



Sister Bay Liberty Grove Fire Station, 2258 Mill Rd., Large Meeting Room

VILLAGE BOARD MEETING
TUESDAY, OCTOBER 21, 2025 – 6:00 PM

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.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: September 16 & 18, 2025 & October 13, 2025
4. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Presentation & Recommendation for Publication
 - a) 2026-2030 CIP & 2026 Budget; Finance Committee
6. Resolutions
 - a) Res. No. 2025–025; Adopting the 2026-2030 Capital Improvement Plan
 - b) Res. No. 2025-026; Adoption of the 2025-2029 Comprehensive Outdoor Recreation Plan
 - c) Res. No. 2025-027; Designating Public Depositories & Signers
7. Discussion/Action Items
 - a) Conditional Use Permit; Nonconforming Structures & Uses; GEOS SB; 10849 N Bay Shore Dr.
 - b) Lease Agreement; 2026 Orchard Agreement; Seaquist; Former Wiltse Property
 - c) Letter of Intent; Housing Development; Tim Halbrook Builders; Ava Hope & Northwoods Dr.
 - d) Conceptual Plan Approval; Marina Building
 - e) Contract; Marina Building Design Development; MDT
 - f) Committee Appointments; Technology & Telecomm Committee
 - g) 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
12. 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 clerk@sisterbaywi.gov or at the Village Administration Office at 2383 Maple Drive, Sister Bay. Letters may not be read at the meeting but referenced and/or summarized. You may also email Board members directly. Questions regarding the nature of the agenda items or more detail on the items listed can be directed to the Village Administrator at julie.schmelzer@sisterbaywi.gov. Copies of reports and other supporting documentation are available for review online and at the Village Administration Office during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, 8 a.m. to noon on Fridays).

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 Village Administration Office at 920-854-4118; (FAX) 920-854-9637; emailing the Village Clerk at clerk@sisterbaywi.gov, or, by writing to the Village Administration Office, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234 (allow adequate mail time).

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.

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

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, September 16, 2025
(Approval Pending)

1. Call to Order & Roll Call

President Bell called the meeting to order at 6:00 PM on Tuesday, September 16, 2025.

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

Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik, Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier, and Admin Assistant Sarah Bertges

Others: Laurel Harff, Steve Sauter, Michelle Laurie, Dick Burress, Ken Church, Ben Kornowski, Mary Smythe, Ellie Soderberg-Guger, Don Knapp, Jill Gohdes Wiebe, "Adam's Phone", Karen Berndt and "iPhone"

2. Approve Agenda

A motion by Kodanko, second by Howson that the Agenda for the September 16, 2025, meeting of the Village Board of Trustees be approved as presented. Motion carried – All ayes.

3. Approve Meeting Minutes: August 19, 2025

Bhirdo noted that on page 3, line 30, the minutes needed correction regarding the remodeling options. She clarified that the committee had rejected remodeling in favor of a complete rebuild with a new foundation. She also pointed out that on page 4, line 40, the minutes should state that the board "accepted" rather than "acknowledged" the committee report.

Motion by Howson to approve the August 19, 2025, minutes as amended, second by Bhirdo. Motion carried – All ayes.

4. Comments, Correspondence and Concerns from the Public

- Laurel Harff addressed the Finance Committee's draft budget, noting that after a substantial tax increase in 2023, the board had promised not to raise taxes in 2024, but taxpayers received another substantial increase. She stated that the August 15 Finance Committee's draft budget included a tax reduction of only \$0.20 per \$1,000 of valuation, which was two-thirds less than last year's increase. She urged the committee to find ways to lower taxes.
- Steve Sauter addressed the Village Board regarding his property at 2414 Country Walk Drive. He explained that on July 20, he received a letter from the village about zoning compliance issues, and he had promptly removed six boats from the property. However, on the current date, he received a citation and fine of \$452.50 claiming he had not complied with an August 7 certified letter that he said he never received. He verified with the postmaster that no certified letters were delivered to his box in August. Sauter explained that the remaining items on the property included a compressor for the freezer and a Bobcat used for operations. He provided copies of the correspondence and photographs showing weeds and goldenrod at the Village administration building, suggesting enforcement was inconsistent.
- Dick Burress addressed three issues: First, he congratulated the village on the new parks building, calling it magnificent, but suggested that the village missed an opportunity to consolidate the parks facility with the administration building as other municipalities have done.

1 Second, he reiterated his belief that the administration building should be located downtown.

2 Third, he inquired about a drop-off site for wood debris from trees, which the board had
3 previously discussed but not yet established.

- 4 • Chad Kodanko spoke as a community member, expressing frustration with the village's approach
5 to code enforcement regarding weeds, calling the process "flawed".

6 7 **5. Presentations**

8 **a. Door County Economic Development Corporation Presentation; Michelle Lawrie, Director**

9 Lawrie, Executive Director of Door County Economic Development Corporation (DCEDC), presented
10 on the organization's activities and requested renewal of Sister Bay's financial support. She was
11 accompanied by Tim Duquaine, DCEDC Board Chairman.

12
13 Lawrie outlined the corporation's mission to enhance Door County's well-being through services,
14 initiatives, and policies that drive business growth and prosperity. She highlighted five pillars of
15 DCEDC's 2026-2028 strategic plan: talent attraction and development, business advancement and
16 advocacy, quality of life (addressing housing, broadband, and childcare challenges), entrepreneurial
17 spirit, and communication and engagement.

18
19 Lawrie detailed DCEDC's work benefiting Sister Bay, including student engagement in local careers,
20 business education and support, small business revolving loan programs with preference for trades
21 and manufacturing, policy education for lawmakers, connectivity to state and federal funding
22 opportunities, and quality of life initiatives including housing studies.

23
24 She noted that DCEDC helped secure a \$225,000 grant (with a \$25,000 DCEDC match) for the Small
25 Business Facade and Property Improvement Program, which benefited multiple Sister Bay
26 businesses. Lawrie requested financial support of approximately \$3,700 based on the recommended
27 \$3.29 per capita funding model.

28
29 Board members discussed their previous support level of \$5,000 per year and learned that DCEDC
30 currently holds approximately \$1,200 in restricted funding for Sister Bay from a previous housing
31 initiative. Duquaine offered to appoint an ex officio member from Sister Bay to the DCEDC board,
32 and Kodanko expressed interest in serving.

33
34 Schmelzer noted that DCEDC had been helpful with the comprehensive plan, contractor park
35 discussions with Liberty Grove, and the facade grant program. The board discussed the value of
36 renewing support in the 2027 budget, as it was too late to include it in the 2026 budget.

37 38 **b. CIP Presentation; Finance Committee**

39 The board reviewed the Capital Improvement Plan (CIP) by year. 2026 Projects:

- 40
41 • Marina Bathrooms (\$300,000 total across 2026-2027) - Construction to begin after the marina
42 season in fall 2026.
- 43 • Highway 57 Trail (\$240,000) - Approximately one mile from Highway 42 to Northwoods Drive.
- 44 • Community Center (\$100,000) - First of five annual installments to support the ice rink warming
45 house/community center project.
- 46 • Sewer/Water Extension (\$110,000) - Extension to properties with special assessment financing
47 options.

48 49 **2027 Projects:**

- Highway 42 Trail (\$144,000) – Construction management for the trail section connecting Sister Bay with Ephraim.
- Playground Equipment (\$100,000) - Bell suggested seeking community funding/donations as seed money.
- Pebble Beach Bathroom Engineering (\$30,000) - For ADA-compliant bathrooms and addressing water runoff issues.
- Cold Storage Building Siding - Linczmaier confirmed plans to replace the deteriorating siding on the dry storage building.

2028-2030 Projects: The board briefly reviewed projects scheduled for 2028-2030, including Village Hall funding of \$400,000 across 2028-2029, the completion of the Highway 42 Trail, continued playground equipment funding, and equipment replacements including a construction lift in 2030. Multiple trustees expressed concerns about the cost of the Highway 42 Trail, which was estimated at approximately \$2.3 million, with Village funding of \$460,000 for what Sauter described as "a short distance". Schmelzer explained that the elevated boardwalk design along the highway makes the project more expensive than typical trails.

The board requested the Finance Committee consider moving Village Hall funding earlier in the CIP timeline by swapping funding with other projects that could be pushed back.

6. Resolutions

a. Res. No. 2025 – 023; TAP 42 Grant Application; Highway 42

Schmelzer explained that this resolution is required to apply for the Transportation Alternatives Program grant due in October. The resolution acknowledges that the village will provide a 20% match for the project.

The board discussed the Highway 42 Trail route and design, with some trustees expressing concern about the project's cost and questioning whether Ephraim's plans for connecting trails had changed. Schmelzer confirmed that the trail plan keeps Sister Bay's portion on the same side of the highway as the proposed regional trail system, which hopefully will eventually connect to the Highway 57 trail.

Motion by Howson to approve Resolution No. 2025-023 for the TAP 42 Grant Application, second by White. Motion carried – All ayes.

b. Res. No. 2025 - 024; Supporting the Knowles-Nelson Stewardship Program

Schmelzer explained the importance of the Knowles-Nelson Stewardship Program to the village, noting it has funded numerous local projects including the Marketplace parking lot, wetlands work at the beach, and the purchase of Pebble Beach. The program is at risk of not being renewed.

Motion by Kodanko to approve Resolution No. 2025-024 supporting the Knowles-Nelson Stewardship Program, second by Howson. Motion carried – All ayes.

7. Discussion/Action Items

a. Lease Agreement; Friends of the Ice Rink; Ice Rink

Schmelzer asked for a motion to reconsider and approve the new lease agreement with Friends of the Ice Rink to correct date inconsistencies from the previously approved agreement.

Motion by Bell, second by Howson. Motion carried – All ayes.

b. Contract; PSI; Soil Testing; 2313 Mill Rd.

Schmelzer explained the request for soil testing at the old parks maintenance facility site. She noted there were local accounts of the site having been used as a dump, though DNR records don't confirm this. Water issues on the property were also a concern, although there are no mapped wetlands. The testing would help determine the site's suitability for potential future development, including possibly the administration building.

It was questioned whether spending \$6,000 on soil testing was appropriate when the property might need to be used to satisfy Knowles-Nelson grant requirements. It was clarified that multiple options exist to resolve the grant compliance issue, and the board was keeping options open.

Motion by White to approve the contract with PSI for soil testing at 2313 Mill Road, second by Bell.

Motion carried – All ayes.

c. Accept Bid; Dumman Appraisal Group, LLC; Post Office Appraisal

Schmelzer explained that while \$2,000 had been budgeted for a post office appraisal, the appraiser indicated it would cost \$6,000 to meet all the requirements of the United States Postal Service. She noted that the appraisal was requested by the Parks, Property & Streets Committee to potentially negotiate a higher lease rate with the post office.

Several trustees expressed skepticism that the post office would agree to pay more regardless of what an appraisal showed. It was argued that without an appraisal, the village would never know how much it might be subsidizing the post office and would have no chance of securing a higher rate.

Motion by Bell to accept the bid from Dumman Appraisal Group for the post office appraisal. Motion failed for lack of a second.

d. Accept Bid; Dumman Appraisal Group, LLC; Encumbrance Appraisal

Schmelzer explained the Parks, Property & Streets Committee felt an appraisal of the Marketplace parking lot is needed to determine the value the village must replace elsewhere to address Knowles-Nelson Stewardship Program compliance issues. She noted that Dumman is working with the DNR to determine the specific appraisal requirements but has provided a not-to-exceed price of \$5,000.

Motion to by Kodanko to accept the bid from Dumman Appraisal Group for the encumbrance appraisal of the Marketplace parking lot at a cost not to exceed \$5,00, second by White. Motion carried – All ayes.

e. Accept Bid; Lake Ledge Naturalist, LLC; Historic Signage; Waterfront Park

Schmelzer presented a proposal for two historic signs at the waterfront park at a cost of \$25,000, to be funded from municipal reimbursement funds (tourism-related funds, not taxpayer dollars). The board discussed potential locations for the signs, with multiple trustees expressing concern about blocking water views.

Motion by Champeau to accept the bid from Lake Ledge Naturalist, LLC for historic signage at Waterfront Park at a cost of \$25,000, second by Howson. Motion carried – All ayes.

f. Annual Administrator Evaluation

Schmelzer reported that in February the board requested the Personnel Committee to conduct the the previous year's administrator evaluation and share it with the board, but it had not been shared. She explained the evaluation from last year showed a score of 7.47 out of 9, which was higher than

the previous year, and this year's evaluation used a different ranking, a revised 1-5 scale which she scored 4.37 out of 5. Schmelzer noted there is typically one bad evaluation, but all others were quite positive and overall she was very satisfied with the evaluations.

Bhirdo expressed a preference for the previous 1-9 scale as it provided more nuance in scoring. She also noted that only five trustees completed evaluations this year compared to all trustees last year, and suggested participation should be mandatory.

The board discussed the evaluation form design, with trustees suggesting improvements to allow more space for comments in future evaluations.

The evaluation form style was referred back to the Personnel Committee for consideration for the next evaluation period.

g. Liquor License Amendment; Alpaca Apparel

Schmelzer explained that Ben Kornowski from Alpaca to Apparel had requested an amendment to his liquor license to allow for package sales outside the building during certain events when a tent is permitted. Bhirdo cited the state statute governing Class A licenses, noting that they allow off-premise consumption and limited on-premise sampling (two 3-ounce beer samples, one 0.5-ounce spirits sample, or two 3-ounce wine samples per person).

Motion by Kodanko to approve the liquor license amendment for Alpaca to Apparel as presented, second by Champeau. Motion carried: Aye -6 (Howson, Bell, Champeau, Harff, White, Kodanko); Nay -1 (Bhirdo)

h. Committee Appointments

Bell presented three committee appointments:

- Jill Wiebe to Ad Hoc Green Tier
- Nate Bell to Technology Committee
- Brigid White to Personnel Committee

Motion by Kodanko to approve the committee appointments as presented, second by Howson. Motion carried – All ayes.

i. Monthly Financial Report & Appropriations

The board reviewed the monthly financial report and addressed questions regarding several expenditures, including computer services for the marina (\$3,979.97), HeyGov meeting minutes software (\$269.10 monthly), a soaker hose and sprinkler system for the Parks Department (\$577), three connection fee refunds to Packerland Builders, and storage costs (\$2,000).

Motion by Howson to approve the monthly appropriations in the amount of \$329,511, second by Kodanko. Motion carried – All ayes.

8. Staff Reports

- Schmelzer reported that she has announced her retirement. She mentioned attending the Housing Partnership open house, where the village was thanked for providing land for the houses. She noted the Parks building open house was successful, and the Triangle public informational meeting had good engagement. She also mentioned the upcoming Highway 57 Trail public input meeting scheduled for Monday, and that the Parks Committee would be working on the Outdoor Recreation Plan.

- Linczmaier reported on Public Works activities and responded to questions about the Pebble Beach cameras and marina building project.
- The board received written reports from other departments.

9. Committee Reports (See Below Committee Listing)

Minutes shared in the meeting packet included:

- Finance Committee: August 15 & 25, 2025
- Housing Committee: August 5, 2025
- Library Commission: August 11, 2025
- Personnel Committee: August 21, 2025
- Sewer and Water Utility Committee: September 9, 2025

The board reviewed committee minutes and noted errors the committees would need to address, including:

- Finance Committee minutes needed to credit Bhirdo for recommending cash payments rather than bonding for the Mill Road project
- Housing Committee minutes incorrectly stated that the Parks Committee's reasoning for not installing a fence around the stormwater pond was related to plants
- Personnel Committee minutes noted that the Finance Director requested to no longer be a department head, changing to a non-exempt Financial Specialist position

Motion by Bhirdo to accept the committee reports, second by Howson. Motion carried – All ayes.

10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee **The following items were suggested for future agendas:**

- Funding for DCEDC
- Review of the process for issuing fines, including allowing adequate response time
- Discussion with State Representative Joel Kitchens regarding:
 - The Knowles-Nelson Stewardship Program
 - Short-term rental regulations for premier resort areas

11. Next Meeting

a. Schedule Budget Hearing

The board scheduled the budget hearing for Monday, November 17, 2025, at 5:30 PM.

b. Schedule CIP Hearing

The CIP hearing was scheduled to be held jointly with the budget hearing on Monday, November 17, 2025, at 5:30 PM.

c. Schedule Special Board Meeting

A special board meeting was scheduled for Thursday, September 18, 2025, at 11:00 AM to address the recruitment process for the next administrator.

12. Executive Session

a) Convene into Closed Session

At 9:48 PM a motion was made by Bell to convene into executive 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 involved, second by White. A roll call vote was taken on the motion, and the members voted in the

1 *following fashion: Bhirdo – aye; Harff – aye; Howson – aye; Kodanko – aye; White – Aye; Bell – aye;*
 2 *Champeau – aye*

3
 4 It was noted that at 10:22 PM, Bell recused himself from further discussion and left the board
 5 meeting.

6
 7 **b) Reconvene into Open Session**

8 At 10:39 P.M. the Board reconvened into open session. *A roll call vote was taken and the members*
 9 *voted in the following fashion: Bhirdo – aye; Harff – aye; Howson – aye; Kodanko – aye; White – Aye;*
 10 *Champeau – aye*

11
 12 **c) Motion or Action, as Appropriate**

13 **i Preserving Foundations (Anschutz)**

14 *Motion by Howson to file a summons and complaint with the court October 20th or shortly after*
 15 *regarding the Preserving Foundations case, second by Bhirdo. Motion carried: Aye -5 (Howson,*
 16 *Bhirdo, Champeau, Harff, White,); Nay -1 (Kodanko)*

17
 18 **ii Bertram Communications**

19 *Motion by Howson to sever the relationship with Bertram Communications, second by Kodanko.*
 20 *Motion carried – All ayes.*

21
 22 **13. Adjourn**

23 *Motion to adjourn by Howson, seconded by Kodanko. Motion carried – All ayes.*

24
 25 The meeting was adjourned at 10:42 PM.

26
 27 Respectfully submitted,
 28 Sarah Bertges, Administrative Assistant

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Thursday, September 18, 2025
(Approval Pending)

1. Call to Order & Roll Call

The September 18, 2025, meeting of the Sister Bay Village Board of Trustees was called to order by President Nate Bell at 11:39 A.M.

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

Staff: Village Administrator Julie Schmelzer, Utilities Director Megan Barnes, and Administrative Assistant Sarah Bertges

Others: Mary Smythe, Jill Wiebe, Barb Meyer, Laurel McDermott, Tyler Duvall Esq BS53436

2. Approve Agenda

Motion by Howson, second by Harff to approve the agenda. Motion carried – All ayes.

3. Comments, Correspondence and Concerns from the Public

Resident Mary Smythe expressed regret regarding the departure of Administrator Julie Schmelzer. She praised Schmelzer's effectiveness, dedication, and vision during her tenure, noting Schmelzer had secured significant grant funding for village projects. Smythe stated concern about staff turnover and questioned the transparency of the Village Board, referencing multiple executive sessions and questioning where the contract was that the board was to discuss that day under item c. She also expressed support for having separate zoning administrator and village administrator positions.

4. Discussion/Action Items

a. Job Description; Village Administrator/Zoning Administrator

Schmelzer explained that in anticipation of her resignation announcement the previous week, she had approached the Personnel Committee in August to review the administrator job description and update it. The committee forwarded the description to the board. She encouraged the board to separate the zoning role from the administrator role, but added that while separating the roles might be beneficial, it was not currently budgeted.

Howson noted she had reviewed job descriptions from other municipalities for consistency and discussed the variation in administrative structures across Wisconsin municipalities. She explained that some have administrators, some don't, and very few combine administrator and zoning manager roles, emphasizing the importance of the job description rather than title.

Schmelzer added that with the Finance Specialist no longer serving as Finance Director, more budget responsibilities had been added to the administrator job description.

Bell inquired about the two common tracks for village administrators - zoning focused versus finance focused. Schmelzer confirmed this distinction, adding that most administrators specialize in either budget/finance or community development. She explained this specialization typically begins during education and suggested finding someone with both skill sets would likely require an experienced candidate.

Kodanko advocated for separating the positions, arguing the community would be better served by having a community-focused administrator who could be more visible while having a separate zoning specialist.

Schmelzer agreed, explaining that combining roles puts the administrator in the difficult position of being both the "good cop" (administrator) and "bad cop" (zoning administrator), which has damaged the reputation of the position. She also noted the village's zoning code was somewhat cumbersome compared to other municipalities so finding an administrator to do both roles may be difficult.

Howson questioned whether the zoning administrator position would require full-time status, which Schmelzer confirmed it would. Discussion ensued about the workload created by village development projects and enforcement requirements.

Kodanko expressed frustration with what he characterized as overly nitpicky code enforcement that consumed staff time and negatively affected community feeling. He suggested the village should focus on improving the code rather than on enforcement.

Schmelzer agreed the code needed improvement, noting that many permitted uses required unnecessary plan commission and board approval when they could be handled administratively, but added Sister Bay's code has many good elements, but does require a major overhaul, which the Plan Commission is aware of.

White agreed with the need to revise the code and consider adding a zoning administrator who would work with the new code.

Bell asked about code interpretation challenges, and Schmelzer explained that the issue wasn't interpretation but rather the requirement for many decisions to move up the approval ladder, increasing time and costs for applicants.

Harff expressed frustration with specific code requirements, particularly regarding driveways at short-term rentals, and recounted examples of problems in residential neighborhoods.

After extensive discussion about code revision needs, staffing requirements, and administrative workloads, the Board reached consensus to proceed with the job description as written while considering changes to the position at a later date.

b. Contract; Innovative Public Advisors; Administrator Recruitment

Howson reviewed the scope of work provided by Innovative Public Advisors (IPA). She detailed their recruitment process, which would include:

- Position assessment surveys completed by trustees and staff
- Review and possible enhancement of the job description
- Development of marketing materials including a profile brochure and custom landing page
- Advertising through multiple channels including WCMA and LinkedIn
- Promotion through IPA's extensive network with targeted outreach to administrator professionals

Howson outlined the anticipated timeline with week 1 consisting of a kickoff call and posting the position, and in-person interviews occurring around week 6. She explained the interview process would include separate group interviews with trustees, supervisors, and community leaders, all moderated by Jess Wilde from IPA.

1 She noted that while IPA was a relatively new firm, the individuals had extensive experience and
 2 networks in Wisconsin municipal government. Bell added that IPA was confident they could find a
 3 qualified candidate within the timeline and offered interim services if needed.

4
 5 *Motion by Kodanko, second by Champeau to accept the proposal from Innovative Public Advisors for*
 6 *administrator recruitment services. Motion carried – All ayes.*

7
 8 **c. Contract; Finalize Administrator Agreement**

9 The Board reviewed the administrator agreement as provided via email.

10
 11 *Motion by White, second by Howson to accept the administrator agreement as signed and*
 12 *presented. Motion carried Aye -4 (White, Bell, Champeau, Howson); Nay -2 (Kodanko, Harff).*

13
 14 **5. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**
 15 **The Board directed the following items to be placed on future agendas:**

- 16 ● For the Plan Commission: To begin exploring options for revising/rewriting the zoning code,
 17 including identifying potential consultants and estimating costs
- 18 ● For the Personnel Committee: To explore alternatives for zoning administration, including
 19 potential third-party options

20
 21 **6. Adjourn**

22 *At 12:48 P.M. a motion was made by Kodanko, second by White to adjourn. Motion carried – All*
 23 *ayes.*

24
 25 Respectfully submitted,

26
 27 Sarah Bertges

28 Administrative Assistant

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Monday, October 13, 2025, at 9:00 AM
(Approval Pending)

1. Call to Order & Roll Call

President Bell called the special meeting of the Village Board of Trustees to order at 9:00 AM.

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

Staff: Administrator Julie Schmelzer, Marina Manager Dave Lienau, Village Clerk Julie Thyssen

Others: Keith Wiebe, Myles Dannhausen

2. Approve Agenda

Motion by Howson, second by White, to approve the agenda. Motion carried – all ayes.

3. Comments, Correspondence and Concerns from the Public

Bell asked if any members of the public wished to speak. Mr. Wiebe asked whether comments would be available during item 4b or if he should make them now. Bell advised him that comments would be taken during item 4b.

4. Discussion/Action Items

a. Award Bid & Contract; Marina Boardwalk

Lienau reported that bid opening was held the previous Friday, with the Marina Committee subsequently meeting to determine whether to award a bid. The Committee rejected all bids as they came in between \$100,000-\$150,000 more than the allocated budget for the project. Lienau explained that the same project had been bid and accepted in spring for \$229,000, with work scheduled for April, but permit approval from the DNR was not received in time to complete the work prior to marina opening. The new bids received were significantly higher at \$385,000, \$380,000, and \$463,000.

The Committee will meet on Wednesday to discuss alternative options. The DNR permit for the project remains valid until March 15, 2026. Regarding the dredging portion of the project, Lienau stated they were already in contact with bidders to potentially complete that work separately, as the DNR permit for dredging expires November 1. No dredging work will begin until after Fall Fest due to potential street disruptions from the project.

b. Grant & Contract; Administration Building Engineering

Bell explained that this item was initially scheduled for next week's meeting but was moved to today's special meeting to provide additional time for consideration.

Schmelzer described a recently announced state grant opportunity available to communities for up to \$2 million, covering half of project costs, on shovel-ready projects, with an application deadline at the end of the month. The Village had previously approved Building Plan C for an administrative building on the former Logerquist property in November, but in January the board had opted not to pursue the engineering drawings, and, shortly after the board decided to see if other sites were available for the building. Having engineered drawings would improve the Village's chance at the grant, should the board agree to pursue a grant.

Schmelzer indicated that McMahon Associates could prepare the necessary engineering drawings by the month's end for \$109,700, allowing the Village to apply for the grant, but the drawings would not include items such as construction management or bidding. The Parks Committee had recommended to the board that the Village proceed with the engineering drawings and pursue grant funding.

Mr. Wiebe spoke during public comment, expressing concern about potentially being "stuck with" a building and location that not all board members supported.

Howson noted she has reconsidered her previous vote in favor at the Parks Committee meeting, citing concerns about the state retaining a 20-year land use restriction agreement that would be recorded with the County Register of Deeds.

Kodanko stated he heard that the grants previously awarded through similar programs were for community-driven projects rather than administrative buildings and expressed opposition to the Logerquist location.

Bhirdo spoke in support of the Logerquist site and building plan, noting her involvement with the project from the beginning and the years of work by previous committees.

White expressed doubt about the likelihood of receiving the grant, citing what appeared to be a 10% success rate for similar programs and the fact that administrative buildings seemed to have a lower priority than community centers, libraries, and other public facilities mentioned in the grant materials.

Bell stated he was uneasy about proceeding without a thorough review of lessons learned from the recently completed parks building project.

Harff and Champeau expressed support for the Logerquist site, noting concerns about congestion if the building were located downtown.

Motion by Howson, second by Kodanko, to not approve the contract for McMahon to do engineering on the current plan for the administration building and to not apply for the grant. Roll call vote: Champeau – Nay, Howson – Aye, White – Aye, Bhirdo – Nay, Kodanko – Aye, Harff – Nay, Bell – Aye. Motion carried 4-3.

5. Adjourn

Motion by Howson, seconded by Kodanko, to adjourn at 9:31 AM. Motion carried - all ayes.

Meeting minutes by Julie Thyssen, Village Clerk



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

Date: October 21, 2025

Board/Committee: Village Board

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:



<u>Changes in TID Equalized Values</u>			
2024 TID Value	2025 TID Value	Dollar Change	% Change
\$200,307,100	\$168,917,900	-\$31,389,200	-16

TID # 2:



<u>Changes in TID Equalized Values</u>			
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:

CALENDAR YEAR	COMBINED DEBT SERVICE		
	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

Year	Expenditures								TID Status			Year
	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	
	TID #1	Reimbursement	Reimbursement of	Reimbursement	Reimbursement	Payback of	Other	Combined	Annual	Year End		
	Supported D/S	to General Fund	Debt Service Levy	to CP Fund	to Utility Fund	Advance to CP Fund	Expenses	Expenditures	Balance	Cumulative	Cost Recovery	
	(3)	(3)	(3)	(3)	(3)	(3)	(3)		(December 31)			
2024	\$0	\$440,000					\$2,568	\$442,568	\$420,028	\$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	\$75,000.00
Vehicles	Chipping Box	\$15,000.00
Streets	Flintridge	\$85,000.00
Streets	Wiltse Infrastructure	\$75,000.00
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:	
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MILL RATE WORKSHEET

VILLAGE OF:	SISTER BAY	TAX YEAR:	2024
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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 Plan

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:18be882a-3d8f-49be-8938-9b463f497791>

A resolution adopting the 2026-2030 Capital Improvement Plan follows.

2. 2026 Village of Sister Bay Budget

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:27b514da-3b49-40a6-a738-b8b29f4c404a>

Below is the Village of Sister Bay's Notice of Public Hearing for the Proposed Consolidated Budget for 2026. If the links don't work, contact the Administration Office for a PDF.

Village of Sister Bay
Notice of Public Hearing - Proposed Consolidated Budget for 2026

NOTICE IS HEREBY GIVEN that on November 17, 2025, at 5:30 p.m., a PUBLIC HEARING on the PROPOSED BUDGET of the Village of Sister Bay will be held pursuant to Sec. 65.90 of the Wis. Stats. This meeting will be conducted at the Sister Bay Fire Station at 2258 Mill Rd in Sister Bay, Wisconsin, and via video conference but is also accessible by telephone. To connect electronically or by phone, go to www.sisterbaywi.gov, click on 'Agendas & Minutes' and scroll to the October X meeting agenda and follow the link. The proposed budget is available for inspection at the Administration Office, 2383 Maple Dr, Sister Bay, Wisconsin, from 8:00 a.m. to 4:00 p.m., Monday through Thursday, and by appointment on Fridays from 8:00 a.m. to noon. It is also available on our website at www.sisterbaywi.gov under 'News & Notices'.

Signed and posted this XXth day of October, 2025, by XX, Village Clerk.

