUY- MONITOR- WW	08/21/2025	176.99	176.99	08/28/2025		620
14309	ELAN FINANCIAL SERVICES	479851004899	HEYGOV MEETING MINUTES-	08/21/2025	17.64	17.64	08/28/2025		620
14309	ELAN FINANCIAL SERVICES	479851004899	BESTBUY- MONITOR- C	08/21/2025	27.00	27.00	08/28/2025		630
14309	ELAN FINANCIAL SERVICES	479851004899	HEYGOV MEETING MINUTES- C	08/21/2025	2.69	2.69	08/28/2025		630
14309	ELAN FINANCIAL SERVICES	479851004899	ULINE SHIP SUPPLIES-MARINA	08/21/2025	432.55-	432.55-	08/28/2025		690
14309	ELAN FINANCIAL SERVICES	479851004899	SMARTSIGN- MARINA	08/21/2025	25.00-	25.00-	08/28/2025		690
14309	ELAN FINANCIAL SERVICES	479851004899	SUPPLIES-MARINA	08/21/2025	14.49	14.49	08/28/2025		690
14309	ELAN FINANCIAL SERVICES	479851004899	SMARTSIGN- MARINA	08/21/2025	479.66	479.66	08/28/2025		690
14310									
14310	CAPTAIN COMMODES INC	I1077	COMMODE RENTAL - DOG PAR	08/25/2025	125.00	125.00	09/04/2025		100
14310	CAPTAIN COMMODES INC	I1405	COMMODE RENTAL - SPORTS	08/25/2025	112.88	112.88	09/04/2025		100
14310	CAPTAIN COMMODES INC	I316	COMMODE RENTAL - DOG PAR	06/30/2025	116.63	116.63	08/21/2025		690
14310	CAPTAIN COMMODES INC	I345	COMMODE RENTAL - SPORTS	06/30/2025	116.63	116.63	08/21/2025		100
14310	CAPTAIN COMMODES INC	I825	COMMODE RENTAL - DOG PAR	07/28/2025	112.88	112.88	08/21/2025		690
14310	CAPTAIN COMMODES INC	I859	COMMODE RENTAL - SPORTS	07/28/2025	125.00	125.00	08/21/2025		100
20007									
20007	DELTA DENTAL OF WIS	2406097	DENTAL INSURANCE - SEPT	08/20/2025	576.50	576.50	08/21/2025		100
20007	DELTA DENTAL OF WIS	2409142	VISION INSURANCE - SEPT	08/10/2025	173.86	173.86	08/21/2025		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020251	HEALTH INS. - EMPLOYER AMT	09/03/2025	18,603.39	18,603.39	09/04/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020251	HEALTH INS. - EMPLOYEE AMT	09/03/2025	3,282.95	3,282.95	09/04/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020251	DENTAL INS. - EMPLOYER AMT	09/03/2025	709.21	709.21	09/04/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020251	DENTAL INS. - EMPLOYEE AMT	09/03/2025	125.15	125.15	09/04/2025		100
20450									
20450	DOOR COUNTY TREASURE	2025-2800005	SHERIFF SECURITY SERVICE-7	08/04/2025	168.00	168.00	08/21/2025		100
20450	DOOR COUNTY TREASURE	2025-2800005	SHERIFF SECURITY SERVICE-7	08/04/2025	202.50	202.50	08/21/2025		100
20450	DOOR COUNTY TREASURE	2025-2800005	SHERIFF SECURITY SERVICE-7	08/04/2025	168.00	168.00	08/21/2025		100
20450	DOOR COUNTY TREASURE	2025-2800005	SHERIFF SECURITY SERVICE-7	08/04/2025	192.00	192.00	08/21/2025		100
20450	DOOR COUNTY TREASURE	2025-2800005	SHERIFF SECURITY SERVICE-7	08/04/2025	168.00	168.00	08/21/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
20455									
20455	DOOR COUNTY SHERIFF	2025-2800006	SHERIFF SECURITY SERVICE-8	08/26/2025	180.00	180.00	09/11/2025		100
20455	DOOR COUNTY SHERIFF	2025-2800006	SHERIFF SECURITY SERVICE-8	08/26/2025	168.00	168.00	09/11/2025		100
20455	DOOR COUNTY SHERIFF	2025-2800006	SHERIFF SECURITY SERVICE-8	08/26/2025	192.00	192.00	09/11/2025		100
20455	DOOR COUNTY SHERIFF	2025-2800006	SHERIFF SECURITY SERVICE-8	08/26/2025	168.00	168.00	09/11/2025		100
20460									
20460	DOOR COUNTY CLERK	2025-1000002	2025 ELECTION/WISVOTE CHA	08/05/2025	769.64	769.64	08/21/2025		100
20460	DOOR COUNTY CLERK	2025-1000002	2025 ELECTION/WISVOTE CHA	08/05/2025	427.62	427.62	08/21/2025		100
20507									
20507	EAGLE MECHANICAL INC	356140	AC - ADMIN BLDG	08/14/2025	387.42	387.42	08/21/2025		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0816250	PRINT PAPER CHECK TO UPDA	08/20/2025	3,274.81	3,274.81	08/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0816250	PRINT PAPER CHECK TO UPDA	08/20/2025	3,274.81	3,274.81	08/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0816250	PRINT PAPER CHECK TO UPDA	08/20/2025	765.86	765.86	08/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0816250	PRINT PAPER CHECK TO UPDA	08/20/2025	765.86	765.86	08/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0816250	PRINT PAPER CHECK TO UPDA	08/20/2025	4,488.52	4,488.52	08/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0830250	PRINT PAPER CHECK TO UPDA	09/03/2025	2,971.16	2,971.16	09/03/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0830250	PRINT PAPER CHECK TO UPDA	09/03/2025	2,971.16	2,971.16	09/03/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0830250	PRINT PAPER CHECK TO UPDA	09/03/2025	694.85	694.85	09/03/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0830250	PRINT PAPER CHECK TO UPDA	09/03/2025	694.85	694.85	09/03/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0830250	PRINT PAPER CHECK TO UPDA	09/03/2025	4,103.05	4,103.05	09/03/2025		100
20514									
20514	ERC INC	ERC-0725-129	EAP BENEFITS - ADMIN	07/01/2025	22.97	22.97	08/28/2025		100
20514	ERC INC	ERC-0725-129	EAP BENEFITS - CLERK	07/01/2025	11.48	11.48	08/28/2025		100
20514	ERC INC	ERC-0725-129	EAP BENEFITS - FINANCE	07/01/2025	11.48	11.48	08/28/2025		100
20514	ERC INC	ERC-0725-129	EAP BENEFITS - PARKS & STRE	07/01/2025	57.42	57.42	08/28/2025		100
20514	ERC INC	ERC-0725-129	EAP BENEFITS - WATER	07/01/2025	20.68	20.68	08/28/2025		610
20514	ERC INC	ERC-0725-129	EAP BENEFITS - WASTEWATER	07/01/2025	41.35	41.35	08/28/2025		620
20514	ERC INC	ERC-0725-129	EAP BENEFITS - COLLECTION	07/01/2025	6.89	6.89	08/28/2025		630
20514	ERC INC	ERC-0725-129	EAP BENEFITS - MARINA	07/01/2025	11.48	11.48	08/28/2025		690
20514	ERC INC	ERC-0925-127	EAP BENEFITS - ADMIN	09/01/2025	22.97	22.97	09/04/2025		100
20514	ERC INC	ERC-0925-127	EAP BENEFITS - CLERK	09/01/2025	11.48	11.48	09/04/2025		100
20514	ERC INC	ERC-0925-127	EAP BENEFITS - FINANCE	09/01/2025	11.48	11.48	09/04/2025		100
20514	ERC INC	ERC-0925-127	EAP BENEFITS - PARKS & STRE	09/01/2025	57.42	57.42	09/04/2025		100
20514	ERC INC	ERC-0925-127	EAP BENEFITS - WATER	09/01/2025	20.68	20.68	09/04/2025		610
20514	ERC INC	ERC-0925-127	EAP BENEFITS - WASTEWATER	09/01/2025	41.35	41.35	09/04/2025		620
