



VILLAGE BOARD MEETING

AGENDA

VIRTUAL ONLY

MONDAY, OCTOBER 13, 2025 –9:00 AM

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSKaH.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. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
4. Discussion/Action Items
 - a) Award Bid & Contract; Marina Boardwalk
 - b) Grant & Contract; Administration Building Engineering
5. Adjourn

Public Notice

Public participation at meetings and correspondence is welcome. Submit emails or letters to the Village Clerk at clerk@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

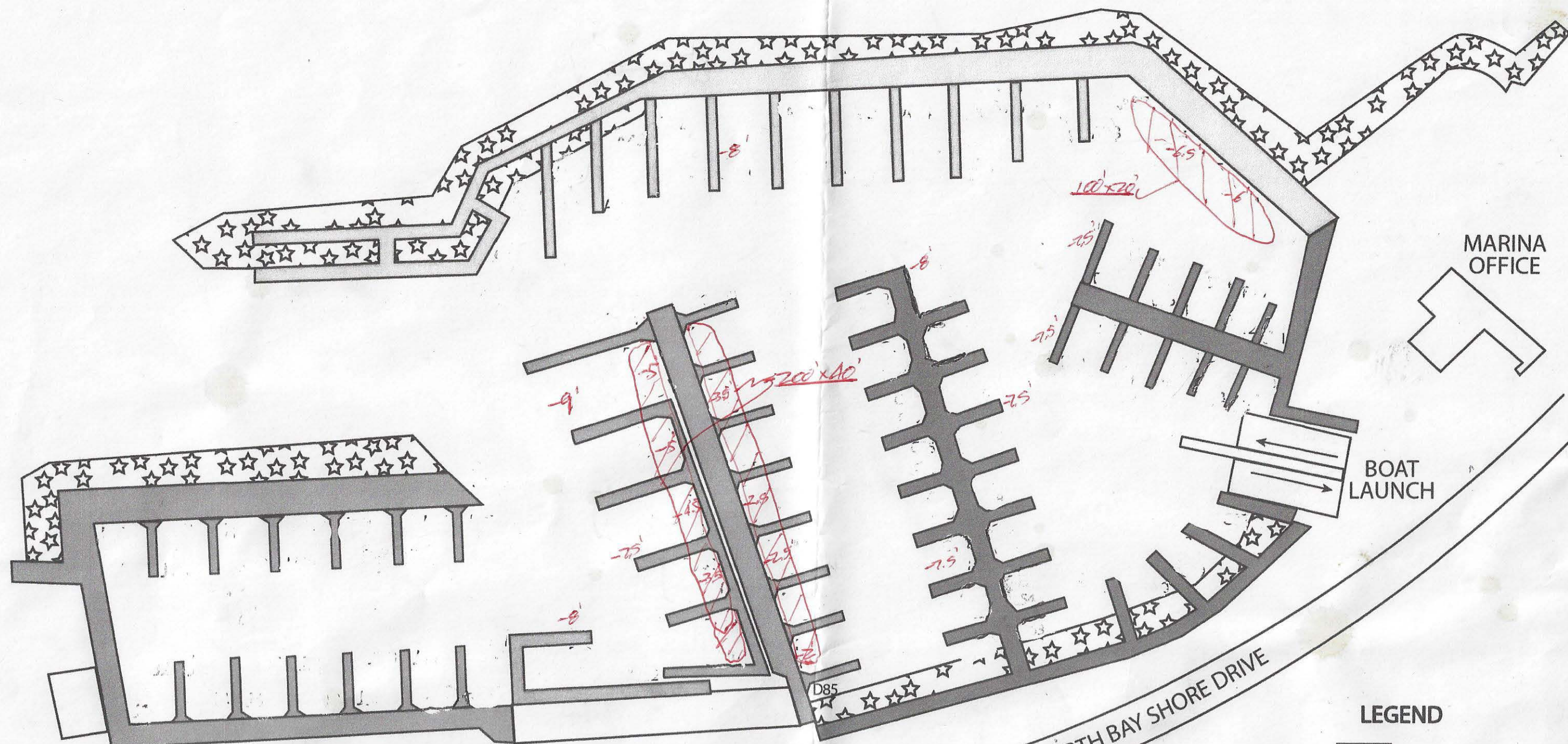
Sister Bay Marina Staff Report – October 13th, 2025

The Sister Bay Marina is in the process of completing a dredging project due to continually lowering water levels in the Marina. The DNR only allows dredging to be completed at certain times of the year. Our current DNR permit allows us to dredge from October 15th to November 1st and must be completed by November 1st. Attachment 1 shows the area to be dredged.

Fall Fest weekend also limits the dates that are available to dredge. Dredging materials are typically taken to a local quarry for disposal and can be messy on the roads during the operation. We have limited the contractors from starting until after Fall Fest as a result.