Budget Summary	2023	2024	2025	2025	2026	%
General Fund	Actual	Actual	Projected	Budget	Budget	Change
Revenues						
Property Taxes	2,247,591	2,583,823	2,620,241	2,620,241	2,628,243	0%
Other Taxes	51,416	57,854	58,542	58,063	65,463	13%
Intergovernmental Revenue	144,713	241,900	235,126	245,646	273,156	11%
Licenses & Permits	162,171	270,789	258,146	250,325	260,125	4%
Fines, Forfeitures, and Penalties	9,161	3,214	10,000	2,000	2,500	25%
Public Charges for Services	27,419	37,510	30,768	40,400	39,700	-2%
Miscellaneous Revenue	181,483	210,048	211,269	148,317	188,767	27%
Other Financing Sources	100,816	543,225	403,943	403,943	250,000	-38%
Applied Fund Balance	-	-	-	-	-	
Total General Fund Revenues	2,924,769	3,948,362	3,828,035	3,768,935	3,707,954	-2%
Expenditures						
General Government	690,965	728,065	711,311	683,938	1,131,402	65%
Public Safety	185,221	199,088	204,502	207,032	222,900	8%
Public Works	753,060	751,180	745,675	846,664	886,640	5%
Health & Human Services	3,970	9,610	9,727	6,865	9,854	44%
Other Culture & Recreation	386,642	432,091	415,145	534,929	515,362	-4%
Development	230,668	196,067	298,057	305,483	269,075	-12%
Transfers & Other Expenses	482,000	1,117,477	1,458,172	1,458,172	672,720	-54%
Total General Fund Expenditures	2,732,525	3,433,577	3,842,590	4,043,084	3,707,954	-8%
Beginning Fund Balance	1,494,210	1,686,454	2,241,238	2,241,238	2,226,683	
Actual or Projected Fund Balance	1,686,454	2,241,238	2,226,683	1,967,090	2,226,682	

2026 Proposed Budget						
All Village Funds	Property Taxes	Other Earned Revenues	Total Revenues	Total Expenditures	Fund Bal. 1/1/26	Fund Bal. 12/31/26
General Fund	2,628,243	1,079,711	3,707,954	3,707,954	2,226,683	2,226,683
Debt Service	790,000	750,875	1,540,875	1,519,440	3,202,121	3,223,556
Capital Improvement	-	8,179,587	8,179,587	7,311,587	5,484,757	6,352,757
Capital Funded by PRAT	-	392,000	392,000	355,000	944,124	590,325
Tax Increment District #1	924,300	35,951	960,251	614,790	2,304,338	2,649,799
Tax Increment District #2	67,413	106	67,519	19,216	152,051	200,354
Special Revenue Funds	-	52,000	52,000	60,977	56,962	47,985
Marina Proprietary Fund	-	1,970,548	1,970,548	2,398,713		
Water Proprietary Fund	-	1,038,843	1,038,843	704,239		
Wastewater Proprietary Fund	-	1,657,369	1,657,369	1,424,274		
Sewer Collection Proprietary Fund	-	575,099	575,099	349,494		

Village Tax Levy Breakdown	2026	2025	NET INC/DEC			
General Fund	\$ 2,007,523	\$ 1,506,241	\$ 501,282			
Debt Service Fund	\$ 790,000	\$ 790,000	\$ -			
Capital Projects Fund	\$ 620,720	\$ 1,114,000	\$ (493,280)			
Tax Increment Districts	\$ 593,144	\$ 802,269	\$ (209,125)			
Property Tax Levy - 2024	4,212,510	Assessed Valuation 2024	804,565,200	Mill Rate - 2024/2025	0.00523576	
Property Tax Levy - 2025	4,011,387	Assessed Valuation 2025	826,124,200	Mill Rate - 2025/2026	0.00485567	
Base Percentage Change in Mill Rate from 2025 to 2026						-7.26%

The Village of Sister Bay is an equal opportunity provider and employer

RESOLUTION NO. 2025-025

ADOPTING THE 2026-2030 CAPITAL IMPROVEMENT PLAN

WHEREAS, a formal capital budget provides elected officials with a tool for evaluating and prioritizing projects on the basis of merit and urgency; and,

WHEREAS, a formal capital budget assists administration with providing recommendations to elected officials for financing capital projects; and,

WHEREAS, the cornerstone for the capital budget is the Capital Improvement Plan (CIP); and,

WHEREAS, a Capital Improvement Plan for the years 2026–2030 has been developed and reviewed by the Village Board.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees for the Village of Sister Bay that the Village, by majority vote, recommends adoption of the Village of Sister Bay Capital Improvement Plan 2026-2030, a copy of which is attached to this Resolution.

ADOPTED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 21st day of October 2025.

Passed and adopted this 21st day of October 2025.

Nate Bell, President

ATTEST:

Julie Thyssen, Village Clerk

VOTE: Ayes _____ Noes _____

RESOLUTION NO. 2025-026

ADOPTING THE 2025-2029 COMPREHENSIVE OUTDOOR RECREATION PLAN

WHEREAS, the Village of Sister Bay, Door County, Wisconsin, has heretofore adopted a Comprehensive Outdoor Recreation Plan to guide the acquisition, development and management of village park and open space; and,

WHEREAS, the Village desires to update its Comprehensive Outdoor Recreation Plan to reflect changes made since the previous update, and so as to remain eligible for cost-sharing aid programs administered through the State of Wisconsin; and,

WHEREAS, the Village Parks, Property & Streets Committee conducted a communitywide citizen input survey and public forums to gain input from Village residents and businesses; and,

WHEREAS, the Village Parks, Property & Streets Committee has prepared the attached plan and submitted it for consideration to the Village Board; and,

WHEREAS, after due consideration to the recommendations of the Parks, Property & Streets Committee, and public input gathered through the planning process, the Village Board finds that approval of the plan is in the public's interest.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees for the Village of Sister Bay that the Village, by majority vote, recommends adoption of the Village of Sister Bay 2025-2029 Comprehensive Outdoor Recreation Plan Capital, a copy of which is attached to this Resolution.

ADOPTED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 21st day of October 2025.

Passed and adopted this 21st day of October 2025.

Nate Bell, President

ATTEST:

Julie Thyssen, Village Clerk

VOTE: Ayes _____ Noes _____

COMPREHENSIVE OUTDOOR RECREATION PLAN

2025 - 2029

VILLAGE OF SISTER BAY, WISCONSIN



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DRAFT

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CHAPTER 1: INTRODUCTION

PLAN PURPOSE

The primary purpose of the Village of Sister Bay *2025-2029 Comprehensive Outdoor Recreation Plan* is to evaluate the Village's existing facilities and assets, identify areas for improvement, and outline future park enhancements that cater to the recreational needs of citizens and visitors. This document includes an analysis and review of the Village's park system and identifies future park and amenity improvements for the five years from 2025-2029. It also identifies specific goals, objectives, policies, and recommendations, as well as a community-wide vision and action plan to help prioritize future implementation projects.

Comprehensive Outdoor Recreation Plans (CORP) are multifaceted, aiming to address various needs and goals related to outdoor recreation within the Village. The plan serves as a roadmap for developing and enhancing outdoor recreational facilities, amenities, and programs. It outlines priorities and strategies for allocating resources effectively to meet the needs of residents and visitors. The plan seeks to enhance the quality of life for residents by providing opportunities for recreation, relaxation, and connection with nature. Furthermore, by promoting sustainable practices and responsible stewardship of natural resources, the plan helps protect and preserve the environment for future generations. Lastly, the plan aims to ensure that recreational opportunities are accessible to all members of the community, regardless of age, ability, income, or background.

This document serves as an update to the Village's 2014-2018 CORP and the second update to the Village's initial CORP completed in 2008. Since the adoption of the Village's 2014-2018 CORP, there have been significant changes to the Village's park system, including the development and expansion of new park spaces, amenities, and recreational facilities. Those changes are noted throughout the plan.

It is important to note that the adoption of this plan by the Village will provide eligibility for a variety of Federal and State funding related to recreation, park and natural enhancements, and habitat improvement. Funding associated with these types of projects can be found in Chapter 5.

PLANNING PROCESS

The Bay-Lake Regional Planning Commission developed this update to the Village's CORP with assistance from Village staff and an ad hoc advisory committee. The planning process included a review of relevant planning documents, including the Village's previous CORP and other local and state plans; analysis and inventory of park facilities and amenities, demographic and socio-economic data collection, and the identification

and analysis of needs and opportunities. Various public participation opportunities were offered throughout plan development. Information gathered during the early stages of the planning process and through public outreach helped determine park and recreational needs and opportunities as identified by residents and visitors of the Village and ultimately shaped the general recommendations, goals, and objectives found within this plan.

PUBLIC PARTICIPATION EFFORTS

Extensive public outreach was conducted during the planning process. Feedback collected from the public, Ad Hoc Outdoor Recreation and Transportation Committee, Outdoor Recreation and Transportation Committee, Property and Streets Committee, Plan Commission, and Village staff helped identify existing infrastructure, areas for improvement, opportunities, and issues surrounding the Village’s park system. Below is a summary of public engagement efforts.

Figure 1.1 Public Engagement Efforts		
Date	Type	Attendance
7/18/2022 - 9/15/2022	Public Survey	128 Total Responses
Spring 2023	Public Survey (Village Hall Survey)	199 Total Responses
Summer 2023	Public Survey (Marina)	NA
9/8/2023 - 10/16/2023	Public Survey	152 Total Responses
10/30/2023	Public Workshop	41 Attendees
02/10/2024	Public Workshop (Comprehensive Plan)	25+ Attendees

COMMUNITY FEEDBACK RESULTS

The planning process incorporated mixed public engagement methods that sought to identify public opinion on existing parks and facilities, desired improvements, and more. Below is a summary of public input that corresponds to the Village’s entire park system. A full summary of results can be found in Appendix A, while results corresponding to a particular park are summarized in the Park Inventory.

- 59% of participants agreed that there are currently enough parks to accommodate the Village
- 43% of respondents said the quality of parks and outdoor recreation space in the Village is excellent, while 45% chose adequate, and 12% said inadequate.
- 39% of participants selected hiking, biking, and walking trails as their top priority when it comes to outdoor recreation
- 80% of respondents were very satisfied or satisfied with the Village parks and natural areas
- 75% of respondents agreed they are within walking or biking distance to parks and open space
- The public would like to prioritize public funding on the following (in order from most selected to least selected):

- Trail Expansion/Maintenance
- Park Amenity Upgrades
- New Park Amenities
- More Neighborhood Parks
- Tree Plantings
- Beach Area
- Parking
- ADA Accessibility
- Picnic Area Maintenance
- Ash Tree Mitigation/Invasive Species Management
- Participants selected the following activities that they would prefer to add to the park system (in order from most selected to least selected)
 - All-Inclusive Playground
 - Splash Pad
 - Separate Tennis and Pickleball Courts
 - Vita Course/Stations
 - Pump Track for Bikes or Boards
 - Archery Range
 - Indoor Ice Rink
 - Roller Skating Rink
 - More Indoor Activities

PLAN ALIGNMENT

Local, state, and national planning documents and guides that this document analyzed and/or incorporated includes the following:

LOCAL

- Village of Sister Bay Comprehensive Outdoor Recreation Plan 2008-2014
- Village of Sister Bay Comprehensive Outdoor Recreation Plan 2014-2018
- Village of Sister Bay Comprehensive Plan Update 2025
- Village of Sister Bay Facilities Study Report 2023
- Do Good Door County 2024 Public Space Audits (Sports Complex and Waterfront Park)
- Bayshore Trail Feasibility Study (in progress, set to be completed late 2025)

STATE

- *2019-2023 Wisconsin Statewide Comprehensive Outdoor Recreation Plan* - The Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP) is a document that outlines the state's goals, priorities, and strategies related to outdoor recreation for a specific period, in this case, from 2019 to 2023. The SCORP serves as a guiding framework for the development and management of outdoor recreation resources and facilities across Wisconsin.

NATIONAL

- *National Recreation and Park Association Agency Performance Review and NRPA Park Metrics* - The 2023 National Recreation and Park Association (NRPA) Agency Performance Review and NRPA Park Metrics comprise the most comprehensive park and recreation-related data, benchmarks and insights that inform park and recreation agency professionals, key stakeholders and the public about the state of the park and recreation industry.

PLAN VISION AND GOALS

The vision, as well as the goals, provide clear and strategic direction to guide the Village's efforts in creating inclusive, vibrant, and sustainable outdoor recreational opportunities for all ages and abilities.

VISION

The Village of Sister Bay envisions a thriving community where everyone of all ages and abilities can enjoy and connect with nature through well-maintained parks and diverse recreational opportunities, fostering health, well-being, and a deep appreciation for our natural beauty.

GOALS

Goal 1: Provide space throughout the Village for outdoor recreation and environmental protection.

Goal 2: Provide well-maintained recreational facilities for active and passive recreational use, serving all ages and interest groups.

Goal 3: Serve residents and visitors of all abilities by encouraging the design of recreational facilities whenever practical to meet the requirements of the Americans with Disabilities Act (ADA).

Goal 4: Provide safe and efficient pedestrian and bicycle access between residences, local businesses, parks, recreational sites, and other adjoining communities.

Goal 5: Preserve the welcoming small-town character and culture of the Village.

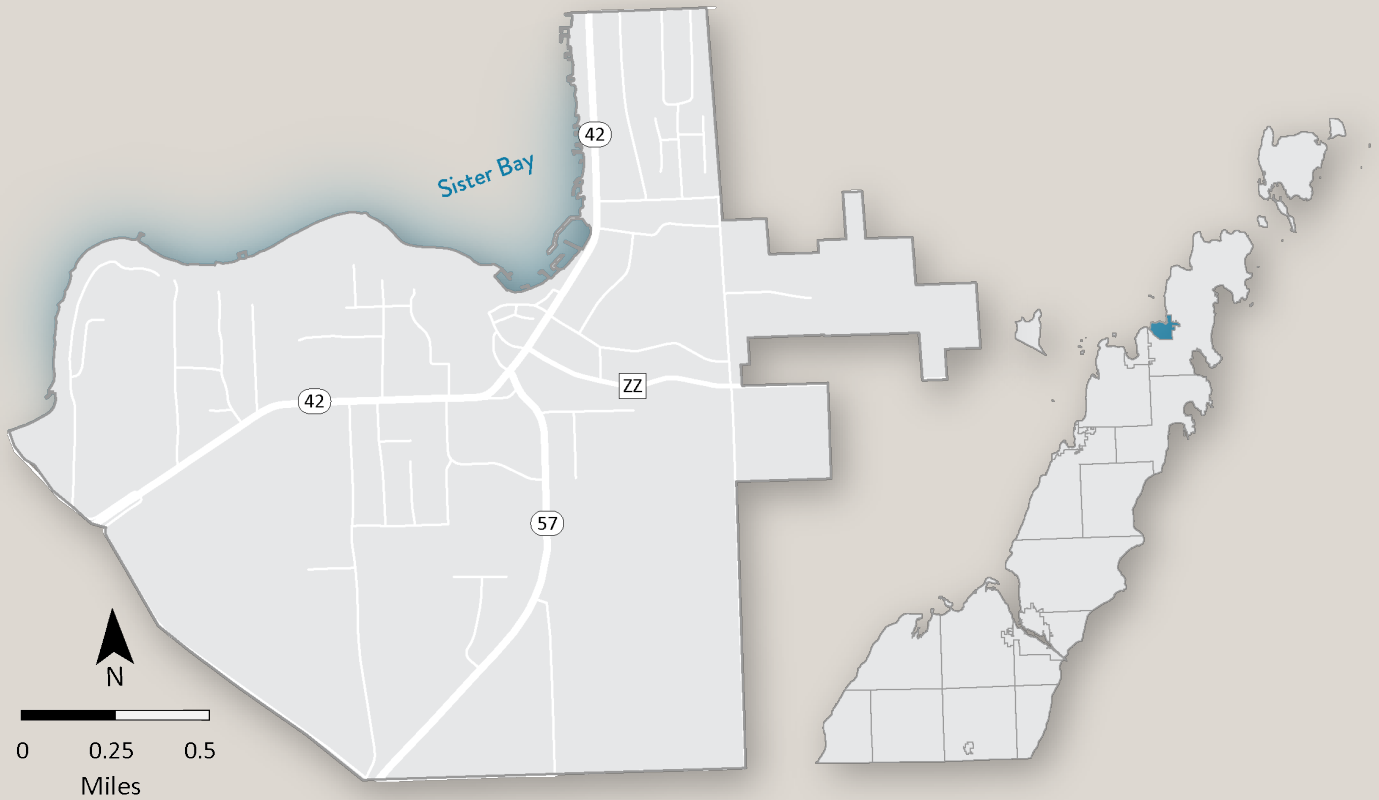
Goal 6: Pursue intergovernmental opportunities to provide recreational amenities to northern Door County.

CHAPTER 2: VILLAGE OVERVIEW

LOCATION

The Village of Sister Bay (Village) is a picturesque community located in Door County, Wisconsin, approximately 30 miles north of Sturgeon Bay and 75 miles northeast of Green Bay. The Village occupies 2.7 square miles and is bordered by the Town of Liberty Grove and Green Bay of Lake Michigan to the west with 4.4 miles of shoreline.

The Village is known for its charming atmosphere, stunning natural scenery, and vibrant cultural scene. Situated along 4.4 miles of Lake Michigan shoreline, Sister Bay offers residents and visitors a wide range of recreational activities, all within walking distance of downtown.

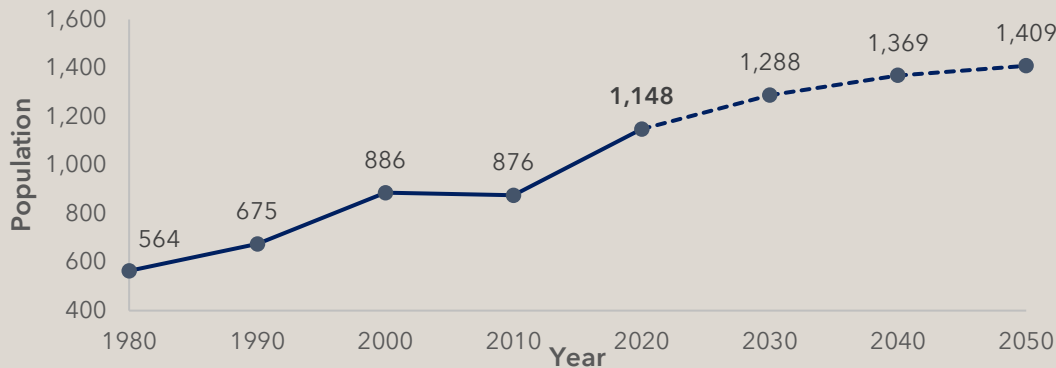


DEMOGRAPHICS

POPULATION

According to the 2020 US Decennial Census, the Village of Sister Bay has a population of 1,148 while the county has a population of 30,066. The Village’s population grew by 31% between 2010 and 2020. Overall, the population has been steadily increasing over the past 50 years and is projected to stay on track through the next 40 years.

Figure 2.1 Historic and Projected Population



Source: U.S. Census Bureau 2020 Decennial Census; Bay-Lake Regional Planning Commission

The age breakdown of the Village’s population can be seen to the right in Figure 2.2. The median age in the Village is 63 years, which is the highest in Door County, and higher than that of the state and national average. It should be noted however that Scandia Village, a nursing home and skilled care facility, has 50 beds, accounting for a portion of the elderly population. Accounting for the nursing home, and assuming all residents are over the age of 65, the senior citizen population is still significantly high – 43%. While this plan focuses on all age groups within the Village, it is important to note that outdoor recreation is particularly important for aging communities. A *Do Good Door County* survey completed in 2022 found loneliness and the need for socialization opportunities ranked high amongst Sister Bay and Town of Liberty Grove senior citizens, showing a need to provide senior-friendly amenities within the park system, especially gathering spaces. The public has also expressed support for age-appropriate exercise stations along trails or in parks. The Village’s Outdoor Recreation Plan aims to promote opportunities for physical activity, which is essential for maintaining health and mobility as individuals age. Participating in outdoor recreation activities offers opportunities for older adults to socialize, connect with others, and combat feelings of isolation or loneliness. By prioritizing the needs and interests of older adults, the plan can contribute

Figure 2.2 Population by Age

Age Groups	Total	Percentage
Under 5 years	33	3%
5 to 14 years	74	6%
15 to 24 years	52	5%
25 to 34 years	107	9%
35 to 44 years	112	10%
45 to 54 years	72	6%
55 to 64 years	158	14%
65 years+	540	47%
Median Age	63.1	X
Total	1,148	100%

Source: U.S. Census Bureau 2020 Decennial Census; Bay-Lake Regional Planning Commission

to creating age-friendly communities that support the well-being and vitality of residents as they age.

SCHOOL ENROLLMENT AND EDUCATIONAL ATTAINMENT

The Village is home to 91 people aged 3 years and older that are currently enrolled in school. Of those, 47 are enrolled in preschool or kindergarten, 25 are enrolled in elementary school, 14 are enrolled in high school and 5 are enrolled in college or graduate school.

Figure 2.3 School Enrollment (2014 vs. 2022)				
Education Level	2014		2022	
	Number	Percentage	Number	Percentage
Preschool	0	0%	4	4%
Kindergarten	0	0%	43	47%
Elementary (Grades 1-4)	14	25%	11	12%
Elementary (Grades 5-8)	4	7%	14	15%
High School (Grades 9-12)	4	7%	14	15%
College or Graduate School	35	61%	5	6%
Total	57	100%	91	100%

Source: U.S. Census Bureau 5-Year ACS Estimates (2017-2022) and ACS Estimates (2009-2014); Bay-Lake Regional Planning Commission

The 2014-2018 *Outdoor Recreation Plan* analyzed the age of the population, noting that 55% of the Village's population is either elderly (over 65 years old) or very young (under 15 years old). While the percentages of those very young or elderly have not changed since the last plan, the number of people enrolled in school has changed as shown in Figure 2.3 above. In 2014, 57 people enrolled in school (between preschool to graduate school), whereas in 2022, 91 people enrolled in school. The largest change between 2014 and 2022 can be found in those enrolled in kindergarten, high school, and college or graduate school. This indicates that the community is attracting more families, and the need for more youth amenities. This is validated in the survey results showing more interest in youth-related activities.

Figure 2.4 Educational Attainment of Those Aged 25+		
Education Level	Number	Percentage
Less Than High School Graduate	6	1%
High School Graduate	147	20%
Some College or Associate Degree	264	35%
Bachelor's Degree	170	23%
Graduate or Professional Degree	159	21%
Total	746	100.0%

Source: U.S. Census Bureau 5-Year ACS Estimates (2017-2022); Bay-Lake Regional Planning Commission

Of those aged 25 and older, 20% have graduated high school and 35% have some college experience or have attained an associate degree. A large percentage (44%) of the population has received a bachelor's degree or higher.

HOUSING AND ECONOMIC DEVELOPMENT

HOUSING UNITS

According to the 2022 5-Year American Community Survey (ACS) Estimates, there were a total of 1,396 housing units in the Village of Sister Bay. Approximately 528 units are occupied while 868 are considered vacant. It is important to note that the ACS considers seasonal homes as vacant housing units. Of the 868 total vacant units, 695, or 80%, are for seasonal use. Of the 528 occupied housing units in the Village, 45% are owner-occupied units, while 55% are renter occupied.

Figure 2.5 Total Housing Units	
Occupied Housing Units	528
Owner-Occupied	45%
Renter-Occupied	55%
Vacant Housing Units	868
For Rent	17%
Rented, not occupied	0%
For sale only	2%
Sold, not occupied	0%
Seasonal, recreational, or occasional use	80%
All other vacant	1%
Total Housing Units	1,396

Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake Regional Planning Commission

According to 2023 ACS data, the median value of occupied homes is \$328,700. The median gross rent in the Village was \$1,030, which is slightly higher than the median gross rent paid elsewhere throughout the county (\$978). Approximately 61% of renters, or 164 households, paid more than 30% of their income for rent (2022 ACS data).

HOUSEHOLDS

There are approximately 528 households in the Village. The average household size is 1.71, while the average family size is 2.31. There are 81 households with one or more people under the age of 18 and 297 households with one or more people aged 65 years and older.

The Village’s median household income of all occupied housing units is \$48,295 which is significantly lower than the median household income of the county (\$68,257) and state (\$72,458).

EMPLOYMENT

The Village’s labor force participation rate is 48.3% which is 10% lower than the county’s labor force participation rate. The unemployment rate is lower in the Village (2.7%) when compared to the county (3.7%).

Nearly a quarter of the Village’s working population are employed in the arts, entertainment, and recreation, and accommodation and food service industry. The retail trade industry employs 17% of the working population, and the agriculture,

forestry, fishing and hunting, and mining industry employees 11%. These industries point to the fact that the Village's economy is very tourism based.

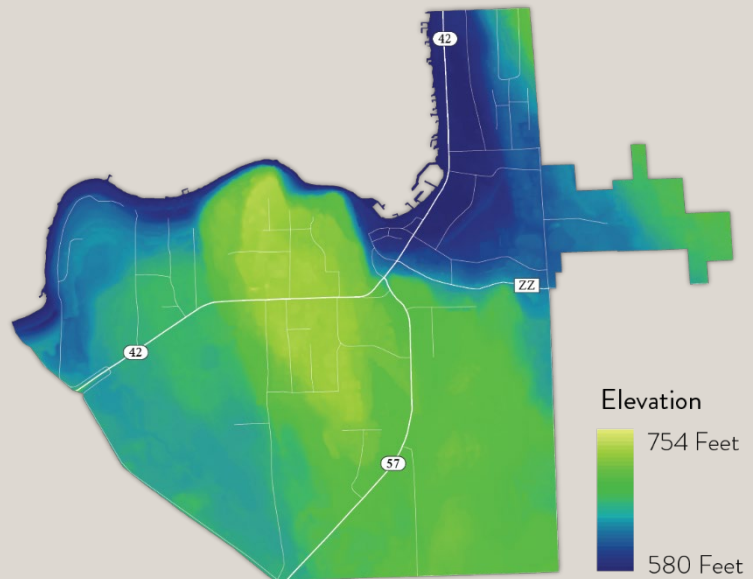
COMMUTE TO WORK

Workers aged 16 and older commute to work by driving alone (70%), carpooling (5%), or walking (11%) and 14% worked from home. The median travel time to work is 12.4 minutes. Although the rate of those that walk to work in the Village is much higher than the state (2.7%), national (2.4%), and county (3.6%) rates, the Village should take the necessary steps to ensure that those walking to work have safe, efficient, and accessible routes to get to and from.

PHYSICAL CHARACTERISTICS

GEOLOGY AND TOPOGRAPHY

The bedrock layers the Village sits upon create natural features and variation in the Village topography. Parts of the bedrock are exposed as cliffs and other outcroppings. As shown to the right, elevation above sea level ranges more than 150 feet, from 580 feet to 750 feet.



The Village bedrock geology consists of the Silurian dolomite layer (UW-Extension Geological and Natural History Survey). This bedrock layer is common along the Lake Michigan shoreline and makes up the Niagara Escarpment. The Niagara Escarpment is one of the 229 land features that have been designated as a Legacy Place in the Wisconsin Land Legacy Report that was created by the Wisconsin Department of Natural Resources (WDNR). Per the report, these places are significant for their combination of conservation and recreation potential. Sections of the Niagara Escarpment may be seen throughout the Village as exposed cliffs and rock outcroppings.

WATER RESOURCES

Water resources play a multifaceted role in the Village of Sister Bay, contributing to its economic prosperity, environmental health, recreational opportunities, and overall quality of life for residents and visitors alike. Sister Bay is fortunate to have 4.4 miles of Lake Michigan shoreline within its jurisdiction. Sister Bay is primarily known for its one main bay, which is also named Sister Bay. This bay is the focal point of the Village and is where the majority of waterfront activities and amenities are located, including the marina, parks, and waterfront dining establishments.

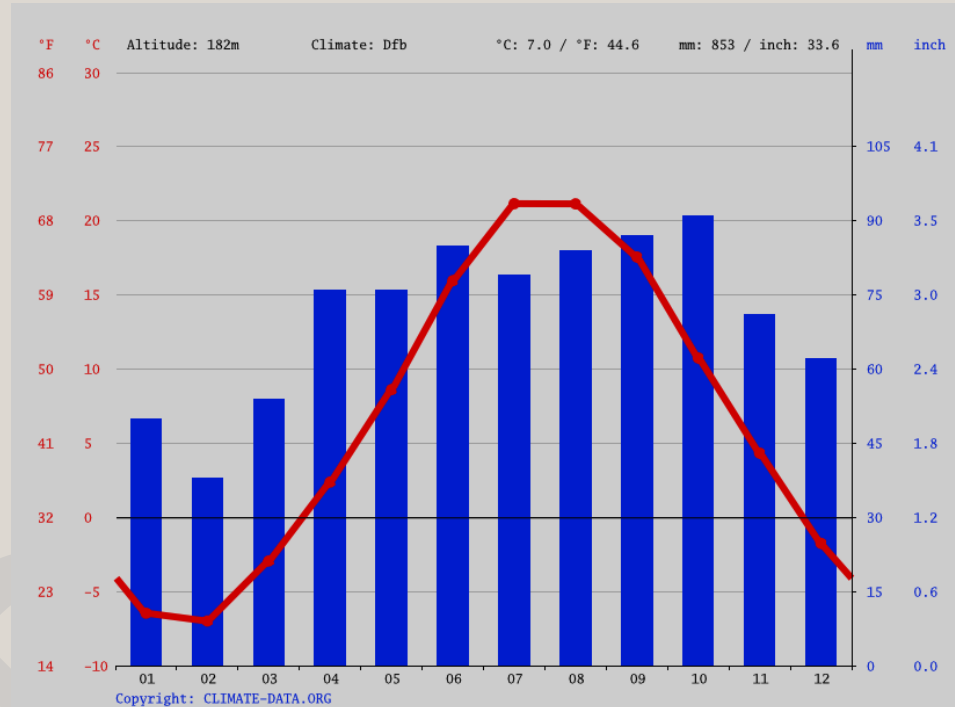
Little Sister Bay is adjacent to Sister Bay and is accessible by road or water. Little Sister Bay offers scenic views, recreational opportunities, and natural beauty similar to its larger counterpart, Sister Bay. It is a popular destination for visitors to explore and enjoy the tranquility of the area. Pebble Beach is located adjacent to Little Sister Bay, while Waterfront Park and Marina Park are located adjacent to Sister Bay.

CLIMATE

The Village's climate is influenced by its proximity to Lake Michigan and the Green Bay which moderates daily extremes in temperature. Spring warming trends are delayed by the cool water of the lake, summers are generally mild, and the lake's residual warmth delays early frost in the fall. Ice is typically present in the bay by mid-January and starts to break up in early April.

The Climograph to the right, developed by climatedata.org, shows the Village's average temperature and rainfall by month. The temperatures are highest on average in July, at around 70.1 °F. February is the coldest month, with temperatures averaging 19.4 °F.

The climate in the Village is sufficient to provide for both warm and cold weather recreational activities.



CLIMATE TRENDS AND RISKS

According to *Wisconsin's Initiative on Climate Change Impacts (WICCI) 2021 Report*, climate warming, precipitation, high temperatures, and extreme weather events have been increasing and are projected to continue to increase throughout the state. Between 1950 and 2020, Door County has experienced the following trends:

- 15 percent increase in annual precipitation
- 3-to-5-degree Fahrenheit increase in annual mean temperature
- Precipitation increases have been higher during winter and summer, and temperature increases have been most prominent during the winter.

Planners analyzed several sources to determine climatic risks that pose a threat to the Village. According to [Risk Factor](#), 168 properties in Sister Bay have greater than a 26% chance of being severely affected by flooding over the next 30 years. Overall, Sister Bay has a moderate risk of flooding over the next 30 years, which means flooding is likely to impact day-to-day life within the community. In March 2025,

the Village adopted a Floodplain Zoning Ordinance as well as the FEMA updated Flood Insurance Rate Maps. This ordinance established the regulatory framework for the floodplain areas in the Village to help minimize structural damage as a result of any potential flooding.