20514	ERC INC	ERC-0925-127	EAP BENEFITS - COLLECTION	09/01/2025	6.89	6.89	09/04/2025		630
20514	ERC INC	ERC-0925-127	EAP BENEFITS - MARINA	09/01/2025	11.48	11.48	09/04/2025		690
30701									
30701	FRONTIER	090205-5 8/25/	ADMIN BLDG PHONE-ROLLOVE	08/25/2025	7.00	7.00	09/11/2025		100
30701	FRONTIER	Aug259201590	PHONES-W	08/25/2025	132.26	132.26	09/04/2025		610
30701	FRONTIER	Aug259201590	PHONES-WW	08/25/2025	132.25	132.25	09/04/2025		620
30750									
30750	GOING CO INC	128926 - 2871	WWTP RUBBISH REMOVAL	09/01/2025	141.68	141.68	09/11/2025		620
30751									
30751	GREAT-WEST TRUST COMP	PR0816250	Great West Deferred Comp. DEF	08/20/2025	160.00	160.00	08/20/2025		100
30751	GREAT-WEST TRUST COMP	PR0816250	Great West Deferred Comp. DEF	08/20/2025	100.00	100.00	08/20/2025		100
30751	GREAT-WEST TRUST COMP	PR0830250	Great West Deferred Comp. DEF	09/03/2025	160.00	160.00	09/03/2025		100
30751	GREAT-WEST TRUST COMP	PR0830250	Great West Deferred Comp. DEF	09/03/2025	100.00	100.00	09/03/2025		100
31809									
31809	HSABANK	August 2025	EMPLOYEE CONTRIBUTION - J	08/28/2025	435.00	435.00	08/28/2025		100
31809	HSABANK	September 202	EMPLOYEE CONTRIBUTION - S	09/01/2025	435.00	435.00	09/11/2025		100
31813									
31813	CHRIS HECHT	Rent Reimbure	CHRIS HECHT RENT REIMBUR	08/20/2025	2,532.75	2,532.75	08/21/2025		100
40963									
40963	INSPECTION SPECIALISTS	2025 July	BUILDING INSPECTION - JULY	07/31/2025	292.50	292.50	08/28/2025		100
40963	INSPECTION SPECIALISTS	AUGUST 2025	BUILDING INSPECTION - AUGU	08/31/2025	490.01	490.01	09/11/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
40963	INSPECTION SPECIALISTS	July 2025	BUILDING INSPECTION - JULY	07/01/2025	2,976.20	2,976.20	08/28/2025		100
41010									
41010	JERRY'S FLOWERS	719	FLOWERS	07/31/2025	170.00	170.00	08/21/2025		100
41215									
41215	DAVE LIENAU	Sept 2025 Fire	MILEAGE - FIREWORKS	09/04/2025	148.40	148.40	09/04/2025		100
41316									
41316	MARCO INC	39709415	GENERAL COPIES	07/21/2025	286.93	286.93	08/21/2025		100
41316	MARCO INC	39709415	ZONING COPIES	07/21/2025	64.62	64.62	08/21/2025		100
41316	MARCO INC	39709415	STR COPIES	07/21/2025	53.23	53.23	08/21/2025		100
41316	MARCO INC	39709415	PUBLIC WORKS COPIES	07/21/2025	9.61	9.61	08/21/2025		100
41316	MARCO INC	39709415	UTILITIES COPIES - W	07/21/2025	10.76	10.76	08/21/2025		610
41316	MARCO INC	39709415	LGUD #1 COPIES	07/21/2025	3.24	3.24	08/21/2025		610
41316	MARCO INC	39709415	UTILITIES COPIES - WW	07/21/2025	19.85	19.85	08/21/2025		620
41316	MARCO INC	39709415	LGUD #1 COPIES	07/21/2025	3.24	3.24	08/21/2025		620
41316	MARCO INC	39709415	UTILITIES COPIES - C	07/21/2025	3.03	3.03	08/21/2025		630
41316	MARCO INC	39709415	MARINA COPIES	07/21/2025	.73	.73	08/21/2025		690
41316	MARCO INC	39942351	GENERAL COPIES	08/21/2025	229.38	229.38	09/11/2025		100
41316	MARCO INC	39942351	ZONING COPIES	08/21/2025	124.92	124.92	09/11/2025		100
41316	MARCO INC	39942351	STR COPIES	08/21/2025	12.32	12.32	09/11/2025		100
41316	MARCO INC	39942351	PUBLIC WORKS COPIES	08/21/2025	45.96	45.96	09/11/2025		100
41316	MARCO INC	39942351	UTILITIES COPIES - W	08/21/2025	1.34	1.34	09/11/2025		610
41316	MARCO INC	39942351	LGUD #1 COPIES	08/21/2025	41.89	41.89	09/11/2025		610
41316	MARCO INC	39942351	UTILITIES COPIES - WW	08/21/2025	2.47	2.47	09/11/2025		620
41316	MARCO INC	39942351	LGUD #1 COPIES	08/21/2025	41.88	41.88	09/11/2025		620
41316	MARCO INC	39942351	UTILITIES COPIES - C	08/21/2025	.38	.38	09/11/2025		630
41316	MARCO INC	39942351	MARINA COPIES	08/21/2025	.22	.22	09/11/2025		690
41316	MARCO INC	561848557	UTILITIES COPIES - W	08/01/2025	52.57	52.57	08/21/2025		610
41316	MARCO INC	561848557	UTILITIES COPIES - WW	08/01/2025	96.92	96.92	08/21/2025		620
41316	MARCO INC	561848557	UTILITIES COPIES - C	08/01/2025	14.78	14.78	08/21/2025		630
41319									
41319	MAY'S SPORT CENTER	2504727	CASE KOHLER 10W30	08/19/2025	131.88	131.88	08/21/2025		100
41319	MAY'S SPORT CENTER	2504727	CASE KAW 10W40	08/19/2025	119.88	119.88	08/21/2025		100
41319	MAY'S SPORT CENTER	2504727	CASE KAW 49065-0724	08/19/2025	167.88	167.88	08/21/2025		100
41319	MAY'S SPORT CENTER	2504727	FUEL FILTER 49019-0031	08/19/2025	89.52	89.52	08/21/2025		100
41319	MAY'S SPORT CENTER	2504727	BUSHING HEX 137-9787	08/19/2025	7.09	7.09	08/21/2025		100
41322									
41322	MC CLONE	13364	WORK COMP INS - BOARD	09/04/2025	16.75	16.75	09/11/2025		100
41322	MC CLONE	13364	WORK COMP INS - ADMIN	09/04/2025	67.79	67.79	09/11/2025		100
41322	MC CLONE	13364	WORK COMP INS - CLERK	09/04/2025	23.03	23.03	09/11/2025		100
41322	MC CLONE	13364	WORK COMP INS - FINANCE	09/04/2025	25.13	25.13	09/11/2025		100
41322	MC CLONE	13364	GEN LIAB - CRIME	09/04/2025	54.10	54.10	09/11/2025		100
41322	MC CLONE	13364	GEN LIAB - GENERAL	09/04/2025	1,857.20	1,857.20	09/11/2025		100
41322	MC CLONE	13364	WORK COMP INS - DPW	09/04/2025	2,399.33	2,399.33	09/11/2025		100
41322	MC CLONE	13364	AUTO - PUBLIC WORKS	09/04/2025	643.00	643.00	09/11/2025		100
41322	MC CLONE	13364	AUTO - TRANSPORTATION	09/04/2025	363.00	363.00	09/11/2025		100
41322	MC CLONE	13364	WORK COMP INS - TRANSPOR	09/04/2025	92.12	92.12	09/11/2025		100
41322	MC CLONE	13364	WORK COMP INS - ANIMAL CO	09/04/2025	10.07	10.07	09/11/2025		100
41322	MC CLONE	13364	WORK COMP INS - ZONING	09/04/2025	5.85	5.85	09/11/2025		100
41322	MC CLONE	13364	GEN LIAB - TKH	09/04/2025	105.20	105.20	09/11/2025		205
41322	MC CLONE	13364	WORK COMP INS - TKH	09/04/2025	139.58	139.58	09/11/2025		205
41322	MC CLONE	13364	GEN LIAB - WATER	09/04/2025	394.20	394.20	09/11/2025		610
41322	MC CLONE	13364	AUTO - WATER	09/04/2025	166.00	166.00	09/11/2025		610
41322	MC CLONE	13364	WORK COMP INS - WATER	09/04/2025	523.16	523.16	09/11/2025		610
41322	MC CLONE	13364	GEN LIAB - WASTEWATER	09/04/2025	902.75	902.75	09/11/2025		620
41322	MC CLONE	13364	AUTO - WASTEWATER	09/04/2025	685.00	685.00	09/11/2025		620
41322	MC CLONE	13364	WORK COMP INS - WASTEWAT	09/04/2025	1,196.84	1,196.84	09/11/2025		620
41322	MC CLONE	13364	GEN LIAB - COLLECTION	09/04/2025	135.30	135.30	09/11/2025		630