The Marina also is replacing the boardwalk area near the commercial kiosk and the junction of the D and J Docks (Johnson Marina). The project includes driving sheet steel into the shoreline and filling in the area under the current boardwalk. Considerable repairs and maintenance costs for the existing boardwalk have become excessive. As an example, every board on the boardwalk has been replaced two or three times due to gradual deterioration. Attachments 2 and 3 show the boardwalk area to be replaced.

Since both projects are in proximity, and both require similar equipment, Marina management is working with our marine design engineer to bid the projects together. The bid opening took place on Friday, October 10th, and the Marina Committee met Friday afternoon to evaluate and award the bid for the projects.



LEGEND

- A DOCK
- B DOCK
- C DOCK
- D DOCK
- E DOCK
- F DOCK
- G DOCK
- H DOCK
- I DOCK

DREDGE PLAN
 1"=60'
 ORIGINAL DREDGE DEPTH = -8' LWD
 ALL BL'S LWD
 TOTAL VOLUME = 1150 YDS





VILLAGE SISTER ELY MARINA
SLEEPING PIER



CONTRACT& GRANT DISCUSSION – REDESIGN OF ADMINISTRATION BUILDING

Date: October 13, 2025

Board/Committee: Village Board

Author: Julie Schmelzer, Village Administrator

The Parks, Property & Streets Committee met October 6, 2025, and discussed a grant opportunity that if successful, would cover 50% of the cost of a new administration building.

In September the state announced a new grant program for shovel ready projects. The projects must bear the stamp of an architect/engineer and the land already be acquired. The state is willing to grant 50% of the cost of the project, up to \$2 million. Grant awards are to be made in spring, and if awarded, the state would maintain an interest in the project. Details: doa.wi.gov/Pages/LocalGovtsGrants/Local-Projects.aspx

We do have approved plans for the administration building. In November 2024 the Board of Trustees approved version C, attached. However, engineering is not final – full engineered drawings, with construction management, was quoted at almost \$230,000 in January. McMahon is preparing a new estimate and contract for *engineering only*, and no bid management, no construction management, etc.

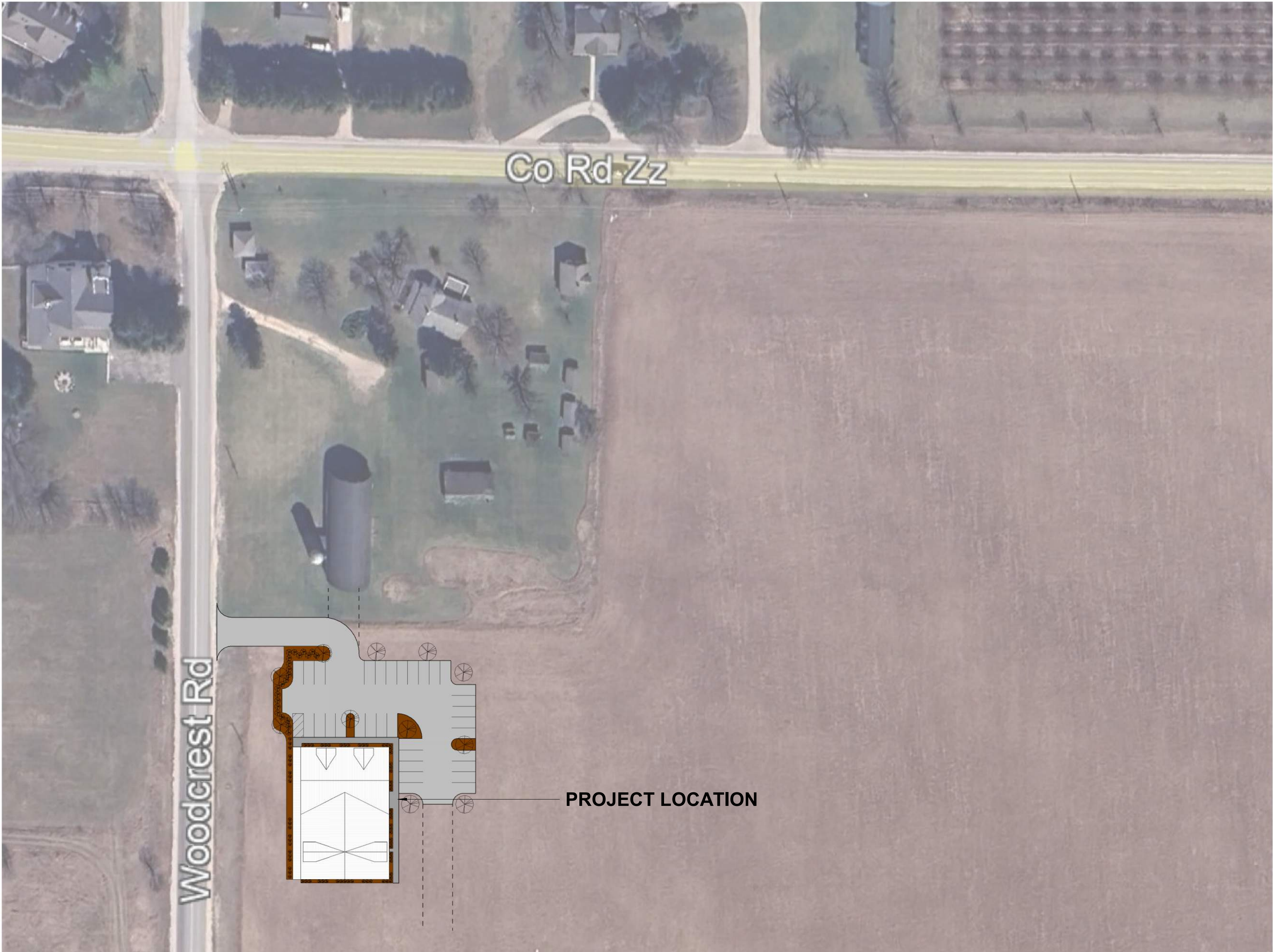
The Committee discussed the grant and weighed their options: use monies to complete engineering drawings and perhaps not get a grant, or, complete the drawings and possibly save the taxpayer up to \$2 million?