Risk Factor shows there are 808 properties in the Village that have some risk of being affected by wildfire over the next 30 years. Overall, Sister Bay has a moderate risk of wildfire over the next 30 years. This is based on the level of risk the properties face rather than the proportion of properties with risk. In addition to property damage, flooding and wildfires can also cut off access to utilities, emergency services, and transportation, and may impact the overall economic well-being of an area.

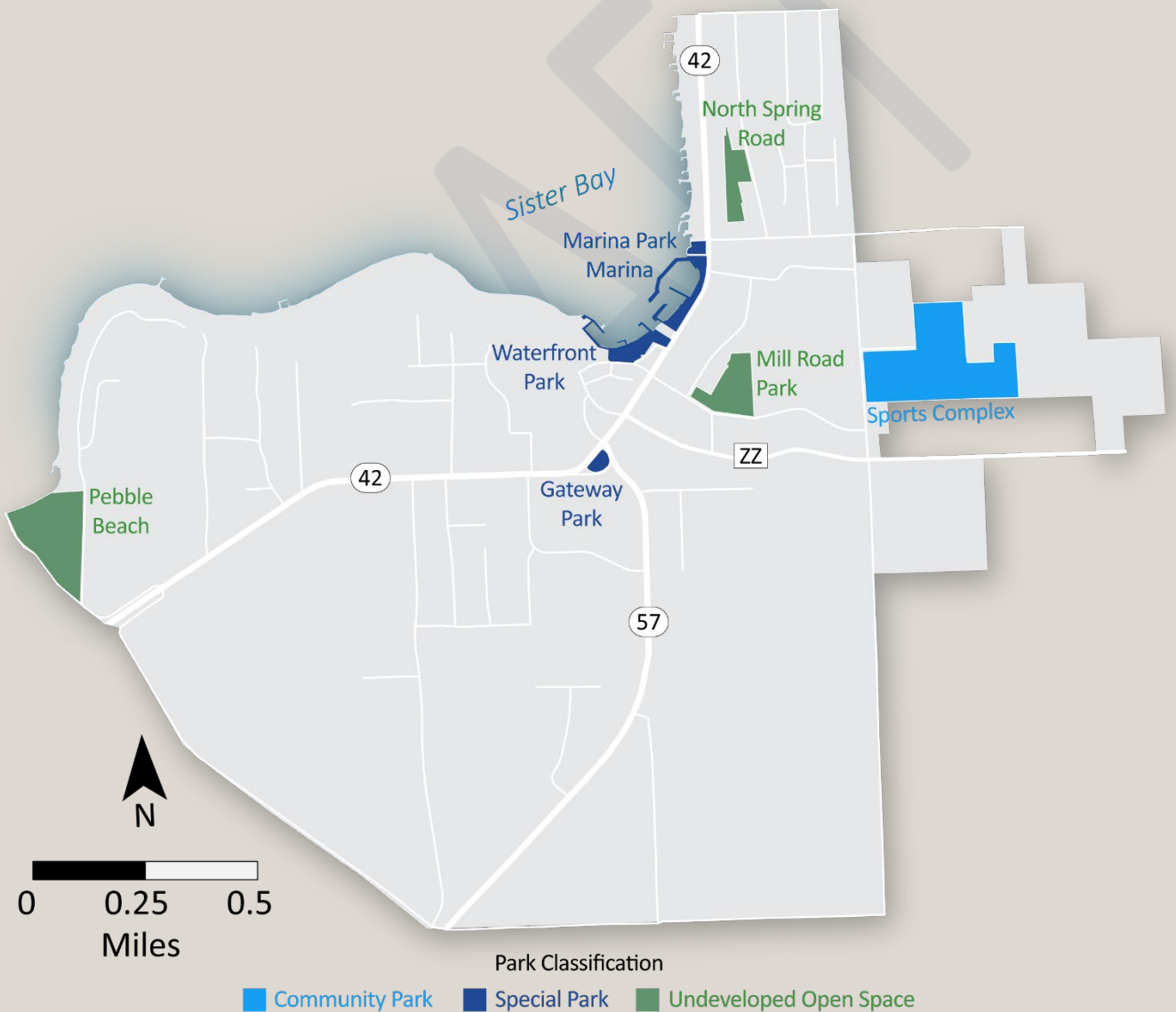
Using [FEMA National Risk Index](#), the census tract in which the Village is located has a very high ability to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions when compared to the rest of the U.S.

CHAPTER 3: PARK CLASSIFICATION AND INVENTORY

This chapter provides a summary of the classification system used to evaluate each park and provides a comprehensive overview of existing park facilities within the Village, highlighting their current state, park classification type, existing amenities, and proposed improvements.

OVERVIEW OF THE PARK SYSTEM

The Village’s park and recreation system consists of seven village-owned and operated parks and natural areas totaling approximately 53 acres. Each park ranges in size, type, and function. Map 2 below shows the location and park classification type for each park.



Other recreational facilities not shown on Map 2, include outdoor facilities that are not owned or operated by the Village but provide residents and visitors with other outdoor recreation activities. The only other recreational facility that is available for public use is a miniature golf course located on the west side of the Village. The Village did at one time contain a privately owned golf course available for public use that stopped operating in 2020. The owner of the course intends to keep the land natural. Currently, there are no schools within the Village or other publicly accessible locations that contain a playground for public use.

PARK CLASSIFICATION

The National Recreation and Park Association (NRPA) provides a set of guidelines that serve as a benchmark for classifying and developing park facilities. By adhering to these standards, the Village can ensure that its park system meets the recreational needs of its residents and visitors while maintaining consistency and quality across all facilities.

Park Classifications are further explained below followed by an evaluation of each park within the village's jurisdiction.

COMMUNITY PARKS

A community park is a large recreation facility. Typically, community parks include playground equipment, athletic fields or other open play fields, and picnic facilities. According to the NRPA, a community park has a service area of a one-to-two-mile radius and should be about 10 to 20 acres in size. The Sister Bay Sports Complex is the only park classified as a "community park" under this plan.

SPECIAL-PURPOSE PARKS

Special-purpose parks are publicly owned recreation and open space facilities that are designed to serve a specific purpose, which may include a public plaza, memorial, swimming area, or other discreet recreational use. These parks can also include cultural parks that feature historic structures or serve as interpretive facilities for tourists and residents. Waterfront Park, the Sister Bay Marina and Marina Park, and Gateway Park are classified as special-purpose parks.

UNDEVELOPED OPEN SPACE

The Village owns two parcels of undeveloped open space and an undeveloped waterfront parcel. These areas are open to the public but currently have no facilities; however, an accessible parking lot, restroom building, and boardwalk are planned for Pebble Beach. For this plan, Pebble Beach, Mill Road Parcel, and North Spring Parcel are considered "undeveloped open space".

SISTER BAY SPORTS COMPLEX



DESCRIPTION

The Sister Bay Sports Complex is a Village-owned and operated community park located off Autumn Court. The park spans 31 acres and offers a wide range of amenities that serve various uses and functions. The park was constructed in 2010 following the development of the Sports Complex Master Plan.

The park is home to the Sister Bay Bays of the Door County Baseball League, youth soccer, Little League program, TKH hockey, broomball, and ice-skating events. Segway the Door Tours contracts to use the Sports Complex to offer segway tours. A community garden is available for residential use and the park department's maintenance building is located north of the property.

Improvements were made to the park after the adoption of the 2014-2018 Outdoor Recreation Plan. These include the addition of pickleball courts to the tennis courts, the creation of the disc golf course, and general maintenance and upgrades such as gazebo repair, tree planting and removal, and LED



lighting upgrades. In 2023, the Village conducted a tree inventory and removed diseased trees from the park, as well as other areas of the Village, and evergreens were planted around the ballfield.

AMENITIES

The Sister Bay Sports Complex includes the following amenities:

- Louis Michael Hanson Memorial Little League Baseball Diamond
- Baseball Field and Concession Pavilion
- Teresa K. Hilander Ice Skating Rink
- Park building, with restrooms, concession, storage, and indoor warming area
- Shared tennis/pickleball courts (2)
- One full-sized soccer field and three micro-fields
- Basketball court
- Batting cages
- 9-hole disc golf course
- 1.3 acre dog park
- Playground
- Sister bay community garden
- Gazebo
- Asphalt and gravel parking areas with overflow parking on the grass near the ballfields
- Parks maintenance building

The Public Perspective

What do you like about this park?

- Community gardens
- Snowmobile trail
- Pickleball courts
- Beautiful facilities
- Sister Bay baseball field
- Lighting at baseball field
- Quiet
- Baseball fields are in great shape
- Field conditions are great/well-kept

How can this park be improved?

- More pickleball courts
- SPLASH PAD (might remove some congestion by the beach)
- More parking
- Coils for ice rink + warming house for kids to hang
- Walking trail and more parking
- Splash pad
- Solar flowers (big ones)
- Pickleball courts with nets
- Bleachers at ice rink for broomball, garbage and recycling bins
- 1 - 2 porta-potties at bay field (none in place 2023)
- Next playoff championship had 700+ in attendance but people young and old have to walk a city block to use bathroom
- Circulator transport
- More and better pickleball courts
- Coiled in rink with warming house
- Have shade over seating at ball field

PLANNED AND PROPOSED IMPROVEMENTS

The Village of Sister Bay Facilities Plan identified and proposed several improvements to the Sports Complex, including the construction of a new parks and maintenance building (completed in 2025), upgrades to the ice rink (scheduled for late 2025), construction of a central warming house and year-round community center, relocation and expansion of the dog park, expansion of the community gardens, and the addition of four new pickleball courts. The upgraded dog park would include separation for small/large dogs and provide a future location for shaded parking.



The Facilities Plan included concept plans for the addition of housing east of the Sports Complex with a trail connecting it to the Sports Complex, and, referenced land the Village was purchasing south of the Sports Complex as a site for a new administrative building.

Other proposed enhancements identified by the public and/or Village throughout the planning process include:

- Splash pad
- Bleachers
- Trails to surrounding amenities
- Natural area with butterfly garden
- Pavilion
- Accessible playground

Progress has been made to meet some of the proposed improvements as identified in the Facilities Plan above. In 2025, construction of the new parks and maintenance building was completed. Upgrades to the ice rink and the addition of a bathroom to the concession pavilion is scheduled for late 2025.

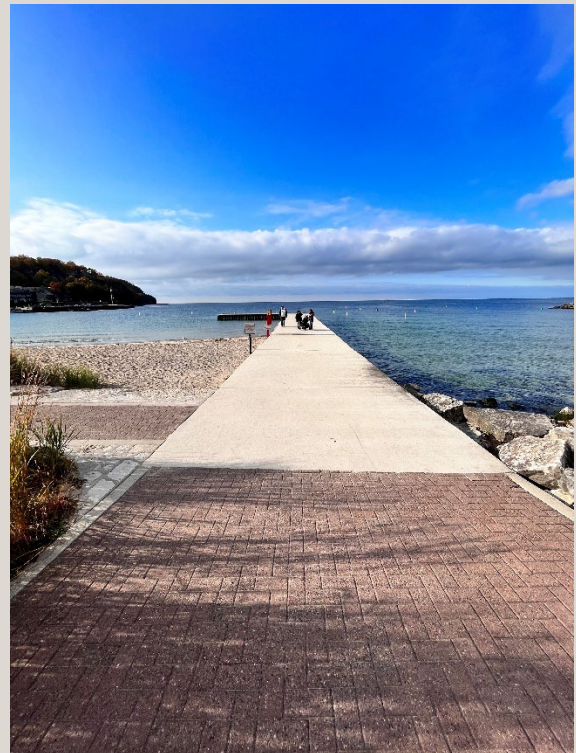
WATERFRONT PARK



DESCRIPTION

Waterfront Park is a beautiful 6.9-acre property located along the Sister Bay waterfront on the western side of the Village. The property features abundant amenities, making it very appealing to all ages. The beach, community events, scenic views, and proximity to downtown draw residents and visitors to the park in warmer months, but it is also widely used year-round. Together with the Sister Bay Marina and Marina Park, the park provides over 1,900 linear feet of contiguous public shoreline access which is the largest expanse of public shoreline of the Northern Door County communities.

The park is accessed off Bay Shore Drive and Mill Road and is used for many events such as concerts in the park and annual festivals. The Sister Bay Performance Pavilion features a 600 sq. ft. stage and is the only waterfront venue in Door County. A veteran's monument is located near the road intersection at the park's southeast corner. Additionally, the Village Hall is located adjacent to the park. While technically not part of Waterfront Park, it functions as a piece of the park, offering a space to hold events that utilize the park, and it provides restrooms for park users.



Capital improvement projects identified in the 2014-2018 Outdoor Recreation Plan that have been completed include the addition of the Sister Bay Performance Pavilion, expanded beach, kayak launch, volleyball court, sidewalk connections and walking trails, and parking areas.

In 2023, the Village secured funding from the Wisconsin Economic Development Corporation and the Destination Door County Community Investment Fund to support a series of park improvements. These grants enabled the installation of “night-sky-friendly” lighting to extend safe use of the park after sunset, the expansion of the gazebo, and the addition of a counter and benches (scheduled for completion in 2025). Accessibility was also enhanced in 2023 through the construction of new sidewalks connecting the gazebo, restrooms, and beach. That same year, a water bottle filling station was installed. In 2024, further grant-funded upgrades included a refurbished parking lot and expanded sidewalk network. Additional amenities added in 2024 included new bike racks, an air pump and bike repair station, and upgraded waste receptacles throughout the park.

AMENITIES

Waterfront Park includes the following amenities:

- 600’ sand beach
- 180’ swimming pier with raft
- Sister Bay Performance Pavilion
- Grass volleyball court
- Picnic tables
- Kayak launch
- Kayak/paddleboard rentals
- Playground
- Gazebo
- Paved walking path
- Universally accessible restroom facility
- Village Hall (restrooms, water bottle filling station, indoor gathering space, kitchen)
- Parking lots
- Limited public Wi-Fi

The Public Perspective

What do you like about this park?

- Beautiful view
- A place for family
- Walking path
- Bathrooms open later in the season
- Less trees
- Native plant use
- Landscaping - native plants
- Like playing on the stage area

How can this park be improved?

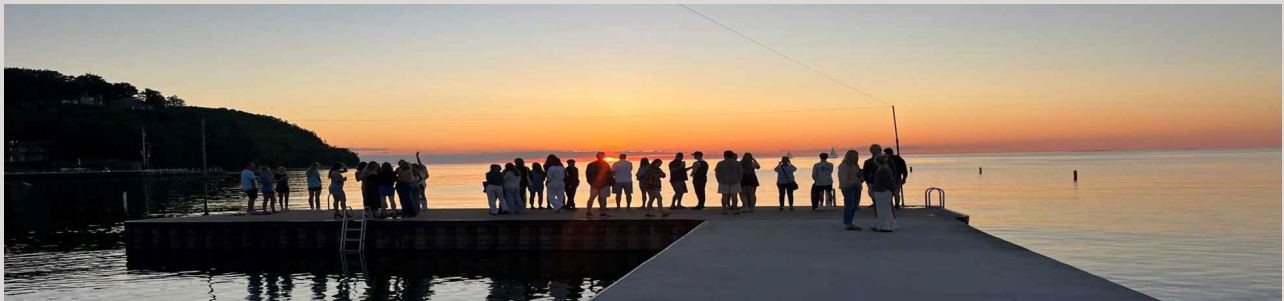
- Add a climbing web and merry-go-round
- More handicap parking
- Improve Mill Rd by music pavilion
- Provide more parking near music pavilion
- More handicap parking by music pavilion
- Need village Hall to be for beach access - bathrooms and showers (changing stalls)
- Park sky-friendly lighting
- Parking x2
- Electric at the gazebo
- Bathroom open at min April 1 to Jan 1
- Less parking or make it paid
- Rubber mat playground & more accessible
- More trees along road to create tree canopy and hide/ cushion visual impact of development
- More picnic tables
- More playground equipment.
- Wheelchair accessible to beach
- better sand x2

PLANNED AND PROPOSED IMPROVEMENTS

In addition to previously stated improvements, the public and the Village identified other desired improvements for this property, including:

- Improve accessibility by adding ADA-compliant playground equipment, wheelchair access to the water, and ADA-compliant picnic tables
- Renovate the Village Hall to include exterior access restrooms and showers as well as a viewing platform accessible from the Village Hall stage
- Add historical signage to the Village Hall
- Other ideas once proposed for the Village Hall included the addition of a lobby, elevator, restrooms, and converting the kitchen into a catering kitchen.

Approved enhancements are planned for the gazebo in late 2025. The gazebo will be outfitted with electrical power and two new benches, and a counter will be placed within the gazebo.



SISTER BAY MARINA AND MARINA PARK



DESCRIPTION

The Sister Bay Marina is located adjacent to Waterfront Park along Bay Shore Drive. The Marina is an important Village asset that brings in tens of thousands of visitors each year and ultimately helps to drive the local economy. Marina Park, located just north of the marina, is a grassy open space that is roughly $\frac{1}{2}$ acre in size.

The marina consists of four launch ramps, 150 boat slips (seasonal rental, transient, and commercial slips), electrical and water hookups, a central pump-out station, and wireless internet access. Furthermore, the Harbormaster building includes restrooms, showers, and laundry accessible to overnight guests. Commercial sightseeing cruises and boat rentals operate out of the marina, including both sail and powerboat options. Short-term marina parking is available on Scandia Road. The boathouse, although located on a separate parcel, is located at the south end of the Marina.



According to the Village's 2023 Annual Report, the marina has an average of 1330 transient slip days per month in addition to the 100 seasonal slips available. Including the commercial operations over the season supports 80000+ visitors and customers at the marina. The Marina was also recently designated as a WI Clean Marina and is



therefore committed to preventing pollution and protecting fish, wildlife, and public health.

Improvements to the Marina and Marina Park that have been made following the adoption of the 2014-2018 Outdoor Recreation Plan include the addition of new piers and slips as well as general maintenance and repair such as dock reconstruction.

AMENITIES

Other facilities located at the Sister Bay Marina and Marina Park include the following:

- Harbormaster's building (provides restrooms, showers, laundry, and office space)
- Boat launch
- 150 Boat Slips
- Sanitary pump-out station
- Bicycle rentals for boaters
- Lawn/picnic area with grills
- Paved walking paths
- Dog walking area
- Marina Sunset/Harbor Camera

PLANNED AND PROPOSED IMPROVEMENTS

The Village has identified several major improvements for the Marina through its five-year Capital Improvement Plan (CIP) and ongoing discussions with the Marina Committee. These include reconstruction of the marina building and marina office, renovating the boathouse, replacing damaged portions of the boardwalk, and installing picnic tables to accommodate commercial vendor guests.

Several of these enhancements scheduled to take place. The marina building is planned for reconstruction in 2026, featuring a new office, boater's lounge, updated restrooms, and potential employee housing. In addition, the boathouse at the south end of the marina is slated for renovation in late 2025, with plans to open as a waterfront museum in 2026.

The Public Perspective

What do you like about this park?

- benches & boardwalk x2
- keep it open
- peaceful and quiet
- green space x2

How can this park be improved?

- canoe/kayak access
- dark sky friendly lighting
- more trees along road
- picnic tables for visitors along boardwalk

GATEWAY PARK



SUMMARY

Gateway Park is a 1.2-acre park located at the intersection of State Highway 42 and State Highway 57. Sitting on the property is a restored 1866 log cabin schoolhouse and an informational kiosk.

The Historical Society uses the old schoolhouse for educational purposes, teaching youth about the history of one room classrooms, amongst other programming. The informational kiosk is maintained by the Sister Bay Advancement Association and displays visitor information. Currently, the park is not fully accessible apart from the tourist kiosk that is located on the site.



AMENITIES

Gateway Park includes the following facilities:

- 1866 log cabin schoolhouse
- Restrooms
- Informational visitor kiosk
- Asphalt parking lot

PLANNED AND PROPOSED IMPROVEMENTS

There has been some discussion about removing the park building and replacing it with an observation platform to provide views of the bay. Other planned improvements include updated restrooms and addition of bike racks and picnic tables.

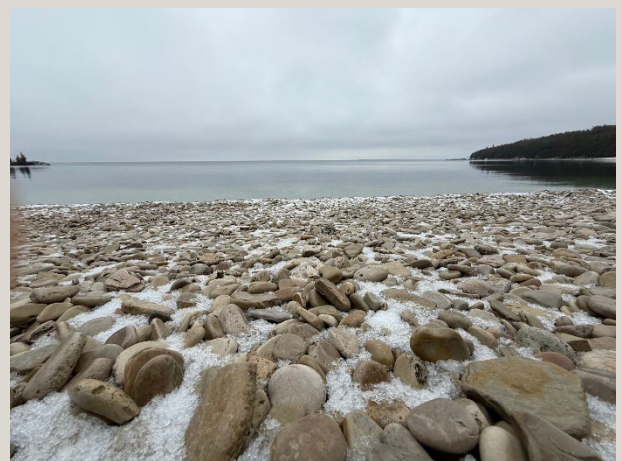
PEBBLE BEACH VILLAGE PARK



SUMMARY

Pebble Beach is one of the newer recreational lands acquired in 2019 by the Village of Sister Bay in partnership with the Door County Land Trust. This beautiful untouched property is made up of 16.8 acres of cedar forested land and 600 feet of natural smooth-stone shoreline and is located on the western side of the Village on Little Sister Bay off of Pebble Beach Road. Pebble Beach and Little Sister Bay were the home of the original Sister Bay settlement in the 1800s.

Amenities at the park are limited, as the intention is to leave the park in its natural state as much as possible. The park is used most frequently for its beach and beautiful crystal-clear water for swimming purposes, but it also contains a walking trail throughout the forest and two gravel parking areas.



While the Village owns and maintains the property, the Door County Land Trust holds a conservation easement agreement that will ensure the property remains natural for perpetuity. The easement allows for limited improvements to the area. The map graphic to the right shows four areas allowed to be improved by the Village. Improvements allowed in each of these areas include:

1. Natural Area - The Village is to control invasive species, clear downed timber on the trail, add trails with Land Trust's permission.
2. Access Easement - Upon Land Trust approval, a parking lot (gravel or asphalt) may be constructed in this area. Continuation of A cedar fence is allowed provided it's within the road right-of-way.
3. Universal Access Trail Zone - The Village can construct, maintain, and repair trails in this area. The Village can also erect and maintain seating benches on concrete pads, and/or a mobility access pathway, with the Land Trust's approval.
4. Beach Zone - The Village can add benches on concrete pads, with the Land Trust's approval. The remainder of the zone is to be left in a natural state.



The Village approved an ordinance prohibiting the removal of stones, rocks, or any other natural material from the beach. Signage is posted at the site warning that removal of pebbles will result in a fine of \$300.

AMENITIES

- 600' stone beach
- Parking off Pebble Beach Road and Little Sister Road
- Trail through the forest



PLANNED AND PROPOSED IMPROVEMENTS

Because of the conservation easement on the parcel, development of this property is limited. However, future enhancements proposed are engineering to address runoff at the northeast driveway and parking lot, adding a hard surface to the northeast parking lot, accessible restroom building, accessible boardwalk with a viewing platform, adding large rocks for seating, and adding bike racks.

NORTH SPRING ROAD PARCEL



SUMMARY

The North Spring Road Parcel was donated to the Village and acts as a greenway corridor. Wetlands found on this property serve a vital role in collecting and storing stormwater and controlling erosion while also acting as wildlife habitat. The site can be accessed by the frontage along North Spring Road, but no parking or trails are currently available for public use within the property.



PLANNED OR PROPOSED IMPROVEMENTS

There are no amenities or future improvements planned for this parcel.

MILL ROAD PARCEL



SUMMARY

This heavily wooded greenway is accessed directly off Mill Road. The site is known to contain wetland areas that provide value for wildlife as well as the community through stormwater storage and filtration. No trails are currently provided through the site, but some have been proposed.

PLANNED OR PROPOSED IMPROVEMENTS

The Village would like to add a trail and boardwalk that would eventually connect downtown Sister Bay to the Sports Complex and the future housing development east of the Sports Complex. It is the Village's intent to develop the trail to meet ADA standards. Additionally, benches for wildlife viewing are desired to be added adjacent to the existing stormwater pond on the property, as are some limited exercise stations.

TRAILS

BICYCLE AND PEDESTRIAN TRAILS

The Village's current and proposed bicycle and pedestrian trails are shown on the map below. An off-road, multi-use path parallels State Highway 42 on its south side between Country Lane and Highway 57. The trail is ADA compliant and currently the only off-street multi-use path within the Village. A bike lane connecting to this trail was proposed in 2015 as part of the Wisconsin Department of Transportation's improvements to Highway 42/Bay Shore Drive through the Village's central business district. However, trail development did not take place as part of this project but sidewalks along Highway 42 in the downtown area exist.



Existing and Proposed Trails

Existing Bicycle Network		Proposed Bicycle Network Improvements		Existing Snowmobile Network	
—	Multi-Use/Pedestrian Trail	- -	Multi-Use/Pedestrian Trail	—	Club Trail
—	Widened Shoulder			—	State Trail

Following the adoption of the 2018 Comprehensive Outdoor Recreation Plan, in 2022 the Village formed an Ad Hoc Outdoor Recreation and Transportation Planning Committee to begin the process of updating the plan. The committee developed a list of proposed trails and roads to be widened. The Parks, Property & Streets Committee then began planning for the 10-foot-wide hard surface off-road paved path mentioned in the list of proposed trails. The trail, designed in 2023, is to parallel Highway 57 and connect to the existing Highway 42 trail, and extend south along Highway 57 to Country Lane. The Ad Hoc Committee has also recommended the Village widen shoulders and add paths on a smaller scale in several other areas of the community. Other bicycle and pedestrian improvements and planning efforts include:



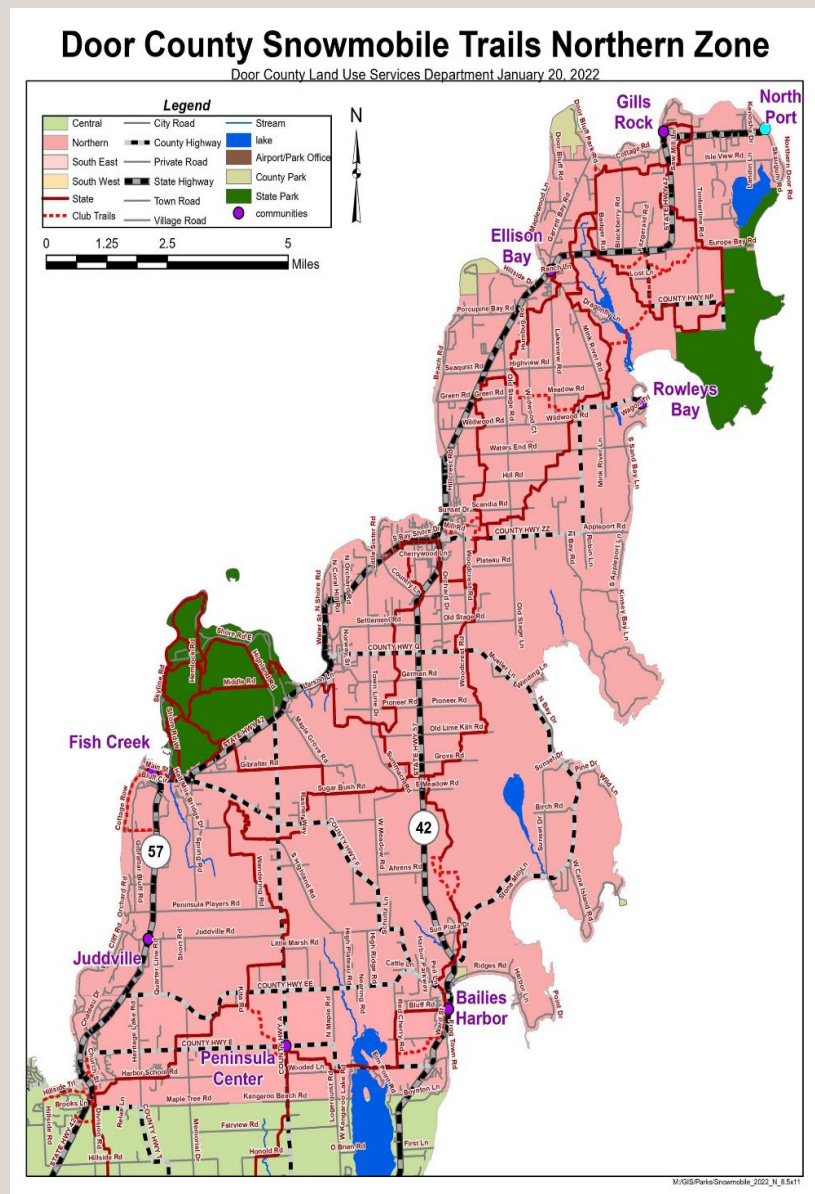
- A grant was secured in 2023 for design services to connect Sister Bay to Ephraim, through the Town of Liberty Grove, via an off-road trail. This trail will ultimately connect Sister Bay to Egg Harbor.
- In Spring 2024 the Village widened Country Lane to 24 feet in cooperation with the Town of Liberty Grove to allow for wider shoulders for cyclists.
- A trail through the Mill Road parcel will connect the downtown area to the Sports Complex area.
- An easement connects to the Highway 42 trail and offers pedestrians and cyclists an opportunity to deviate from the asphalt trail paralleling the highway. The Village owns the land but currently the trail is not developed and has no destination point - the Village will secure right-of-way and/or easements as they become available in hopes of ultimately extending the trail to loop back to Highway 42 or south to Country Lane.
- A short path for pedestrians and cyclists to avoid the downtown area by connecting them from Maple Drive to Canterbury Road.
- Connecting Judith Blazer Drive, where the Northern Door Children's Center is located, to Cherrywood Lane to the south.
- Widening Pebble Beach Road.
- Widening South Highland Road from Highway 42 to Cherrywood Lane to provide single striped asphalt shoulder for pedestrians and bicyclists.
- Widening North Spring Road from 20 feet to 26 feet when that road is up for repaving in 2025.
- A trail along the proposed housing development the Village owns east of the Sports Complex.

- Sidewalks along Sunset Drive.
- Improve Scandia Road to address non-vehicular safety.

As a policy, the Village does not necessarily want to see their roads widened when reconstructed but rather are more concerned with the safety for pedestrians and cyclists. Besides those above, long-term goals for bicycle and pedestrian improvements include connecting jurisdictions to aid in the completion of a trail loop connecting Kewaunee County via the Ahnapee State Trail in southern Door County to the tip of Door County. Bay-Lake Regional Planning Commission is currently working on the Bayshore Trail Feasibility Study commissioned by the Town of Gibraltar in partnership with Sister Bay and the Town and Village of Egg Harbor, as well as the DNR, which envisions a 16-mile Bayshore Connectivity Trail that will link the communities of Sister Bay, Ephraim, Fish Creek, and Egg Harbor, along with the towns of Liberty Grove and Gibraltar.