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
41322	MC CLONE	13364	AUTO - COLLECTION	09/04/2025	106.00	106.00	09/11/2025		630
41322	MC CLONE	13364	WORK COMP INS - COLLECTIO	09/04/2025	179.49	179.49	09/11/2025		630
41322	MC CLONE	13364	GEN LIAB - MARINA	09/04/2025	1,076.25	1,076.25	09/11/2025		690
41322	MC CLONE	13364	WORK COMP INS - MARINA	09/04/2025	1,415.86	1,415.86	09/11/2025		690
61539									
61539	OFFICE DEPOT BUSINESS	433403178001	ADMIN OFFICE CLEANING SUP	08/27/2025	37.90	37.90	09/11/2025		100
61539	OFFICE DEPOT BUSINESS	433718717001	ADMIN OFFICE SUPPLIES	08/27/2025	102.96	102.96	09/11/2025		100
61547									
61547	ORKIN PEST CONTROL INC	284131564	PEST CONTROL FS - SEPT	08/08/2025	119.00	119.00	08/21/2025		100
61630									
61630	PIGGLY WIGGLY	4090 8/1/25	DISTILLED WATER- PARKS	08/01/2025	8.94	8.94	08/28/2025		100
61630	PIGGLY WIGGLY	4090 8/1/25	UTILITY SUPPLIES	08/01/2025	83.73	83.73	08/28/2025		620
61630	PIGGLY WIGGLY	4090 8/1/25	MARINA WATER	08/01/2025	140.34	140.34	08/28/2025		690
61637									
61637	PITNEY BOWES INC	3321245644	GENERAL FUND METER RENTA	08/30/2025	78.95	78.95	09/04/2025		100
61637	PITNEY BOWES INC	3321245644	STR METER RENTAL	08/30/2025	56.87	56.87	09/04/2025		100
61637	PITNEY BOWES INC	3321245644	ZONING METER RENTAL	08/30/2025	22.86	22.86	09/04/2025		100
61637	PITNEY BOWES INC	3321245644	UTIL METER RENTAL - W	08/30/2025	11.34	11.34	09/04/2025		610
61637	PITNEY BOWES INC	3321245644	UTIL METER RENTAL - WW	08/30/2025	18.73	18.73	09/04/2025		620
61637	PITNEY BOWES INC	3321245644	UTIL METER RENTAL - C	08/30/2025	2.46	2.46	09/04/2025		630
61637	PITNEY BOWES INC	3321245644	MARINA METER RENTAL	08/30/2025	2.56	2.56	09/04/2025		690
61963									
61963	PREMIER CONCRETE INC	60-00007585	3/4" CABC	08/15/2025	53.74	53.74	08/21/2025		100
72051									
72051	TRUGREEN*CHEMLAWN	213884951	LAWN TREATMENT FIRE STATI	07/31/2021	104.19	104.19	08/21/2025		100
72051	TRUGREEN*CHEMLAWN	213884951	LAWN TREATMENT - SPORTS C	07/31/2021	2,000.04	2,000.04	08/21/2025		100
72051	TRUGREEN*CHEMLAWN	213884951	LAWN TREATMENT WATERFRO	07/31/2021	1,121.90	1,121.90	08/21/2025		100
73003									
73003	VERIZON BUSINESS	62272327	VILLAGE PHONE - LONG DISTA	09/11/2025	.29	.29	09/11/2025		100
81988									
81988	WARNER-WEXEL LLC	247829	CUSTODIAN SUPPLIES	08/14/2025	162.08	162.08	08/21/2025		690
81988	WARNER-WEXEL LLC	248382	CUSTODIAL SUPPLIES	09/06/2025	139.91	139.91	09/11/2025		690
81988	WARNER-WEXEL LLC	248603	CUSTODIAL SUPPLIES	08/20/2025	64.64	64.64	08/21/2025		690
81988	WARNER-WEXEL LLC	248853	CUSTODIAL SUPPLIES	09/03/2025	64.44	64.44	09/04/2025		690
81988	WARNER-WEXEL LLC	248914	CUSTODIAL SUPPLIES	09/04/2025	81.04	81.04	09/04/2025		690
82350									
82350	WI PUBLIC SERVICE	0402302054au	ELECTRICITY - INFO BOOTH	08/29/2025	37.74	37.74	09/04/2025		100
82350	WI PUBLIC SERVICE	0402302054au	ELECTRICITY - WATER	08/29/2025	726.00	726.00	09/04/2025		610
82350	WI PUBLIC SERVICE	0402302054au	ELECTRICITY - WASTEWATER	08/29/2025	13,336.62	13,336.62	09/04/2025		620
82350	WI PUBLIC SERVICE	0402302054au	ELECTRICITY - COLLECTION	08/29/2025	469.01	469.01	09/04/2025		630
82350	WI PUBLIC SERVICE	5605379384 #0	STREET LIGHTS	08/27/2025	1,436.56	1,436.56	08/28/2025		100
82350	WI PUBLIC SERVICE	Aug250407165	WELL #3 - SISTER BAY	08/14/2025	1,168.73	1,168.73	08/21/2025		610
82350	WI PUBLIC SERVICE	Aug250407165	WELL #3 - LGUD	08/14/2025	389.58	389.58	08/21/2025		610
99996									
99996	ONE TIME VENDOR	Reimb Pen Sy	REIMBURSEMENT PENINSULA	09/04/2025	75.00	75.00	09/11/2025		100
100091									
10009	BADGER METER INC	80210027	ORION CELLULAR UNITS-W	08/29/2025	35.24	35.24	09/04/2025		610
10009	BADGER METER INC	80210027	ORION CELLULAR UNITS-LGUD	08/29/2025	36.40	36.40	09/04/2025		610
10009	BADGER METER INC	80210027	ORION CELLULAR UNITS-WW	08/29/2025	64.96	64.96	09/04/2025		620
10009	BADGER METER INC	80210027	ORION CELLULAR UNITS-C	08/29/2025	9.91	9.91	09/04/2025		630
100491									
10049	HAWKINS INC	7168095	CHLORINE CYLINDER RENTAL	08/15/2025	10.00	10.00	08/21/2025		610
10049	HAWKINS INC	7182024	CHEMICALS - WELL #1 AZONE	08/27/2025	263.40	263.40	09/04/2025		610
10049	HAWKINS INC	7182024	CHEMICALS - WELL #3	08/27/2025	263.40	263.40	09/04/2025		610
10049	HAWKINS INC	7193363	WWTP-FERRIC	09/10/2025	15,159.73	15,159.73	09/11/2025		620
100516									
10051	INNOVATIVE PRINTING LLC	39374	UTILITY BILLS-W	08/29/2025	181.12	181.12	09/11/2025		610