They also discussed the reality that not all members are in favor of building on the Logerquist site, nor do they support the design (a previous board approved the design).

The committee decided to recommend to the board that the board pursue a contract with McMahon for engineering services for version C, on the Logerquist site. If the grant is successful, that is the building and location of the new administration building. If the grant is unsuccessful, discussions about the design and site continue.

What would the Board like to do? The grant is due October 31.

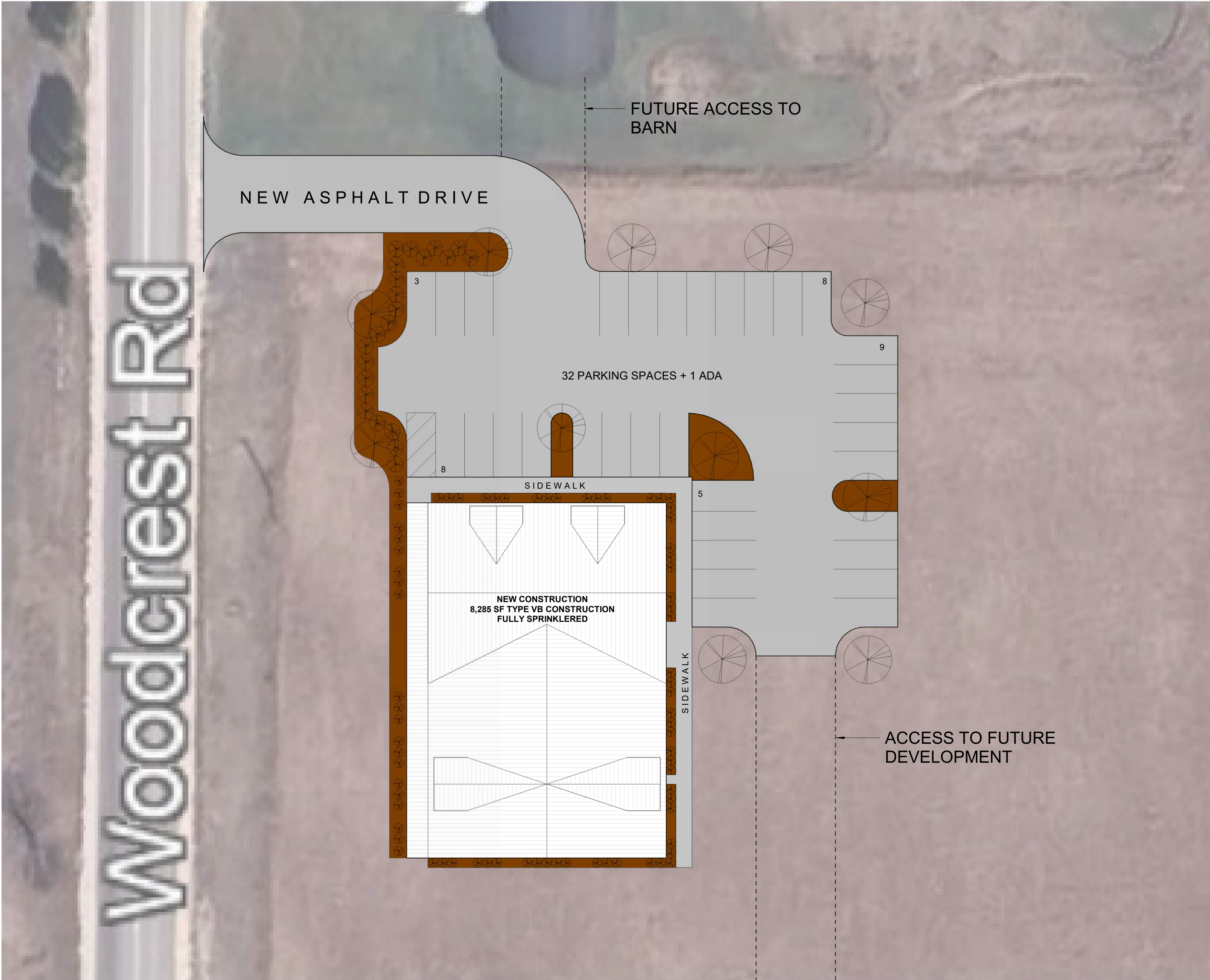
(Every once in awhile the state offers funding for shovel ready projects. I highly encourage the village to design anticipated projects so if grants become available, we can apply. For example, extension of Applewood, renovation of the old village hall, or sewer and water to the 57 south business lots. It is money up front, but in the long term it saves the taxpayers money, besides, the engineering has to be done at some point anyway.)



