



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA

MONDAY, DECEMBER 1, 2025, AT 1:00 PM

Sister Bay Liberty Grove Fire Station – 2258 Mill Road, Large Meeting Room

To access the meeting electronically, click: <https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078 To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

For additional information visit: www.sisterbaywi.gov and click 'Meetings'

AGENDA

1. Call to Order & Roll Call

1	Committee Chair, Trustee – Louise Howson	2	Trustee - Denise Bhirdo
3	Trustee - Nate Bell	4	Citizen Member - Jerry Ahrens
5	Citizen Member - Mike Laszkiewicz		<i>Village Administrator – Julie Schmelzer</i>
	<i>Department Director – Erik Linczmaier</i>		<i>Administrative Assistant – Sarah Bertges</i>

2. Approve Agenda

3. Approve Minutes: November 3, 2025, Regular Meeting

4. Comments, Correspondence, and Concerns from the Public

5. Presentation

- a) GIS Demonstration; Megan Barnes, Utility Director

6. Discussion/Action Items

- a) Bench Policy; Fee; Consider Additional Locations
- b) Fire Station Rental Policy; Fees
- c) Facility Rental Fees; Consider Reduced Rate for Residents
- d) Pickleball Policy
- e) Mill Road Site; Review Soil Report
- f) Binocular Proposal; Reduced Price
- g) Cold Storage Building; Next Steps
- h) Grutzmacher Little Library Design

7. Staff Report, Board Update

8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

8. Next Meeting: Regular Meeting January 5, 2026, at 1:00 PM

9. Adjourn

Public Notice – PARKS, PROPERTY & STREETS COMMITTEE MEETINGS ONLY

For questions regarding the above agenda items or to review the related files, call the Administration Office (phone number below) or email info@sisterbaywi.gov. To submit letters in support or opposition of an agenda item, email adminassist@sisterbaywi.gov by 4:00 p.m. the day before the meeting. Letters received after the meeting packet has been mailed will NOT be sent to committee members but will be SUMMARIZED at the meeting. It is possible that members of, or quorum of, other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118 or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. Mondays through Thursdays, and 8 a.m. – 12:00 p.m. Fridays).

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

POSTED DATE/SIGNATURE _____

PARKS, PROPERTY & STREETS COMMITTEE MINUTES

MONDAY, NOVEMBER 3, 2025

(Unapproved)

1. Call to Order & Roll Call

November 3, 2025, meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 1:00 P.M.

Committee Members Present: Committee Chair Louise Howson and members Denise Bhirdo, Nate Bell, Mike Laszkiewicz and Jerry Ahrens

Staff Members Present: Village Administrator Julie Schmelzer, Parks & Streets Director Erik Linczmaier, and Administrative Assistant Sarah Bertges

Others Present: Jennifer (Robert E. Lee & Associates), Ellie Soderberg-Guger, Erin Peddle, John Lijewski, John Nelson, Sally Pfeifer, Allan Kroll, John Olles

2. Approve Agenda

Motion by Bell, second by Laszkiewicz, to approve the agenda as presented. Motion carried – all ayes.

3. Approve Minutes: October 6, 2025, Regular Meeting

The committee reviewed the minutes from the October 6th regular meeting and identified several corrections.

Motion by Laszkiewicz, second by Ahrens, to approve the minutes from October 6, 2025, as amended. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

There were no public comments.

5. Discussion/Action Items

a. Triangle Road Project; Robert E. Lee

Jennifer from Robert E. Lee & Associates presented a summary of public comments received regarding the Triangle Road Project. Schmelzer noted that despite sending letters to residents asking about parking needs, they received minimal response. However, one resident at the informational session mentioned having five cars at their second home. Jennifer reported that public comments showed mixed feelings about whether to raze or keep the admin building. Other topics included questions about connecting downspouts and sump pumps, which had been addressed in a previous meeting with the committee agreeing to provide stubs in the right-of-way for property owners to connect to. Jennifer displayed a map showing the On-Deck property, noting that the owner was concerned about losing parking spaces due to road reconfiguration. The committee discussed the redesign of the parking area, with Jennifer explaining the parking is not on site but in the public right-of-way and that the current parking situation operates as "made up parking" with vehicles hanging into the lane of travel. The proposed design would formalize six spaces, down from the current eight or nine informally used spaces. Jennifer presented details about drainage issues for property owners on Parkview Drive, explaining that the committee had previously discussed providing a storm sewer stub for homeowners to connect to. The committee reached consensus to allow for the installation of a 10-12 inch storm sewer stub, though homeowners would be responsible for connecting from their properties.