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10051	INNOVATIVE PRINTING LLC	39374	UTILITY BILLS-WW	08/29/2025	333.94	333.94	09/11/2025		620
10051	INNOVATIVE PRINTING LLC	39374	UTILITY BILLS-C	08/29/2025	50.94	50.94	09/11/2025		630
100541									
10054	ITU ABSORB TECH	8586638	RAGS- W	08/19/2025	7.05	7.05	08/28/2025		610
10054	ITU ABSORB TECH	8586638	WWTP LAUNDRY SERVICE	08/19/2025	82.92	82.92	08/28/2025		620
10054	ITU ABSORB TECH	8586638	RAGS- WW	08/19/2025	13.01	13.01	08/28/2025		620
10054	ITU ABSORB TECH	8586638	RAGS- C	08/19/2025	1.98	1.98	08/28/2025		630
100731									
10073	NCL OF WISCONSIN INC	524306	LAB CHEMICALS	08/19/2025	236.09	236.09	08/28/2025		620
100756									
10075	NORTHERN DOOR COMMU	30143	MARINA RADIO	08/20/2025	379.00	379.00	08/21/2025		690
100761									
10076	NORTHERN LAKE SERVICE	2514922	WWTP SAMPLE TESTING	08/29/2025	406.59	406.59	09/04/2025		620
100781									
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 3216.01	08/19/2025	214.84	214.84	08/21/2025		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 7190.002	08/18/2025	154.33	154.33	08/21/2025		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 7353.03	09/04/2025	292.94	292.94	09/11/2025		001
101006									
10100	STURGEON BAY UTILITIES	15344	SLUDGE PROCESSING	08/11/2025	1,485.00	1,485.00	08/21/2025		620
10100	STURGEON BAY UTILITIES	15389	SLUDGE PROCESSING	09/08/2025	4,455.00	4,455.00	09/11/2025		620
101056									
10105	USA BLUEBOOK	INV00758760	BLUE-WHITE TUBE ASSEMBLY	07/07/2025	386.34	386.34	09/11/2025		610
10105	USA BLUEBOOK	INV00800896	REPLACEMENT OBOD SENSOR	08/18/2025	146.15	146.15	08/21/2025		620
101146									
10114	WISCONSIN DNR	WU113357	WATER USE FEES - 2025	04/29/2025	161.00	161.00	08/21/2025		610
101207									
10120	DOOR COUNTY HARDWAR	#101760 July	STREET MAINT- GEN SUPPLIE	08/01/2025	10.98	10.98	08/21/2025		100
10120	DOOR COUNTY HARDWAR	#101760 July	PARKS TOOLS	08/01/2025	19.99	19.99	08/21/2025		100
10120	DOOR COUNTY HARDWAR	#101760 July	SC SUPPLIE	08/01/2025	4.99	4.99	08/21/2025		100
10120	DOOR COUNTY HARDWAR	#101760 July	OIL	08/01/2025	2.50	2.50	08/21/2025		610
10120	DOOR COUNTY HARDWAR	#101760 July	PAINT	08/01/2025	35.96	35.96	08/21/2025		610
10120	DOOR COUNTY HARDWAR	#101760 July	OIL	08/01/2025	2.49	2.49	08/21/2025		620
10120	DOOR COUNTY HARDWAR	#101760 July	WWTP PRETREAT	08/01/2025	13.99	13.99	08/21/2025		620
10120	DOOR COUNTY HARDWAR	#101760 July	MARINA BLDG MAINT	08/01/2025	131.96	131.96	08/21/2025		690
10120	DOOR COUNTY HARDWAR	101760 8/31/25	PW - INSECT KILLER	08/31/2025	22.98	22.98	09/04/2025		100
10120	DOOR COUNTY HARDWAR	101760 8/31/25	PW- SMALL TOOLS	08/31/2025	105.25	105.25	09/04/2025		100
10120	DOOR COUNTY HARDWAR	101760 8/31/25	PW - SOAKER HOSE/ SPRINKL	08/31/2025	577.78	577.78	09/04/2025		100
10120	DOOR COUNTY HARDWAR	101760 8/31/25	PW FASTNERS	08/31/2025	3.38	3.38	09/04/2025		100
10120	DOOR COUNTY HARDWAR	101760 8/31/25	MARINA BLDG MAINT	08/31/2025	5.50	5.50	09/04/2025		690
10120	DOOR COUNTY HARDWAR	502215 - Aug U	17261- UTILITY KNIFE AND FLA	08/31/2025	29.75	29.75	09/04/2025		610
10120	DOOR COUNTY HARDWAR	502215 - Aug U	16822-PADLOCK AND KEY	08/31/2025	55.95	55.95	09/04/2025		610
10120	DOOR COUNTY HARDWAR	502215 - Aug U	17294- ADAPTER HOSE	08/31/2025	13.99	13.99	09/04/2025		610
10120	DOOR COUNTY HARDWAR	502215 - Aug U	17261- UTILITY KNIFE AND FLA	08/31/2025	54.86	54.86	09/04/2025		620
10120	DOOR COUNTY HARDWAR	502215 - Aug U	16999-NIPPLE FOR CLARIFIER	08/31/2025	11.16	11.16	09/04/2025		620
10120	DOOR COUNTY HARDWAR	502215 - Aug U	17012- STEEL STIK FOR CLARIF	08/31/2025	8.59	8.59	09/04/2025		620
10120	DOOR COUNTY HARDWAR	502215 - Aug U	17261- UTILITY KNIFE AND FLA	08/31/2025	8.37	8.37	09/04/2025		630
101216									
10121	HYDROCORP	CI-08039	COMMERCIAL CROSS CONNEC	08/29/2025	444.79	444.79	09/11/2025		610
10121	HYDROCORP	CI-08039	COMMERCIAL CROSS CONNEC	08/29/2025	11.21	11.21	09/11/2025		610
1001178									
10011	PACKERLAND BUILDERS LL	OVERPAYMEN	OVERPAYMENT- CONNECTION	08/28/2025	1,328.79	1,328.79	08/28/2025		610
10011	PACKERLAND BUILDERS LL	OVERPAYMEN	OVERPAYMENT- CONNECTION	08/28/2025	1,328.80	1,328.80	08/28/2025		630
10011	PACKERLAND BUILDERS LL	OVERPAYMEN	OVERPAYMENT- CONNECTION	08/28/2025	2,657.59	2,657.59	08/28/2025		630
1001199									
10011	SPECTRUM ENTERPRISE	104064501080	ADMIN INTERNET	08/01/2025	160.00	160.00	08/21/2025		100
10011	SPECTRUM ENTERPRISE	104064501090	ADMIN INTERNET	09/01/2025	160.00	160.00	09/11/2025		100
10011	SPECTRUM ENTERPRISE	171222601082	PARKS BLDG INTERNET	08/21/2025	150.00	150.00	09/04/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10011	SPECTRUM ENTERPRISE	171227201082	VILLAGE HALL PHONE	08/21/2025	40.00	40.00	09/04/2025		100
10011	SPECTRUM ENTERPRISE	171227201082	VILLAGE HALL INTERNET	08/21/2025	140.00	140.00	09/04/2025		100
10011	SPECTRUM ENTERPRISE	171227501082	INTERNET - MARINA	08/21/2025	319.96	319.96	09/04/2025		690
10011	SPECTRUM ENTERPRISE	171227501082	CABLE TV - MARINA	08/21/2025	81.99	81.99	09/04/2025		690
1001209									