OVERALL CONCEPTUAL
ARCHITECTURAL SITE PLAN
1" = 60'-0"



0 30' - 0" 60' - 0" 120' - 0"
SCALE - FT.



ENLARGED CONCEPTUAL
ARCHITECTURAL SITE PLAN
1" = 20'-0"



0 10' - 0" 20' - 0" 40' - 0"
SCALE - FT.

PARKING LOT REQUIREMENTS:
EMPLOYEE STALLS = 7
ONE SPACE PER 3 CHAIRS = 25

PROVIDED:
32 PARKING SPACES + 1 ADA PARKING SPACE

INTERIOR LANDSCAPE ISLAND REQUIREMENTS:
5% OF PARKING LOT TO BE INTERIOR LANDSCAPE ISLANDS

PROVIDED:
12,824 SF TOTAL PARKING LOT
646 SF INTERIOR ISLANDS = 5.0% INTERIOR LANDSCAPE AREA



SISTER BAY ADMIN BUILDING - OPTION C
ARCHITECTURAL SITE PLAN



NOVEMBER 19, 2024

BUILDING CONCEPTS & STATISTICS

BUILDING FOOTPRINT = 7,244 SF
PORCH = 1,041 SF
TOTAL SQUARE FOOTAGE = 8,285 SF

BUILDING CONSTRUCTION CONCEPT:

FIRE PROTECTION:
BUILDING IS TO BE FULLY SPRINKLERED - DRY SYSTEM IN ATTIC SPACES

- ROOF:**
- PREFINISHED 24 GA. STANDING SEAM METAL ROOFING
 - SYNTHETIC UNDERLAYMENT w/ ICE AND VALLEY SHIELD
 - 5/8" OSB SHEATHING
 - WOOD TRUSSES AT 24" O.C.
 - R=49 MIN. BLOWN FIBERGLASS INSULATION
 - 4 MIL. VAPOR BARRIER
 - 5/8" GYPSUM BOARD FINISH
 - PROVIDE RAISED BOTTOM CHORD TRUSSES OVER VILLAGE CHAMBERS
 - PROVIDE RAFTERED ROOF OVER CENTER CIRCULATION SPACE

- WALLS:**
- BOARD AND BATTEN SIDING - DESIGN BASIS JAMES HARDIE
 - COMMERCIAL BUILDING WRAP
 - 7/16" OSB SHEATHING
 - 2x STUD FRAMING AT 16" O.C.
 - 6" R=21 FIBERGLASS BATT INSULATION
 - 4 MIL. VAPOR BARRIER
 - 5/8" GYPSUM BOARD FINISH

