FINANCE COMMITTEE MEETING
AGENDA
MONDAY, OCTOBER 13, 2025 – 1:00 PM

SISTER BAY LIBERTY GROVE FIRE STATION, LARGE MEETING ROOM – 2258 MILL ROAD

To access the meeting electronically, click:
https://zoom.us/j/4439901723?pwd=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.1&omn=95043328542
Meeting ID: 443 990 1723 Passcode: 304078
To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#
Deviations from the agenda order shown may occur
For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes'

AGENDA

1. Call to Order & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Approve Meeting Minutes: August 25, 2025
4. Comments, Correspondence and Concerns from the Public
5. Discussion/Action Items
   a) Review of 2026-2030 Capital Improvement Plan and 2026 Budget
   b) Waterfront Museum Rent
   c) Wiltse Subdivision Design
6. Next Meeting
   a) Discuss Public Hearing Schedule
7. Executive Session
   a) Adjourn into closed session pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Village Administrator compensation and benefits.
   b) Reconvene into Open Session
   c) Motion or Action, as Appropriate
8. Adjourn

Public Notice

Questions regarding the nature of the agenda items or more detail on the items listed can be directed to Vlad Gannik, Finance Director, at Vlad.Gannik@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 ______________________

FINANCE COMMITTEE MEETING MINUTES
Monday, August 25, 2025
(Approval Pending)

1. Call to Order & Roll Call

The Finance Committee Meeting was called to order on Monday, August 25, 2025, at 3:00 PM by Chairperson Denise Bhirdo.

Present: Chairperson Denise Bhirdo and members Louise Howson, Brigid White, and Andy Woerfel via zoom.

Staff: Finance Director/Treasurer Vlad Gannik

2. Approve Agenda

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

3. Approve Meeting Minutes: August 15, 2025

Bhirdo noted two corrections to the minutes: on page 3, line 15, "producer price index" should be changed to "consumer price index," and on page 4, she would like to elaborate on the sentence at the end of line 8 regarding "the atmosphere of abuse that was inflicted."

Howson identified an unclear statement on page 3, line 25, regarding "state input" on TID implications. After discussion, the committee decided to revise the wording to reference that it was the state's first estimate based on WIDOR (Wisconsin Department of Revenue).

Motion by Bhirdo to approve the minutes of August 15, 2025, as amended. Second by White. Motion carried – all ayes

4. Comments, Correspondence and Concerns from the Public

Chairperson Bhirdo noted that no correspondence was received in the packet and no members of the public were present.

5. Discussion/Action Items

a) Capital Improvement Plan

Bhirdo presented a spreadsheet she had prepared to help organize the Capital Improvement Plan (CIP) by year, making it easier to review the summary numbers.

Bhirdo explained she had made significant changes to the CIP since the committee last discussed it at the July 28th meeting. The committee proceeded to review the plan year by year.

The committee discussed several key projects for 2026:

2026 Capital Projects

- Highway 57 Trail: Engineering will be completed by 2026 with construction following. The $239,197 budget might potentially be paid by TID 1 rather than the capital levy, pending research by staff on eligibility based on when the project was approved.
- Road Projects: Bhirdo removed $100,000 from the roads budget since Flintridge Road is already planned. The 2026 streets capital levy is set at $85,000 for the Flintridge Road Project only.
- Fire Department Maintenance: $99,000 total, including $60,000 for epoxy flooring, $15,000 for maintenance (continuing 2027-2030), and $24,000 for SCBA.

- Ice Rink Community Center: The committee agreed that $100,000 should be allocated to this project.
- Marina Public Bathrooms: The committee discussed adding this project that wasn't in the original CIP. Based on comparable bathroom projects costing approximately $195,000-$217,000, and adding shower facilities, the committee estimated the project at $300,000. They decided to split funding between 2026 and 2027 at $150,000 each year.

White confirmed her support for the 2026 capital projects.