10012	AMAZON CAPITAL SERVICE	112-9600712-3	PRINTING INK SUPPLY- FINANC	08/26/2025	55.98	55.98	09/04/2025		100
10012	AMAZON CAPITAL SERVICE	11NQ-RVQ7-H	CHAIR FOR COMPUTER DESK	08/21/2025	81.98	81.98	09/04/2025		690
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	BOOTS-OAKDALE	08/19/2025	41.60	41.60	08/28/2025		610
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	CLOTHING-BLOK	08/19/2025	21.75	21.75	08/28/2025		610
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	CLOTHING-OAKDALE	08/19/2025	16.68	16.68	08/28/2025		610
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	BOOTS-OAKDALE	08/19/2025	76.70	76.70	08/28/2025		620
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	CLOTHING-BLOK	08/19/2025	40.10	40.10	08/28/2025		620
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	CLOTHING-OAKDALE	08/19/2025	30.75	30.75	08/28/2025		620
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	BOOTS-OAKDALE	08/19/2025	11.70	11.70	08/28/2025		630
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	CLOTHING-BLOK	08/19/2025	6.11	6.11	08/28/2025		630
10012	AMAZON CAPITAL SERVICE	13H4-M4LC-TF	CLOTHING-OAKDALE	08/19/2025	4.69	4.69	08/28/2025		630
10012	AMAZON CAPITAL SERVICE	17FQ-DFMC-9	BONWIN WHITE FLAG POLE KIT	09/02/2025	47.98	47.98	09/04/2025		100
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	BOOKSELF-KARA OFFICE	07/24/2025	51.20	51.20	08/21/2025		610
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	LAMINATING POUCHES	07/24/2025	6.48	6.48	08/21/2025		610
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	OFFICE STORAGE	07/24/2025	8.00	8.00	08/21/2025		610
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	LAMINATOR	07/24/2025	11.52	11.52	08/21/2025		610
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	GUILLOTINE PAPER CUTTER	07/24/2025	15.32	15.32	08/21/2025		610
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	BOOKSELF-KARA OFFICE	07/24/2025	94.39	94.39	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	GUILLOTINE PAPER CUTTER	07/24/2025	28.23	28.23	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	LAMINATING POUCHES	07/24/2025	11.94	11.94	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	OFFICE STORAGE	07/24/2025	14.74	14.74	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	LAMINATOR	07/24/2025	21.23	21.23	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	LAMINATOR	07/24/2025	3.24	3.24	08/21/2025		630
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	GUILLOTINE PAPER CUTTER	07/24/2025	4.31	4.31	08/21/2025		630
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	BOOKSELF-KARA OFFICE	07/24/2025	14.40	14.40	08/21/2025		630
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	LAMINATING POUCHES	07/24/2025	1.82	1.82	08/21/2025		630
10012	AMAZON CAPITAL SERVICE	1GN9-KNPQ-D	OFFICE STORAGE	07/24/2025	2.25	2.25	08/21/2025		630
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	COMPUTER HDMI CORD	08/09/2025	1.94	1.94	08/21/2025		610
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	COMPUTER SPEAKERS	08/09/2025	12.23	12.23	08/21/2025		610
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	COMPUTER SPEAKERS	08/09/2025	22.54	22.54	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	COMPUTER HDMI CORD	08/09/2025	3.58	3.58	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	CLARIFIER PLANK	08/09/2025	129.99	129.99	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	CLARIFIER SPRAY HOSE TIME	08/09/2025	16.79	16.79	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	CLARIFIER SKIMMER BAR RUB	08/09/2025	45.50	45.50	08/21/2025		620
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	COMPUTER SPEAKERS	08/09/2025	3.44	3.44	08/21/2025		630
10012	AMAZON CAPITAL SERVICE	1L1G-V6JH-M	COMPUTER HDMI CORD	08/09/2025	.55	.55	08/21/2025		630
10012	AMAZON CAPITAL SERVICE	1M1R-J6DN-79	YUTACOREX 14INCH CHAINSA	08/13/2025	29.98	29.98	08/21/2025		100
10012	AMAZON CAPITAL SERVICE	1VRF-VCLQ-6	OTTERBOX HOLSTER BELT CLI	08/27/2025	14.88	14.88	09/04/2025		100
10012	AMAZON CAPITAL SERVICE	1VRF-VCLQ-6	SHIPPING & HANDLING	08/27/2025	6.99	6.99	09/04/2025		100
10012	AMAZON CAPITAL SERVICE	1VRF-VCLQ-6	PROMOTIONS & DISCOUNTS	08/27/2025	7.88-	7.88-	09/04/2025		100
10012	AMAZON CAPITAL SERVICE	1VRF-VCLQ-6	WIPERS	08/27/2025	36.99	36.99	09/04/2025		100
10012	AMAZON CAPITAL SERVICE	1VRF-VCLQ-6	1NQ 5FT FLAG POLE FOR OUT	08/27/2025	10.44	10.44	09/04/2025		100
1001210									
10012	QUANTUM TECHNOLOGIES	52049	PRETREATMENT CAMERA REL	08/15/2025	833.40	833.40	09/11/2025		620
1001233									
10012	NEXTIVA INC	40005232900	PHONE - PUBLIC WORKS	08/31/2025	58.56	58.56	09/04/2025		100
10012	NEXTIVA INC	40005232900	PHONE - ADMIN	08/31/2025	150.55	150.55	09/04/2025		100
10012	NEXTIVA INC	40005232900	PHONE - SPORTS COMPLEX	08/31/2025	29.27	29.27	09/04/2025		100
10012	NEXTIVA INC	40005232900	PHONE - WW PLANT	08/31/2025	121.05	121.05	09/04/2025		620
10012	NEXTIVA INC	40005232900	PHONE - MARINA	08/31/2025	58.56	58.56	09/04/2025		690
1001234									
10012	MIDWEST CHEMICAL & EQ	7839	POLYMER	08/05/2025	1,256.06	1,256.06	08/21/2025		620