SNOWMOBILE TRAILS

Sister Bay lies within the extensive Door County Snowmobile Trail System, which comprises roughly 250 miles of interconnected state and club trails. There are two sets of snowmobile trails that are part of the Door County Snowmobile Trail System - Northern Zone that converge along the Village's jurisdictional boundary. One of the trails follows the Hwy 57 right of way and connects to the Highway 42 trail, while the other comes in from the north, west down Mill Road, and ultimately heads south on the Highway 42 trail. The Northern Zone of the Door County Snowmobile Trail System is shown below in a map collected from the county's website.



RECREATIONAL PROGRAMMING

Recreational programming refers to organized activities and events designed to promote leisure, physical activity, social interaction, and personal development. Recreation-based programs offered in the community are detailed in Figure 3.1 below. While the Village owns and maintains properties used for much of the recreational programming offered, it does not host any specific programs throughout the year. Village recreational programs are primarily run on a volunteer basis by organizations associated with various athletic programs. The Sports Complex is most frequently used for recreational programs.



Figure 3.1 Village Recreational Programming

Program	Hosted By	Location	Description
Men's Hardball	Sister Bay Bays	Sports Complex	Local men's team part of the Door County Baseball League; Sundays in summer.
Youth t-ball	Nor-Door Youth T-ball League	Sports Complex	Youth league that uses the Little League Field 1x week in summer months.
Youth Soccer	Northern Door County Youth Soccer Association	Sports Complex	Summer program affiliated with SAY soccer, games are held in June and July.
Pickleball	Door County Pickleball Club	Sports Complex	The Pickleball Club reserves the courts 3x a week in summer for their club play.
Ice Skating	Village of Sister Bay	Sports Complex	Seasonal outdoor rink open to the public. Home to a broomball league and a hockey tournament.
Broomball	Door County Broomball League	Sports Complex	Locally sponsored teams. Weekly games when ice is available.
Disc Golf	Village of Sister Bay	Sports Complex	No organized league - just casual play. 9 holes, grass tees.
Tennis, sledding, casual basketball	Village of Sister Bay	Sports Complex	Drop-in, no reservations required for casual use.
Misc. training locations	Various	Various	Pebble Beach Park is used for triathlon training (swimming), as are Sister Bay roads (biking).



COMMUNITY EVENTS

A variety of community events are held throughout the year that draw thousands to the Village. While some events are hosted by the Village, others are hosted by partners such as the Sister Bay Advancement Association (SBAA) and the Sister Bay Historical Society. Figure 3.2 below details key community events that are held in the Village throughout the year. These events help foster community spirit, attract tourists, and provide entertainment for residents and visitors alike.



Figure 3.2 Major Village Events

Event	Hosted By	Location	Description
Door County Pond Hockey Tournament	Peninsula Pacers	TKH Community Ice Rink	Held annually in February, ice dependent. Attracts approximately four dozen teams.
Egg Hunt	SBAA	Sports Complex	Annual event, Easter weekend.
Concerts/Movies in the Park	SBAA	Waterfront Park Pavilion	Concerts held Wednesdays and movies Sundays throughout summer.
Pride	Northern Door Pride	Village Hall and Waterfront Park	Annual event held in June. Some activities take place in the adjacent park.
Kite Day	SBAA	Sports Complex	Held in June alternating years with Brick Party. Features kites from Wisconsin Kite Fliers Association members.
Freedom Fest	Village	Marina Park	Annual event held the weekend after the 4 th of July with fireworks at dusk.
Door County Festival of Fine Arts	SBAA	Waterfront Park	Annual event held in August. Features approximately two dozen artists from WI.
Marina Fest	SBAA	Sister Bay Marina and association grounds	Annual event held Labor Day weekend. Traditionally hosted by the Village and area nonprofits but now hosted by the SBAA.
Village-Wide Rummage Sale	SBAA	Various	Annual event held in May (registration required)
Brick Party by the Bay	SBAA	Village Hall and adjacent area	Held in July, but alternates with Kite Day so it may not be held every year. Attendees create Duplo designs and enjoy Lego creations
New Year's Fireworks and Cherry Drop	Village and SBAA	Sports Complex; Highway 42 and Maple Drive	Held annually on New Year's Eve. Includes fireworks, ice skating, shopping, music and dropping of a large cherry at midnight.

Goat Parade	SBAA and Al Johnsons	Downtown Area	Annual event held in June. Includes a parade and roofing goats on Al Johnson's Swedish Restaurant
Peninsula Century Bike Ride	Peninsula Pacers	Waterfront Park	Annual September ride event throughout Door County. Attracts hundreds of cyclists.
Fall Fest	SBAA	Downtown Area Waterfront Park	Annual weekend event held every October. Largest event in Northern Door County attracts tens of thousands of people.
Capture the Spirit	SBAA and Village	Downtown Area, Village Hall, Library	Annual event near Thanksgiving. Village decorates downtown area for the arrival of Santa; events at Village Hall and Library.
Christkindlmarkt	Historical Society	Historical Society Corner of the Past Museum	Annual holiday event covers three weekends.

PARK MAINTENANCE AND OPERATION

The Village of Sister Bay's Parks/Maintenance Department manages multiple facilities and parks that lie within the Village limits. It is the goal of the employees in that department to maintain the Village's properties and facilities to a standard that exemplifies the pride of not only the residents of the Village but business owners, officials, and visitors. The main objective in attaining that goal is to ensure that all Village facilities and parks are safe, clean, accessible, and aesthetically pleasing.

Village staff are responsible for much more than the maintenance and operation of the park system. The twenty facilities that the Sister Bay Department of Public Works currently maintains, wholly or in part, are:

- Sports Complex (2155 Autumn Court)
- Marina Park (off N. Bay Shore Drive)
- Pebble Beach Park
- Sledding Hill (2155 Autumn Court)
- Dog Park (Autumn Court)
- Information Booth (2380 Gateway Drive)
- Performance Pavilion (2362 Mill Road)
- Sister Bay Marina (10733 N. Bay Shore Drive)



- Waterfront Park (off N. Bay Shore Drive and Mill Road)
- Public Restrooms (10671 N. Bay Shore Drive)
- Bike/Pedestrian Trail (abuts S. Bay Shore Drive)
- Boathouse/Museum (10697 N. Bay Shore Drive)
- U.S. Post Office (10685 N. Bay Shore Drive)
- Sister Bay-Liberty Grove Library (2323 Mill Road)
- Sister Bay-Liberty Grove Fire Station (2258 Mill Road)
- Parks Maintenance Building (2160 Autumn Court)
- Village Hall (10693 N. Bay Shore Drive)
- Village Administration Building (2383 Maple Drive)
- 15.03 Miles of Village Roads and Streets
- Lawns at the Wastewater Treatment Plant (2124 Autumn Court)
- Lawns at the Village's Three Well Houses
- Maintain the Wis DOT Trail along Highway 42, south of the downtown area

The Village employs full-time and part-time staff that are responsible for the upkeep of the Village's facilities and parks. Operating hours are from 7:00 AM to 3:30 PM on weekdays, with weekend and night shifts adjusted according to the Village's requirements. During peak tourism seasons, staff members adopt a rotating weekend schedule to ensure the cleanliness and maintenance of Village parks, facilities, and properties. In winter, their duties extend to snow removal at Village-owned facilities as needed.

The Village's Park crew plays a crucial role in preparing, assisting, and organizing special events and festivals, including the vital task of designating the locations of underground water, utility, and electrical lines before any tented events take place on Village-owned properties.



CHAPTER 4: PARKLAND ANALYSIS AND NEEDS ASSESSMENT

The Needs Assessment of the Village's Outdoor Recreation Plan serves as a crucial foundational step in understanding the current state of outdoor recreational opportunities within the community. The assessment uses comprehensive data and public insight to determine if community open space needs are being met. The findings of this assessment provided important information ultimately helped to develop strategies and recommendations found later in this document.

PARK AND RECREATION NEEDS STANDARDS

The National Park and Recreation Association (NPRA) recommends that each community determines its own standards, level-of-service metrics, and long-range vision for its parks and recreation system based on community issues, values, needs, priorities, and available resources. While locally derived standards will better identify park system deficiencies, it is important to compare the Village to similar-sized communities and national averages as a benchmark for analysis.

The NPRA Park Metrics is a benchmarking resource that allows communities to effectively manage and plan for their operating resources and capital facilities. This tool along with the *NPRA 2023 Agency Performance Review* was used to gather insight on how the Village's Park system compares to other similarly sized jurisdictions in the state and throughout the nation.

According to the National Recreation and Park Association's (NPRA) Agency Performance Review, which evaluates thousands of park and recreation agencies nationwide, communities with populations under 20,000 typically provide the following levels of service:

- **Parks per Population:** On average, there is one park for every 1,225 residents. At the lower end (25th percentile), agencies provide one park for every 666 residents, while at the upper end (75th percentile), the ratio is one park for every 3,162 residents.
- **Parkland Acreage:** Agencies generally maintain 13 acres of parkland per 1,000 residents. The range is between 6 acres per 1,000 residents (25th percentile) and 21.1 acres per 1,000 residents (75th percentile).
- **Trails:** A typical agency oversees about 4 miles of walking, hiking, running, or biking trails. The low quartile maintains around 2 miles of trails, while the high quartile provides up to 10 miles.



Comparing highlights from the NRPA Agency Performance Review to the Village's current park and recreation system, it was found that the Village exceeds the typical metrics for jurisdictions under 20,000. Within the Village of Sister Bay:

- There is 1 park for every 164 residents
- There are 51 acres of parkland for every 1,000 residents
- The Village manages or maintains 1.15 miles of trails for active recreation

When comparing the Village to surrounding jurisdictions and jurisdictions of similar population, the Village is on par, if not excelling in most categories (Figure 4.1).

Figure 4.1 Sister Bay NRPA Park Comparison					
Community	Village of Sister Bay	Village of Egg Harbor	Village of Ephraim	Village of Luxemburg	Village of Denmark
Population (2020)	1,148	358	345	2,685	2,408
Total Number of Parks	7	5	12	4	4
Number of Parks/Resident	1 park / 164 residents	1 park / 72 residents	1 park / 29 residents	1 park / 671 residents	1 park / 602 residents
Total Park Acreage	58	32	303	15	41
Park Acres/Resident	1 acre / 20 residents	1 acre / 11 residents	1 acre / 1.1 resident	1 acre / 179 residents	1 acre / 59 residents

Given the seasonal nature of the Village as well as the growing population, the Village should analyze the NRPA benchmark metrics, which are released annually, and update the comparison table above using updated Census data or DOA population projections.

FACILITY NEEDS STANDARDS

The NRPA's analysis of the type and number of amenities and facilities provided in parks was used to compare the Village of Sister Bay to communities throughout the country with a population of less than 20,000. Of the facilities/amenities currently located within the park system, the Village exceeds the national median number of residents per facility. However, there are many amenities/facilities that the Village does not currently have located within any of its parks.

Figure 4.2 Sister Bay NRPA Facilities Comparison			
Facility/Amenity Type	NRPA Median Number of Residents / Facility	Number of Facilities	Number of Residents / Facility
Playgrounds	2,014	2	574
Basketball Courts	3,729	1	1,148
Baseball Field – Youth	3,114	1	1,148
Tennis Courts (Outdoor)	2,805	2	574
Multipurpose Rectangular Field	3,859	0	0
Dog Park	11,100	1	1,148
Softball Field - Adult	5,800	0	0
Softball Field - Youth	5,079	0	0
Baseball Field – Adult	7,627	1	1,148
Community Gardens	8,178	1	1,148
Swimming Pools (Outdoor)	9,745	0	0
Soccer Field – Youth	3,600	0	0
Multiuse Courts (Basketball and Ice Rink)	5,093	2	574
Soccer Field – Adult	6,955	1	1,148
Skate Parks	10,726	1	1,148
Football Field	8,637	0	0
Pickleball (Outdoor)	3,252	4	287
Regulation 18-Hole Courses	9,587	0	0
Multiuse Courts (Tennis and Pickleball)	4,868	2	574
Multipurpose Synthetic Field	9,518	0	0
Ice Rinks (Outdoor)	8,045	1	1,148
Lacrosse Field	9,786	0	0
Field Hockey	18,000	0	0

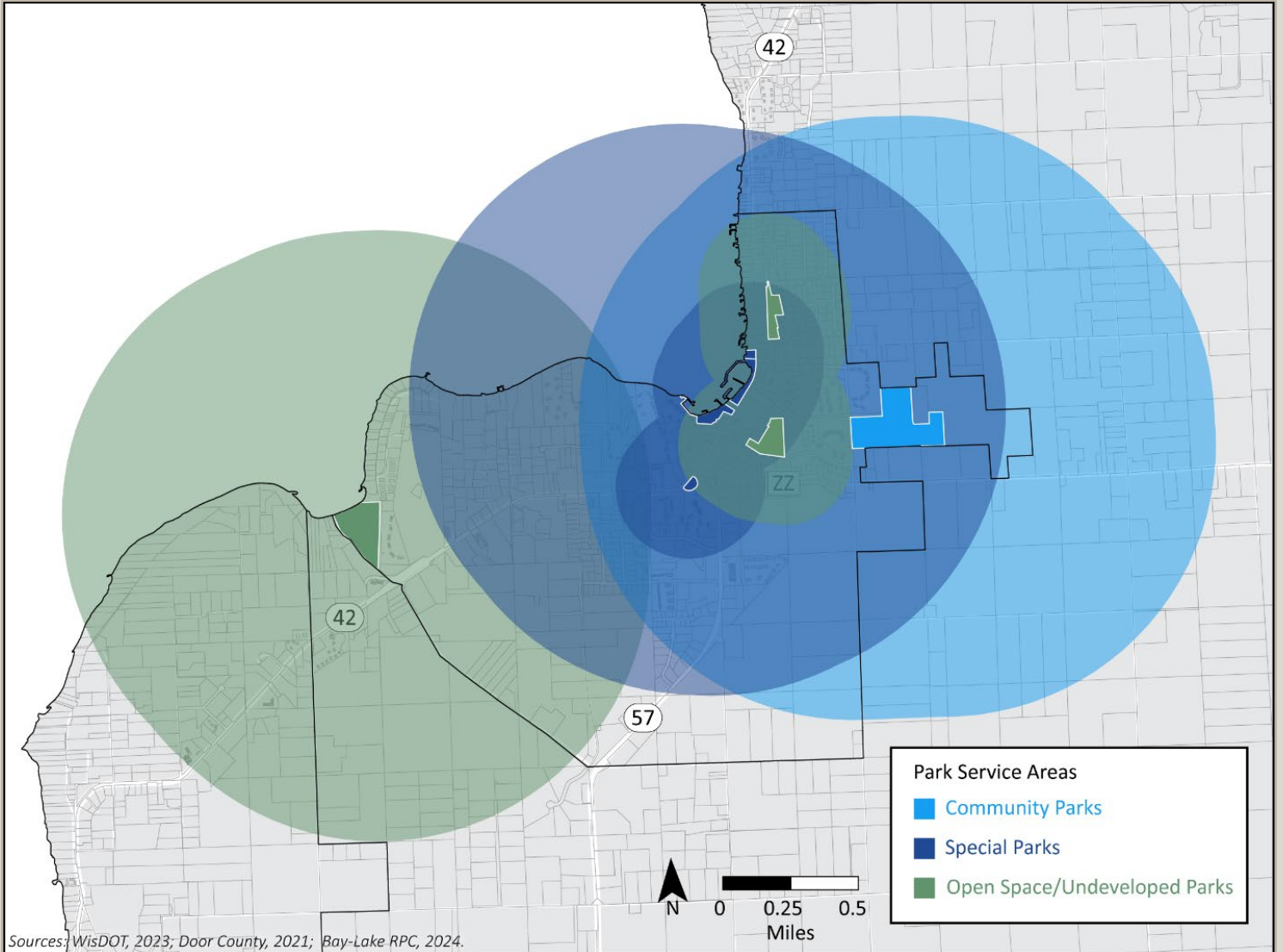
The Village is exploring the feasibility of establishing a park and recreation district to ensure that users in Northern Door contribute to the costs of amenities, rather than placing the entire financial burden on Village taxpayers and donors.

PARK SERVICE AREA REQUIREMENTS

In the past, the NRPA classified service areas based on park-type classifications. The NRPA's service area was identified as a radius around a park that serves a certain population or neighborhood. However, the NRPA now recommends that communities develop their own metrics for park level of service. To remain consistent with the park classifications identified in Chapter 3 of this plan, the level of service area for each of the Village's parks was based on the NRPA's historical recommendations and other outdoor recreation planning documents. Below is an overview of service area requirements for the Village's existing parks, accompanied by a map of the park service areas on the following page.

- A community park, such as the Sister Bay Sports Complex, serves an entire community or region. While the Sports Complex serves the entire community and beyond, the map identifies a one-mile radius around this park.
- A special use park, such as Gateway Park, Sister Bay Marina Park, and Waterfront Park serves a radius area of 1/4 mile to one mile. Gateway Park and the Sister Bay Marina park are shown with a 1/4 mile radius, whereas Waterfront Park is shown with a one-mile radius.
- An undeveloped open space park, such as Pebble Beach, Mill Road Parcel, and North Spring Parcel serves an area of 1/4 mile to one mile. Pebble Beach is shown with a one-mile radius, whereas Mill Road and North Spring Parcels are shown with a 1/4 mile radius.

Based on the service areas, the map shows the Village lacks a park development that serves residential populations located in the southern portion of the Village. At a minimum, the Village should analyze the NRPA's historic park level of service area metrics when acquiring or developing new park spaces within Village limits.



NEW PARKLAND DEVELOPMENT

In 2025 the Village solicited a neighborhood park to be developed near the intersection of Ava Hope Court and Northwoods Drive. This park is to be developed in conjunction with a housing development and will serve as a Village park that is open to the public. This new park will help to serve the lack of park infrastructure that serves residential populations located in the southern portion of the Village. It is anticipated that this park will include play equipment, grills, picnic tables, and a path connecting the park to other properties and open spaces, sidewalks, and potential trails.

PROGRAMMING REQUIREMENTS

The “prime directive” for all park and recreation agencies is to serve the public. Delivering high-quality services to all community members is a key commitment of park and recreation professionals. According to the NPRA, agencies serving a population of less than 20,000 typically hold 30 fee-based programs per year. The Village does not hold any fee-based programs at this time.

STAFFING REQUIREMENTS

In 2023, the Village employed a total of five full-time and two part-time staff responsible for the upkeep of the Village’s facilities and parks. According to the NPRA, park and recreation agencies serving jurisdictions of less than 20,000 residents have a median of 11.3 full-time equivalent (FTE) employees on staff (6 FTE on staff is the lower quartile and 22 FTE is the upper quartile). When compared to the national average for jurisdictions under 20,000 in population, the Village is on par with the lower quartile.

The duties and responsibilities of parks and recreation professionals go beyond just operating parks and providing recreational programming and services. The NPRA identified the top responsibilities of park and recreation agencies, and the Village’s park staff share many of these responsibilities in some capacity.

The top responsibilities of park and recreation agencies located throughout the country as identified by the NPRA include:

- Operate and maintain indoor facilities (91 percent of agencies)
- Have budgetary responsibility for their administrative staff (88 percent)
- Operate, maintain or manage trails, greenways and/or blueways (84 percent)
- Conduct major jurisdiction-wide special events (80 percent)
- Operate, maintain or manage special-purpose parks and open spaces (75 percent)
- Operate, maintain or contract racquet sport activities/courts/facilities (69 percent)
- Operate and maintain non-park sites (68 percent)
- Operate, maintain or contract outdoor swim facilities/water parks (66 percent)
- Administer or manage tournament/event-quality outdoor sports complexes (57 percent)
- Administer community gardens (47 percent)

ACCESSIBILITY ASSESSMENT

Currently, the Village's park system is not accessible to all. Some parks are more accessible than others. An accessibility assessment is below. It is essential to analyze and plan for accessibility improvements to promote inclusivity, comply with legal requirements, ensure equity, foster social connections, support health and well-being, and enhance tourism and economic opportunities. By prioritizing accessibility, communities can create outdoor spaces that are welcoming and enjoyable for everyone.

SPORTS COMPLEX

Currently, the park is not fully accessible. Aside from the parking lot that contains four designated accessible parking stalls, much of the park lacks infrastructure to meet ADA requirements. The playground equipment and the gazebo are not accessible. Community gardens include gravel and dirt pathways, which, according to the American with Disabilities Act (ADA), do not meet the requirements for firmness, stability, and slip resistance. Furthermore, raised garden beds are not included, which can be difficult to access for those in wheelchairs. No sidewalks are provided to access the baseball fields, which does not meet the requirements of ADA.

WATERFRONT AND PARK

The facilities at Waterfront Park are moderately accessible for persons with disabilities. Reserved parking is provided, and hard surface walkways allow for access into the park and an accessible sidewalk leads to the gazebo. However, prominent park features such as the playground and swim pier are not connected to the path system. The playground is not universally accessible and does not include appropriate equipment for young children (ages two to five). Enhancements constructed between 2015-2017 provided universal access to the swim pier from the Highway 42 business district as well as the parking area behind the existing post office.

The marina, launch ramps and land-based facilities meet accessibility requirements.

GATEWAY PARK

Although the outdoor tourist kiosk is fully accessible, the cabin used by the Historical Society for programming purposes includes a step to get into the front door. The restroom facility is not designed to meet current ADA codes.

PEBBLE BEACH

This park is currently not accessible. ADA accessibility has been incorporated into the goals, objectives, and strategies of this plan and it is recommended that the Village takes the necessary steps to incorporate ADA measures into future park improvement and planning projects.

CHAPTER 5: IMPLEMENTATION

The Implementation Chapter translates the vision, goals, and recommendations of the Village of Sister Bay's Outdoor Recreation Plan into a clear and actionable strategy. It outlines the specific projects, priorities, timelines, and responsible parties necessary to enhance and expand recreational opportunities in the Village. This chapter serves as a tool for decision-makers, staff, grant administrators, and community partners to coordinate efforts, allocate resources efficiently, and track progress over time. This chapter includes goals/objectives, the capital improvement schedule, plans for maintenance and operation, and lastly, potential funding for implementation.

GENERAL RECOMMENDATIONS

Recommended improvements for each park within the Village can be found under the park inventory, while general recommendations can be found below. These recommendations were gathered through discussions with Village staff, park site visits, community feedback, the NRPA needs assessment. These recommendations are further supported by the goals and objectives below.

- Develop clear wayfinding signage within the community to direct visitors and residents to parks, community facilities, and landmarks.
- Improve upkeep and general maintenance of existing parks.
- Develop a fully accessible playground based on universal design concepts.
- The Plan Commission is to draft a parkland dedication ordinance and adjust the impact fee ordinance to ensure adequate parkland and facilities for new residents.
- Create a bike and pedestrian map that shows existing and proposed trails throughout the Village, to be updated as connections are built.
- The Plan Commission is to monitor new development to determine its potential impact on the park system, and if warranted identify locations for additional neighborhood parks with guidance from the Village Comprehensive Plan and the future parks/trails map.

GOALS AND OBJECTIVES

The goals and objectives from the 2014-2018 CORP were analyzed by the Ad Hoc Outdoor Recreation and Transportation Committee and taken into consideration when updating the current goals and objectives listed below.

Goal 1: Provide space throughout the Village for outdoor recreation and environmental protection.

Objectives

- Establish an optimal long-term acreage standard for parks and open space by the end of 2025.
- Identify priority geographic areas for future parkland and natural space acquisition.
- Develop and adopt a five-year implementation plan to achieve space and acreage goals.
- Acquire and permanently preserve natural areas, open spaces, wetlands, and habitats for at-risk species.
- Partner with willing landowners to protect significant natural resources through conservation easements, land donations, or other preservation tools.
- Maintain and reinvest in existing parklands to ensure long-term sustainability.
- Develop new neighborhood parks in more densely populated areas of the Village.
- Preserve undeveloped Village-owned land as green space to maintain ecological and community value.
- Expand trail systems to connect parks, natural areas, and neighborhoods.
- Pursue signature amenities such as a splash pad/ice rink with youth recreation center to serve year-round needs.
- Encourage reforestation efforts, including replacement of ash trees and planting on private property.
- Enhance the Sports Complex to serve as a multi-purpose park with improved play areas, signage, and amenities for residents and visitors.
- Manage sensitive areas with protective measures such as restricting dogs on beaches.
- Promote walkability throughout the Village while preserving its natural character.
- Encourage landowners with properties having significant natural resources to donate to the land trust.
- Work to acquire or preserve important natural areas and open spaces such as the bluff trail on the south side of Sister Bay.
- Require new multi-family developments to include dog parks where allowed.
- The Plan Commission and Ad Hoc Green Tier Community Committee work collaboratively to establish tree replacement requirements for developers to ensure no net loss of tree canopy.

Goal 2: Provide well-maintained recreational facilities for active and passive recreational use, serving all ages and interest groups.

Objectives

- Assess facility needs bi-annually through community engagement.
- Monitor usage and condition of parks and recreational programs on an ongoing basis.
- Prioritize maintenance and improvements of existing facilities to meet community standards.
- Expand the children's playground at the Sports Complex.
- Expand recreation programming to better serve preschool children, teens, older adults, and individuals with disabilities.
- Identify and designate locations for seasonal activities such as sledding, ice skating, skiing, gardening, and community events.
- Maintain an inventory of common replacement parts and establish a proactive inspection schedule, especially during peak summer months.
- Provide additional seating and benches at Waterfront Park for passive recreation and cultural enjoyment.
- Establish a volunteer committee to support the Parks Committee and assist with implementation of projects.

Goal 3: Serve residents and visitors of all abilities by encouraging the design of recreational facilities whenever practical to meet the requirements of the Americans with Disabilities Act.

Objectives

- Conduct annual inspections of all parks to identify safety hazards and ADA compliance issues, with prompt corrective action.
- Design all new parks and facilities to meet ADA Title II and III requirements and support seniors and individuals with disabilities.
- Retrofit existing facilities to improve accessibility where feasible.
- Apply safe design principles to improve safety and usability across all facilities.
- Pursue accessible enhancements such as an overlook at Pebble Beach, in coordination with the Land Trust.
- Engage a volunteer advisory group to review accessibility needs and provide input on implementation.

Goal 4: Provide safe and efficient bicycle and pedestrian access between residences, local businesses, parks, recreational sites, and other adjoining communities for users of all ages and abilities.

Objectives

- Develop a comprehensive system of trails and sidewalks connecting parks, neighborhoods, the waterfront, and adjoining communities.

- Expand multi-use trails to accommodate walking and biking.
- Work with neighboring communities, the county, the state, local advocacy groups, and the regional planning commission to coordinate bicycle and pedestrian planning projects that enhance safety and connectivity.
- Require developers to integrate pedestrian and bicycle infrastructure into new commercial and residential projects or provide easements for future connections.
- Improve safety by developing the Highway 57 trail while preserving tree cover and natural aesthetics.
- Enhance wayfinding and safety with signage for shared road use by bikers and pedestrians.

Goal 5: Preserve the welcoming small-town character and culture of the Village.

Objectives

- Design parks and facilities to strengthen neighborhood cohesion and provide common areas for neighborhood gatherings.
- Where feasible, incorporate green infrastructure (bioswales, rain gardens, infiltration strips) to manage stormwater and reduce environmental impacts.
- Anticipate demographic changes and adapt recreation programs and facilities for all ages, interests, and seasons.
- The Village Parking Committee should carefully evaluate the impact of paid parking on Village character.
- Encourage small businesses that contribute to the Village's cultural and economic vitality.
- Limit large-scale development that could disrupt the Village's character, including restrictions on downtown hotels/condos and building heights along the lakeshore.
- Enforce architectural design standards to ensure new development complements existing character.
- Don't allow any new buildings to be built on the bay side between Mill Rd. and Sunset on HWY 42 and limit anything else to 2 stories.
- Focus on the community's changing demographics and develop a seasonal recreation framework that highlights opportunities for spring, summer, fall, and winter activities across all age groups.
- Pursue opportunities for small-scale neighborhood "pocket parks" connected by trails and sidewalks.

Goal 6: Pursue intergovernmental opportunities to provide recreational amenities to Northern Door County.

Objectives

- Seek state, federal, and private grants to support parkland acquisition and facility development.

- Partner with Door County, nearby municipalities, and community groups to provide shared facilities and programming.
- Coordinate with neighboring villages to establish a continuous regional bike trail network.
- Collaborate with Northern Door communities (Egg Harbor, Fish Creek, Ephraim, Ellison Bay) to share costs and benefits of large-scale amenities.
- Develop a regional funding framework for high-cost facilities such as ice rinks, community centers, bluff trails, and preserved lands with public access.

CAPITAL IMPROVEMENTS SCHEDULE

The Village of Sister Bay Capital Improvements Schedule (CIS) summarizes all outdoor-recreation related expenditures from the Village's Capital Improvement Plan. The CIS lays out improvements for the next five years (2025 - 2029).

Figure 5.1: Capital Improvement Schedule			
Park/Facility	Improvement Type	Amount	Year
Ava Hope Community Park	Park Development (grading/seeding)	\$30,000	2026
HWY 57 Trail	Trail Construction	\$1,145,600	2027
Dog Park	Renovations and Relocation	\$125,000	2027
Pebble Beach	Engineering for Parking, Restrooms, Overlook	\$30,000	2027
Pebble Beach	Construction of Parking, Restrooms, Overlook	\$250,000	2028
HWY 42 Trail to Ephraim	Trail Construction	\$2,300,000	2028
Waterfront Park	Inclusive Playground Equipment	\$450,000	2030
Village Trail System	Construction	\$300,000	Undetermined
Village Trail System	Wetland Determination, Permitting, and Engineering	\$100,000	Undetermined

OPERATION AND MAINTENANCE

The park system is maintained by the Village's park crew. The Village is considering adding additional staff members as the Village grows and expands its park system. There is a need for at least one new park department crew member to assist with department responsibilities as well as a part-time clerical employee to assist with invoicing, meeting preparation, reservations, and more.

The Village's park department will continue to maintain the Village's park system and other properties in accordance with the maintenance schedule found in Figure . The maintenance schedule must be reviewed and updated as the Village expands, adding new Village-owned properties or parkland. Furthermore, the Village needs to balance the increased maintenance demands of proposed capital improvement projects with their commitment to existing park facilities.