2027 Capital Projects

The committee reviewed engineering costs for the Pebble Beach project ($30,000) and other trail projects, with Woerfel and White expressing concern about the high engineering costs for relatively small projects. Discussion included whether RFPs were required for engineering services over $25,000, and how grant funding requirements impact engineering firm selection and costs.
The committee confirmed the skid steer replacement remained in the plan at $80,000 with $10,000 expected from trade-in value.

2028-2030 Capital Projects

The committee reviewed projects for these years, including:

- Playground equipment replacement at the beach (2029) at approximately $450,000, with potential grant eligibility
- Village Hall improvements pushed out to future years
- Library carpeting in 2029 at $17,500
- Fire Department truck replacement in 2029, pending further research on whether it's necessary
- Brush chipper in 2029 at $90,000

Bhirdo explained her overall approach to the CIP was to create some cushion for future needs while keeping the levy manageable. She noted additional budget considerations including $10,000 for meeting chairs, $10,000 for SAIL, a parks contingency fund, and an engineering budget.
Bhirdo also mentioned staff is researching the potential of using cash payments rather than bonding for the Mill Road project, which could save financing fees.

Motion by Howson to forward the Capital Improvement Plan for 2026 through 2030 to the Village Board for their September 16th meeting, specifically approving the capital projects levy portion of the CIP. Second by White. Motion carried – all ayes

Woerfel asked about the status of the broadband project and whether the village could potentially reallocate those funds to another project like Mill Road. Howson explained that the contract with Bertram is on hold as they were unable to provide the work within the contracted timeframe, while Frontier (recently purchased by Verizon) is now installing fiber throughout the county. The committee acknowledged this would require careful consideration and transparency since the village had already borrowed money and promised broadband to residents.

6. Next Meeting

The committee agreed to skip the September meeting and reconvene on Monday, October 13, 2025, at 1:00 PM, when third quarter financial data would be available for budget planning.

7. Adjourn

At 4:59 P.M. a motion was made by Howson, seconded by White to adjourn the August 25, 2025, meeting of the Finance Committee. Motion carried – all ayes.

Minutes by Sarah Bertges Administrative Assistant

Staff Report – 2026-2030 Capital Improvement Pan and 2026 Budget

Date: October 13, 2025
Board/Committee: Finance Committee
Author: Adam Ruechel, Baird Budget Consultant and Vlad Gannik, Financial Specialist

Description: Below is a synopsis of the work village staff have done on estimating key areas within the 2026 Budget and 2026-2030 Capital Improvement Plan. Village staff have been working under the direction of trying to achieve a budget and CIP which reduces the finalized mill rate from the 2024 taxes collected in 2025.

Equalized Value: On 08/15/2025 the WI Department of Revenue released their finalized 2025 Statement of Change in Equalized Value report.

Per the report Sister Bay shows the following changes:

2024 Equalized Value: $890,602,100
2025 Equalized Value: $919,131,200
Total Change: $28,529,100
Percentage Increase 3%

Assessed Value: On 08/06/2025 staff reviewed the estimated 2025 Assessment Figures for the Village of Sister Bay. **The Final Statement of Assessment and numbers will not be finalized until between late October through December so this is the last piece of the budget which can have an impact on the overall tax levy and finalized mill rate.**

Per the report Sister Bay shows the following changes:

Village of Sister Bay Statement of Assessment		
Category	2024	2025
Residential	$ 666,537,500.00	$ 679,449,200.00
Commercial	$ 137,975,100.00	$ 146,614,700.00
Agricultural	$ 36,300.00	$ 35,700.00
Undeveloped	$ -	$ 100.00
Agricultural Forest	$ 16,300.00	$ 24,500.00
Total	$ 804,565,200.00	**$ 826,124,200.00**

Tax Incremental Financing Districts: On 08/08/2025 the WI Department of Revenue released their finalized 2025 TID Statement of Change Report.