Discussion then moved to whether Parkview Drive should be one-way or two-way. After hearing from resident John Olles, the committee reached consensus to maintain it as a one-way street with improved signage and higher curbs to prevent parking problems. Regarding the property at Lure, Jennifer proposed an agreement with the owner to create angled parking spaces, which would require an easement of 10-15 feet. The committee reached consensus to pursue angled parking provided it remains public parking with no private signage and no cost to the village for the easement or land. Jennifer then presented information about non-compliant driveways throughout the project area. The committee discussed the properties with non-compliant driveways individually. After extensive discussion about the administration building, the committee made the following decision:

Bu consensus, Schmelzer is to contact the noncompliant driveway owners to determine if they prefer their driveway be brought to code with the project, or, the owner pay to bring it into compliance at a later date, should they decide to change the use of their property or go through a new site plan review.

Motion by Ahrens, second by Howson, to advise Robert E. Lee to design the project with the admin building not in place and will consider options for razing or relocation. Motion carried 4-1: aye- four (Howson, Bhirdo, Laszkiewicz, Ahrens), nay- one (Bell).

Motion by Laszkiewicz, second by Bhirdo, to offer the building to some entity that would like to save and move it, but agree that it doesn't stay in the same location. Motion carried 4-1: aye- four (Howson, Bhirdo, Laszkiewicz, Ahrens), nay-one (Bell).

Jennifer also discussed the project timeline, recommending a phased approach with utility work in 2026 and road construction in spring/early summer of 2027. The committee supported the proposal.

b. Concession Stand Restroom; Discuss Alternatives

Howson reported that she contacted the Community Foundation regarding the Community Investment Fund grant for the concession stand restroom project, which was signed in February 2025. She explained that these grants are treated differently than normal grants and would not expire after one year. The committee discussed options, noting that previous bids came in around \$200,000, which was considered too high.

Motion by Bhirdo, second by Laszkiewicz, to return the grant and reapply to the Community Foundation and other potential funding sources for the restroom project at a later date. Motion carried – all ayes.

c. Christkindlmarkt; Request Parks & Streets Department Assistance

John Nelson from the Historical Society expressed gratitude for the village's support and requested assistance again this year with setting up parking signs along roadways for the Christkindlmarkt event to maintain safety. Linczmaier explained that the Parks Department had helped in previous years with staking, running ropes, and placing barricades, which takes about a day and a half to two days for four staff members. He noted this occurs during their busy season preparing for Christmas decorations.

The committee reached consensus that the Historical Society should pay for the staff time required (approximately \$2,600), that the Society should arrange to pick up barricades and picnic tables themselves, and that the village and Historical Society should develop a formal operating agreement similar to what exists with the Sister Bay Advancement Association.

d. Logerquist Property; Consider Sale of Nesting Boxes & Perches

Schmelzer explained that a gentleman who spent time at the Logerquist property chicken coop as a child was interested in purchasing or receiving the old chicken nesting boxes. The committee discussed that they do not have a policy for disposing of such items. Committee members noted that the committee should not piecemeal items away from the property before developing a comprehensive plan for the site. Nelson offered to ask the Historical Society's curator if they would have interest in the items.

The committee agreed to review and potentially amend the existing disposal policy that currently only covers vehicles and equipment. The committee decided to keep the individual's information for future contact when a decision has been made regarding the items and policy.

e. Logerquist Property; Consider Allowing Goose Hunting

The committee briefly discussed whether hunting should be allowed on the Logerquist property. Members believed there is a village ordinance against discharging firearms within the village limits that would prohibit this activity. The committee decided to verify the ordinance language.

f. Memorial Bench Program; Bench Requests; Bench Moratorium

Motion by Bhirdo, second by Laszkiewicz, to have a moratorium on accepting new applications until the policy has been reviewed, a working GIS map of bench placement is created, the waiting list is updated, and to postpone the two outstanding bench requests in the current packet.

Motion carried – all ayes.

Bhirdo clarified that the committee had previously spent months creating the current policy, which is now being reviewed again.

g. Fall Decorations; Review Invoice

The committee discussed an invoice from Jerry's Flowers for corn stalks and pumpkins used to decorate village property. Schmelzer explained that the purchase was not budgeted, not ordered by staff, and required committee approval. Committee conversation was Howson had indicated the work was to be done at no charge, with Howson explaining she ordered the work and realizes she shouldn't have.