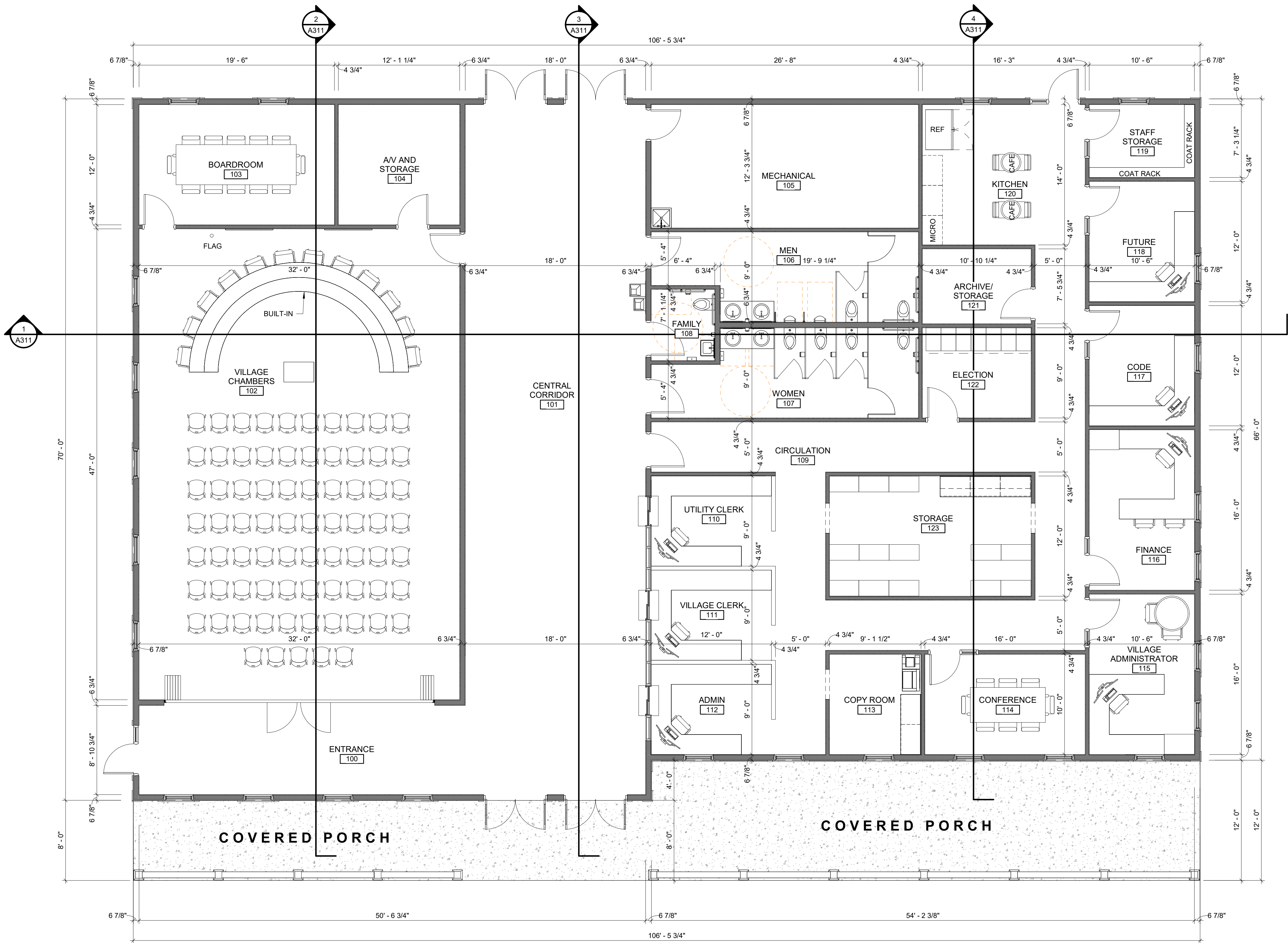
- WINDOWS:**
- 5'-0" x 3'-0" VINYL CLAD DOUBLE HUNG WINDOWS - DESIGN BASIS ANDERSEN TRIPLE PANE WINDOWS

- GLASS ENTRY DOORS:**
- KAWNEER TRI-FAB 451T FRAMING SYSTEM w/ VITRO SOLARBAN 70 GLASS

- INTERIOR DOORS:**
- HOLLOW METAL FRAMES
 - WOOD DOOR SLABS - STAINED MAPLE

- FLOORING & FINISHES:**
- 4" REINFORCED CONCRETE SLAB THROUGHOUT
 - OFFICES - 24" x 24" CARPET TILE
 - RESTROOMS - 12" x 24" TILE ON FLOOR AND WALLS
 - MECHANICAL AND STORAGE SPACES - SEALED CONCRETE
 - VILLAGE CHAMBERS - 6" x 36" LUXURY VINYL TILE (LVT)
 - CIRCULATION - POLISHED CONCRETE
 - ALL ROOMS TO RECEIVE (1) COAT PRIMER + (2) EGG SHELL LATEX

- SYSTEMS NOTES:**
- PROVIDE CENTRAL VACUUM SYSTEM



FIRST FLOOR PLAN NORTH
3/16" = 1'-0"



SISTER BAY ADMIN BUILDING - OPTION C
FIRST FLOOR PLAN



EXTERIOR MATERIALS LEGEND	
MTL-1	STANDING SEAM METAL ROOF
SDG-1	BOARD AND BATTEN SIDING



WEST EXTERIOR ELEVATION

3/16" = 1'-0"