Per the report Sister Bay show the following changes:

TID # 1:

Changes in TID Equalized Values

2024 TID Value	2025 TID Value	Dollar Change	% Change
$200,307,100	$168,917,900	-$31,389,200	-16

TID # 2:

Changes in TID Equalized Values

2024 TID Value	2025 TID Value	Dollar Change	% Change
$21,455,200	$19,137,300	-$2,317,900	-11

Village staff had concerns about seeing significant reductions in the overall TID values from 2024 to 2025 and sent an exploration email to the WI Department of Revenue asking for further insight into why again the districts were seeing such a drastic change as the issues found last year with the large increase.

Supplied to the finance committee during their august meeting was an email response staff received from the DOR indicating this directly ties into the assessor's provided Municipal Assessment Report filed in 2023 which due to the $35,409,500 correction being applied in 2024 it impacts the next few years of statement and calculations to fix the correction and is the reason for the big swings in TID increments.

Tax Increment Worksheet: Using the finalized equalized values for the village as a whole and the tax increment districts village staff replicated the tax increment worksheet to estimate the amount of tax increment that will be needed to be placed on the tax levy and to estimate the impact on the finalized mill rate.

Per the estimates Sister Bay shows the following:

Year	Apportioned Levy	Equalized Value (Less TID Value Increment)	Interim Rate	Equalized Value (with TID Value Increment)	Total Levy Amount (Use on Mill Rate Worksheet)	Tax Increment
2023	$ 3,373,823.00	$ 730,936,300.00	0.004615755	$ 815,207,000.00	$ 3,762,795.92	$ 388,972.92
2024	$ 3,410,241.00	$ 720,987,700.00	0.004729957	$ 890,602,100.00	$ 4,212,509.86	$ 802,268.86
2025	**$ 3,418,243.00**	$ 783,223,900.00	0.004364324	$ 919,131,200.00	$ 4,011,386.51	$ 593,143.51

The table above shows that if the operational levy or apportioned levy which contains the General Fund, Debt Service Fund, and Capital Fund Transfer is finalized at $3,418,243 this would put the finalized total levy at $4,011,386.51 and provide the tax incremental financing districts with tax increment of $593,143.51.

General Fund Tax Apportioned Levy: Currently with an apportioned levy estimate of $3,418,243 this is allowing the general fund to do the following:

1. TID # 1 General Fund Support of $145,000 in 2025 and estimated $145,000 in 2026 for a total of $290,000 which the $145,000 is being applied as revenue received in 2026.
2. General Fund Transfer of $620,720 to fund Capital Improvement Plan.
3. General Fund Transfer of $52,000 to fund Ice Rink Operations.
4. General Fund Reserves Support. Per 2024 Audited Financial statements the village's General Fund Reserve is currently at $2,208,267. Rating agencies require that you have between 25-40% of your prior year audited financial general fund expenditures in reserves to be in good standing. When compared to your 2024 total general fund expenditure of $2,309,061 your current general fund balance percentage is 95.6%. If additional funding is needed to cover an increase in wages, benefits, and inflationary increases to the general fund further discussions can be had regarding the amount needed from reserves to fund shortfall.

Debt Service Fund Tax Apportioned Levy: Per the direction to focus on reducing the finalized mill rate we are estimating the debt service tax apportioned levy needs to be at $790,000.

Per the debt service schedule, the village is showing the following principal and interest payments needed for 2026:

COMBINED DEBT SERVICE

CALENDAR YEAR	PRINCIPAL	INTEREST	TOTAL
2024	$1,576,233	$241,932	$1,818,165
2025	$1,405,000	$493,099	$1,898,099
2026	$1,236,000	$494,672	$1,730,672
2027	$1,256,000	$456,215	$1,712,215
2028	$1,317,000	$413,876	$1,730,876
2029	$1,363,000	$369,675	$1,732,675
2030	$1,438,000	$323,391	$1,761,391
2031	$1,454,000	$275,470	$1,729,470
2032	$310,000	$244,005	$554,005
2033	$330,000	$228,838	$558,838
2034	$345,000	$212,569	$557,569
2035	$360,000	$195,344	$555,344
2036	$375,000	$177,388	$552,388
2037	$400,000	$158,450	$558,450
2038	$420,000	$139,563	$559,563
2039	$440,000	$120,900	$560,900
2040	$455,000	$101,200	$556,200
2041	$475,000	$80,450	$555,450
2042	$500,000	$58,700	$558,700
2043	$520,000	$35,950	$555,950
2044	$545,000	$12,175	$557,175
TOTAL	$16,520,233	$4,833,860	$21,354,093

Debt Service Revenue Offsets:

LESS: MARINA SUPPORTED DEBT SERVICE			LESS: WASTEWATER PLANT SUPPORTED DEBT SERVICE			LESS: TID #1 SUPPORTED DEBT SERVICE		
PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
$140,000	$33,625	$173,625	$25,000	$3,929	$28,929	$0	$0	$0
$150,000	$30,725	$180,725	$25,000	$3,442	$28,442	$280,000	$57,300	$337,300
$155,000	$27,288	$182,288	$26,000	$2,945	$28,945	$290,000	$50,875	$340,875
$155,000	$23,025	$178,025	$26,000	$2,438	$28,438	$285,000	$42,975	$327,975
$160,000	$18,300	$178,300	$27,000	$1,921	$28,921	$300,000	$34,200	$334,200
$165,000	$13,425	$178,425	$28,000	$1,385	$29,385	$315,000	$24,975	$339,975
$185,000	$8,175	$193,175	$28,000	$839	$28,839	$340,000	$15,150	$355,150
$180,000	$2,700	$182,700	$29,000	$283	$29,283	$335,000	$5,025	$340,025
$1,290,000	$157,263	$1,447,263	$214,000	$17,180	$231,180	$2,145,000	$230,500	$2,375,500

NET DEBT SERVICE			
PRINCIPAL	INTEREST	TOTAL	CALENDAR YEAR
$1,411,233	$204,378	$1,615,610	2024
$950,000	$401,633	$1,351,633	2025
$765,000	$413,565	$1,178,565	2026
$790,000	$387,778	$1,177,778	2027
$830,000	$359,455	$1,189,455	2028
$855,000	$329,890	$1,184,890	2029
$885,000	$299,228	$1,184,228	2030
$910,000	$267,463	$1,177,463	2031
$310,000	$244,005	$554,005	2032
$330,000	$228,838	$558,838	2033
$345,000	$212,569	$557,569	2034
$360,000	$195,344	$555,344	2035
$375,000	$177,388	$552,388	2036
$400,000	$158,450	$558,450	2037
$420,000	$139,563	$559,563	2038
$440,000	$120,900	$560,900	2039
$455,000	$101,200	$556,200	2040
$475,000	$80,450	$555,450	2041
$500,000	$58,700	$558,700	2042
$520,000	$35,950	$555,950	2043
$545,000	$12,175	$557,175	2044
$12,871,233	$4,428,918	$17,300,151	TOTAL

Total General Fund Debt Service Payment Needed: $1,178,565
Total TIF Fund Debt Service Payment Needed: $340,875
Grand Total: $1,519,440

Debt Service Fund Apportioned Levy: $790,000
TIF # 1 Transfer to Debt Service: $340,875
TIF # 1 Additional Transfer to Debt Service: $410,000
Grand Total: $1,540,875