Motion by Bell to pay the bill as submitted but there was no second. The motion died for a lack of a second.

Howson offered to pay for the decorations personally. The committee discussed the precedent this would set and by consensus, decided that Howson should pay Jerry's Flowers directly, with documentation for the village records.

h. Waterfront Park; Concrete Work & Bids

Schmelzer reported that despite the committee's direction to use a specific vendor for the concrete work at Waterfront Park, that vendor has not provided a bid after two months and does not do the pillar/stonework that is needed. Due to the delay, the project will be postponed until next year.

The committee agreed that staff should proceed with obtaining other bids for the work, noting that this delay will also affect the installation of the sign.

i. New Parks Maintenance Building; Final Cost

Schmelzer provided an update on the new Parks Maintenance Building, reporting that the \$4 million budget was sufficient but only left about \$36,000 for the cold storage building. She explained that if the parks building had not had to pay for the entire sewer lateral that serves the building, they would have had more funds available for the cold storage building.

The committee discussed options for the cold storage building, including whether to replace all siding or just repair damaged boards and paint it. They agreed to include this as an agenda item for the January meeting.

j. Discuss Department Staffing, Proposed Hires, Wages

Schmelzer reported on discussions with the Parks Department staff regarding staffing needs. The proposal included:

- Hiring a seasonal full-time person for six months (spring through Fall Fest) to be included in the weekend rotation
- Hiring two part-time seasonal mowers, targeting students
- Providing compensation at the next step in the wage scale for winter months

Staff had also requested triple time pay during Fall Fest. The committee discussed the physical and emotional toll that Fall Fest takes on employees, with Linczmaier confirming that most staff would prefer not to work the event.

The committee agreed to forward the staffing proposal to the Personnel Committee, recommending a bonus structure rather than triple time for Fall Fest.

6. Staff Report, Board Update & Annual Flower Pot Angels Report

Linczmaier reported that they were still waiting on curb work, with a deadline of November 10th approaching as the concrete factory closes November 14th.

The committee noted that the Flower Pot Angels Report about the Flower Pot Angels included purchasing gift certificates, which had been discussed and rejected the previous year. The committee agreed to follow up with an official letter clarifying that this practice should not continue.

7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

Future agenda items identified:

- Operating agreement with the Historical Society for Christkindlmarkt
- Policy for village property disposal (beyond vehicles and equipment)
- Memorial bench policy review and waiting list update
- Cold storage building repairs and roof discussion
- Pebble Beach erosion
- Beautification/decorations committee
- Administration building soil borings
- Location for administrative staff when the existing building is removed

8. Next Meeting: Regular Meeting December 1, 2025, at 1:00 PM

The next meeting has been confirmed for Monday, December 1, 2025, at 1:00 PM.

9. Adjourn

Motion to adjourn made by Laszkiewicz, second by Ahrens. Meeting adjourned at 4:30 P.M. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant



BENCH POLICY

From last month's meeting:

f. Memorial Bench Program; Bench Requests; Bench Moratorium

Motion by Bhirdo, second by Laszkiewicz, to have a moratorium on accepting new applications until the policy has been reviewed, a working GIS map of bench placement is created, the waiting list is updated, and to postpone the two outstanding bench requests in the current packet.

Motion carried – all ayes.



Village of Sister Bay Commemorative Bench Program Policy and Donation Agreement

(approved by the Village Board 04/20/21)

It is the policy of the Village of Sister Bay to accept donations for the purpose of installing commemorative benches within Village parks and public spaces to offer the opportunity to honor someone special, to remember a loved one, or to recognize a special event or achievement. Benches that commemorate significant events in village history will be determined by the Board with assistance from the Sister Bay Historical Society.

Donation Purpose: Donations will be accepted only for the purpose of purchasing and installing park benches approved by the Village.

Policy Statements:

1. Individuals that wish to be commemorated with a physical memorial must have a direct affiliation with, or have lived in, the Village of Sister Bay and have made significant contributions to our community. Memorials need to reflect the Village "culture" and recognize the overall historical significance of the person. Memorials need to "tell the story" of the Village of Sister Bay.
2. Donors will submit a written statement outlining the connection between their honoree and the Village of Sister Bay. These statements will be compiled and shared on the village's website as a further means of commemoration and carry on the story of those who have shaped Sister Bay. Village staff reserve the right to edit the statement for appropriateness and length, if required.
3. The Parks, Property and Streets Committee and/or Village Staff will have final approval of requested memorials and location of placement.
4. The location of memorial benches shall be sited according to the master plan layout of the Village parks and public spaces. The approved spaces include:
 - a) Waterfront Park
 - b) Marina and Marina Park
 - c) Sports Complex
 - d) Dog Park
 - e) Bike Path