Figure 5.2 Village Maintenance Schedule

Maintenance Type	Responsible Party	Location	Frequency
Lawn maintenance of all public lawns	Parks Crew	The entire park system and all public buildings and Welcome signs	Weekly in the growing season
Trail general maintenance	Parks Crew	Public trails within Village limits	Weekly in the summer/as needed in off-season
Flower beds/mulch beds	Parks Crew	Waterfront Park, Gateway Park, Fire Station, Sports Complex, Marina Park, other public property	Weekly in the summer
Snow removal & Salt	Parks Crew	All public lots and applicable sidewalks within Village limits, assist the county with Village roads if they fall behind	As needed
Parks building check, clean, repair	Parks Crew	Waterfront Park (bathroom, changing rooms, Performance Pavilion, Village Hall, gazebo); Sports Complex (warming house, bathrooms, Bay Concession, soccer shed); Gateway Park (bathrooms, old schoolhouse); Pebble Beach (future pit toilet, info kiosk); cold storage off Autumn Court; post office; administration building	Daily/seasonal
Maintenance asst. to Library and Fire Station	Parks Crew	Sister Bay/Liberty Grove Fire Station and Library	Daily cleaning of public access area; assistance to library as needed
Paint/Striping	Parks Crew	Streets, public lots, curves, and trails	As needed, annually
Parks building, amenity repair and painting	Parks Crew	Waterfront Park, Sports Complex, Gateway Park	As needed
Trash collection	Parks Crew	Waterfront Park, Gateway Park, Sports Complex, Administration Building, Fire Station, Village Hall, Pebble Beach, all public trash bins	2x daily in open spaces, 1x indoors, others weekly
Light pole maintenance and electrical outlets	Parks Crew & Electrical Contractor	All parks and trails and along sidewalks in downtown area	Annually
Seasonal Decorations and displays	Parks Crew	Waterfront Park, Gateway Park, Sports Complex, downtown area, Library	Seasonally
Beach Maintenance	Parks Crew	Waterfront Park, Pebble Beach	Daily in summer
Filling potholes	Parks Crew	Village streets	Seasonally, and as needed
Brush/tree removal	Parks Crew	Village streets, all Village property	As needed
Culvert and associated ditch clearing	Parks Crew	Village culverts and ditches	Seasonally
Public Flower planting and	Parks Crew and	Waterfront Park and downtown area	Summer

maintenance	Volunteers		
Roadkill	Parks Crew & County	All Village Streets	As needed
Special event management and signage	Parks Crew & Sister Bay Advancement Association	Typically Waterfront Park, Village Hall and downtown area, sometimes includes Gateway Park and Sports Complex	Seasonally
Assistance with special events	Parks Crew	Waterfront Park, downtown roads, Sports Complex	Seasonally
Equipment maintenance (trucks, mowers, snow removal equipment, etc.)	Parks Crew	Parks Building/cold storage	Throughout year
Ice rink maintenance and operations	Parks Crew, Ice rink manager, volunteers, The Friends of the Ice Rink	Sports Complex (TKH Building)	Seasonally
Dog Park maintenance, dog waste receptacles	Parks Crew	Dog Park at Sports Complex, all public waste receptacles	Waste pick-up is 1x daily; mowing dog park is weekly
Dock maintenance	Marina/Parks Crew	Sister Bay Marina	Seasonally
Pest control	Parks Crew	All Village public and nonpublic Village spaces	As needed
Litter pick-up	Parks Crew	All Village public property, all Village roads, and ditches	Daily in summer; as needed in the off-season
Vandalism	Parks Crew	All Village Public Property, all Village roadways	As needed
Shouldering roadways	Parks Crew	All Village roadways	As needed
Flag & flagpole maintenance	Parks Crew	N Bay Shore Dr, Library, Gateway Park, Administration Building, Sports Complex	Seasonally and as needed
Street & informational signs maintenance	Parks Crew	All Village property, all Village streets	As needed
Leaf clean up	Parks Crew	N Bay Shore Dr, Waterfront Park, Sports Complex, Dog Park	Seasonally
Snow Removal preparation	Parks crew	All Village public parking lots and roadways	Seasonally
Facilities Parks winterization	Parks Supervisor/ Contractor	Waterfront Park, Gateway Park, Sports Complex, Dog Park, Marina Park, Marina, Boat House	Seasonally

FUNDING PROGRAMS

Below is a list of recreation-grants administered by various local, state, federal, and private agencies, including the WI DNR. This list acts as a starting point and does not contain all the grants that are currently available.

The latest information related to these grants can be obtained by visiting the URL listed. The Bay-Lake RPC also maintains a funding and grant opportunities portal that provides information about new and upcoming funding opportunities. This portal can be accessed on the Bay-Lake RPC website or by visiting: <https://funding-opportunities-baylakerpc>.

ACQUISITION & DEVELOPMENT OF LOCAL PARKS

Helps to buy land or easements and develop or renovate local park and recreation area facilities for nature-based outdoor recreation purposes (e.g., trails, fishing access and park support facilities). Applicants compete for funds on a regional basis. This grant program is part of the Knowles-Nelson Stewardship Program.

BOATING INFRASTRUCTURE GRANT PROGRAM

Tier 1 grants are for smaller projects that add transient boating infrastructure to the area. Tier 2 grants are for larger projects and are competitively judged at the national level.

CLEAN VESSEL ACT

A nationwide competitive federal grant program that provides funding to states as part of an effort to clean up the nation's waterways. The CVA encourages states to subcontract with private marinas/businesses as well as local units of government to construct projects.

LAND & WATER CONSERVATION FUND - STATE PROGRAM

This Federal program encourages creation and interpretation of high-quality outdoor recreational opportunities. Funds received by the DNR for this program are split between DNR projects and grants to local governments for outdoor recreation activities. Grants cover 50 percent of eligible project costs.

HABITAT AREA

Protects and restores important wildlife habitat in Wisconsin in order to expand opportunities for wildlife-based recreation such as hunting, trapping, hiking, bird watching, fishing, nature appreciation and wildlife viewing. This grant program is part of the Knowles-Nelson Stewardship Program.

LAND & WATER CONSERVATION FUND - STATE PROGRAM

This Federal program encourages creation and interpretation of high-quality outdoor recreational opportunities. Funds received by the DNR for this program are split between DNR projects and grants to local governments for outdoor recreation activities. Grants cover 50 percent of eligible project costs.

RECREATIONAL BOATING FACILITIES

Counties, towns, cities, Villages, WI tribes, sanitary districts, public inland lake protection and rehabilitation districts and qualified lake associations for recreational boating facility projects.

RECREATIONAL TRAIL PROGRAM

Counties, towns, cities, Villages, WI Tribes, and incorporated organizations may apply for grant funding for development and maintenance of recreational trails and trail-related facilities for both motorized and non-motorized recreational trails uses. Funds from this program may be used in conjunction with the state snowmobile or ATV programs and Stewardship development projects.

SPORT FISH RESTORATION

Counties, towns, cities, Villages, tribes, sanitary districts, public inland lake protection and rehabilitation districts, and qualified lake associations may apply for grants to construct fishing piers and motorboat access projects.

STATE TRAILS

Applications for grants under this subprogram must be for properties identified as part of the State Trail system. It is possible for sponsors to nominate additional trails for state trail designation. The Streambank Protection Program protects water quality and fish habitat in Wisconsin by establishing buffers along high-priority waterways. This grant program is part of the Knowles-Nelson Stewardship Program.

URBAN GREEN SPACE

These grants help buy land or easements in urban areas to preserve the scenic and ecological values of natural open spaces for nature-based outdoor recreation, including non-commercial gardening. This grant program is part of the Knowles-Nelson Stewardship Program.

FUND FOR LAKE MICHIGAN

The mission of the Fund for Lake Michigan is to improve the health of Lake Michigan, its shoreline and river systems, for the benefit of the people and communities that depend on it for water, recreation and commerce. Grant funds can be used for projects that

protect critical natural habitats, reduce polluted runoff, water quality monitoring, water-quality improvements, and more.

NPS RIVERS, TRAILS, AND CONSERVATION ASSISTANCE PROGRAM

The National Park Service - Rivers, Trails, and Conservation Assistance program (RTCA) supports community-led natural resource conservation and outdoor recreation projects across the nation. Our conservation and recreation planning professionals partner with community groups, non-profit organizations, tribes, and government agencies. This partnership assists local communities in realizing their conservation and outdoor recreation vision and goals by providing a broad range of services and skills. No monetary grants are made.

TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

The Transportation Alternatives Program (TAP) is a legislative program that was authorized in Fixing America's Surface Transportation Act ("FAST Act"), the federal transportation act that was signed into law in December of 2015. TAP can provide funding for infrastructure and planning projects. These projects must relate to surface transportation and primarily serve to benefit or increase non-motorized methods of transportation.

DESTINATION DOOR COUNTY COMMUNITY INVESTMENT FUND

The Community Investment Fund, administered by Destination Door County in partnership with the Door County Community Foundation, reinvests a portion of room tax revenue from visitors back into the community. The program funds projects that both enhance the visitor experience and improve the quality of life for local residents. Eligible applicants include local governments, nonprofits, and business/civic organizations, with awards often ranging around \$100,000. Since launching in 2023, the Fund has invested more than \$2.8 million into community-enhancing projects across Door County.

RAIBROOK FOUNDATION

The Raibrook Foundation offers two different types of grants (mini and general grants) to local nonprofit 501(c)(3) organizations and public-sector entities in Door County, notably schools and parks, focusing on projects in education, history, and recreation. They typically act as a co-funder, requiring applicants to have other confirmed or allocated funding rather than covering the project in full. The grant program operates on a monthly cycle, with applications due by midnight on the first of each month and funding decisions made within approximately four weeks.

WISCONSIN COASTAL MANAGEMENT PROGRAM

The Coastal Management Grant program provides grant funding to local governments, nonprofit organizations, schools and universities, and state agencies for coastal

resiliency projects. The funding of these grants is made possible by NOAA's Office for Coastal Management in the U.S. Department of Commerce, with a match requirement from applicants, for innovative coastal initiatives.

WISCONSIN NRF BESADNY CONSERVATION GRANTS

The C.D. Besadny Conservation Fund was established to invest in grassroots conservation and education projects that benefit Wisconsin's lands, waters, and wildlife, and that connect people to Wisconsin's natural resources. Grant funds can be used for habitat restoration, water quality monitoring, trail building, rare plant preservation, and more.

APPENDIX

DRAFT

PUBLIC OUTREACH RESULTS

Top Priorities (Respondents listing the following as their #1 priority)

- Hiking/Biking/Walking Trails (39%)
- Tennis Courts (10.4%)
- Beach Area (6.5%)
- Winter Activities/Ice Rink (6.5%)
- Parking/Traffic Concerns (5.2%)

All Priorities (Respondents listing the following in any of their top 5 priorities)

- Hiking/Biking/Walking Trails (25%)
- Parking/Traffic Concerns (7.8%)
- Tennis Courts (6.2%)
- Winter Activities/Ice Rink (5.9%)
- Playground Equipment (5.2%)

COMPREHENSIVE PLAN SURVEY

Between September 8, 2023, and October 16, 2023, a survey was conducted for the comprehensive plan update. There was a total of **152 responses**. Below is a synopsis of the park and recreation-focused questions from this survey.

Question 6. How do you feel about the following:

Parks and Natural Areas			Park and Recreation Services		
Rating	#	%	Rating	#	%
Very Satisfied	67	44.1%	Very Satisfied	51	33.6%
Satisfied	55	36.2%	Satisfied	69	45.4%
Neutral	14	9.2%	Neutral	23	15.1%
Dissatisfied	14	9.2%	Dissatisfied	7	4.6%
Very Dissatisfied	2	1.3%	Very Dissatisfied	2	1.3%
Total	152	100.0%	Total	152	100.0%

Question 7. Which of the following should be prioritized for improvement within the Village?
(Respondents were asked to select five priorities)

Out of the 18 choices, “Recreation Areas and Green Space” was chosen as a top five priority by 71 respondents.

Other responses received that were park/recreation related included:

- Pedestrian sidewalks/connections in and from residential areas.
- Eliminate new development, preserve existing historic.
- Only green space.
- Outside bathrooms year-round. How about Village hall by post office.
- Bike lanes and trails, more native plants and less lawn, more trees.
- Keep green land.

Question 9. Please indicate if you agree or disagree with the following. *(Respondents were asked to select if they Agree, Disagree, or are Neutral on the given options)*

Rating	Agree	Neutral	Disagree
I am within walking or biking distance of parks and open spaces	75.0%	11.2%	13.8%
I am within walking or biking distance to shopping (groceries, necessities, retail, ect.)	66.4%	15.1%	18.4%

Question 11. Would you be willing to pay increased taxes or fees to: *(Respondents were asked to select Yes, No, or Maybe on the given options)*

Upgrade, improve, or increase pedestrian and bicycle pathways			Upgrade, improve, expand, or increase park spaces and amenities		
	#	%		#	%
Yes	68	44.7%	Yes	71	46.7%
Maybe	38	25.0%	Maybe	53	34.9%
No	46	30.3%	No	28	18.4%
Total	152	100.0%	Total	152	100.0%

Question 13. In general, what is missing or lacking in Sister Bay? *(Respondents were asked to select all that apply of the given choices)*

Missing or Lacking in Sister Bay		
	#	%
Parks and Open Spaces	35	8.3%
Trails	45	10.6%
Park Amenities	16	3.8%
Bicycle and Pedestrian Connectivity	69	16.3%
Total	165	39%

There were 30 "other" responses. Those that relate to park/recreation include:

- Dog park that is usable in the winter.
- Trees
- Splash Pad

Question 26. The quality of parks and outdoor recreation spaces in Sister Bay are:

Recreational Spaces		
	#	%
Excellent	65	43%
Adequate	68	45%
Inadequate	18	12%
Unsure	1	1%
Total	152	100.0%

Question 27. Within the Village of Sister Bay, how often do you use or partake in the following:

Facility	Almost Daily	Somewhat Frequently	Frequently	Occasionally	Never
Waterfront Park	18%	34%	28%	17%	3%
Marina Park	14%	26%	23%	26%	11%
Ice Rink	1%	7%	7%	41%	45%
Facilities Available for Rent in Village Parks	0%	1%	4%	22%	74%
Dog Park	4%	7%	8%	22%	60%
Sledding Hill	1%	4%	6%	29%	61%
Movies in the Park	1%	8%	6%	36%	49%
Gateway Park	0%	7%	3%	20%	70%
Sister Bay Sports Leagues/Summer Camps	3%	4%	9%	16%	68%
Snow Sports	3%	2%	5%	28%	63%
Sister Bay Water Sports	6%	13%	16%	39%	26%
Sister Bay Beach	13%	22%	27%	34%	5%
Sister Bay Sports Complex	6%	9%	22%	37%	26%

Question 30. Please indicate if you agree or disagree with the following statement about Sister Bay's transportation system:

When it comes to parking and vehicle activities, the Village could use:					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Additional parking in the summer	47%	29%	12%	9%	3%
Additional parking year round	10%	16%	30%	32%	11%
Additional parking lots	18%	38%	19%	14%	10%
Additional street parking	10%	18%	34%	30%	9%

Sidewalks are adequate and safe		
	#	%
Strongly Agree	18	11.8%
Agree	69	45.4%
Neutral	25	16.4%
Disagree	31	20.4%
Strongly Disagree	9	5.9%
Total	152	100.0%

Alternative modes of transportation, such as walking and biking are important		
	#	%
Strongly Agree	69	45.4%
Agree	62	40.8%
Neutral	14	9.2%
Disagree	3	2.0%
Strongly Disagree	4	2.6%
Total	152	100.0%

There is adequate bicycle access and infrastructure		
	#	%
Strongly Agree	7	4.6%
Agree	24	15.8%
Neutral	35	23.0%
Disagree	58	38.2%
Strongly Disagree	28	18.4%
Total	152	100.0%

Crosswalks in the Village are in the right location and are safe		
	#	%
Strongly Agree	11	7.2%
Agree	58	38.2%
Neutral	32	21.1%
Disagree	37	24.3%
Strongly Disagree	14	9.2%
Total	152	100.0%

Question 32. The Village should engage in bicycle and pedestrian planning and improvement efforts: *(Respondents were asked to rank from strongly agree to strongly disagree for the given statement)*

Engage in Bike/Ped Improvement		
	#	%
Strongly Agree	61	40.1%
Agree	51	33.6%
Neutral	28	18.4%
Disagree	11	7.2%
Strongly Disagree	1	0.7%
Total	152	100.0%

Question 33. The Village should work to improve bicycle/pedestrian safety and access to neighboring communities: *(Respondents were asked to rank from strongly agree to strongly disagree for the given statement)*

Bicycle and Pedestrian Safety		
	#	%
Strongly Agree	63	41%
Agree	54	36%
Neutral	28	18%
Disagree	5	3%
Strongly Disagree	2	1%
Total	152	100.0%

28. Please share additional details about parks, outdoor recreation, and cultural resources within the Village of Sister Bay.

No trails; nothing for seniors

Retired. Some of above does not apply, but family use when in town.

The old Village hall is not historically significant so don't waste any money on that. Tear it down and zone it for a private sector office condos. Use proceeds for affordable housing. Don't waste tax dollars on this boondoggle.

Dog park gets daily use more than some of the above. Just saying..... Waterfront is lovely (used half the year) but dogs need exercise year round and tourists with dogs are mounting in numbers.

Good kayak launch area

I look forward to having Village Hall a refreshed and multi-use center for community activities, particularly during the off-season.

We need an Ice Rink that has refrigerated coils so it can be open daily for 5 months a year. We need a Community Center with programs for families, teens and seniors and adjacent to an expanded Sports Complex. Developing with area will draw people away from downtown and the beach in season and create activities for locals in the off season. We need bike and walking trails to neighboring communities as well as around Sister Bay.

What/where is Gateway Park? Given that Sister Bay is one of the fastest-growing communities, and has seen a surge in residents under 18 and especially under 5, the Village should be creating additional playgrounds and year 'round activities for youth and teens (ice rink, playgrounds, bike paths). This shouldn't all be on SBAA.

Ice rink! The Village needs to support updating this great asset!

Age is interfering with my use.

More natural areas!!!!

Need to preserve/restore the natural shoreline. The businesses downtown will be affected by rising water levels within 50-100 years. Need to plan with that in mind. Better to have more open space downtown and preserve some "uptown" land for businesses that will need relocating in the longer (but not that far off) future.

The dog park NEEDS a large dog/small dog divider!!! I will never take my 27 lb Aussie there as she was manhandled by large (labradors) dogs when she was young! It is not a safe space for small dogs! Baileys and Egg have better dog parks than Sister Bay! Also it's silly to not allow dogs south of the marina space!!! You simply need more poop bag stations and signs demanding pick up!

Just because I don't use all the record options doesn't mean I don't support them. I know many people do take advantage of these opportunities.

Create some full time pickleball courts. Not converted tennis courts.

Nice job of supplying parks ect for all adjacent communities that don't pay for them.

Park entertainment by beach too,loud, feel bad for condo owners. We don't need more bars

Mulch does not make for a soft landing for playgrounds. Look into the bouncy type rubber flooring.

Don't try and cram every possible activity into the Village—Door County has many opportunities throughout

The Village is behind in developing permanent pickle ball courts with permanent nets.

Move the post office. It's not in the right place and interferes with park-like activities that could happen in that space.

I attended the open house for the Parks at the fire station a few weeks ago. Please make a timeline for the plan, and the costs involved.

Love the Marina and the Boat Rentals

Although I don't use a lot of these options I believe they should be available

Preserving parks and keeping them less developed like pebble beach would add value to Sister Bays character.

ADA parks and public areas are always needed

I love the beach in Sister Bay! Add water quality tracking sign like they are in other communities.

Needs to be more competition so better ammenities and types of boasts jet skis are available. Also they should absolutely not rent those 3 wheel cars next summer. Accidents waiting to happen.

Pebble Beach is a great addition. I am happy that it is still dog friendly.

Its a great place to launch a kayak.

The parks are adequate but are already starting to look dated. The playground needs to be updated. Parking around waterfront park needs to be improved. The parks could use art and an improved look.

The dog park seems popular, but it looks like it will be much smaller when it's relocated. Maybe it should be built closer to the restroom, and warming buildings.

The drawings of the new recreational area show that a road will be put in that will connect to Scandia Road. I've been up over 20 years, and the cars, and trucks are really speeding as they travel West toward 42. Where Scandia meets Hwy 42, there is a lot of traffic. Cars and trucks are backing up into the road from Birdo's parking lot to the North. There are boats on trailers turning on to 42. With the new marina parking at the sports complex, and housing, that will increase. There is no space for walkers, some pushing baby buggies, to get off the road. The grass by the road is not cut, and gets so tall there is no way to step to safer ground. A traffic study should be done by somebody with the knowledge to advise about safety.

The focus is on recreation and not on enjoying nature and preserving the water quality and supporting wildlife. I'd like to see more focus on preserving the natural beauty of Sister Bay rather than more sports fields and parking lots.

No more downtown condo/apartment development.

The Village has done an excellent job in this area. Keep it up!

The ice rink project to keep ice stable would help winter use

Job well done, especially the beach/marina

All three- fantastic.

We need cross country ski trails

Possible air pump for floatables by beach/bathrooms

Food Trucks

We need an outdoor Community Pool

Permanent Pickleball courts

Think Sister Bay has done a fine job of developing the waterfront and sports complex. Paths for snowmobiling a plus as well. Sled hill is definitely something for really little kids. Proximity to Peninsula State Park offers any thing we might be lacking...real sled hill and plenty of trails for all levels of hiking.

Parks are just a distraction from the real issues.

there should be four-wheeler trails or make them road legal

Keep more land for outdoor activities

PUBLIC WORKSHOP RESULTS

A public workshop was held on October 30, 2023, in the Village of Sister Bay which 41 people attended. The public provided their feedback through activities/exercises that were geared toward the Village's park and trail system. Below is a synopsis of the stations that were used to engage the public and the results of those activities.

STATION 1: BUDGETING EXERCISE

Each attendee received \$1,000 in "money" to expend on various categories such as trail expansion, invasive species management, tree planting, and more. This prioritization activity allowed the public to split the money into eight categories. A total of \$41,000 (or 41 participants) was expended.

Category	Amount
Trail Expansion/Maintenance	\$ 7,300.00
Park Amenity Upgrades	\$ 6,600.00
New Park Amenities	\$ 5,200.00
More Neighborhood Parks	\$ 4,200.00
Tree Plantings	\$ 4,000.00
Beach Area	\$ 3,700.00
Parking	\$ 3,500.00
ADA Accessibility	\$ 2,500.00
Picnic Area Maintenance	\$ 2,100.00
Ash Tree Mitigation/Invasive Species Management	\$ 1,900.00

The top choice among participants was trail expansion/maintenance, followed by park amenity upgrades and new park amenities. The category with the least expenditures was invasive species mitigation followed by picnic area maintenance and ADA accessibility.

STATION 2: SWOT ANALYSIS

A "SWOT analysis" was conducted to receive feedback from the public. Participants used sticky notes to write opinions on what they feel the parks need and what they like or dislike within the Village's four established parks.

Sports Complex - Likes

- beautiful facilities
- Sister Bay baseball field
- lighting at baseball field
- pickleball courts x2
- winter sports snowmobiling
- quiet
- community gardens x2
- keep snowmobile trail
- baseball fields are in great shape
- field conditions are great/well-kept

Sports Complex - Dislikes

- lack of close bathrooms near bay field, no recycling bins at bay's field
- fix the lighting at rink to make dark-sky friendly
- splash pad x2

- better bathrooms - too small
- lights at sports complex - dark sky friendly? Turn off times or downlighting

Sports Complex - Needs

- more pickleball courts
- SPLASH PAD (might remove some congestion by the beach)
- more parking x2
- coils for ice rink + warming house for kids to hang
- walking trail and more parking
- splash pad
- solar flowers (big ones)
- pickleball courts with nets
- bleachers at ice rink for broomball, garbage and recycling bins

- splash pad. Pickleball (trendy)
- publicly-funded skating rink
- inability to use the ice rink due to melting

- 1 - 2 porta-potties at bay field (none in place 2023)
- next playoff championship had 700+ in attendance but people young and old have to walk a city block to use bathroom
- circulator transport
- more and better pickleball courts
- coiled in rink with warming house
- have shade over seating at ball field

Pebble Beach - Likes

- do nothing
- it's natural and quiet
- it's a perfect place as is
- keep it natural
- incredible views
- love as is - nothing needed

- walking trails
- a portion of the beach that is dog-accessible
- keep it as-is
- natural environment

Pebble Beach - Dislikes

- over-crowded often, lack of parking

Pebble Beach - Needs

- canoe/kayak access
- viewing platform so disabled can also get close to water's edge
- more native plants - trees
- mountain bike trail x2

- benches
- more trails
- bathrooms
- More parking.
- Garbage/recycling bins

Marina Park - Likes

- benches & boardwalk
- Green space

- peaceful and quiet
- I like the open green space

Marina Park - Dislike

- Too many boats
- don't use marina to house workers
- use of pesticides on the grass

- entitled boaters with bad attitudes
- no parking - parking is for "marina customers"

- boathouse should be used as Marina clubhouse

Marina Park - Needs

- canoe/kayak access
- dark sky friendly lighting
- more trees along road

- better bathrooms - tenants and for the public

- picnic tables for visitors along boardwalk

Waterfront Park - Likes

- beautiful view
- a place for family
- walking path
- bathrooms open later in the season

- less trees
- native plant use
- landscaping - native plants
- like playing on the stage area

Waterfront Park - Dislikes

- pizza litter
- goose poop
- music pavillion is too small for peninsula symphonic band
- more rinse-off stations for beach
- get rid of falling-apart planters along the parking on Mill Rd - they look terrible!
- more beach space

- less plants by sidewalk
- the gravel beach is terrible! Bring back sand!!
- I wish dogs were allowed
- can't access Post Office all summer
- the sand
- the playground isn't that fun

Waterfront Park - Needs

- add a climbing web and merry-go-round
- more handicap parking
- improve Mill Rd by music pavillion
- provide more parking near music pavilion
- more handicap parking by music pavillion
- need Village Hall to be for beach access - bathrooms and showers (changing stalls)
- Park sky-friendly lighting
- Parking
- Electric at the gazebo

- Bathroom opened at least April 1 to Jan 1
- Less parking or make it paid
- Rubber mat playground - more accessible
- more trees along road to create tree canopy and hide/ cushion visual impact of development
- more picnic tables
- sand. More playground equipment.
- wheelchair accessible to beach
- move Post Office
- better sand

STATION 3: ENOUGH PARKS?

Station 3 asked participants to place a sticker under yes or no to answer the question "Are there enough parks to accommodate the needs of the Village?". Participants were also able to provide additional feedback on what additional park types are needed by recording their responses on a large notepad.

Are there enough parks to accommodate the Village?	
Yes	No
16	11

What other park types are needed?

pickleball courts/wind screens
pickleball courts with permanent nets
natural experience focus
splash pads at Sports Complex
pickleball courts
playground in uptown area (small) x2
path to connect housing to other businesses and services x2
new ice rink
woodlands/green space. Quiet space
doggy splash pad
trails - downtown to Wiltse property - downtown through Wiltse to 22
green space for the animals, especially the wetlands for frogs
ice rink - warming house
safe biking/walking path for seasonal employees
more parks by apartments
outdoor pool
ADA accessible senior park playground

STATION 4: TRAIL PLANNING

Participants were asked "what would you like to see on future trails?" and recorded their answers on a large blank notepad.

What would you like to see on future trails?
keep it natural
trails to be UTV sized for rescue
continue snowmobile trail access to Sister Bay
encourage walking
no lighting on fire station path
no activities stations
multi-use path along Woodcrest Rd
keep it natural style path/dark sky
path from Prebble Beach to Sister Bay beach along bluff
improve pedestrian access around the corner Woodcrest Rd and Scandia Rd
add new snowmobile to Sister Bay businesses
lighting after dark
game to engage young trail users - maybe on signs
line paths with trees to create canopy
"flowering" trees (fruits)
car alternatives (use? Via? Utv?) pedestrian trails (**this one was hard to read**)

STATION 5: PREFERENCE ACTIVITY

Two posters were presented with different types of infrastructure and amenities. Participants were able to select several choices for what they would like to see added to the Village's parks.

Amenities	
Type	Votes
1. Separate Tennis and Pickleball Courts	11
2. Splash Pad	12
3. Vita Course/Stations	8
4. Pump Track for Bikes or Boards	6
5. Archery Range	6
6. All-Inclusive Playground	12
7. Indoor Ice Rink	6
8. Roller Skating Rink	4
9. More Indoor Activities	3

Waste and Recycling Receptables	
Type	Votes
1	8
2	2
3	1
4	5
5	2
6	8

Green Infrastructure	
Type	Votes
1. Land Conservation	13
2. Rain Gardens	4
3. Green Roofs	1
4. Planter Boxes	10
5. Bioswales	3
6. Permeable Pavements	9
7. Green Streets and Alleys	9
8. Green Parking	7
9. Urban Tree Canopy	11

STATION 6: COLOR STATION

Participants were able to draw/color their favorite activity on a large roll of paper. Some beautiful drawings displayed activities such as a splash pad, baseball diamond, playground, pier, and more.

COMMENT CARDS

Comment cards were available to write anything regarding the parks. Four comments were received.

- Improve bathroom facilities at baseball field, a bathroom or porta-potty closer to the field. Add press box for DCL announcers and radio broadcasts. Bring back recycling bins and add more of both garbage and recycling bins all around field. Move bleachers from baseball field to rink in winter to improve fan experience; only option is standing on ice or in snow bank. Clearly-labeled recycling bins at rink too.
- Not in favor of nature trail behind Woodcrest Village. Better pedestrian safety along Woodcrest Road and Scanda, particularly at the corner. Improve road drainage.
- Less is more. There are parks all over Northern Door.
- Please don't develop the 2 undevelopable acres. 1) N Spring Rd. 2) Mill rd parcel – Mother Earth needs this for biodiversity. Yes, please, pursue "green" infrastructure.

NRPA SERVICE AREA REQUIREMENTS

The National Recreation and Park Association (NRPA) provides guidelines for park service areas and classifications to help communities plan and develop park systems that meet the needs of their residents. These guidelines suggest typical service areas, sizes, and features for different types of parks. Here's an overview of the NRPA park service area requirements by park type classification:

1. MINI PARKS (POCKET PARKS)

- **Size:** 2,500 square feet to 1 acre
- **Service Area:** Less than 1/4 mile radius
- **Purpose:** Addresses limited, isolated, or unique recreational needs.
- **Features:** Playgrounds, picnic areas, benches, and landscaped areas.

2. NEIGHBORHOOD PARKS

- **Size:** 1 to 5 acres
- **Service Area:** 1/4 to 1/2 mile radius, uninterrupted by major roads or barriers
- **Purpose:** Provides basic recreational opportunities and activities for nearby residents.
- **Features:** Playgrounds, open play areas, sports fields, picnic areas, trails, and small shelters.

3. COMMUNITY PARKS

- **Size:** 5 to 50 acres
- **Service Area:** 1 to 2 mile radius
- **Purpose:** Meets community-based recreational needs and may preserve unique landscapes and open spaces.
- **Features:** Athletic fields, swimming pools, community centers, trails, large picnic areas, and significant natural areas.

4. LARGE URBAN PARKS

- **Size:** 50 acres or more
- **Service Area:** Several communities or an entire city
- **Purpose:** Provides diverse recreational opportunities and preserves large open spaces.
- **Features:** Multiple sports facilities, large natural areas, gardens, extensive trails, event spaces, and water features.

5. NATURAL RESOURCE AREAS

- **Size:** Variable
- **Service Area:** Variable; depends on the resource and community needs
- **Purpose:** Protects and manages natural resources, open space, and wildlife habitats.
- **Features:** Trails, interpretive signage, minimal development to preserve natural conditions.