Current Status

Village of Sister Bay
Tax Increment District No. 1
Cash Flow Proforma Analysis

	Expenditures								TID Status			
	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	
Year	TID #1 Supported D/S	Reimbursement to General Fund (3)	Reimbursement of Debt Service Levy (3)	Reimbursement to CP Fund (3)	Reimbursement to Utility Fund (3)	Payback of Advance to CP Fund (3)	Other Expenses (3)	Combined Expenditures	Annual Balance	Year End Cumulative Balance (December 31)	Cost Recovery	Year
2024	$0	$440,000					$2,568	$442,568	$420,828	$1,248,568	Per 2024 Draft Audit	2024
2025	$337,300	$145,000		$465,000			$150	$947,450	$750,418	$1,998,986		2025
2026	$340,875	$145,000	$410,000	$117,412		$325,729	$150	$1,339,166	$35,309	$2,034,296		2026
2027	$327,975	$145,000	$410,000		$265,000		$150	$1,148,125	$244,003	$2,278,299		2027
2028	$334,200	$16,955	$415,000		$265,000	$982,412	$150	$2,013,717	($603,756)	$1,674,543		2028
2029	$339,975		$420,000		$142,000			$901,975	$461,701	$2,136,244	Expenditures Recovered	2029
2030	$355,150		$435,000					$790,150	$582,889	$2,719,133	Expenditures Recovered	2030
2031	$340,025		$410,000					$750,025	$641,137	$3,360,269	Expenditures Recovered	2031
	$2,375,500	$891,955	$2,500,000	$582,412	$672,000	$1,308,141	$3,168	$8,333,176				

(3) Per Village Projections.

Capital Project Fund Tax Apportioned Levy: Per the direction to focus on reducing the finalized mill rate the capital improvement fund tax apportioned levy is estimated at $627,720. **Note this number could be reduced in the event additional levy support is needed from increasing in general fund wages, benefits, and inflationary increases.**

Proposed 2026 CIP Expenditures: **$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

Village staff have estimated the following funding sources are available to cover the 2026 CIP projects identified: General Fund Transfer to Capital Projects: $620,720 and TID # 1 Reimbursement to CIP: 2026 Estimated Transfer of $230,977.

Further in 2026 the Capital Improvement Fund will receive the following funding sources to assist with project:
Room Tax Moved from Debt Service to Capital Projects Fund: $510,000
State Grant of $906,390,
Interest in Investment $73,000, Potential Interest on Broadband Loan $125,000.
Liberty Grove Portion of Flintridge and Library Projects: $98,500

Capital Project Fund Reserves: Village staff has received questions from committee members regarding status/amounts of capital project fund reserves.

Per the 2024 Audited Financial Statements the Capital Project Fund reports the following:

VILLAGE OF SISTER BAY, WISCONSIN
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2024

	General	Debt Service	Capital Projects	Tax Incremental District No. 1
REVENUES				
Taxes	$ 2,641,677	$ 1,301,314	$ -	$ 824,421
Intergovernmental	241,898	-	24,575	2,528
Licenses and Permits	270,789	-	-	-
Fines and Forfeits	3,214	-	-	-
Public Charges for Services	37,509	-	35,488	-
Miscellaneous	210,046	-	435,630	29,054
Total Revenues	3,405,133	1,301,314	495,693	856,003
EXPENDITURES				
Current:				
General Government	733,223	-	2,787	-
Public Safety	199,088	-	-	-
Public Works	752,625	-	-	-
Health and Human Services	9,611	-	-	-
Culture and Recreation	430,068	-	-	-
Conservation and Development	184,446	-	-	2,568
Debt Service:				
Principal	-	5,681,268	-	-
Interest and Fiscal Charges	-	518,984	-	-
Capital Outlay	-	-	2,733,360	-
Total Expenditures	2,309,061	6,200,252	2,736,147	2,568
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	1,096,072	(4,898,938)	(2,240,454)	853,435
OTHER FINANCING SOURCES (USES)				
Long-Term Debt Issued	-	7,510,000	7,300,000	-
Premium on Debt Issued	-	254,222	-	-
Proceeds from Sale of Capital Assets	-	-	-	7,393
Transfers In	543,225	239,528	912,477	-
Transfers Out	(1,117,477)	-	-	(440,000)
Total Other Financing Sources (Uses)	(574,252)	8,003,750	8,212,477	(432,607)
NET CHANGE IN FUND BALANCES	521,820	3,104,812	5,972,023	420,828
Fund Balances - Beginning of Year	1,686,447	565,025	2,181,359	827,740
FUND BALANCES - END OF YEAR	$ 2,208,267	$ 3,669,837	$ 8,153,382	$ 1,248,568