5. Once donated, the memorial becomes the property of the Village and it is prohibited for donors to decorate or add adornment to the memorial item.
6. Commemorative benches shall be constructed of wood with a metal frame and placed on concrete slabs where necessary. The commemoration statement will be routed directly on the bench.
7. Cost of a memorial bench shall be \$1000 which includes all materials, labor, and installation along with any necessary maintenance endowment.
8. The wording on the memorial will be limited to
 - a) In memory of ...
 - b) In honor of ...
9. Park benches will have a guaranteed life of 10 years. The Village of Sister Bay agrees to replace a damaged or destroyed bench within the first 10 years but does not guarantee permanency of the memorial beyond that time. After nine (9) years, office staff will contact the donor (or alternate contact) in writing at the address shown on the completed application to inform them of the upcoming termination date of the memorial. Donors may request renewal of the term for an additional fee. The renewal fee will be the current cost of a new bench, regardless of the condition of the current one, and the term will again be 10 years. If a Donation Agreement was not in place at the time of the original request, the donor must complete a request form. *Policy Statement #1 shall apply to all memorials even if it did not at the time of the original request.* If the donor or alternate contact cannot be reached after three (3) months of the initial attempted contact, the memorial location will be offered to a new donor.
10. Donors must enter into a written donation agreement with the Village (attached). This document will specify the terms of any gift, which may include provisions regarding maintenance, life span, and donor recognition.
11. This policy will be reviewed annually and updated as necessary.
12. The master plan of public parks and public spaces will be reviewed and updated as necessary.

Commemorative Bench Program Donation Agreement

Please complete this application to donate a park bench to the Village of Sister. Village staff will contact you regarding acceptance of your application and placement of your memorial.

I wish to donate a memorial park bench ☐ IN MEMORY OF ☐ IN HONOR OF (check one)

(limit of 23 characters including spaces)

Donor Name: _____

Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Alternate Contact Name: _____

Alternate Contact Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Desired location for placement of memorial: _____

Enclosed is a fee of \$1000 for a park bench payable by check to VILLAGE OF SISTER BAY. I have also attached a written statement (see back of form) which will be edited by village staff and posted on the village's website.

Completed form and payment can be mailed to PO BOX 769, Sister Bay, WI 54234. Questions on completion of this form can be directed to staff at (920) 854-4118 or email info@sisterbaywi.gov.

I acknowledge that a monetary donation is being offered to support Village of Sister Bay parks. I agree that I have read the entire Commemorative Bench Program Policy and understand the terms and conditions under which I am making this request. With this donation, the Village of Sister Bay will install a commemorative park bench for a period of 10 years engraved with the name of the designated honoree indicated above. After 10 years, the bench may be removed or refurbished with a future donation. I also grant permission for the Village of Sister Bay to compile and share the written statement about the honoree submitted with this request on their website for the public to enjoy.

Signature

Date

Commemorative Bench Program Honoree Details

Want to remember an individual important to the area? Consider the following questions when creating your statement about your family member and/or loved one:

While residing in the Village:

*where were they employed or did they own their own business

*did this person serve on any project committees

*did this person conduct any volunteer service in the village

*list any other significant contributions to Sister Bay

Statements need not be overly long. Village staff will contact you at the email or number provided on the reverse of this form if clarification is needed.



FIRE STATION POLICY

It was proposed we revisit the fees and policies on reserving the Fire Station meeting rooms. Attached is the reservation form.



VILLAGE OF SISTER BAY
Village Facility Rental Agreement

Sister Bay Liberty Grove Fire Station – 2258 Mill Rd

Applicant/Organization Name: _____

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: _____ **Time(s) Requested:** _____

Room Requested: Small Conference Room Large Meeting Room

Type of Event: _____

Security Deposit*: \$500

Use Fee:** \$25 (small room) \$50 (large room)

**Security deposits for one-time use are HELD and returned after the event and facility is inspected to be free of damage/debris. Security deposits for continuous user groups are deposited into a Trust Account and returned when the term of use has concluded, as requested by the renter.*

***Non-profit organizations may be subject to alternate fees based on continuing use throughout the year.*

Hours: Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM. Please turn out the lights as you leave.

Decorations: Renter may not permanently affix any object by nailing, screwing or bolting or other means that will damage the building or its components in any way. Tape or other means, when no removal problem is created, is acceptable. No painting, staining, plastering, or wall, ceiling or window alteration is allowed.