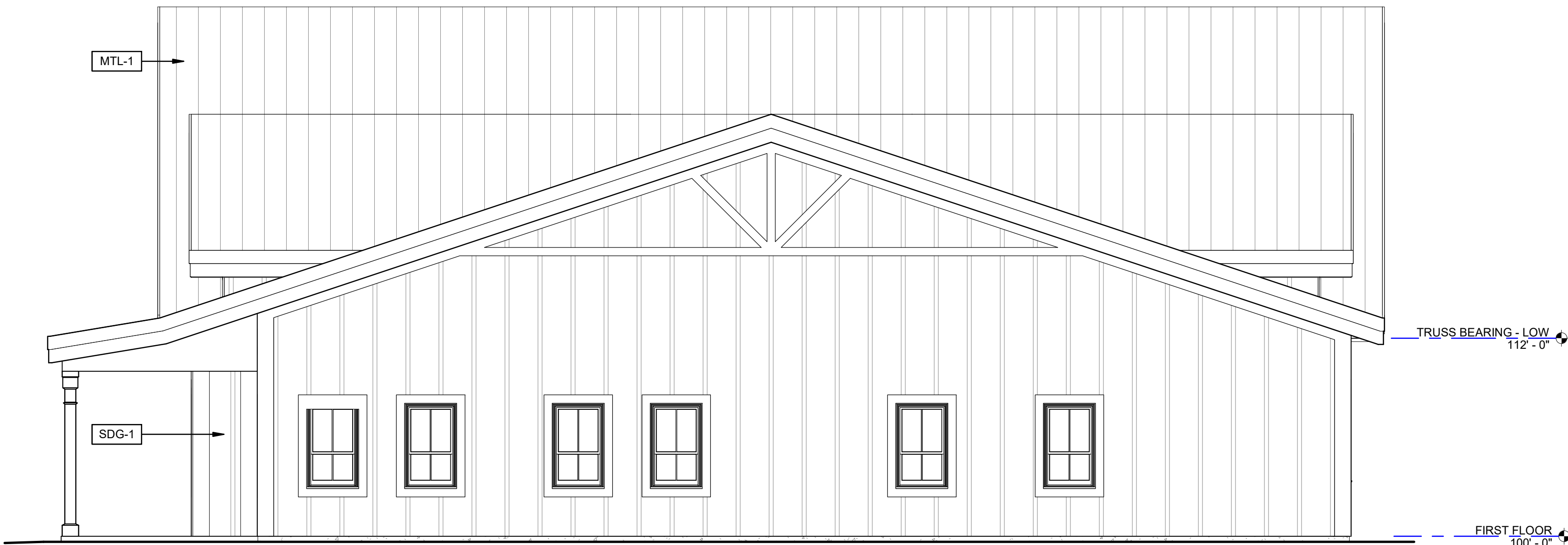
EAST EXTERIOR ELEVATION

3/16" = 1'-0"



NORTH EXTERIOR ELEVATION

3/16" = 1'-0"



SOUTH EXTERIOR ELEVATION

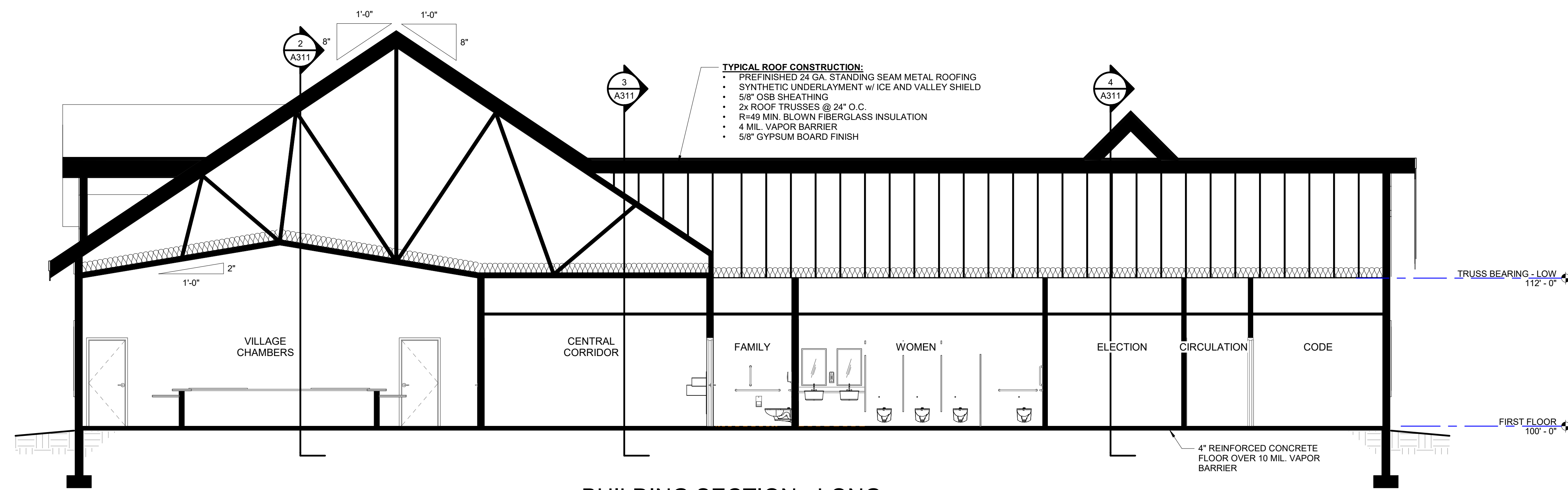
3/16" = 1'-0"