6. GREENWAYS

- **Size:** Variable
- **Service Area:** Connects various parks and community features; no fixed radius

- **Purpose:** Provides linear parks and trail corridors for recreation and transportation.
- **Features:** Trails for walking, biking, jogging, and nature study.

7. SPORTS COMPLEXES

- **Size:** Variable, usually 40 acres or more
- **Service Area:** Serves the entire community or region
- **Purpose:** Consolidates athletic fields and facilities for competitive sports.
- **Features:** Multiple sports fields/courts, stadiums, parking, restrooms, and concession areas.

8. SPECIAL USE PARKS

- **Size:** Variable
- **Service Area:** Variable; based on the specific use
- **Purpose:** Meets specific community needs, such as golf courses, historical sites, or botanical gardens.
- **Features:** Varies significantly depending on the park's purpose.

9. CONSERVANCY PARKS

- **Size:** Variable
- **Service Area:** Variable; can be community-wide or larger
- **Purpose:** Protects and preserves natural landscapes and provides opportunities for low-impact recreation and environmental education.
- **Features:** Hiking trails, interpretive programs, wildlife viewing areas, and educational signage.

When planning for the Village of Sister Bay, these classifications and service areas can guide the development of new parks and the enhancement of existing ones. By adhering to these guidelines, the Village can ensure equitable access to recreational facilities, promote active lifestyles, and preserve natural landscapes. Consideration of the local context, community needs, and available resources will help tailor these guidelines to best fit Sister Bay's unique characteristics.

RESOLUTION No. 2025-027

DESIGNATING PUBLIC DEPOSITORIES AND SIGNERS

WHEREAS, the Village of Sister Bay is a local municipal government in the County of Door, of the State of Wisconsin, whose principal place of business is located at 2383 Maple Dr., Sister Bay, Wisconsin; and,

WHEREAS, the Village of Sister Bay is required by Chapter 34 of the Wisconsin Statutes to designate the public depositories into which all public monies shall be deposited; and,

WHEREAS, all financial institutions require a resolution naming the authorized signers on accounts.

NOW, THEREFORE, BE IT RESOLVED, the Village Board of the Village of Sister Bay, Wisconsin, hereby designates the following financial institutions and organizations as the public depositories for all public monies received by the Village Clerk, Village Financial Specialist/Treasurer, Deputy Treasurer, and/or the Village Utility Clerk:

- American Deposit Management of Delafield, WI
- Associated Bank of Green Bay, WI
- Bank of Luxemburg, Luxemburg, WI
- First Business Bank of Milwaukee, WI
- Nicolet Bank of Green Bay, WI
- North Shore Bank, FSB, of Brookfield, WI
- Zions Bank of Salt Lake City, UT
- Board of Commissioners of Public Lands, WI
- Local Government Investment Pool, WI

BE IT FURTHER RESOLVED, the following individuals are the authorized signers at those public depositories:

For Village, TKH, Capital, TIF, PRAT, and Marina accounts:

- Volodymyr Gannik, Financial Specialist/Treasurer
- Sarah R. Bertges, Administrative Assistant/Deputy Treasurer
- Nathan Bell, Village President

For Sister Bay Utilities accounts:

- Volodymyr Gannik, Financial Specialist/Treasurer
- Megan Barnes, Utilities Director
- Nathan Bell, Village President

The above list of financial institutions and organizations, and, authorized signers, shall replace any previously approved list of financial institutions and organizations approved as the public depositories for all public monies received by the Village, and, authorized signers.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay this 21st day of October 2025.

Passed and adopted this 21st day of October 2025.

Nate Bell, President

Attest:

VOTE: Ayes _____ Noes _____

Julie Thyssen, Village Clerk



STAFF REPORT

CONDITIONAL USE PERMIT APPLICATION – GEOS SB

GEOS SB, in care of Cynthia Geocaris, has applied for a conditional use permit to rebuild a unit (home) which is part of a nonconforming use (the use is nonconforming because the property is zoned R-1 and multiple occupancy developments, and more than one structure with living quarters on a lot, are not allowed in the R-1 district). The property is an old cottage resort, but the units are not rented. There is the main unit (home) and two cottages. The cottages are also nonconforming structures due to setbacks (a cottage too close to the water and to the north lot line, and a southerly cottage too close to the south lot line).

The proposed plans can be found online, beginning on page 18, at the following link: https://files.heygov.com/sisterbaywi.gov/meetings/me_01k5hak8ma3kqa7y09jrsvxzkz/09232025-plan-commission-meeting-packet.pdf

At the September Plan Commission meeting the Commission voted to recommend to the Board approval of the application, subject to the following conditions:

- A deed restriction prohibiting short-term rentals in the cottage by the water and the cottage by the road.
- Converting the cottage closest to the water to an accessory use for storage only, without living quarters, but allowing only bathroom facilities without a shower.
- The cottage near the road could maintain its use as a unit with living quarters.
- No replacement, extension, addition, or structural alterations to either the cottage by the water or the cottage near the road, although routine maintenance would be allowed.

Ms. Geocaris was in agreement with the conditions proposed.

The vote to recommend approval to the Board was not unanimous, it was 5-2.



STAFF REPORT

(Schmelzer 10/21/25)

ORCHARD AGREEMENT – WILTSE

Annually we enter a contract with Seaquist Orchards to maintain the cherry orchards on the former Wiltse site. The Parks, Property & Streets Committee has recommended the Board once again offer Seaquist Orchards a contract. The details of the contract are attached.

ORCHARD AGREEMENT

This ORCHARD AGREEMENT made this _____ day of _____, 2026, by and between the Village of Sister Bay (the "Landowner"), and Seaquist Orchards, LLC, a Limited Liability Company (the "Operator").

Landowner, lets and demises to Operator for a one (1) year term, beginning on April 1, 2026, and ending on April 1, 2027, the cherry orchard located on the real estate described in Exhibit "A" hereto which is incorporated herein.

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

SECTION 1. PAYMENT

In consideration of the use of the property and crops harvested thereon, the Landowner shall charge the Operator an annual sum of \$500, payable to the Village of Sister Bay within ten (10) days of the signing of this Orchard Agreement. The total value of the harvested crop will be the property of Seaquist Orchards, LLC. It is also understood that Landowner's employees families has the right to pick a reasonable amount of cherries for their personal use at no charge to the Landowner.

SECTION 2. RIGHT TO RENEW

A renewal of this Agreement upon expiration will be by mutual consent of both parties in one-year increments. No rent will be due for the renewal period through the end of the Agreement, subject to the terms and conditions of this Agreement, and on the same terms expressed in this Agreement.

SECTION 3. SURRENDER AND TERMINATION

Operator agrees that at the expiration of this Agreement or any extension thereof, Operator will surrender peaceful possession of the described property to the Landowner. Landowner reserves the right to request early termination of this Agreement, provided the harvest season has been completed. Pending land disturbance activity, engineering and/or construction would warrant early termination.

SECTION 4. TAXES AND ASSESSMENTS

Landowner agrees to pay all taxes and assessments for the demised premises, if applicable.

SECTION 5. CARE OF ORCHARD

Operator agrees, at all times during the term of this Agreement, to properly and timely cultivate, fertilize, prune and spray, and in general, care for the trees and orchard upon the described property in a first-class, husbandry-like manner and in accordance with the accepted standards of horticulture prevailing in the district.

SECTION 6. INSURANCE

Operator shall procure and maintain insurance during the term of this 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 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.

Certificates evidencing such insurance shall be furnished to Landowner on an annual basis upon request by Landowner. In the event that the Operator's insurance policy is cancelled, the Landowner will be given notice within 10 days.

SECTION 7. USE OF CHEMICALS FOR SPRAY AND FERTILIZER

Operator agrees only to use recommended chemicals and sprays in recommended amounts for fertilizing and spraying the trees on the demised premises and to avoid spraying near the Village's community gardens.

SECTION 8. DEFAULT

In the event Operator fails, refuses, or neglects to keep or perform any of the terms and conditions of this Agreement agreed to be kept and performed by the 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 Agreement. Said 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 9. ACCESS TO PROPERTY

Operator shall be entitled to access to the property described in Exhibit "A" hereto from the public roadways near same so as to provide ingress and egress to said property.

SECTION 10. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties, and any prior understanding or

representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated into this Agreement.

SECTION 11. MODIFICATION OF AGREEMENT

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

SECTION 12. NO WAIVER

The failure of either party to this Agreement to insist on the performance of any of the terms and conditions of the Agreement, or the waiver of any breach of any of the terms and conditions of this 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 13. BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, and assigns.

SECTION 14. MEDIATION AND ARBITRATION

In the event of any claims, disputes, and other matters in question arising out of or relating to this 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.

In the event that the mediation is unsuccessful in resolving the claims or disputes between the parties, then such claims or disputes shall be decided by binding arbitration in accordance with the Arbitration Rules of the American Arbitration Association unless the parties hereto mutually agree otherwise; the demand for arbitration should be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Any decision or award by the arbitrator may be enforced in Door County Circuit Court pursuant to statute and the guidelines of the American Arbitration Association. Should either party hereunder prevent the other party from carrying on its obligations hereunder and cause said other party damages as a result thereof such other party shall be entitled to an award of damages through the arbitration procedure described above.

Notwithstanding anything to the contrary herein, the Landowner, upon breach of this Agreement by

Seaquist Orchards, LLC, may exercise their rights of re-entry and/or repossession of the premises along with any other equitable or legal remedies available to them. The arbitration provision shall apply to damages only, and not to repossession or re-entry.

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 _____, 20____, 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:
Seaquist Orchards, LLC

By: _____
 James Seaquist, Member

Personally came before me this _____ day of _____, 20____, the above-named James Seaquist, to me known to be the persons 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 outlined in red on portions of Parcel 181-00-04312831Q. Area is approximately 16 acres.)





STAFF REPORT

(Schmelzer 10/21/25)

LETTER OF INTENT

In April we issued a Request for Proposals for a developer to develop the Village's property at the northeast corner of the intersection of Ava Hope and Northwoods Drive with workforce housing. Tim Halbrook Builders was the selected firm and the Housing Committee; Parks, Property & Streets Committee; and, the Plan Commission reviewed Halbrook's proposal to erect three apartment building son the site.

We are to the phase in the project where we must give Halbrook some assurance that, if he goes through a successful Development Agreement process, we will indeed transfer the property to him at no cost.

Attached is the proposed Letter of Intent.

**LETTER OF INTENT
FOR DEVELOPMENT DILIGENCE, PURCHASE AND DEVELOPMENT OF
NORTHWOODS DRIVE PROPERTY**

To Tim Halbrook:

Subject to the execution of a definitive and mutually acceptable agreement of purchase and sale (“Purchase Agreement and/or a Development Agreement”) subject to the terms and conditions as outlined in this Letter of Intent (hereinafter LOI), and within the time frame expressed in Section 4, 6, or 7 after execution of this Letter of Intent (the “Contract Negotiation Period”), the Village of Sister Bay (“Village”) offers to Builder (Tim Halbrook) the opportunity to perform diligence and possibly purchase and develop the Subject Property in accordance with the following terms and conditions:

1. Subject Property: The term “Subject Property” shall include the land and improvements located in the Village of Sister Bay, Door County, State of Wisconsin, located at the intersection of Northwoods Drive and Ava Hope Court, further described as Certified Survey Map 3856 recorded with the Door County Register of Deeds Office September 4, 2025.
2. Builder:
Tim Halbrook
Tim Halbrook Builders Inc.
3681 Monroe Rd.
DePere, WI 54115

Builder may assign his interest in the LOI to any corporation, partnership or liability company in which he is the controlling party.

2. Subject Property Off Market: In consideration of this LOI, and during the pendency of an anticipated Development Agreement, the Village agrees to not market the Subject Property for sale or lease and that it will not, directly or indirectly: (i) take any action to solicit, initiate submission of or encourage, proposals or offers from any person relating to any lease and/or purchase of the Subject Property, (ii) participate in any discussions or negotiations regarding a gift, lease or purchase of the Subject Property with any person or entity other than Builder, (iii) furnish any information concerning the Subject Property to any other person or entity for the purpose, in whole or in part, of considering or making (or to any person or entity that has made) an offer with respect to a purchase or lease of the Subject Property, or (iv) otherwise cooperate in any manner with, or assist or participate in, facilitate or encourage any effort or attempt by and any other person to do any of the foregoing.
3. Anticipated Development: Builder anticipates improving each of the three (3) lots with an

apartment building projected at approximately 9,272 sq. ft. for individual rental, as the market allows. To that end, at the conclusion of the negotiation period, if all parties wish to proceed, the Village shall transfer the Subject Property to Builder, and Builder shall erect the apartment buildings per a schedule established in the anticipated Development Agreement. Should the property not be developed prior to the expiration of the Development Agreement, or not be developed in full as approved in the Development Agreement, the Subject Property shall revert back to the Village at no cost to the Village.

4. Initial Inspection Period: This LOI hereby provides for an “Initial Inspection Period” of One Hundred and Eighty (180) days from the date of execution and further provide for two (2) ninety (90) day extensions (respectively the “First Extension Period,” and the “Second Extension Period”) at the mutual option of the Village and Builder, if needed, during which periods Builder shall investigate, inspect and study the Subject Property to determine if all aspects of the Subject Property are acceptable to Builder, in his sole and absolute discretion (the “Due Diligence Period”). Builder may, at Builder’s sole risk and expense, access the Subject Property to perform preliminary due diligence activities and inspections following the execution of this LOI. Builder has the option to waive the Initial Inspection Period and present “Proposed Plans” to the Village Plan Commission for review and recommendation for approval to the Village Board.
5. Village Participation: During the initial inspection period, the Builder and Village will discuss the extent of the Village’s proposed participation in the development of the Subject Property, such as the development of or ownership of the proposed local park. In the event the Builder has waived the rights to the Initial Inspection Period, Village participation negotiations will occur during the Plan Commission review phase.
6. Proposed Plan Period: Upon completion of the initial inspection period, if the Builder desires to move forward with the development of the Subject Property, the Builder shall present the “Proposed Plans” which sets forth the design and specifications of the apartment buildings to the Village Plan Commission for the Village’s review and recommendation for approval to the Village Board. If the Village approves the Proposed Plans, it shall hereinafter be the “Preliminary Plans”. If the Village rejects the Proposed Plans, Builder and Village may use thirty (30) days to attempt to resolve their differences. If the differences are not resolved within the thirty (30) days or any mutually agreed extension, this LOI shall terminate without liability of either party to the other. Alternatively, at the sole discretion of the Builder, he may waive the Proposed Plan Period and proceed with presenting Proposed Plans to the Plan Commission for recommendation to the Village Board; if the Village Board denies the recommended Development Agreement, or Builder fails to sign the Development Agreement, this LOI shall terminate without liability of either party to the other.
7. Due Diligence Period: If the Village Plan Commission recommends approval to the Village

Board of the Preliminary Plans pursuant to Section 6, the parties shall proceed to the “Due Diligence Period”. During the Due Diligence Period, Builder shall cost out the Plans. The Due Diligence Period shall be one hundred twenty (120) days. If due diligence is not completed and if there was no mutually agreed upon extension within the one hundred twenty-day period, this LOI shall terminate without liability of either party to the other. The Builder reserves the right to waive the Due Diligence Period.

5. If Builder and Village desire to move forward with the development of the Subject Property, then Builder shall be responsible for achieving any necessary governmental approvals for Builder’s intended use of the Subject Property. Zoning consideration will require that the project has met full design requirements and preliminary engineering requirements. The Village agrees to waive the cost of Site Plan Review and Architectural Review fees; Development Agreement Fees; and Zoning Permit Fees for the development approved by the Village Board via a Development Agreement.
6. Terms of Purchase: Through the completion of the due diligence period, if the project is mutually agreeable to the Builder and Village, Village shall provide a Purchase Agreement to be entered into between the Builder and the Village. Upon reaching a Development Agreement with the Builder, the Village shall transfer the Subject Property to Builder at no cost to the Builder. The Development Agreement shall include performance benchmarks for final zoning and commencement and completion of construction. Builder may assign any Purchase Agreement or Development Agreement to an affiliated entity subject to the reasonable acceptance of the Village.

All parties agree to proceed in accordance with terms and conditions outlined in this Letter of Intent. Village understands the purpose of this Letter of Intent is to allow further investigation by both parties into the feasibility of entering into a formal agreement. If the Purchase Agreement and/or Development Agreement is not mutually executed within the stated timeframe for any reason whatsoever or no reason at all, this Letter of Intent shall expire and no party shall have any further rights or duties hereunder.

Tim Halbrook Builders, Inc. by:

Tim Halbrook Date

Village of Sister Bay, by:

Nate Bell, Village President Date



STAFF REPORT

(Schmelzer 10/21/25)

MARINA BUILDING

Attached is the functional layout for the proposed marina office building, as well as some elevation views. The Marina Committee is asking the Board to approve the design so they can continue working on the design details. The building would be 3,655 sq. ft. plus utility areas, public restrooms, and the covered porch.

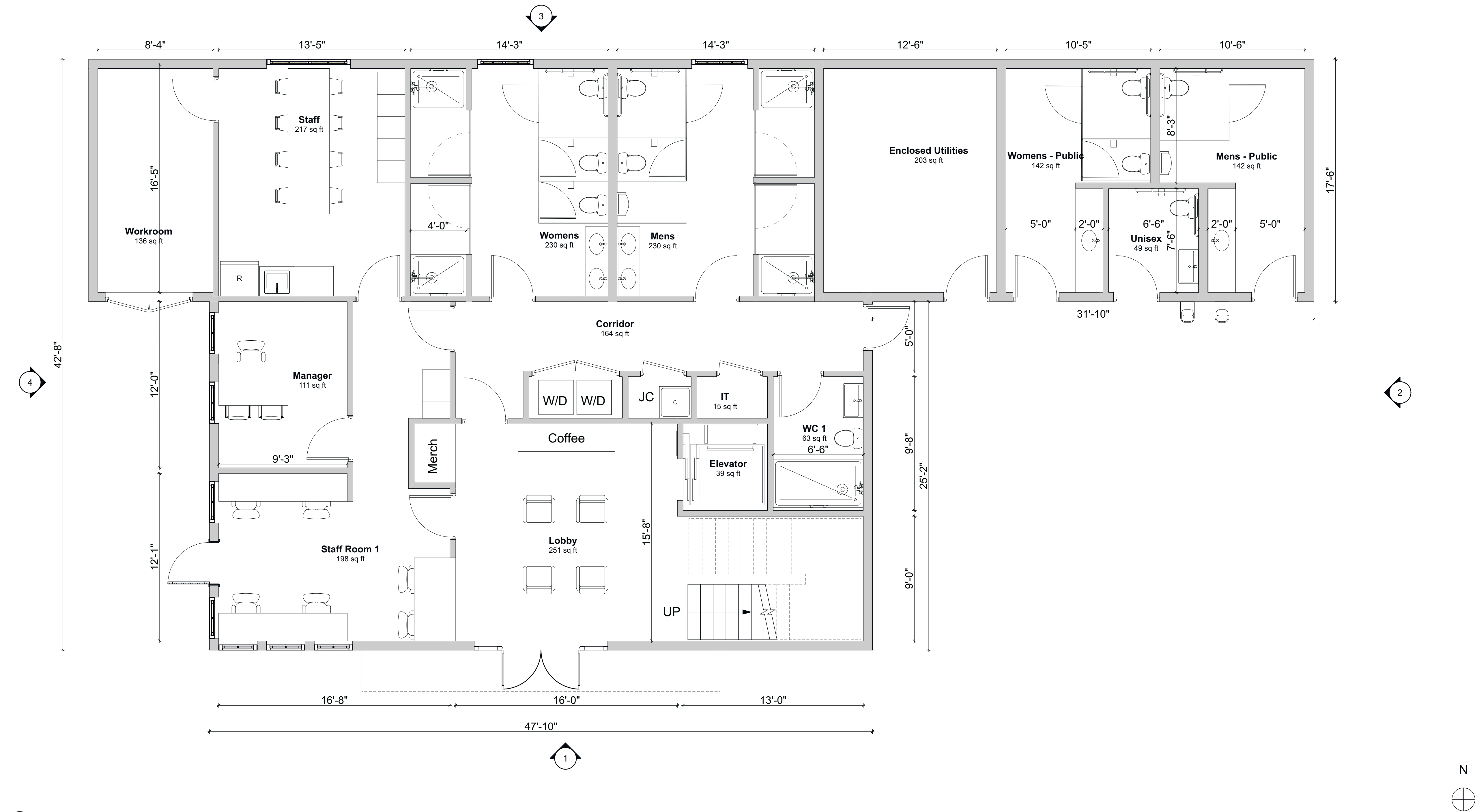
The plan includes:

First floor (2190 sq .ft.)

- A manager's office
- Office for 6 staff
- Kitchenette/break room for 8 staff
- Lobby
- Women's restroom – 3 stalls plus 2 showers
- Men's restroom – 2 stalls, one urinal, plus 2 showers
- Public men's and women's restrooms

Second floor (1651 sq. ft. + 292 sq. ft. covered porch)

- Boaters lounge
- Conference area
- Covered deck/porch



1 First Floor
A101 SCALE: 1/4" = 1'-0"

Plan Notes:

- 1. Areas shown in gray are out of scope.
- 2. Provide all labeled doors and windows as shown and dimensioned on plan. (see A401)
- 3. Provide 3" x 3" x 48" corner guards with aluminum retainers on all exposed drywall corners at new walls.
- 4. Dimensions to be verified in field. Existing walls to be verified as code compliant.
- 5. See A402 for Painting Notes

Wall Types:

- WT1 Interior Partition to Deck
- WT2 Interior Partition to 6" above Finished Ceiling
- WT3 Plumbing Wall
- WT4 Knee Wall

AREA
First Floor: 2005 Sqft
Second Floor: 1651 Sqft
Total: 3655* sqft
* does not include enclosed utilities or public bathrooms

MDT

manske • dieckmann • thompson
architecture • interiors
Registered Professional Design Firm # 184.000792

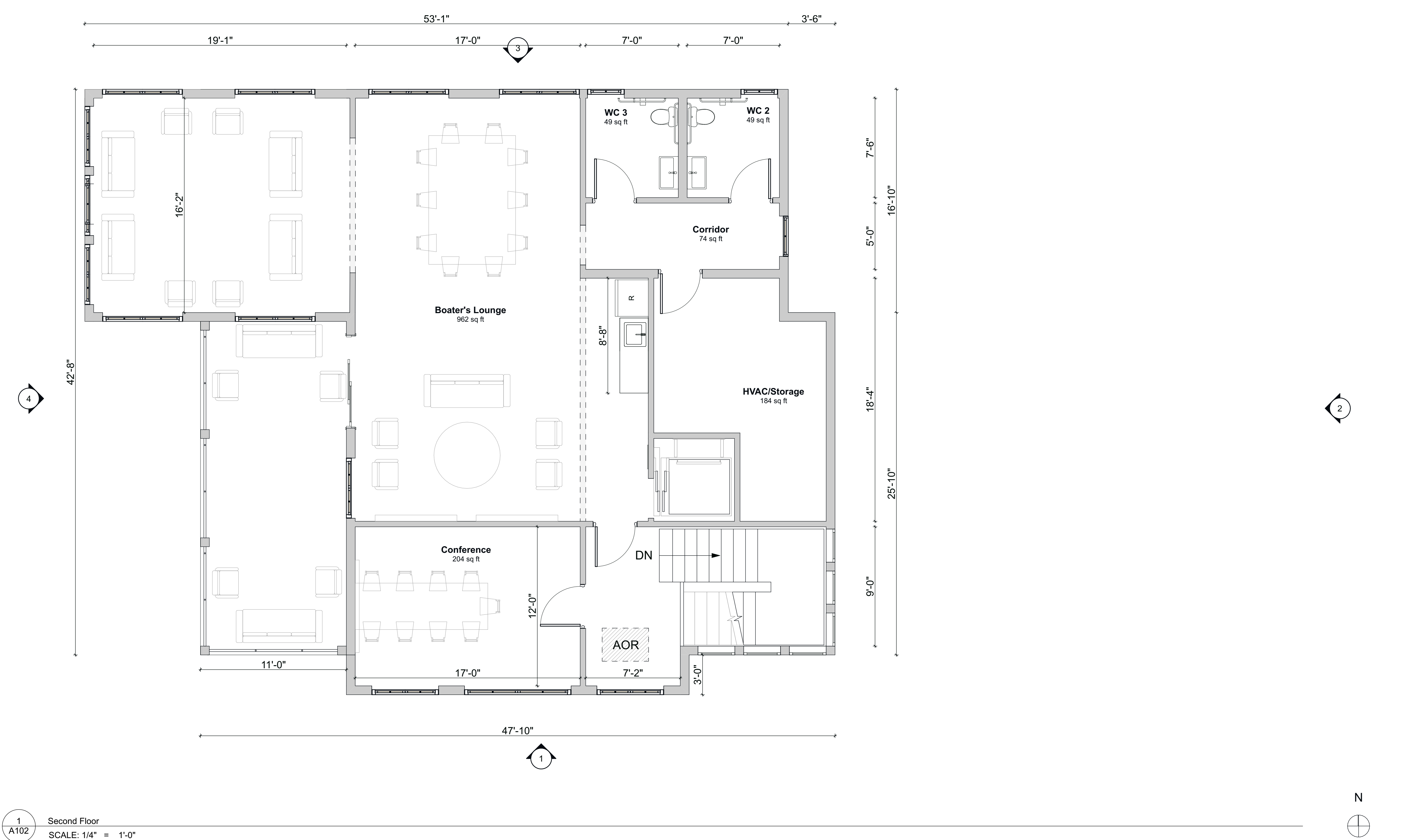
4629 N Broadway
Chicago, IL 60640

773.561.1987
www.mdtarch.com

Date	Issued For	RevID

First Floor Plan

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin



1
A102
Second Floor
SCALE: 1/4" = 1'-0"

AREA
First Floor: 2005 Sqft
Second Floor: 1651 Sqft
Total: 3655* sqft
* does not include enclosed utilities or public bathrooms

Plan Notes:

1. Areas shown in gray are out of scope.
2. Provide all labeled doors and windows as shown and dimensioned on plan. (see A401)
3. Provide 3" x 3" x 48" corner guards with aluminum retainers on all exposed drywall corners at new walls.
4. Dimensions to be verified in field.
Existing walls to be verified as code compliant.
5. See A402 for Painting Notes

Wall Types:

- | | |
|-----|---|
| WT1 | Interior Partition to Deck |
| WT2 | Interior Partition to 6" above Finished Ceiling |
| WT3 | Plumbing Wall |
| WT4 | Knee Wall |



4629 N Broadway
Chicago, IL 60640
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Date	Issued For	RevID

Second Story Plan

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

A102



1 Render 01

MDT

manske • dieckmann • thompson

architecture • interiors

Registered Professional Design Firm # 184.000792

4629 N Broadway
Chicago, IL 60640

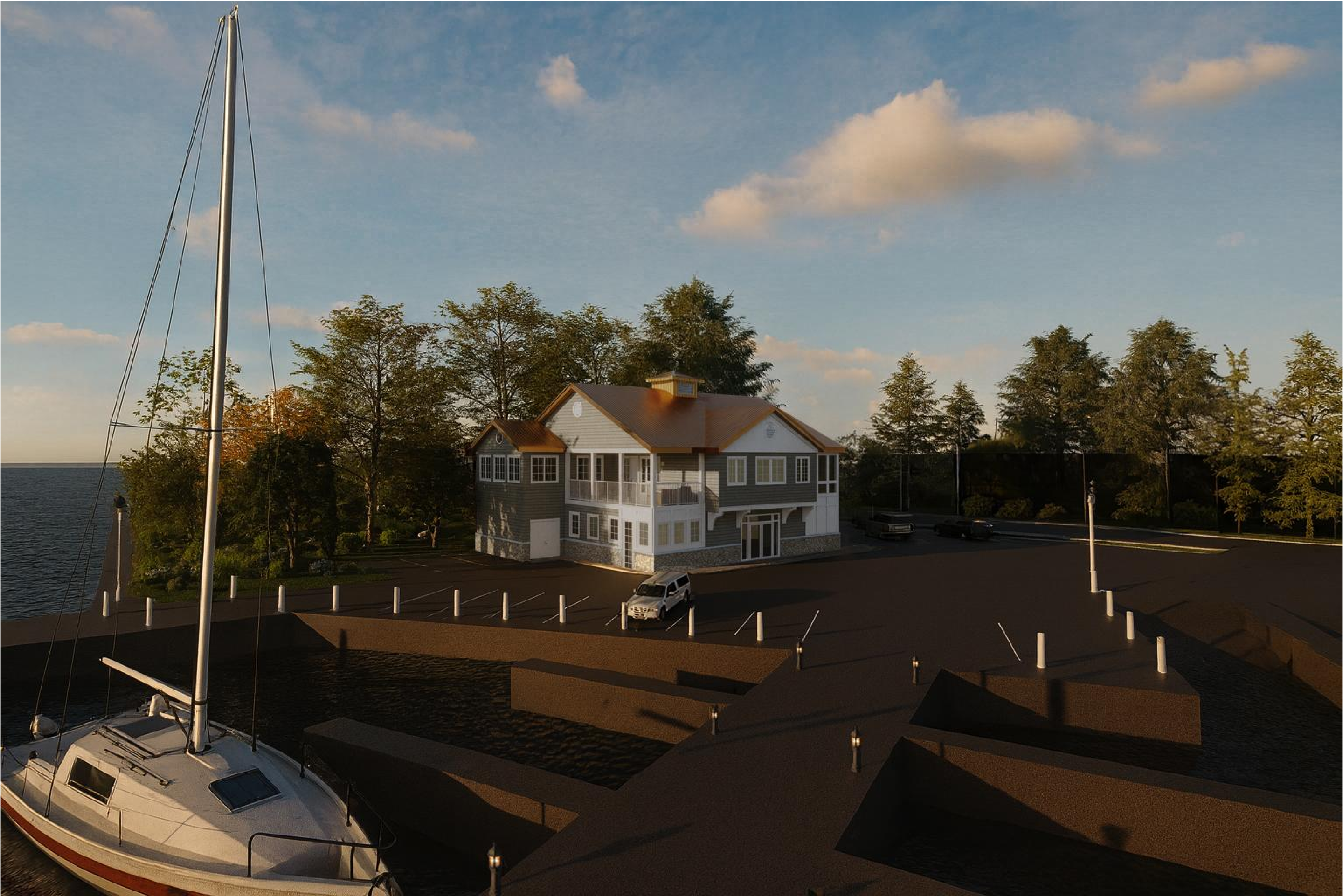
773.561.1987
www.mdtarch.com

Date	Issued For	RevID

Render 01

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

A608



MDT

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architecture • interiors

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4629 N Broadway
Chicago, IL 60640

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Date	Issued For	RevID

Render 03

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin



STAFF REPORT

(Schmelzer 10/21/25)

MARINA BUILDING DESIGN CONTRACT

The Marina Committee has recommended MDT be awarded a contract for design development services for the marina office building. The contract is attached. The cost to the marina would be \$20,000.