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format
Report dates: 1/1/2025-12/31/2025

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001236									
10012	CONWAY OLEJNICZAK & JE	Statement# 58	VILLAGE MATTERS RJN	07/31/2025	4,500.00	4,500.00	08/28/2025		100
10012	CONWAY OLEJNICZAK & JE	Statement# 58	VILLAGE MATTERS RTW	07/31/2025	473.00	473.00	08/28/2025		100
10012	CONWAY OLEJNICZAK & JE	Statement# 58	LIBERTY GROVE/WWTP MATTE	07/31/2025	922.50	922.50	08/28/2025		620
1001238									
10012	ADVANCE AUTO PARTS	685094	WELL 3 GENERATOR BATTERY	09/03/2025	236.99	236.99	09/11/2025		610
10012	ADVANCE AUTO PARTS	685094	CORE RETURN CREDIT -684495	09/03/2025	22.00-	22.00-	09/11/2025		610
1001242									
10012	ZUCCHETTI NORTH AMERI	35180	LODGICAL SUBSCRIPTION - MA	09/01/2025	194.00	194.00	09/04/2025		690
1001263									
10012	DAVE BLOK	BlokJuryDuty25	MILEAGE JURY DUTY-W	08/14/2025	15.68	15.68	08/21/2025		610
10012	DAVE BLOK	BlokJuryDuty25	MILEAGE JURY DUTY-WW	08/14/2025	28.91	28.91	08/21/2025		620
10012	DAVE BLOK	BlokJuryDuty25	MILEAGE JURY DUTY-C	08/14/2025	4.41	4.41	08/21/2025		630
1001288									
10012	WI SCTF	C.S. 08222025	CHILD SUPPORT - 08/22/2025 P	08/20/2025	262.61	262.61	08/21/2025		100
10012	WI SCTF	C.S. 09052025	CHILD SUPPORT - 09/05/2025 P	09/04/2025	262.61	262.61	09/04/2025		100
1001289									
10012	INTEGRATED PROCESS SO	SI003096	WELL 2 & 3 UPS BATTERY REP	08/20/2025	1,401.34	1,401.34	08/28/2025		610
1001304									
10013	FIRST UNUM LIFE INSURAN	September 202	LTD INSURANCE SEPT	08/20/2025	335.12	335.12	08/21/2025		100
1001320									
10013	MCMAHON ASSOCIATES IN	940348	WWTP ASSESSMENT, FEASIBIL	08/29/2025	6,358.00	6,358.00	09/11/2025		620
1001335									
10013	HUMAN RESOURCES CON	17622	BENEFITS CONSULTING	08/18/2025	320.00	320.00	08/21/2025		100
10013	HUMAN RESOURCES CON	17622	BACKGROUND SERVICES - BU	08/18/2025	72.28	72.28	08/21/2025		100
10013	HUMAN RESOURCES CON	17676	2026 RATE WORK, PAYROLL IT	08/31/2025	560.00	560.00	09/11/2025		100
10013	HUMAN RESOURCES CON	17676	HR CONSULTING	08/31/2025	80.00	80.00	09/11/2025		100
1001339									
10013	Summerset Marine Corporatio	11833	BARGE USE	09/03/2025	1,250.00	1,250.00	09/04/2025		690
1001341									
10013	DOOR COUNTY STORAGE	1	INV #987	10/02/2025	2,000.00	2,000.00	08/21/2025		100
1001344									
10013	DOOR COUNTY CLERK OF	23FA62- 09052	09/05/2025 PAYROLL WITHHOL	09/04/2025	25.00	25.00	09/04/2025		100
10013	DOOR COUNTY CLERK OF	23FA62-08222	08/22/2025 PAYROLL WITHHOL	08/20/2025	25.00	25.00	08/21/2025		100
1001347									
10013	Rae-Cor Distributing	055035A	CUSTODIAL SUPPLIES	08/18/2025	167.60	167.60	08/21/2025		100
10013	Rae-Cor Distributing	055409	CUSTODIAL SUPPLIES	09/02/2025	560.01	560.01	09/04/2025		100
1001360									
10013	Manske Dieckmann Thompso	2025-043a-01	SCEMATIC BUILDING DESIGN	09/02/2025	4,892.50	4,892.50	09/11/2025		690
	Grand Totals:				168,106.20	168,106.20			