Alcohol: Alcohol is strictly prohibited from being sold during your event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold.

Cleaning: Please clean up after your event by wiping down tables and picking up trash. A vacuum cleaner is available in the closet if needed. Minimal amounts of garbage/recycling may be placed in receptables in the entryway. Large quantities of trash should be taken with you when you leave. Security deposits will not be returned if the facility requires additional cleaning by maintenance staff.

Parking: Parking shall be only in lawful, authorized parking areas provided in the Village. Vehicles may not be parked on lawns or where prohibited per Village Ordinance.

Audio/Video Equipment: The fire station has an overhead projector available for use. Please contact the Village Clerk for assistance if this equipment is needed. Amplified sound is not permitted outside of the building. All noise generated during the activity/event must remain within allowable limits as set by the Village Municipal Code.

Liability Insurance: "For profit" events held at Village facilities are obligated to provide, prior to their use of the facility, a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Sister Bay as certificate holder.

Damages: Damages caused to the facility, building, or grounds will be billed at 125% of the total cost of repair.

Cancellation: The Village of Sister Bay reserves the right to cancel a reservation if the Village requires use of the facility, in which case the security deposit and use fee will be refunded. Cancellations made by the applicant at least 48 hours in advance may receive a refund.

Public: This facility is a public space and other areas of the building may be used by other groups during your event.

IN THE EVENT OF AN EMERGENCY, dial 911. An AED is located outside the large meeting room door.

Any group who fails to follow these regulations may be prohibited from use of Village facilities in the future.

I acknowledge that I have read and agree to the aforementioned regulations.

Applicant signature: _____ Date: _____



Received by: _____ Date Approved: _____

Use Fee Collected: _____ Sec. Dep. Check #: _____

Facility Inspection: _____

Sec. Dep. Return Date: _____



FACILITY RENTALS/POLICY

It was proposed we revisit the fees and policies and consider an exemption for reduced rates for residents.



VILLAGE OF SISTER BAY
Village Facility Rental Agreement

VILLAGE HALL – 10693 N Bay Shore Dr

Applicant/Organization Name: _____

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: _____ **Time(s) Requested:** _____

Type of Event: _____

Security Deposit*: \$500

Use Fee:** \$30/hr. or \$200/day

**Security deposits for one-time use are HELD and returned after the event and facility is inspected to be free of damage/debris. Security deposits for continuous user groups are deposited into a Trust Account and returned when the term of use has concluded, as requested by the renter.*

***Non-profit organizations may be subject to alternate fees based on continuing use throughout the year.*

Hours: Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM. Access is via a security code provided by the Clerk. Please lock any doors unlocked during your event prior to departure.

Decorations: Renter may not permanently affix any object by nailing, screwing or bolting or other means that will damage the building or its components in any way. Tape or other means, when no removal problem is created, is acceptable. No painting, staining, plastering, or wall, ceiling or window alterations is allowed.

Alcohol: Alcohol is strictly prohibited from being sold during your event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold.

Cleaning: Please clean up after your event by wiping down tables, sweeping floors, cleaning countertops, and wiping out the microwave, stove and refrigerator if spills occur. A limited number of cleaning rags are available, and if used, should be left in the sink for staff to pick up. You are welcome, and encouraged, to bring your own towels. All garbage must be taken with you when you leave. Security deposits will not be returned if the facility requires additional cleaning by maintenance staff.

Parking: Parking shall be only in lawful, authorized parking areas provided in the Village. Vehicles may not be parked on lawns or in the marked Post Office only parking spaces, regardless of day or time of day.

Audio/Video Equipment: The Village Hall is not currently equipped with A/V equipment. Applicant is free to bring in their own equipment if necessary. Amplified sound is not permitted outside of the building. All noise generated during the activity/event must remain within allowable limits as set by the Village Municipal Code.

Liability Insurance: "For profit" events held at Village facilities are obligated to provide, prior to their use of the facility, a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Sister Bay as certificate holder.

Damages: Damages caused to the facility, building, or park grounds will be billed at 125% of the total cost of repair.

Cancellation: The Village of Sister Bay reserves the right to cancel a reservation if the Village requires use of the facility, in which case the security deposit and use fee will be refunded. Cancellations made by the applicant at least 48 hours in advance may receive a refund.

IN THE EVENT OF AN EMERGENCY, dial 911.

Any group who fails to follow these regulations may be prohibited from use of Village facilities in the future.