18 July 2025

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

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

Dear Dave:

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

PROGRAM

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

First Floor

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

Second Floor

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

- Small conference room.

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

PROJECT APPROACH

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

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

Design Development Phase:

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

COST OF SERVICES

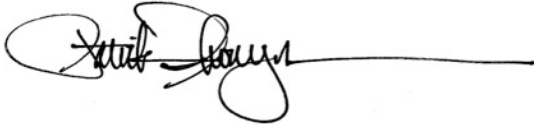
We propose architectural fees of \$20,000.00 for Design Development services.

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

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

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

Sincerely,

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

Patrick Thompson, AIA, NCARB, LEED-AP
Principal

Accepted

Date

**STAFF REPORT****(Schmelzer 10/21/25)****COMMITTEE APPOINTMENTS**

We previously approved the establishment of a Technology and Telecommunications Committee, and appointed Nate Bell as the Chairperson. Nate has recommended the appointment of the remaining two members:

- Jim Matson
- Steve Sauter

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format
Report dates: 1/1/2025-12/31/2025Page: 1
Oct 16, 2025 01:05PM

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail Input date = 09/13/2025-10/17/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10005									
10005	ACTION ELECTRIC INC	2584	WATER QUALITY CONTROL SIG	10/01/2025	753.28	753.28	10/09/2025		100
10007									
10007	ACTION APPRAISERS INC	3712	2025 MAINTENANCE WORK - O	10/01/2025	2,375.00	2,375.00	10/09/2025		100
10198									
10198	ASSOCIATED TRUST COMP	27377	ANNUAL FEE -	09/11/2025	475.00	475.00	09/25/2025		100
12242									
12242	GA COMPUTER SERVICES	6903	NETWORK EQUIPMENT/RACK/I	08/20/2025	2,209.92	2,209.92	10/16/2025		400
12242	GA COMPUTER SERVICES	6971	REMOTE ACCESS VPN/ OFFICE	09/27/2025	120.00	120.00	10/02/2025		100
12242	GA COMPUTER SERVICES	6974	ESET SECURITY LICENSE& INS	09/28/2025	659.70	659.70	10/02/2025		100
12242	GA COMPUTER SERVICES	7004	MONTHLY SECURITY UPGRAD	10/13/2025	500.00	500.00	10/16/2025		100
12242	GA COMPUTER SERVICES	7004	MONTHLY BACKUP ONLINE- AD	10/13/2025	90.00	90.00	10/16/2025		100
12242	GA COMPUTER SERVICES	7006	VSB PARKS OFFICE	10/13/2025	150.00	150.00	10/16/2025		100
12242	GA COMPUTER SERVICES	INV-6911	NETWORK UPGRADE-PARTS/L	08/26/2025	338.87	338.87	10/09/2025		610
12242	GA COMPUTER SERVICES	INV-6911	NETWORK UPGRADE-PARTS/L	08/26/2025	624.79	624.79	10/09/2025		620
12242	GA COMPUTER SERVICES	INV-6911	NETWORK UPGRADE-PARTS/L	08/26/2025	95.31	95.31	10/09/2025		630
12242	GA COMPUTER SERVICES	INV-6951	MAIN OFFICE-MONTHLY SECU	09/25/2025	500.00	500.00	09/25/2025		100
12242	GA COMPUTER SERVICES	INV-6951	MONTHLY BACKUP/ OFFICE	09/25/2025	90.00	90.00	09/25/2025		100
12242	GA COMPUTER SERVICES	INV-6951	PARKS OFFICE- MONTHLY SEC	09/25/2025	100.00	100.00	09/25/2025		100
12242	GA COMPUTER SERVICES	INV-6951	UTILITIES OFFICE-W MONTHLY	09/25/2025	50.00	50.00	09/25/2025		610
12242	GA COMPUTER SERVICES	INV-6951	UTILITIES OFFICE-WW MONTHLY	09/25/2025	50.00	50.00	09/25/2025		620
12242	GA COMPUTER SERVICES	INV-6951	UTILITIES OFFICE-C MONTHLY	09/25/2025	50.00	50.00	09/25/2025		630
12242	GA COMPUTER SERVICES	INV-6951	MARINA OFFICE- MONTHLY SE	09/25/2025	400.00	400.00	09/25/2025		690
12242	GA COMPUTER SERVICES	INV-6972	ESET SECURITY SUBSCRIPTIO	09/28/2025	121.55	121.55	10/09/2025		610
12242	GA COMPUTER SERVICES	INV-6972	ESET SECURITY SUBSCRIPTIO	09/28/2025	224.11	224.11	10/09/2025		620
12242	GA COMPUTER SERVICES	INV-6972	ESET SECURITY SUBSCRIPTIO	09/28/2025	34.19	34.19	10/09/2025		630
12242	GA COMPUTER SERVICES	INV-6973	ESET INTERNET SECURITYESE	09/28/2025	59.95	59.95	10/02/2025		400
12242	GA COMPUTER SERVICES	INV-6973	WORKAFTER HOURS OVER TH	09/28/2025	100.00	100.00	10/02/2025		400
12242	GA COMPUTER SERVICES	INV-6977	REQUEST BY TECHNOLOGY C	10/09/2025	200.00	200.00	10/09/2025		100
12242	GA COMPUTER SERVICES	INV-6983	WEB FIREWALL - MARINA	09/30/2025	120.00	120.00	10/09/2025		690
12242	GA COMPUTER SERVICES	INV-6992	PWB-DATA WORK PARTS	10/07/2025	200.00	200.00	10/09/2025		400
12242	GA COMPUTER SERVICES	INV-6992	PWB-DATA WORK LABOR	10/07/2025	600.00	600.00	10/09/2025		400
12242	GA COMPUTER SERVICES	INV-7005	IT WORKJ UTILITIES OFFICE-W	10/13/2025	64.00	64.00	10/16/2025		610
12242	GA COMPUTER SERVICES	INV-7005	IT WORKJ UTILITIES OFFICE-W	10/13/2025	118.00	118.00	10/16/2025		620
12242	GA COMPUTER SERVICES	INV-7005	IT WORKJ UTILITIES OFFICE-C	10/13/2025	18.00	18.00	10/16/2025		630
13260									
13260	BHIRDO'S BY THE BAY	19879	VEHICLE FUEL ALLOCATION-W	09/01/2025	135.54	135.54	09/18/2025		610
13260	BHIRDO'S BY THE BAY	19879	VEHICLE FUEL ALLOCATION-W	09/01/2025	249.89	249.89	09/18/2025		620
13260	BHIRDO'S BY THE BAY	19879	VEHICLE FUEL ALLOCATION-C	09/01/2025	38.12	38.12	09/18/2025		630
13260	BHIRDO'S BY THE BAY	Aug 2025	VILLAGE GAS	08/15/2025	668.72	668.72	09/18/2025		100
13260	BHIRDO'S BY THE BAY	Aug 2025	SHUTTLE BUS GAS	08/15/2025	656.25	656.25	09/18/2025		100
13261									
13261	DENISE BHIRDO	Gibraltar Purch	OFFICE SUPPLIES	09/25/2025	70.00	70.00	09/25/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	TADYCH'S MARKET- OPEN HOU	09/22/2025	152.97	152.97	09/25/2025		100
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	BEEN VERIFIED ADMIN	09/22/2025	28.37	28.37	09/25/2025		100
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	ADOBE ADMIN	09/22/2025	21.09	21.09	09/25/2025		100
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	HEYGOV CLERK MINUTES	09/22/2025	269.10	269.10	09/25/2025		100
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	WALMART- PINE SOL -PW	09/22/2025	69.50	69.50	09/25/2025		100
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	CARROLL HOUSE- EMPLOYEE	09/22/2025	121.48	121.48	09/25/2025		100
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	WALMART- FLAGS -PW	09/22/2025	545.64	545.64	09/25/2025		100

VILLAGE OF SISTER BAY

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	KWIK TRIP GAS-W	09/22/2025	22.58	22.58	09/25/2025		610
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	HEYGOV CLERK MINUTES	09/22/2025	9.57	9.57	09/25/2025		610
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	OPC WI RURAL WATER ASSOC/	09/22/2025	126.35	126.35	09/25/2025		610
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	OPC WI RURAL WATER ASSOC/	09/22/2025	61.35	61.35	09/25/2025		610
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	MONONA TERRACE -PARKING	09/22/2025	9.00	9.00	09/25/2025		610
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	WIAWWA- WATER CONFERENC	09/22/2025	230.00	230.00	09/25/2025		610
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	KWIK TRIP GAS-WW	09/22/2025	41.63	41.63	09/25/2025		620
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	HEYGOV CLERK MINUTES	09/22/2025	17.64	17.64	09/25/2025		620
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	WVOA - TIM/CHRIS	09/22/2025	103.50	103.50	09/25/2025		620
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	KWIK TRIP GAS-C	09/22/2025	6.35	6.35	09/25/2025		630
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	HEYGOV CLERK MINUTES	09/22/2025	2.69	2.69	09/25/2025		630
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	HOTEL.COM - MARINA CONVEN	09/22/2025	1,964.00	1,964.00	09/25/2025		690
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	UNITED TICKETS/ SAM JORDA	09/22/2025	646.01	646.01	09/25/2025		690
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	UNITED TICKETS/ SAM JORDA	09/22/2025	698.46	698.46	09/25/2025		690
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	UNITED TICKETS/ DAVE LIENA	09/22/2025	646.01	646.01	09/25/2025		690
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	UNITED TICKETS/ DAVE LIENA	09/22/2025	698.46	698.46	09/25/2025		690
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	WATERWAYS JOURNAL- MARIN	09/22/2025	530.00	530.00	09/25/2025		690
14309	ELAN FINANCIAL SERVICES	4657 Sept 202	GAS/ SHELL OIL MARINA	09/22/2025	64.53	64.53	09/25/2025		690
14310									
14310	CAPTAIN COMMODOES INC	I1469	SLUDGE HAULING	09/02/2025	3,465.00	3,465.00	09/25/2025		620
14310	CAPTAIN COMMODOES INC	I1915	PRETREATMENT PORTA POTTY	09/03/2025	175.00	175.00	10/09/2025		620
14310	CAPTAIN COMMODOES INC	I1936	COMMODE RENTAL - DOG PAR	09/22/2025	115.88	115.88	10/02/2025		100
14310	CAPTAIN COMMODOES INC	I2014	SLUDGE HAULING	10/06/2025	5,940.00	5,940.00	10/09/2025		620
14310	CAPTAIN COMMODOES INC	I2015	SLUDGE HAULING	10/06/2025	990.00	990.00	10/09/2025		620
17506									
17506	CELLCOM	153771	UTILITIES PHONE - W	09/05/2025	102.23	102.23	09/18/2025		610
17506	CELLCOM	153771	UTILITIES PHONE - WW	09/05/2025	188.49	188.49	09/18/2025		620
17506	CELLCOM	153771	UTILITIES PHONE- C	09/05/2025	28.75	28.75	09/18/2025		630
17506	CELLCOM	153784	CELLPHONES- PARKS	09/05/2025	230.86	230.86	09/18/2025		100
17506	CELLCOM	153784	CELLPHONES - ZONING	09/05/2025	46.69	46.69	09/18/2025		100
17506	CELLCOM	153784	CELLPHONE - MARINA	09/05/2025	71.32	71.32	09/18/2025		690
17506	CELLCOM	265896	CELLPHONES- PARKS	10/05/2025	252.28	252.28	10/09/2025		100
17506	CELLCOM	265896	CELLPHONES- PARKS	10/05/2025	133.94	133.94	10/09/2025		100
17506	CELLCOM	265896	CELLPHONES - ZONING	10/05/2025	39.57	39.57	10/09/2025		100
17506	CELLCOM	265896	CELLPHONES- W	10/05/2025	99.99	99.99	10/09/2025		610
17506	CELLCOM	265896	CELLPHONES- WW	10/05/2025	184.36	184.36	10/09/2025		620
17506	CELLCOM	265896	CELLPHONES- C	10/05/2025	28.12	28.12	10/09/2025		630
17506	CELLCOM	265896	CELLPHONE - MARINA	10/05/2025	71.39	71.39	10/09/2025		690
17517									
17517	TR COCHART INC	23261	LT245175R16AVVANTAATX 850	10/12/2025	640.00	640.00	10/09/2025		100
17517	TR COCHART INC	23378	NT245175R17AJUANDA ATX 80	10/07/2025	620.00	620.00	10/09/2025		100
17517	TR COCHART INC	23378	225/45 R15ADVANTA	10/07/2025	116.00	116.00	10/09/2025		100
17525									
17525	CULLIGAN OF STURGEON	D-99637	WATER SOFTENER SALT - FS	09/30/2025	86.20	86.20	10/09/2025		100
20007									
20007	DELTA DENTAL OF WIS	2423033	DENTAL INSURANCE - OCT	09/15/2025	533.30	533.30	09/18/2025		100
20007	DELTA DENTAL OF WIS	2426057	VISION INSURANCE - OCT	09/15/2025	162.42	162.42	09/18/2025		100
20007	DELTA DENTAL OF WIS	2439941	DENTAL INSURANCE - NOV	10/16/2025	533.30	533.30	10/16/2025		100
20007	DELTA DENTAL OF WIS	2443023	VISION INSURANCE - NOV	10/16/2025	162.42	162.42	10/16/2025		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020251	HEALTH INS. - EMPLOYER AMT	10/02/2025	18,603.39	18,603.39	10/02/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020251	HEALTH INS. - EMPLOYEE AMT	10/02/2025	3,282.95	3,282.95	10/02/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020251	DENTAL INS. - EMPLOYER AMT	10/02/2025	709.21	709.21	10/02/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020251	DENTAL INS. - EMPLOYEE AMT	10/02/2025	125.15	125.15	10/02/2025		100
20455									
20455	DOOR COUNTY SHERIFF	2025-2800007	SHERIFF SECURITY SERVICE-9	09/16/2025	180.00	180.00	09/25/2025		100
20455	DOOR COUNTY SHERIFF	2025-2800007	SHERIFF SECURITY SERVICE-9	09/16/2025	180.00	180.00	09/25/2025		100

VILLAGE OF SISTER BAY

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
20455	DOOR COUNTY SHERIFF	2025-2800007	SHERIFF SECURITY SERVICE-8	09/16/2025	168.00	168.00	09/25/2025		100
20455	DOOR COUNTY SHERIFF	2025-2800007	SHERIFF SECURITY SERVICE-8	09/16/2025	180.00	180.00	09/25/2025		100
20457									
20457	DOOR COUNTY REGISTER	4095917	VILLAGE MAILING LIST- FIBER	10/16/2025	12.50	12.50	10/16/2025		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0913250	PRINT PAPER CHECK TO UPDA	09/16/2025	2,867.79	2,867.79	09/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0913250	PRINT PAPER CHECK TO UPDA	09/16/2025	2,867.79	2,867.79	09/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0913250	PRINT PAPER CHECK TO UPDA	09/16/2025	670.70	670.70	09/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0913250	PRINT PAPER CHECK TO UPDA	09/16/2025	670.70	670.70	09/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0913250	PRINT PAPER CHECK TO UPDA	09/16/2025	4,220.57	4,220.57	09/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0915250	PRINT PAPER CHECK TO UPDA	09/24/2025	831.58	831.58	09/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0915250	PRINT PAPER CHECK TO UPDA	09/24/2025	831.58	831.58	09/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0915250	PRINT PAPER CHECK TO UPDA	09/24/2025	194.50	194.50	09/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0915250	PRINT PAPER CHECK TO UPDA	09/24/2025	194.50	194.50	09/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0915250	PRINT PAPER CHECK TO UPDA	09/24/2025	532.91	532.91	09/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0927250	PRINT PAPER CHECK TO UPDA	09/30/2025	2,819.73	2,819.73	09/30/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0927250	PRINT PAPER CHECK TO UPDA	09/30/2025	2,819.73	2,819.73	09/30/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0927250	PRINT PAPER CHECK TO UPDA	09/30/2025	659.48	659.48	09/30/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0927250	PRINT PAPER CHECK TO UPDA	09/30/2025	659.48	659.48	09/30/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0927250	PRINT PAPER CHECK TO UPDA	09/30/2025	4,074.27	4,074.27	09/30/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1011250	PRINT PAPER CHECK TO UPDA	10/16/2025	2,911.02	2,911.02	10/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1011250	PRINT PAPER CHECK TO UPDA	10/16/2025	2,911.02	2,911.02	10/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1011250	PRINT PAPER CHECK TO UPDA	10/16/2025	680.80	680.80	10/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1011250	PRINT PAPER CHECK TO UPDA	10/16/2025	680.80	680.80	10/16/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1011250	PRINT PAPER CHECK TO UPDA	10/16/2025	3,923.18	3,923.18	10/16/2025		100
20514									
20514	ERC INC	ERC-1025-129	EAP BENEFITS - ADMIN	10/01/2025	22.97	22.97	10/02/2025		100
20514	ERC INC	ERC-1025-129	EAP BENEFITS - CLERK	10/01/2025	11.48	11.48	10/02/2025		100
20514	ERC INC	ERC-1025-129	EAP BENEFITS - FINANCE	10/01/2025	11.48	11.48	10/02/2025		100
20514	ERC INC	ERC-1025-129	EAP BENEFITS - PARKS & STRE	10/01/2025	57.42	57.42	10/02/2025		100
20514	ERC INC	ERC-1025-129	EAP BENEFITS - WATER	10/01/2025	20.68	20.68	10/02/2025		610
20514	ERC INC	ERC-1025-129	EAP BENEFITS - WASTEWATER	10/01/2025	41.35	41.35	10/02/2025		620
20514	ERC INC	ERC-1025-129	EAP BENEFITS - COLLECTION	10/01/2025	6.89	6.89	10/02/2025		630
20514	ERC INC	ERC-1025-129	EAP BENEFITS - MARINA	10/01/2025	11.48	11.48	10/02/2025		690
30620									
30620	FIRELINE SPRINKLER	5473	FIRE SPRINKLER MAINTENANC	09/12/2025	4,383.99	4,383.99	09/18/2025		100
30701									
30701	FRONTIER	920854678009	ROLL-OVER LINE	09/25/2025	7.00	7.00	10/09/2025		100
30701	FRONTIER	Sept25920159	PHONES-W	09/25/2025	118.96	118.96	10/09/2025		610
30701	FRONTIER	Sept25920159	PHONES-WW	09/25/2025	118.95	118.95	10/09/2025		620
30750									
30750	GOING CO INC	123964 9/1/25	RECYCLING- MARINA	09/16/2025	137.88	137.88	09/18/2025		690
30750	GOING CO INC	123964 9/1/25	GARBAGE- MARINA	09/16/2025	418.48	418.48	09/18/2025		690
30750	GOING CO INC	123997 10/1/20	VILLAGE GARBAGE	10/01/2025	18,206.96	18,206.96	10/16/2025		100
30750	GOING CO INC	123997 10/1/20	VILLAGE RECYCLING	10/01/2025	2,441.03	2,441.03	10/16/2025		100
30750	GOING CO INC	123997 9/1/25	VILLAGE GARBAGE	09/01/2025	15,388.15	15,388.15	09/18/2025		100
30750	GOING CO INC	123997 9/1/25	VILLAGE RECYCLING	09/01/2025	2,484.45	2,484.45	09/18/2025		100
30750	GOING CO INC	125521 10/1/20	VILLAGE GARBAGE	10/01/2025	122.91	122.91	10/16/2025		100
30750	GOING CO INC	125521 9/1/25	VILLAGE GARBAGE	09/01/2025	324.42	324.42	09/18/2025		100
30750	GOING CO INC	125521 9/1/25	VILLAGE RECYCLING	09/01/2025	393.54	393.54	09/18/2025		100
30750	GOING CO INC	127747 10/1/20	GARBAGE -POST OFFICE	10/01/2025	164.57	164.57	10/16/2025		100
30750	GOING CO INC	289211	WWTP RUBBISH REMOVAL	10/01/2025	141.32	141.32	10/16/2025		620
30750	GOING CO INC	325803 10/1/20	RECYCLING - FIRE STATION	10/01/2025	57.25	57.25	10/16/2025		100
30750	GOING CO INC	325803 9/1/25	RECYCLING - FIRE STATION	09/01/2025	57.17	57.17	09/18/2025		100
30751									
30751	GREAT-WEST TRUST COMP	PR0913250	Great West Deferred Comp. DEF	09/16/2025	160.00	160.00	09/16/2025		100
30751	GREAT-WEST TRUST COMP	PR0913250	Great West Deferred Comp. DEF	09/16/2025	100.00	100.00	09/16/2025		100

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30751	GREAT-WEST TRUST COMP	PR0927250	Great West Deferred Comp. DEF	09/30/2025	160.00	160.00	09/30/2025		100
30751	GREAT-WEST TRUST COMP	PR0927250	Great West Deferred Comp. DEF	09/30/2025	100.00	100.00	09/30/2025		100
30751	GREAT-WEST TRUST COMP	PR1011250	Great West Deferred Comp. DEF	10/16/2025	160.00	160.00	10/16/2025		100
30751	GREAT-WEST TRUST COMP	PR1011250	Great West Deferred Comp. DEF	10/16/2025	100.00	100.00	10/16/2025		100
31809									
31809	HSABANK	October 2025	EMPLOYEE CONTRIBUTION - O	10/09/2025	435.00	435.00	10/09/2025		100
40963									
40963	INSPECTION SPECIALISTS	Sept 2025	BUILDING INSPECTION - SEPT	10/01/2025	962.10	962.10	10/09/2025		100
41198									
41198	PEDER LAUSCHER	Sept 2025 Rei	SAFETY CLOTHING - LAUSCHE	10/14/2025	81.20	81.20	10/16/2025		100
41212									
41212	ROBERT E LEE & ASSOC IN	83487	MILL ROAD TRIANGLE PROJEC	10/16/2025	31,007.53	31,007.53	10/16/2025		400
41212	ROBERT E LEE & ASSOC IN	89488	HWY 57 TRAILS	10/16/2025	30,737.17	30,737.17	10/16/2025		400
41218									
41218	AIRGAS	5518703051	RENTAL FOR ARGON, ACETYLE	08/31/2025	63.76	63.76	09/18/2025		620
41218	AIRGAS	5519420457	RENTAL FOR ARGON, ACETYLE	09/30/2025	62.55	62.55	10/09/2025		620
41316									
41316	MARCO INC	40170977	GENERAL COPIES	09/22/2025	278.16	278.16	09/25/2025		100
41316	MARCO INC	40170977	ZONING COPIES	09/22/2025	101.84	101.84	09/25/2025		100
41316	MARCO INC	40170977	STR COPIES	09/22/2025	9.88	9.88	09/25/2025		100
41316	MARCO INC	40170977	PUBLIC WORKS COPIES	09/22/2025	57.75	57.75	09/25/2025		100
41316	MARCO INC	40170977	UTILITIES COPIES - W	09/22/2025	.73	.73	09/25/2025		610
41316	MARCO INC	40170977	UTILITIES COPIES - WW	09/22/2025	1.35	1.35	09/25/2025		620
41316	MARCO INC	40170977	UTILITIES COPIES - C	09/22/2025	.21	.21	09/25/2025		630
41316	MARCO INC	40170977	MARINA COPIES	09/22/2025	5.32	5.32	09/25/2025		690
41316	MARCO INC	563938927	UTILITIES COPIES - W	09/01/2025	52.57	52.57	09/18/2025		610
41316	MARCO INC	563938927	UTILITIES COPIES - WW	09/01/2025	96.92	96.92	09/18/2025		620
41316	MARCO INC	563938927	UTILITIES COPIES - C	09/01/2025	14.78	14.78	09/18/2025		630
41316	MARCO INC	566231445	UTILITIES COPIES - W	10/08/2025	57.26	57.26	10/16/2025		610
41316	MARCO INC	566231445	UTILITIES COPIES - WW	10/08/2025	105.57	105.57	10/16/2025		620
41316	MARCO INC	566231445	UTILITIES COPIES - C	10/08/2025	16.10	16.10	10/16/2025		630
41319									
41319	MAY'S SPORT CENTER	250537	BLADE 140-1240	09/05/2025	431.82	431.82	09/25/2025		100
41319	MAY'S SPORT CENTER	250537	BLADE 140-1242	09/05/2025	77.97	77.97	09/25/2025		100
41319	MAY'S SPORT CENTER	51972	PICK UP/DELIVERY	10/02/2025	75.00	75.00	10/09/2025		100
41319	MAY'S SPORT CENTER	51972	LABOR LAWN & GARDEN:NOT	10/02/2025	135.00	135.00	10/09/2025		100
41319	MAY'S SPORT CENTER	51972	BELT	10/02/2025	41.99	41.99	10/09/2025		100
41319	MAY'S SPORT CENTER	51972	SUPPLIES/EPA	10/02/2025	12.60	12.60	10/09/2025		100
42107									
42107	LA VINE'S ICE LLC	44453,732,152,	MARINA - ICE	09/18/2025	685.25	685.25	09/25/2025		690
51331									
51331	GERARD LARRY HUBER	2025-2	MARINA FEST FIREWORKS	09/10/2025	168.00	168.00	09/18/2025		690
61614									
61614	PENINSULA PULSE	36629	LIQ LIC NOTICES	09/01/2025	14.42	14.42	09/25/2025		100
61614	PENINSULA PULSE	36887	ALCOHOL NOTICE ALPACA TO	10/01/2025	20.69	20.69	10/16/2025		100
61614	PENINSULA PULSE	36887	GEOCARIS PH NOTICE	10/01/2025	134.52	134.52	10/16/2025		100
61614	PENINSULA PULSE	36887	MARINA BID NOTICE	10/01/2025	28.32	28.32	10/16/2025		690
61630									
61630	PIGGLY WIGGLY	4090 9/4/25	UTILITY SUPPLIES	09/04/2025	92.36	92.36	09/25/2025		620
61630	PIGGLY WIGGLY	4090 9/4/25	UTILITY LAB SUPPLIES	09/04/2025	15.38	15.38	09/25/2025		620
61630	PIGGLY WIGGLY	4090 9/4/25	MARINA SPOONS	09/04/2025	4.83	4.83	09/25/2025		690
61630	PIGGLY WIGGLY	4090 9/4/25	MARINA WATER	09/04/2025	39.88	39.88	09/25/2025		690
61637									
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE G	10/07/2025	63.41	63.41	10/16/2025		100
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE T	10/07/2025	35.07	35.07	10/16/2025		100
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE E	10/07/2025	12.38	12.38	10/16/2025		100
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE IC	10/07/2025	78.05	78.05	10/16/2025		100

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61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE Z	10/07/2025	46.55	46.55	10/16/2025		100
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE IC	10/07/2025	.49	.49	10/16/2025		205
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE W	10/07/2025	11.96	11.96	10/16/2025		610
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE W	10/07/2025	20.07	20.07	10/16/2025		620
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE C	10/07/2025	2.70	2.70	10/16/2025		630
61637	PITNEY BOWES INC	1028265531	INK FOR POSTAGE MACHINE M	10/07/2025	3.19	3.19	10/16/2025		690
61637	PITNEY BOWES INC	48299457 SE	POSTAGE FOR METER	09/16/2025	3,000.00	3,000.00	09/18/2025		100
71891									
71891	SECURIAN FINANCIAL GRO	November 202	LIFE INSURANCE PREMIUMS-N	10/16/2025	334.57	334.57	10/16/2025		100
71891	SECURIAN FINANCIAL GRO	October 2025	LIFE INSURANCE PREMIUMS-O	09/16/2025	275.68	275.68	09/19/2025		100
71907									
71907	CLIFTONLARSONALLEN LL	L251556214	SALES TAX & TAX ROLL RECON	09/17/2025	747.50	747.50	09/25/2025		100
71907	CLIFTONLARSONALLEN LL	L251556214	SALES TAX RECONCILIATION	09/17/2025	250.00	250.00	09/25/2025		690
71926									
71926	SISTER BAY SEWER & WAT	63299	REIMBURSEMENT FOR DIGGE	09/30/2025	39.25	39.25	10/09/2025		100
71927									
71927	SISTER BAY/LIBERTY GRO	Qtr 4 2025 Sup	SUPPORT - 4TH QTR LESS FIR	09/25/2025	9,656.15	9,656.15	10/02/2025		100
71927	SISTER BAY/LIBERTY GRO	Qtr 4 2025 Sup	FIRE DUES 2025	09/25/2025	33,101.85	33,101.85	10/02/2025		100
71930									
71930	SISTER BAY/LIBERTY GRO	Qtr 4 Support	SUPPORT - 4TH QTR	09/25/2025	10,016.00	10,016.00	10/02/2025		100
71931									
71931	SISTER BAY PETRO	July Aug 2025	VILLAGE GAS	08/27/2025	527.23	527.23	09/25/2025		100
71931	SISTER BAY PETRO	July Aug 2025	SHUTTLE BUS GAS	08/27/2025	72.00	72.00	09/25/2025		100
71931	SISTER BAY PETRO	July Aug 2025	VEHICLE FUEL ALLOCATION -	08/27/2025	145.37	145.37	09/25/2025		610
71931	SISTER BAY PETRO	July Aug 2025	UTILITY GAS - WW	08/27/2025	268.03	268.03	09/25/2025		620
71931	SISTER BAY PETRO	July Aug 2025	VEHICLE FUEL ALLOCATION - C	08/27/2025	40.89	40.89	09/25/2025		630
72051									
72051	TRUGREEN*CHEMLAWN	215534249	LAWN TREATMENT WATERFRO	08/31/2025	100.37	100.37	09/18/2025		100
72051	TRUGREEN*CHEMLAWN	217154842	LAWN TREATMENT FIRE STATI	09/30/2025	104.19	104.19	10/16/2025		100
72051	TRUGREEN*CHEMLAWN	217154842	LAWN TREATMENT - SPORTS C	09/30/2025	1,848.82	1,848.82	10/16/2025		100
72051	TRUGREEN*CHEMLAWN	217154842	LAWN TREATMENT WATERFRO	09/30/2025	888.13	888.13	10/16/2025		100
73003									
73003	VERIZON BUSINESS	62699778	VILLAGE PHONE - LONG DISTA	10/09/2025	.29	.29	10/09/2025		100
73006									
73006	VOEKS PLUMBING	17563	WATER SOFTNER	09/16/2025	1,898.79	1,898.79	09/25/2025		620
80018									
80018	WI Municipal Clerks Associati	Julie Thyssen	MEMBERSHIP FEES - JULIE TH	10/07/2025	50.00	50.00	10/09/2025		100
81988									
81988	WARNER-WEXEL LLC	249398	CUSTODIAL SUPPLIES	09/23/2025	81.04	81.04	09/25/2025		690
82350									
82350	WI PUBLIC SERVICE	0402302054Se	ELECTRICITY - INFO BOOTH	09/29/2025	29.56	29.56	10/09/2025		100
82350	WI PUBLIC SERVICE	0402302054Se	ELECTRICITY - WATER	09/29/2025	439.15	439.15	10/09/2025		610
82350	WI PUBLIC SERVICE	0402302054Se	ELECTRICITY - WASTEWATER	09/29/2025	3,489.52	3,489.52	10/09/2025		620
82350	WI PUBLIC SERVICE	0402302054Se	ELECTRICITY - COLLECTION	09/29/2025	358.40	358.40	10/09/2025		630
82350	WI PUBLIC SERVICE	5614334055	MAINTENANCE BLDG	09/03/2025	235.61	235.61	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	FUTURE FACILITIES SITE	09/03/2025	17.60	17.60	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	VILLAGE HALL	09/03/2025	197.28	197.28	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	FIRE STATION	09/03/2025	1,040.93	1,040.93	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	ADMIN BLDG	09/03/2025	173.61	173.61	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	STREET LIGHTS	09/03/2025	249.80	249.80	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	PARKS	09/03/2025	207.35	207.35	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	SPORTS COMPLEX	09/03/2025	307.41	307.41	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	BIKE TRAIL LIGHTS	09/03/2025	92.10	92.10	09/18/2025		100
82350	WI PUBLIC SERVICE	5614334055	DOCKS	09/03/2025	2,737.72	2,737.72	09/18/2025		690
82350	WI PUBLIC SERVICE	5614334055	BOATHOUSE	09/03/2025	29.24	29.24	09/18/2025		690
82350	WI PUBLIC SERVICE	5643860486	STREET LIGHTS	09/25/2025	1,267.27	1,267.27	10/02/2025		100
82350	WI PUBLIC SERVICE	5652146698	MAINTENANCE BLDG	10/02/2025	105.68	105.68	10/09/2025		100