Dated: Sept 11, 2025

Staff: Financial Specialist / Village Treasurer Volodymyr Gaaia

Report Criteria:
- Detail report.
- Invoice detail records above $0 included.
- Only paid invoices included.
- Invoice Detail.Input date = 08/16/2025-09/12/2025

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

https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:4cae7632-b528-4fa5-9c64-9dddac1919e7

PARKS & STREETS DIRECTOR'S REPORT

Date: September 8, 2025

Board/Committee: Parks, Property & Streets Committee

Re: Monthly Report

Author: Erik Linczmaier, Director

1. The windstorm that took place 8/9/2025 did not spare the Village from its share of downed utilities and trees. Staff worked incredibly hard over eight days to clean everything up. I have been communicating with the county's Emergency Manager to see if the Village can qualify for FEMA reimbursement funds. We continue to get calls, and are still answering calls to see if we can help (we can only help along public roads).
2. Marina Fest went smoothly for the department. Staff for the event was increased due to Chris' absence. We had a guest at the event take the time to call and compliment ourselves on how nice and helpful one of our staff members was during the event. The complement from the guest read, "Hello Erik. I'm not sure if that's the correct spelling of your first name so if it's wrong, I apologize. I called you today because I wanted to compliment a gentleman that works for you whose name is Mitchell. Mitchell was down at Marina Fest early on Saturday morning when he saw that our dog got loose. He was the nicest person because we were able to get the dog back in the car and we saw him later at the dog park. He took the time out to comment that he was really glad we got our dog back. I wanted to call and give him a compliment because he is someone who you don't find very often. He's genuinely happy and happy to be working. He made us feel really welcome and Sister Bay. We have a place in Egg Harbor and also an Appleton and it was just really nice to have someone who works for the city be so kind and welcoming. He

deserves some recognition of some kind. We saw him later when my husband 's band was performing down at Marina Fest, and he was still happy to be working! We just really appreciate that kind of attitude and wanted to show our gratitude."

3. 'No Parking Any Time' signs for Country Walk Drive, estimated cost breakdown: To do both sides of the entire length of Country Walk Drive the Village would have to purchase 21 signs at $30.00/pc. and 21 treated 4"x4" 12' posts at $19.00 each. Totaling up to $1029.00. As of right now there is currently $2,291.55 in street sign general supplies. However, the account will have an estimated $420.00 come out of it soon for signs that were damaged during the storm and other acts. Labor cost for Installation could range from 1-2 weeks depending on drilling. I personally don't see a need for the whole road to be addressed with signage. I would recommend four signs on each side of the road start at the intersection of Country Walk Drive and HWY 42, stretching to the intersection of Country Walk Drive and Koessl Lane. This would place four signs on each side of the road in the immediate problem area. Thoughts?
4. 'School Zone' signage is placed 200'- 500' from school grounds with signage placed on both sides of the roadway. For the Village to set up a school zone near the daycare we will need 4 school zone signs at $70.00 each, 4 speed bump signs at $40.00 each, 2 'Speed Bump Ahead' signs at $40.00 each, 10 treated 4"x4" 12' posts at $19.00 each and 2 removable speed bumps at $83.75 each. Total cost of supplies for the project is $877.50. Labor costs could range from 3 days to a week and a half depending on drilling. I would advise against installing a removable speed bump. They can be difficult to anchor down and can loosen up or break free over time causing a hazard in the roadway. If the committee feels that it is necessary to install a speed bump, then I would advise a permanent one to be installed. I personally don't see a need for a speed bump (other school zones in the area don't have one). Thoughts?
5. Staff is excited about the open house for the new parks maintenance building happening 9/11/2025. Hoping to see everyone there!

6. Sarah came across a Village of Sister Bay Donation form from 2023 that had a purchased receipt of $500.00 attached to it and a note that read (needs parks committee to pick out plaque + location to tell family). This plaque is to be displayed near the playground equipment in Waterfront Park.
7. Update on old drive access: I contacted Mike from JF Construction to see when he will have this project on his schedule to be completed. He told me the new possible start date could be the 13th of this month. So, we will see. There have been a lot of possible start dates this year with this project from JF Construction.
8. I didn’t have time to look into getting cameras set up at Pebble Beach.

Village of Sister Bay
Sewer and Water Utilities Committee
Operations Report

Sewer and Water Utilities Committee Meeting
September 9, 2025

Capacity Report
See the attached report for June and July.

Well Permit Status Report
2025 well permit status; see enclosed information

Sludge Hauling
This year the WWTPs sludge produced has been hauled consistently with one load per week going to NEW Water in Green Bay. So far disposal costs at that facility have actually been more cost effective than Sturgeon Bay Utilities (SBU). However, only being able to get one load hauled out every week is not ideal. We were able to get nine loads of sludge hauled to SBU to gain more space in the sludge storage tank before the fall season.

Annual Sludge Testing
Annually the sludge produced at the WWTP needs to be sampled and tested for a large array of metals, Kjeldahl Nitrogen, ammonia, phosphorous, and percent solids. The annual sludge testing is sent to Northern Lake Services (NLS) for analysis. The sample was collected and sent to NLS and the results have been received back. The results will be reported to the DNR in the 2025 Sludge Biosolids Characteristics Report.

PLC Failures
The storm on August 9, 2025, caused the WWTP main buildings programmable logic controller (PLC) to go offline. The WWTP in total has three PLCs, one in each building located on the grounds. The outage meant that none of the equipment powered by the variable frequency drives (VFDs) in the main buildings electrical room could operate using their automatic programming, meaning everything had to be operated in hand by an operator. A technician from IPS came Monday morning to diagnose the equipment. They were able to get the PLC reset and reprogrammed but were not able to determine the cause of the malfunction. On August 21, 2025, the pretreatment buildings PLC also went offline for an unknown reason. Barnes was able to diagnose the equipment, and it was determined that the PLCs central processing unit had failed. IPS requested the unit be sent to them to see if they can investigate the cause.