Village staff found a previous excel workbook that was utilized for tracking purposes regarding CIP fund balance projects and distribution. The document has not been updated since the previous finance director's departure. Village staff will be working on auditing this information with the finance committee, financial advisors and auditors to test/verify the numbers for anticipated completion by July 1, 2026, for inclusion and consideration for the 2027 Budget process.

2026 Draft Village of Sister Bay Finalized Mill Rate Impact:

Using the current estimated equalized values, assessed values, and budget information we are estimating the following information:

General Fund Apportioned Levy: $2,007,523

Debt Service Levy: $790,000

Tax Increment District 1 & 2 Levy: $593,143.51

Total Estimated Finalized Levy: $4,011,386.51

Village staff utilizing the estimated final levy created a draft version of the Mill Rate Worksheet to estimate the current finalized mill rate for 2026:

DC TREASURER INFO	AGGREGATE RATIO	0.9043	DATE RECEIVED:	

MILL RATE WORKSHEET

VILLAGE OF:	SISTER BAY	TAX YEAR:	2024

DISTRICT #	RE VALUATION	TOTAL	% TOTAL
VILLAGE SISTER BAY	826,124,200	826,124,200	100.00%

TAX DESCRIPTIONS	AMOUNT NEEDED	MILL RATE
COUNTY		#VALUE!
MUNICIPAL	$4,011,386.51	0.004855670
SCHOOL 2114		#VALUE!
NWTC 1300		#VALUE!
GROSS TAX	$4,011,386.51	#VALUE!
SCHOOL CREDIT		#VALUE!
NET TAX	#VALUE!	#VALUE!

Based on the current estimates, the mill rate worksheet projects a finalized mill rate of $4.86 per $1,000 which is an estimated $0.37 reduction per $1,000 on the village only mill rate. (Note: 2024/Collected 2025 Mill Rate was $5.23)

Please follow links below for:

1. 2026-2030 Capital Improvement Pan
   https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:08726c24-6d47-49d8-ab36-6f557ab98f84
2. Report from Megan Barns on 2026 Sanitary Sewer and Water Service Extension (HWY-57)
   https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:abda69e1-a018-44a0-babe-de21c0c859db
3. 2026 Village of Sister Bay Budget
   https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:ee40c9f3-1939-4b4d-a68b-09dc85e42584

If the links do not open, please contact the Administration Office for a PDF version.

STAFF REPORT

Boathouse Lease

Date: October 13, 2025

Board/Committee: Finance Committee

Author: Julie A. Schmelzer, Village Administrator

Originally the Finance Committee discussed, and the Marina Committee accepted, a proposal that the rent charged to the Historical Society to operate a Waterfront Museum in the boathouse (technically paid by the Marina) would be to cap the PILT at $50,000 during the term of the lease. The term was 10 years.

The Historical Society then expressed concern about investing a large sum of money in a project with just a ten-year lease. The Marina Committee agreed to propose to the Board a 30-year term. When the draft lease was put in a Board packet, Trustee Bhirdo expressed concern over capping the rent at the $50,000 PILT for thirty years.

The Marina Committee then discussed the matter again and proposed that after year 10, the rent be the annual PILT – no matter what it is – minus $10,000, plus whatever is the annual CPI. They requested Finance Committee review of the proposal and welcome suggestions.

STAFF REPORT

Wiltse Property

Date: October 13, 2025

Board/Committee: Finance Committee

Author: Julie A. Schmelzer, Village Administrator

In April the Housing Committee discussed and made a motion: Members discussed a need to find out if the Board was really going to allow the $3 million in the CIP to be spent on the former Wiltse site, and when. With new R-4 standards, the committee is to the point where a preliminary plat should be created, and bids sought, so a model can be finalized. There was a motion by Champeau, second by Aurelius, to request the Village Board for clarification on the $3 million, whether it will really be spent on the project, and when. Motion carried unanimously.