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82350	WI PUBLIC SERVICE	5652146698	FUTURE FACILITIES SITE	10/02/2025	17.60	17.60	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	VILLAGE HALL	10/02/2025	124.82	124.82	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	FIRE STATION	10/02/2025	596.68	596.68	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	ADMIN BLDG	10/02/2025	87.75	87.75	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	STREET LIGHTS	10/02/2025	206.59	206.59	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	PARKS	10/02/2025	164.23	164.23	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	SPORTS COMPLEX	10/02/2025	143.51	143.51	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	BIKE TRAIL LIGHTS	10/02/2025	88.54	88.54	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	SWALE PUMP	10/02/2025	97.06	97.06	10/09/2025		100
82350	WI PUBLIC SERVICE	5652146698	DOCKS	10/02/2025	1,076.13	1,076.13	10/09/2025		690
82350	WI PUBLIC SERVICE	5652146698	BOATHOUSE	10/02/2025	23.38	23.38	10/09/2025		690
82350	WI PUBLIC SERVICE	Sept25040716	WELL #3 - SISTER BAY	09/15/2025	956.67	956.67	09/25/2025		610
82350	WI PUBLIC SERVICE	Sept25040716	WELL #3 - LGUD	09/15/2025	318.89	318.89	09/25/2025		610
100091									
10009	BADGER METER INC	80213184	ORION CELLULAR UNITS-W	09/30/2025	38.44	38.44	10/09/2025		610
10009	BADGER METER INC	80213184	ORION CELLULAR UNITS-LGUD	09/30/2025	37.31	37.31	10/09/2025		610
10009	BADGER METER INC	80213184	ORION CELLULAR UNITS-WW	09/30/2025	70.87	70.87	10/09/2025		620
10009	BADGER METER INC	80213184	ORION CELLULAR UNITS-C	09/30/2025	10.81	10.81	10/09/2025		630
100136									
10013	Government Forms and Suppl	0357048-1	CHECKS	10/15/2025	404.39	404.39	10/16/2025		100
100481									
10048	HAMMERSMITH TV	Sept25100015	OFFICE SUPPLIES-W	09/01/2025	16.63	16.63	09/18/2025		610
10048	HAMMERSMITH TV	Sept25100015	OFFICE SUPPLIES-WW	09/01/2025	30.67	30.67	09/18/2025		620
10048	HAMMERSMITH TV	Sept25100015	OFFICE SUPPLIES-C	09/01/2025	4.68	4.68	09/18/2025		630
100491									
10049	HAWKINS INC	7197103	CHLORINE CYLINDER RENTAL	09/15/2025	10.00	10.00	09/18/2025		610
100541									
10054	ITU ABSORB TECH	8601649	RAGS- W	09/16/2025	7.05	7.05	09/25/2025		610
10054	ITU ABSORB TECH	8601649	WWTP LAUNDRY SERVICE	09/16/2025	82.92	82.92	09/25/2025		620
10054	ITU ABSORB TECH	8601649	RAGS- WW	09/16/2025	13.01	13.01	09/25/2025		620
10054	ITU ABSORB TECH	8601649	RAGS- C	09/16/2025	1.98	1.98	09/25/2025		630
100731									
10073	NCL OF WISCONSIN INC	526213	HEATING ELEMENT FOR STIL	09/30/2025	1,088.33	1,088.33	10/09/2025		620
10073	NCL OF WISCONSIN INC	526509	LAB CHEMICALS- BOD, PHOS A	10/07/2025	613.40	613.40	10/16/2025		620
10073	NCL OF WISCONSIN INC	526509	LAB SUPPLIES- FILTERS, DISH	10/07/2025	1,552.00	1,552.00	10/16/2025		620
100761									
10076	NORTHERN LAKE SERVICE	2515581	DRINKING WATER SAMPLES	09/10/2025	301.95	301.95	09/18/2025		610
100781									
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 3269.05	09/12/2025	208.87	208.87	09/18/2025		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 6015.01	10/08/2025	140.11	140.11	10/09/2025		001
100841									
10084	US POSTAL SERVICE	2025 3rd Qtr Ut	UTILITY BILL MAILING- W	09/22/2025	158.90	158.90	09/25/2025		610
10084	US POSTAL SERVICE	2025 3rd Qtr Ut	UTILITY BILL MAILING- WW	09/22/2025	292.96	292.96	09/25/2025		620
10084	US POSTAL SERVICE	2025 3rd Qtr Ut	UTILITY BILL MAILING- C	09/22/2025	44.69	44.69	09/25/2025		630
100856									
10085	PUBLIC SERVICE COMM OF	RA26-I-05500	REMAINDER ASSESSMENT	09/29/2025	588.37	588.37	10/09/2025		610
101006									
10100	STURGEON BAY UTILITIES	15408	SLUDGE PROCESSING	09/29/2025	3,465.00	3,465.00	10/09/2025		620
101126									
10112	WI STATE LAB OF HYGIENE	30038235	DRINKING WATER LAB PROFICI	10/01/2025	366.00	366.00	10/09/2025		610
10112	WI STATE LAB OF HYGIENE	30038235	WWTP LAB PROFICIENCY TEST	10/01/2025	981.00	981.00	10/09/2025		620
101207									
10120	DOOR COUNTY HARDWAR	502215 SEPT	18220 - VALVE WRENCH FASTN	09/30/2025	2.08	2.08	10/09/2025		610
10120	DOOR COUNTY HARDWAR	502215 SEPT	17456 -EXT CORD	09/30/2025	41.99	41.99	10/09/2025		620
10120	DOOR COUNTY HARDWAR	502215 SEPT	17456 -PESTBLOCK SEALANT	09/30/2025	11.99	11.99	10/09/2025		620
10120	DOOR COUNTY HARDWAR	9/30/25 Acct#1	STREETS MAINT- GEN SUPPLIE	09/30/2025	.98	.98	10/02/2025		100
10120	DOOR COUNTY HARDWAR	9/30/25 Acct#1	SOAKER HOSE/ SUPPLIES	09/30/2025	97.95	97.95	10/02/2025		100

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10120	DOOR COUNTY HARDWAR	9/30/25 Acct#1	SHOP SUPPLIES- PUB WORKS	09/30/2025	7.18	7.18	10/02/2025		100
10120	DOOR COUNTY HARDWAR	9/30/25 Acct#1	STREET SIGN- GEN SUPPLIES	09/30/2025	287.88	287.88	10/02/2025		100
10120	DOOR COUNTY HARDWAR	9/30/25 Acct#1	PARKS SUPPLIES	09/30/2025	257.38	257.38	10/02/2025		100
10120	DOOR COUNTY HARDWAR	9/30/25 Acct#1	CHAIN MACHN STRT #2 125'/DO	09/30/2025	63.84	63.84	10/02/2025		690
101214									
10121	DINGES FIRE COMPANY	76773	GAS METER CALIBRATION - W	10/01/2025	76.80	76.80	10/09/2025		610
10121	DINGES FIRE COMPANY	76773	GAS METER CALIBRATION - W	10/01/2025	141.60	141.60	10/09/2025		620
10121	DINGES FIRE COMPANY	76773	GAS METER CALIBRATION - C	10/01/2025	21.60	21.60	10/09/2025		630
101216									
10121	HYDROCORP	CI-08575	COMMERCIAL CROSS CONNEC	09/30/2025	444.79	444.79	10/09/2025		610
10121	HYDROCORP	CI-08575	COMMERCIAL CROSS CONNEC	09/30/2025	11.21	11.21	10/09/2025		610
1001199									
10011	SPECTRUM ENTERPRISE	104064501100	ADMIN INTERNET	10/01/2025	160.00	160.00	10/09/2025		100
10011	SPECTRUM ENTERPRISE	171222601092	PARKS BLDG INTERNET	09/21/2025	150.00	150.00	10/02/2025		100
10011	SPECTRUM ENTERPRISE	171227201092	VH INTERNET	09/21/2025	180.00	180.00	10/02/2025		100
10011	SPECTRUM ENTERPRISE	171227501092	INTERNET - MARINA	09/21/2025	319.96	319.96	10/09/2025		690
10011	SPECTRUM ENTERPRISE	171227501092	CABLE TV - MARINA	09/21/2025	81.99	81.99	10/09/2025		690
10011	SPECTRUM ENTERPRISE	258965801100	PARKS MAINT INTERNET- PWB	10/07/2025	141.67	141.67	10/16/2025		205
10011	SPECTRUM ENTERPRISE	258997301100	PARKS BLDG INTERNET	10/07/2025	100.00	100.00	10/16/2025		100
10011	SPECTRUM ENTERPRISE	258997301100	PWB -INTERNET INSTALL	10/07/2025	16,359.95	16,359.95	10/16/2025		400
1001209									
10012	AMAZON CAPITAL SERVICE	13GN-JHHG-H	LOGITECH H570E USB HEADSE	10/08/2025	39.99	39.99	10/16/2025		100
10012	AMAZON CAPITAL SERVICE	13GN-JHHG-H	MONITOR STAND RISER, MONI	10/08/2025	16.99	16.99	10/16/2025		100
10012	AMAZON CAPITAL SERVICE	13GN-JHHG-H	ERGONOMIC OFFICE CHAIR W	10/08/2025	178.99	178.99	10/16/2025		100
10012	AMAZON CAPITAL SERVICE	13GN-JHHG-H	BONTEC WOODEN MONITOR S	10/08/2025	26.99	26.99	10/16/2025		100
10012	AMAZON CAPITAL SERVICE	13GN-JHHG-H	PROMOTIONS & DISCOUNT	10/08/2025	38.85-	38.85-	10/16/2025		100
10012	AMAZON CAPITAL SERVICE	13GN-JHHG-H	AVERY SELF-ADHESIVE HOLE	10/08/2025	3.52	3.52	10/16/2025		100
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	OFFICE SUPPLIES-W	09/29/2025	67.54	67.54	10/09/2025		610
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	TOOLS-W	09/29/2025	13.42	13.42	10/09/2025		610
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	CUSTODIAL SUPPLIES-W	09/29/2025	6.70	6.70	10/09/2025		610
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	OFFICE SUPPLIES-WW	09/29/2025	124.54	124.54	10/09/2025		620
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	TOOLS-WW	09/29/2025	24.75	24.75	10/09/2025		620
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	CUSTODIAL SUPPLIES-WW	09/29/2025	12.37	12.37	10/09/2025		620
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	SAMPLER HOSE-WWTP	09/29/2025	33.55	33.55	10/09/2025		620
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	OFFICE SUPPLIES-C	09/29/2025	19.00	19.00	10/09/2025		630
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	TOOLS-C	09/29/2025	3.78	3.78	10/09/2025		630
10012	AMAZON CAPITAL SERVICE	16HX-QM7W-3	CUSTODIAL SUPPLIES-C	09/29/2025	1.89	1.89	10/09/2025		630
10012	AMAZON CAPITAL SERVICE	1FMX-MDN3-6	OFFICE SUPPLIES-W	10/01/2025	4.82	4.82	10/09/2025		610
10012	AMAZON CAPITAL SERVICE	1FMX-MDN3-6	CUSTODIAL SUPPLIES-W	10/01/2025	11.20	11.20	10/09/2025		610
10012	AMAZON CAPITAL SERVICE	1FMX-MDN3-6	OFFICE SUPPLIES-WW	10/01/2025	8.89	8.89	10/09/2025		620
10012	AMAZON CAPITAL SERVICE	1FMX-MDN3-6	CUSTODIAL SUPPLIES-WW	10/01/2025	20.64	20.64	10/09/2025		620
10012	AMAZON CAPITAL SERVICE	1FMX-MDN3-6	OFFICE SUPPLIES-C	10/01/2025	1.36	1.36	10/09/2025		630
10012	AMAZON CAPITAL SERVICE	1FMX-MDN3-6	CUSTODIAL SUPPLIES-C	10/01/2025	3.15	3.15	10/09/2025		630
10012	AMAZON CAPITAL SERVICE	1N4Q-39LT-X7	BINOCULARS	09/10/2025	43.00	43.00	09/18/2025		690
10012	AMAZON CAPITAL SERVICE	1RWQ-HQXW-	SHOES	09/08/2025	43.90	43.90	09/18/2025		100
10012	AMAZON CAPITAL SERVICE	1VJ6-6HLY-DM	OEMTOOLS 87042 18 GALLON	09/29/2025	313.50	313.50	10/09/2025		100
10012	AMAZON CAPITAL SERVICE	1VJ6-6HLY-DM	BIGMETA ROUND SPLASH PAD	09/29/2025	14.99	14.99	10/09/2025		100
10012	AMAZON CAPITAL SERVICE	1VJ6-6HLY-DM	ARCAN QUICK ADJUST SUPPO	09/29/2025	305.80	305.80	10/09/2025		100
10012	AMAZON CAPITAL SERVICE	1VJ6-6HLY-DM	FUTURHYDRO CHAIR MAT FOR	09/29/2025	84.00	84.00	10/09/2025		100
10012	AMAZON CAPITAL SERVICE	1VJ6-6HLY-DM	GREFINITY MARINE CARPET, 6	09/29/2025	191.98	191.98	10/09/2025		100
10012	AMAZON CAPITAL SERVICE	1VJ6-6HLY-DM	PROMOTIONS & DISCOUNTS	09/29/2025	6.99-	6.99-	10/09/2025		100
10012	AMAZON CAPITAL SERVICE	1VJ6-6HLY-DM	SHIPPING & HANDLING	09/29/2025	6.99	6.99	10/09/2025		100
1001233									
10012	NEXTIVA INC	40005279120	PHONE - PUBLIC WORKS	09/24/2025	36.86	36.86	09/25/2025		100
10012	NEXTIVA INC	40005279120	PHONE - ADMIN	09/24/2025	94.75	94.75	09/25/2025		100
10012	NEXTIVA INC	40005279120	PHONE - SPORTS COMPLEX	09/24/2025	18.42	18.42	09/25/2025		100
10012	NEXTIVA INC	40005279120	PHONE - WW PLANT	09/24/2025	76.18	76.18	09/25/2025		620

VILLAGE OF SISTER BAY

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10012	NEXTIVA INC	40005279120	PHONE - MARINA	09/24/2025	36.86	36.86	09/25/2025		690
10012	NEXTIVA INC	40005347883	PHONE - PUBLIC WORKS	10/02/2025	21.70	21.70	10/02/2025		100
10012	NEXTIVA INC	40005347883	PHONE - ADMIN	10/02/2025	55.79	55.79	10/02/2025		100
10012	NEXTIVA INC	40005347883	PHONE - SPORTS COMPLEX	10/02/2025	10.85	10.85	10/02/2025		100
10012	NEXTIVA INC	40005347883	PHONE - WW PLANT	10/02/2025	44.86	44.86	10/02/2025		620
10012	NEXTIVA INC	40005347883	PHONE - MARINA	10/02/2025	21.70	21.70	10/02/2025		690
1001234									
10012	MIDWEST CHEMICAL & EQ	7855	POLYMER	08/26/2025	1,256.06	1,256.06	10/09/2025		620
10012	MIDWEST CHEMICAL & EQ	7876	POLYMER	09/16/2025	1,237.50	1,237.50	09/18/2025		620
1001236									
10012	CONWAY OLEJNICZAK & JE	Statement No.	VILLAGE MATTERS RJN	09/10/2025	3,870.00	3,870.00	09/18/2025		100
10012	CONWAY OLEJNICZAK & JE	Statement No.	LIB GROVE/WWTP MATTER	09/10/2025	157.50	157.50	09/18/2025		620
10012	CONWAY OLEJNICZAK & JE	Statement No.	WHITE STR	09/10/2025	75.00	75.00	09/18/2025		100
10012	CONWAY OLEJNICZAK & JE	Statement No.	CLINTON STR	09/10/2025	225.00	225.00	09/18/2025		100
1001238									
10012	ADVANCE AUTO PARTS	685296	CFI 87985AIR	09/08/2025	39.01	39.01	09/18/2025		100
10012	ADVANCE AUTO PARTS	685296	CFI 87985AIR	09/08/2025	78.02	78.02	09/18/2025		100
10012	ADVANCE AUTO PARTS	685296	CFI 88438AIR	09/08/2025	44.57	44.57	09/18/2025		100
10012	ADVANCE AUTO PARTS	685296	CFI 88438AIR	09/08/2025	89.14	89.14	09/18/2025		100
1001239									
10012	MEGAN BARNES	Barnes Mileage	MILEAGE REIMBURSEMENT- W	09/17/2025	312.20	312.20	09/18/2025		610
1001242									
10012	ZUCCHETTI NORTH AMERI	35813	LODGICAL SUBSCRIPTION - MA	10/01/2025	194.00	194.00	10/02/2025		690
1001246									
10012	CHURCH ENTERPRISES LL	6188	REMOVE & REPLACE HEATER	07/15/2025	420.00	420.00	09/25/2025		100
10012	CHURCH ENTERPRISES LL	6188	HTR HVAC HEATER CORE - 394	07/15/2025	101.17	101.17	09/25/2025		100
10012	CHURCH ENTERPRISES LL	6188	DOR HEATER HOSE CONNECT	07/15/2025	28.86	28.86	09/25/2025		100
10012	CHURCH ENTERPRISES LL	6188	SHOP SUPPLIES	07/15/2025	25.00	25.00	09/25/2025		100
10012	CHURCH ENTERPRISES LL	6188	HAZ MAT FEE	07/15/2025	1.00	1.00	09/25/2025		100
1001255									
10012	Kara Kroll	2025 QTR 3 Kr	MILEAGE REIMBURSEMENT- W	10/01/2025	33.04	33.04	10/09/2025		610
10012	Kara Kroll	2025 QTR 3 Kr	MILEAGE REIMBURSEMENT- W	10/01/2025	60.92	60.92	10/09/2025		620
10012	Kara Kroll	2025 QTR 3 Kr	MILEAGE REIMBURSEMENT- C	10/01/2025	9.29	9.29	10/09/2025		630
1001256									
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	09/24/2025	263.20	263.20	09/25/2025		610
1001271									
10012	IDEXX DISTRIBUTION INC	3183095684	COLILERT-WATER TESTING	08/28/2025	1,063.34	1,063.34	09/25/2025		610
1001278									
10012	TRI-CITY GLASS & DOOR IN	104010899	DOOR HINGE REPAIR	09/22/2025	955.99	955.99	10/02/2025		100
1001288									
10012	WI SCTF	C S 10172025	CHILD SUPPORT - 10/17/2025 P	10/16/2025	262.61	262.61	10/16/2025		100
10012	WI SCTF	C.S. 09192025	CHILD SUPPORT - 09/19/2025 P	09/17/2025	262.61	262.61	09/18/2025		100
10012	WI SCTF	C.S. PR100520	CHILD SUPPORT - 10/05/2025 P	09/30/2025	262.61	262.61	10/02/2025		100
1001289									
10012	INTEGRATED PROCESS SO	SI003146	WWTP PLC FAILURE	09/30/2025	3,787.64	3,787.64	10/09/2025		620
1001304									
10013	FIRST UNUM LIFE INSURAN	November 202	LTD INSURANCE NOVEMBER	10/15/2025	378.50	378.50	10/16/2025		100
10013	FIRST UNUM LIFE INSURAN	OCT 2025	LTD INSURANCE OCT	09/15/2025	335.12	335.12	09/18/2025		100
1001312									
10013	STANTEC CONSULTING SE	2458612	PROFESSIONAL SERVICES- JU	09/24/2025	2,519.50	2,519.50	10/02/2025		100
10013	STANTEC CONSULTING SE	2458612	PROFESSIONAL SERVICES- AU	09/24/2025	1,705.50	1,705.50	10/02/2025		100
10013	STANTEC CONSULTING SE	2458612	PROFESSIONAL SERVICES- SE	09/24/2025	792.00	792.00	10/02/2025		100
1001314									
10013	PATRIOT ENTERPRISE LLC	22358	REAR DIFFERENTIAL/ FRONT E	09/24/2025	3,301.17	3,301.17	10/02/2025		100
10013	PATRIOT ENTERPRISE LLC	29843	SHUTTLE BUS MAINTENANCE	09/30/2025	101.65	101.65	10/02/2025		100
1001320									
10013	MCMAHON ASSOCIATES IN	940727	WWTP ASSESSMENT, FEASIBIL	09/26/2025	4,335.00	4,335.00	10/16/2025		620

VILLAGE OF SISTER BAY

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1001335									
10013	HUMAN RESOURCES CON	17739	BENEFITS CONSULTING	09/17/2025	480.00	480.00	09/25/2025		100
10013	HUMAN RESOURCES CON	17739	HR CONSULTING	09/17/2025	240.00	240.00	09/25/2025		100
1001339									
10013	Summerset Marine Corporatio	11835	BARGE USE	09/18/2025	1,250.00	1,250.00	09/25/2025		690
1001343									
10013	ALLIANCE CONSTRUCTION	Draw # 11	DPW BULDING - DRAW 11	09/30/2025	170,416.78	170,416.78	10/01/2025		400
1001344									
10013	DOOR COUNTY CLERK OF	23FA62-09192	09/19/2025 PAYROLL WITHHOL	09/17/2025	25.00	25.00	09/18/2025		100
10013	DOOR COUNTY CLERK OF	23FA62-10052	10/05/2025 PAYROLL WITHHOL	10/02/2025	25.00	25.00	10/02/2025		100
10013	DOOR COUNTY CLERK OF	23FA62-10172	10/17/2025 PAYROLL WITHHOL	10/16/2025	25.00	25.00	10/16/2025		100
1001346									
10013	SISTER BAY BP	JUL-AUG 2025	VILLAGE GAS	09/17/2025	1,886.18	1,886.18	09/18/2025		100
1001347									
10013	Rae-Cor Distributing	055749	CUSTODIAL SUPPLIES	09/22/2025	679.20	679.20	09/25/2025		100
10013	Rae-Cor Distributing	056150	CUSTODIAL SUPPLIES	10/13/2025	204.31	204.31	10/16/2025		100
1001360									
10013	Manske Dieckmann Thompso	2025-043a-02	SCEMATIC BUILDING DESIGN	09/18/2025	4,750.00	4,750.00	09/25/2025		690
1001361									
10013	Innovative Public Advisors LL	25-107	VILLAGE ADMINISTRATOR REC	09/19/2025	8,750.00	8,750.00	09/25/2025		100
Grand Totals:					534,340.71	534,340.71			

Dated:

October 16, 2025

Staff:

FINANCIAL SPECIALIST / TREASURER Volodymyr Bana

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 09/13/2025-10/17/2025

Follow the link below for more reports:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:724278e8-cd66-4ee2-bc30-d4a261452c29>



Village of Sister Bay Board Report

Meeting Date: October 21, 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	\$ 217,240.14	
Bank fees & bills paid electronically	816.24	
<i>Village Total</i>		\$ 218,056.38
Special Revenue Funds bills	\$ 142.16	
Special Revenue Sales Tax	-	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ 142.16
Debt Service Village	\$ 212,785.00	
Special Revenue	14,612.50	
Marina	27,250.00	
Utilities	1,599.00	
<i>Debt Service Total</i>		\$ 256,246.50
CIP/TIF bills prepaid	\$ 251,691.30	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 251,691.30
Water fund bills prepaid	\$ 7,677.24	
Wastewater fund bills prepaid	38,354.47	
Collection fund bills prepaid	863.73	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 46,895.44
Marina bills prepaid	18371.67	
Marina sales tax	1200.76	
Marina credit card fees & bills paid by EFT	947.54	
<i>Marina Total</i>		\$ 20,519.97
Net payroll: PR 9/19, 10/3 and BP Qtr 3	\$ 77,603.45	
State taxes paid online	3,879.72	
Retirement paid online	11,679.10	
<i>Payroll/taxes total</i>		\$ 93,162.27
TOTAL ALL BILLS		\$ 886,714.02

Respectfully submitted,

Volodymyr Gannik
Financial Specialist/Village Treasurer



PARKS & STREETS DIRECTOR'S REPORT

Date: October 21, 2025

Board/Committee: Village Board

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff completed the committee's request to have all the benches throughout the Village cleaned. The benches and concrete pads were sprayed with the chemical cleaning agent Wet & Forget (recommended during our walk through). Spraying the benches and pads with Wet & Forget took three days for staff to complete. Power washing all the benches last year took two weeks for staff to complete. So, fingers crossed Wet & Forget works just as good or better.
2. On September 11, the Parks Department hosted an open house for the public at the new maintenance building. This event was wonderful, with very positive feedback from residents.
3. After the open house was complete staff took the rest of the month to start moving into the new facility. Our efforts on moving into the new building will be paused through much of October and November as the department will have to focus on Fall Fest and Christmas Decoration setup.
4. Staff completed the committee's request to meet with Lakeview Concrete & Landscape (recommended by a committee member at our last meeting) to discuss the construction of the historical signage concrete slab and stone pillars, along with the Stone counter and stone benches that will be in the gazebo. Lakeview Concrete & Landscape did have some questions regarding the counter and benches size and dimensions. The Counter was suggested to be 80" L x 30" W x 36" H with a cap 82" L x 32" W or 34" W. A standard Nesco Dimension is 26" L x 18" W

for reference. They suggested the benches be 80" L x 18' w x 18' h with the cap being 82" L x 20" W. This will cover the distance from footing to footing leaving a little gap near the wooden posts. We are waiting on the estimate. Julie has suggested that if the sign pillars are too costly, perhaps we just use metal posts (part of the sign frame to match).

5. Staff have noticed an increase in pet waste being left on the ground inside the dog park this season. This waste can become very unpleasant to deal with when having to clean under the mowing decks each week. Staff has also witnessed people throwing the pet waste over the fence with a shovel and dumping unbag pet waste into the trash can. Staff has asked if there is anything that can be done to correct the behavior of people that use this facility. I feel that a temporary shutdown of one week could go a long way to correct the behavior of people that do not clean up after their pet in the appropriate way. Thoughts? Also, there are holes from the dogs, but we did place a pile of mulch there earlier in the year for volunteers to fill in the holes, so we will not be using staff to complete this task.
6. Update on cold storage: I was able to meet up with Terry Hackl from TK Builders to discuss siding, roofing and lean-to options for the building. I'm still waiting to receive estimates from him.
7. Update New Bathrooms Bay's Concession stand: This month I attended a meeting hosted by Jeff Pfeiffer the Bays treasurer to discuss plans to construct bathrooms on south side of the concession building. John Sawsyer attended along with his brother-in-law, Andy Franke. It was a productive meeting with good ideas to eliminate the chopper pump that pumps the wastewater to the lift station next to the warming house. I did make them aware of the desire to have this new bathroom be year-round. They asked how deep the water service line was buried. I told them just below the topsoil. They stated that the first thing that will have to take place before the new bathrooms and concession stand can be opened year-round is to have that water service line trenched below the frost line. These discussions are on-going.

8. 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 week after Fall fest. So, we will see. I did Express concerns about this project not getting done this year and he assured me it will be done.
9. Marina Fest appeared to be successful. I helped staff in the morning, and then took my family to the event in the afternoon. As reported last month, we heard high praises of Mitch's work that day, and I treated him to the Carroll House in appreciation.



ADMINISTRATORS REPORT

Date: October 21, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

Gateway Park

A driver damaged a tree at Gateway Park. Replacement cost is \$750, which was too low to turn into insurance. We have asked the judge to request restitution and have the driver pay for the tree

Community Garden

Lisa and Harold Bolger have contributed \$100 for the water to the Community Garden. We will be sending them a thank you, sending Cori and Kathy (the women who volunteer to manage the gardens) a message we received the donation, and crediting their account (the message went to Cori). Please see the attached letter.

Marketplace Appraisal

The Marketplace parking lot appraisal may not be completed anytime soon as the appraiser is attempting to coordinate with the DNR on appraisal requirements, and the response time hasn't been as quick as he'd prefer. Appraisals are only valid for a specific period of time, so prolonging discussions could result in the village needing an updated appraisal.

Hwy 57 Trail Update

The schedule has been updated.

- Design will be completed by November 1, 2026
- The project will be advertised for bid on January 5, 2027
- Bid awarded February 9, 2027
- Construction starts May 2027, or sooner if allowed by DOT
- Construction ends on or before September 2027, dependent on whether DOT allows construction to begin sooner

Hwy 42 Trail Update

Engineering and grant update

- Stantec is wrapping up the final touches on the engineering, which includes geo tech work for the boardwalk
- DOT has approved the trail and boardwalk locations
- Stantec will be helping with the grant application, which is due Oct. 31

- Bay Lake RPC has assured us the trail from Egg Harbor to Townline Road will indeed be on the east side of the highway. You are urged to follow the Bayshore Trail Feasibility Study being prepared by Bay-Lake RPC.

Staff Update

The Village Clerk was sworn in on October 1. The administrative office is now back to be fully staffed.

Triangle Road Project

Engineering continues this coming month after we have received all public comment. All designs will be shared with the Parks, Property & Streets Committee. That committee has agreed not to pursue a traffic study for one-way streets; will require sump pumps to be connected to the infrastructure; and to allow construction during the summer months so we can avoid winter charges.

Parks Maintenance Building

We are still waiting on two bills, and once paid, can share a list of total expenses for the project.

Post Office Lease

The Parks, Property & Streets Committee has recommended to the Board approval of a new lease, with minor revisions. President Bell will present the lease at a future date.

**STAFF REPORT****COMMITTEE REPORTS**

Date: October 17, 2025

Board/Committee: Village Board

Author: Julie Thyssen, Village Clerk

Please follow this link to access the committee reports:

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