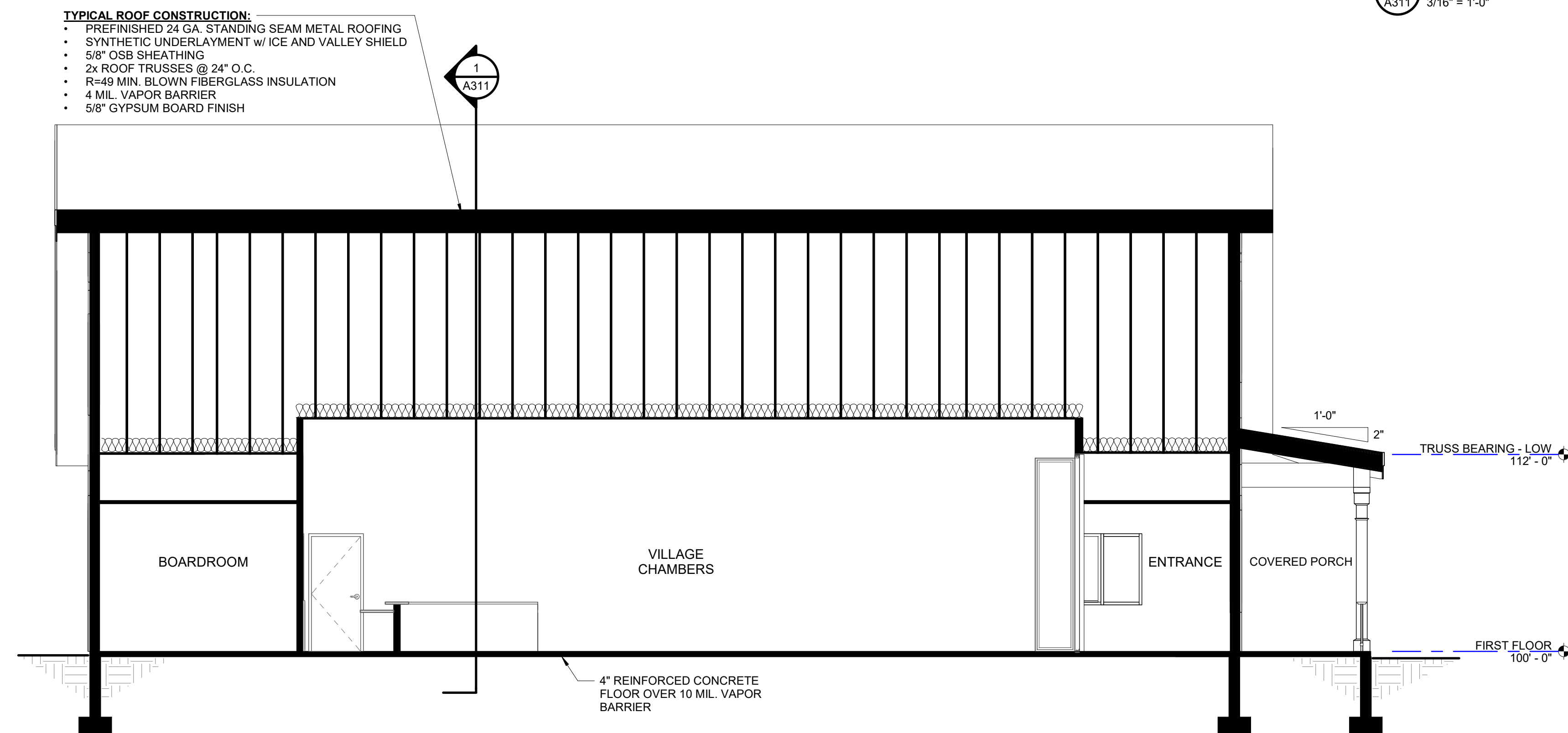
SISTER BAY ADMIN BUILDING - OPTION C
EXTERIOR ELEVATIONS



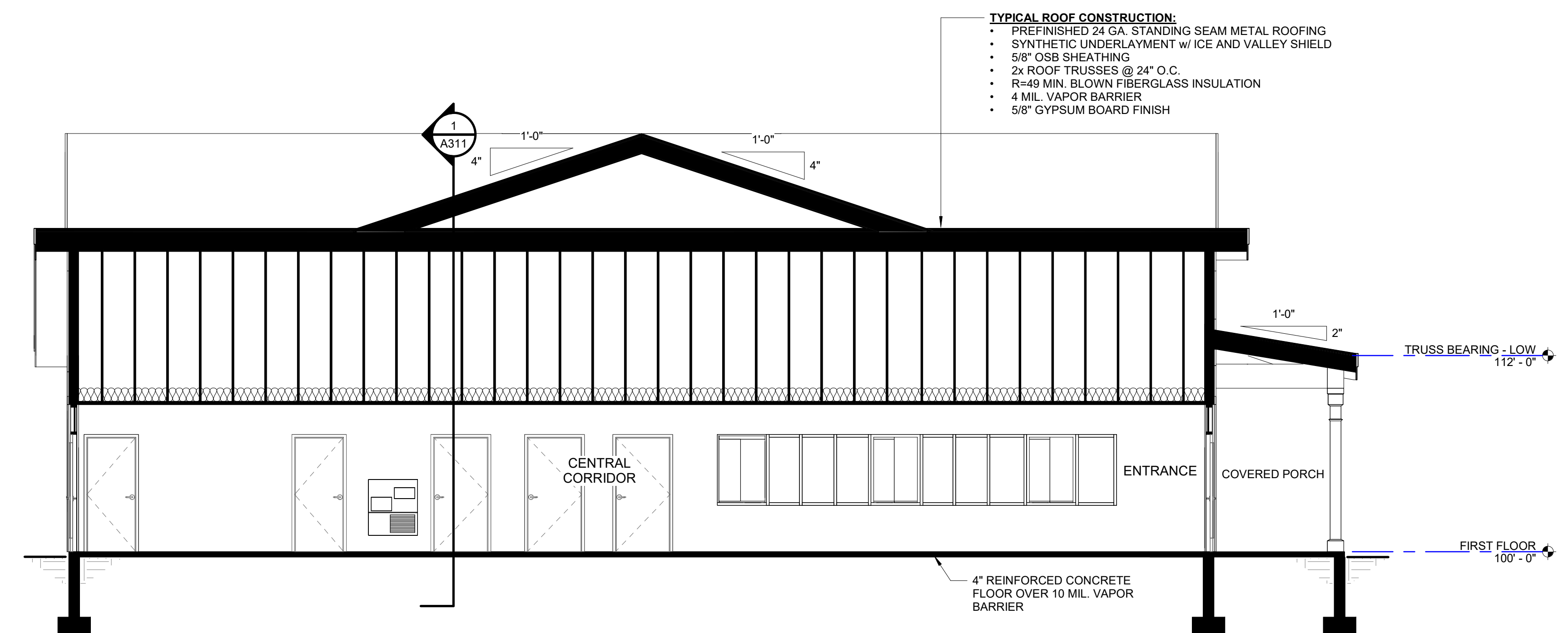
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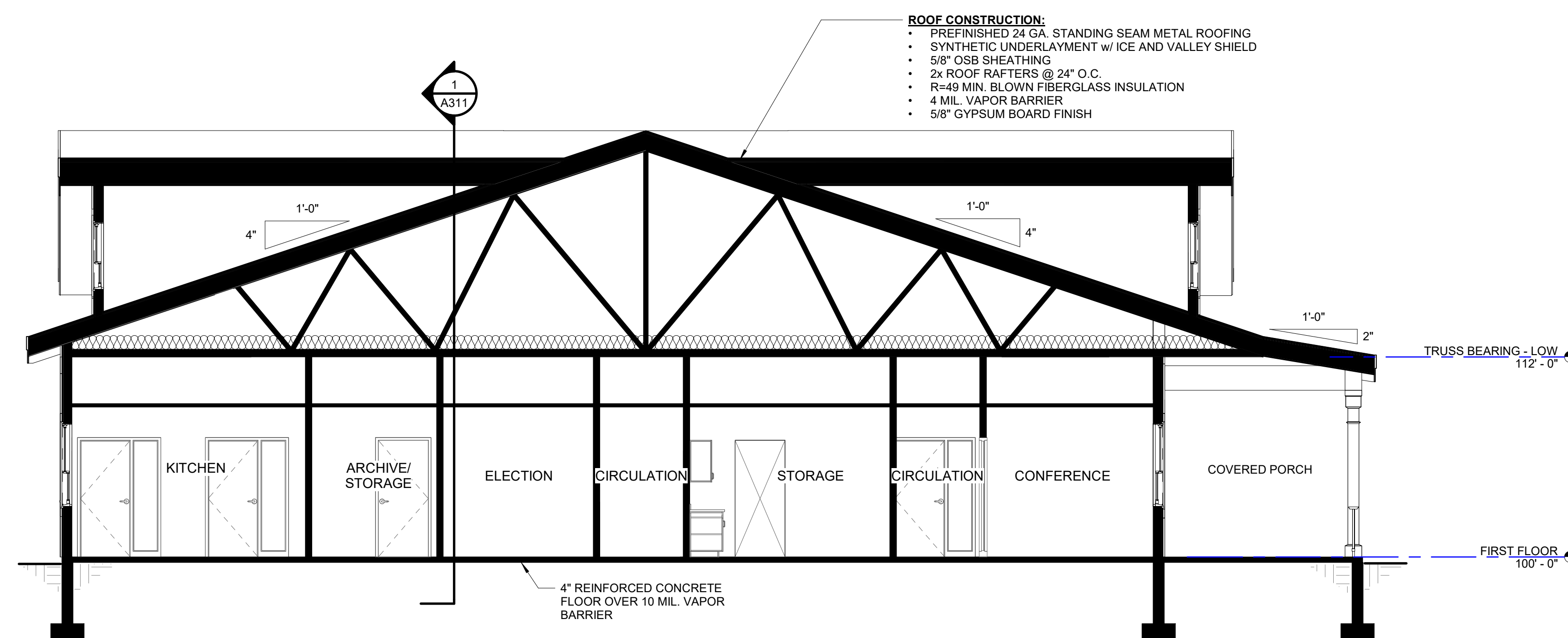
1 BUILDING SECTION - LONG



2 BUILDING SECTION THRU CHAMBERS



3 BUILDING SECTION THRU CENTRAL CORRIDOR



4 BUILDING SECTION THRU CIRCULATION



SISTER BAY ADMIN BUILDING - OPTION C BUILDING SECTIONS