In May the Board discussed the request: Schmelzer provided a brief overview of the work of the Housing Committee in developing a model for affordable housing in the village. The committee has now reached a point where they need to know the value of the land (which is debt-free) and necessary infrastructure to continue with the development. The committee cannot determine how many lots will be created until they know, via a land plat, what is available for their use after subtracting the buffer zone around the wastewater plant, the area for retention ponds, the areas that cannot be served by sewer and water, and that portion of the land that is unsuitable due to the contaminants found in the soil. Once the roads and infrastructure are mapped, they can identify the number of lots being created. Money has been committed to housing in the Capital Improvement Plan (CIP), and they are requesting a commitment from the board that that money is available for their use.

Bhirdo felt that the board needed to commit to some point in time to pursue this project after the Finance Committee reviews it.

Kodanko requested a formal presentation by the Housing Committee and time to consider the proposal, noting that the property also needs to be zoned. Bell agreed, and requested a breakdown of the number and type of homes and at what cost.

Champeau clarified that the committee does want a mixture of housing styles, but they don't have drawings to present. Howson felt a plat was unnecessary until the funding of the project was determined. Champeau pointed out that the money for this project was included in the CIP for funding in 2024, but had been pushed out to 2025.

White asked to understand where the push to develop this affordable housing came from and was told that it is a shared desire to provide housing for the local workforce and those looking to make Sister Bay their home at an affordable rate. White opined that the board should dictate what they want on the property and find a developer who can provide that versus asking a developer to propose what can fit on the land. Schmelzer shared that the Housing Committee proposes a model in which the village provides the land and infrastructure, and then enters into a development agreement with a builder who will contract individually with the buyers of the lots to construct their home based on what has been approved through the development agreement. They also desire to see all lots be deed-restricted to prohibit short-term rentals.

Bhirdo added that the former board was committed to the affordable housing project, and perhaps that needs to be a discussion with this new board to determine their commitment level. She also requested that this be a top priority on the Finance Committee's next agenda so they can start figuring out how to work it into the 2026 budget.

Schmelzer concluded by repeating that the Housing Committee would like funding for an engineer to draw a plat based on the available land, while Bell proposed the board dictate to the engineer the type and number of houses desired and have the plat drawn in that manner. It was determined that nothing further could happen at this time until the public hearing to fix the zoning of the land which will take place a week from now.

In October the Housing Committee revisited the matter during a conversation with Tom Landgraf, a development consultant, recommended by Kadonko and Howson. A quorum was not present but there was a discussion with Landgraf that lasted almost two hours. The proposed next steps were: Howson expressed the need to determine return on investment for residents concerned about property taxes. She and Julie agreed to schedule another committee meeting soon to prepare recommendations for the board, targeting the November 18th board meeting after discussing funding at the Monday Finance Committee meeting.

Following that meeting Schmelzer reached out to Stantec for an updated quote on a 'bare bones' Phase I design that would show how much land would be available for development after roads and stormwater facilities were accounted for. Such a plan would result in knowing how many lots could be developed in Phase I. Stantec quoted $15,000, but added $60,000 would get a better design he could use to get quotes on the cost of the infrastructure. With preliminary quotes, the Housing Committee could finish their work. There is money in the budget for the basic design work ($15,000).

Does the Finance Committee support a contract with Stantec to begin design work so the Housing Committee can continue their work?

STAFF REPORT

Schedule CIP 2026-2030 and 2026 Budget Hearing

Date: October 13, 2025

Board/Committee: Village Board

Author: Vlad Gannik, Financial Specialist/Village Treasurer

On September 16, 2025, Village Board 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 days 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
	11/17/2025	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.