Village of Sister Bay Utilities

P.O. Box 91, Sister Bay, WI 54234
Phones: Voice 920-854-2246 Fax 920-854-7602 Cell 920-421-0254

Sister Bay, Liberty Grove Utility District, and Town of Liberty Grove
Treament Plant Capacities Calculations

For: **June-2025**

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	**Hauled**	**Sewered**	**Total Sister Bay Flow**	**Sewered**	**Hauled**
Hydraulic Flow (mgd)	6.639	0.020	5.779	5.800	0.481	0.357
Water Sales Ratios			**0.9231**		**0.0769**	

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	**Hauled**	**Sewered**	**Total Sister Bay Flow**	**Sewered**	**Hauled**
SEWERED BOD lbs/day	20754		19158		1596	
HAULED BOD lbs/day	1405	76				1329
Total BOD lbs	**22159**			**19234**	**1596**	**1329**

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	**Hauled**	**Sewered**	**Total Sister Bay Flow**	**Sewered**	**Hauled**
SEWERED TSS lbs/day	13881		12814		1067	
HAULED TSS lbs/day	2031	110				1921
Total TSS lbs	**15912**			**12924**	**1067**	**1921**

	Sister Bay	LGSD #1	Liberty Grove
Purchased Flow Capacity in mgd	0.62	0.059	0.266
Monthly Daily Average	0.193	0.016	0.012
Percent of used Capacity	31.18%	27.20%	4.48%
Purchased BOD Capacity in lbs/day	905	105	1359
Monthly Daily Average	641	53	44
Percent of used Capacity	71%	50.67%	3.26%
Purchased TSS Capacity in lbs/day	1076	101	999
Monthly Daily Average	431	36	64
Percent of used Capacity	40.04%	35.23%	6.41%

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Sister Bay, Liberty Grove Utility District, and Town of Liberty Grove
Treament Plant Capacities Calculations

For: **July-2025**

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	10.194	0.097	8.243	8.340	0.687	1.167
Water Sales Ratios			**0.9231**		**0.0769**	

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	46741		43147		3594	
HAULED BOD lbs/day	5615	444				5170
Total BOD lbs	**52356**			**43591**	**3594**	**5170**

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	41930		38706		3224	
HAULED TSS lbs/day	6499	498				6001
Total TSS lbs	**48429**			**39203**	**3224**	**6001**

	Sister Bay	LGSD #1	Liberty Grove
Purchased Flow Capacity in mgd	0.62	0.059	0.266
Monthly Daily Average	0.269	0.022	0.038
Percent of used Capacity	43.39%	37.55%	14.16%
Purchased BOD Capacity in lbs/day	905	105	1359
Monthly Daily Average	1406	116	167
Percent of used Capacity	155%	110.43%	12.27%
Purchased TSS Capacity in lbs/day	1076	101	999
Monthly Daily Average	1265	104	194
Percent of used Capacity	117.53%	102.98%	19.38%

MEMO

To: Sewer and Water Utilities Committee
From: Kara Kroll, Utilities Clerk
Subject: 2025 Well Testing & Permitting
Date: September 5, 2025

Wells inside the service area:
Written notifications were sent to well owners on May 1st, July 1st, and August 1st.

Total wells due for testing inside the service area = 29

Wells currently in compliance	23
Wells in the sampling process	5
Wells with no response	1
Wells abandoned (waiting for documents)	0
Wells with proof of abandonment	0
Wells waiting to be abandoned	0

STAFF REPORT

ADMINISTRATOR REPORT

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

Retirement

As the Board knows, and others, I have been contemplating retirement. Originally, I was going to retire in May, 2026, at age 62. I have elected to move that date up to January, 2026.

I have been honored to work for such a thriving village. I have met many wonderful people and value the support they have given me over the past few years. It's the good people that I encounter that has pushed me forward in my near 40 years of government service. Sister Bay is no exception – I have met many people I respect, admire, and several I call friends.

The past few years have been full of many challenges, especially with the loss of key staff, but the reality is, I'm exhausted. We have accomplished so much!

I have been working with the Personnel Committee on the steps necessary to find your next administrator and am confident they will select the best recruitment firm available.

Housing Partnership

I attended the Housing Partnerships open house last week. It was well attended, and I was glad to see so many of our housing partners there. Two homes have ben completed, and they are working on their third home. If you'd care to watch their celebration, it can be found here: https://www.youtube.com/watch?v=Jgc1Gvr05ZA

Parks Building Open House

We celebrated the open house for our new Parks Maintenance Facility on Thursday. Due to an illness I could not attend, but staff reports about fifty people showed up to tour the new building. A big shout out for staff helping that day!

Triangle PIM

Monday, the 15th we held our public informational meeting on the reconstruction of Bluffside, Parkview Drive and Parkview Lane, and portions of Maple. I realize this did not occur when we rebuilt a portion of Mill, and I hope in the future we hold such sessions whenever major road improvements are made.

57 Trail PIM

The public informational session for the Highway 57 trail is scheduled for September 22nd from 5-6 p.m.

(continued…)

Clerk Update

We have narrowed our new Clerk selection process down and are currently running background checks. Hopefully by our next meeting we have a Clerk.

CORP Review

The Parks Committee will be reviewing the draft Comprehensive Outdoor Recreation Plan at their meeting on September 22. I hope all of you are able to review the document and offer comment.

STAFF REPORT

COMMITTEE REPORTS

Date: September 16, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

Please follow this link to access the committee reports:

Combined Committee Reports September 2025-1.pdf

STAFF REPORT

Schedule CIP 2026-2030 and 2026 Budget Hearing

Date: September 16, 2025

Board/Committee: Village Board

Author: Vlad Gannik, Financial Specialist/Village Treasurer

On August 25, 2025, the Finance Committee approved the timeline for the 2026 Budget and the 2026-2030 Capital Improvement Plan (CIP). The table below provides the details.

Month	Meeting Date	Purpose of the Meeting
September	9/16/2025	Village Board CIP Update
October	10/13/2025 1:00 pm	Finance Committee Review of CIP and Budget
	10/21/2025	Village Board CIP and Budget Update
	10/31/2025	Public Notice Due to Paper to satisfy 15 requirement for Public Hearing. Peninsula Pulse wants the Notice by 10/24/2025
November	11/11/2025	Finance Committee Recommendation of Adoption of CIP and Budget
	11/18/2025	Village Board Public Hearing and Adoption of CIP and Budget
	11/19/2025-11/21/2025	Village staff works on formal submission of County and DOR Worksheets for tax preparation.