I acknowledge that I have read and agree to the aforementioned regulations.

Applicant signature: _____ Date: _____



Received by: _____ Date Approved: _____

Use Fee Collected: _____ Sec. Dep. Check #: _____

Facility Inspection: _____

Sec. Dep. Return Date: _____



VILLAGE OF SISTER BAY
Village Facility Rental Agreement

MARINA PARK – adjacent to 10733 N Bay Shore Dr

Applicant/Organization Name: _____

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: _____ **Time(s) Requested:** _____

Type of Event: _____

Security Deposit*: \$1000

Use Fees: \$50/day (non-profit organizations)

\$1500 (tented events May, June, Sept, Oct)

\$2500 (tented events July and August)

**Security deposits are deposited into a Trust Account and returned after satisfactory inspection of the grounds and/or facilities.*

Hours: Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM. Tents may only be erected from the period beginning at 1:00 PM on Friday and must be taken down by 10:00 AM Monday.

Restrooms: Public restrooms are available at the marina office but are not sufficient in number for large gatherings. Port-a-potties must be provided for events larger than 40 people. Placement of the portable units will be authorized by the Public Works Supervisor.

Decorations: Renter may not stake anything into the ground without first consulting with the Public Works Supervisor to determine if underground utilities are present. Tent staking must take place within area marked by the Public Works Supervisor. Damage to underground utilities caused by the renter or attendees at an event hosted by the renter, will be retained from the security deposit. Damages will be billed at 125% of the total cost of repair.

Alcohol: Alcohol is strictly prohibited from being sold during your event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold.

Cleaning: Trash must be collected and taken with you when you leave. Security deposits will not be returned if additional clean-up is required by Public Works staff.

Parking: Parking shall be only in lawful, authorized parking areas on the street or in designated parking lots (Autumn Court lot, Scandia Road lot, Mill Road lot). Vehicles may not be parked on lawns or where prohibited per Village Ordinance. No overnight parking is permitted. Parking in the boat launch ramp area is strictly

prohibited. Parking for catering vehicles and equipment on park grounds may be permissible in consultation with the Public Works Supervisor.

Noise: Outdoor music may not exceed decibel levels as set by the Village of Sister Bay. A decibel meter may be available to verify that levels are acceptable. If you are found in violation of the Village's decibel limit, you are required to adjust sound levels or stop the music immediately. No amplified music may be played after 9:00 P.M. or the security deposit will be forfeit.

Liability Insurance: "For profit" events held at Village facilities are obligated to provide, prior to their use of the facility, a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Sister Bay as certificate holder.

Cancellation: The Village of Sister Bay reserves the right to cancel a reservation if the Village requires use of the facility, in which case the security deposit and use fee will be refunded. Cancellations made by the applicant at least 48 hours in advance may receive a refund.

IN THE EVENT OF AN EMERGENCY, dial 911. An AED is located at the Marina Office.

Any group who fails to follow these regulations may be prohibited from use of Village facilities in the future.

I acknowledge that I have read and agree to the aforementioned regulations.

Applicant signature: _____ Date: _____

If other than the applicant, name and contact information for individual responsible for answering questions during the event, including set-up and take-down (i.e. event planner):

Name: _____

Phone: _____



Received by: _____ Date Approved: _____

Use Fee Collected: _____ Sec. Dep. Check #: _____

Facility Inspection: _____

Sec. Dep. Return Date: _____



VILLAGE OF SISTER BAY
Village Facility Rental Agreement

WATERFRONT PARK – 2362 Mill Road

Applicant/Organization Name: _____

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: _____ **Time(s) Requested:** _____

Type of Event: _____

Security Deposit*: \$1000

Use Fees: \$75/day (non-profit organizations)

\$1900 (tented events May, June, Sept, Oct)

\$3500 (tented events July and August)

**Security deposits are deposited into a Trust Account and returned after satisfactory inspection of the grounds and/or facilities.*

Hours: Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM. Tents may only be erected from the period beginning at 1:00 PM on Friday and must be taken down by 10:00 AM Monday.

Restrooms: Public restrooms are located at the corner of Mill Road and N Bay Shore Dr. However, port-a-potties must be provided for events larger than 50 people. Placement of the portable units will be authorized by the Public Works Supervisor.

Decorations: Renter may not stake anything into the ground without first consulting with the Public Works Supervisor to determine if underground utilities are present. Tent staking must take place within area marked by the Public Works Supervisor. Damage to underground utilities caused by the renter or attendees at an event hosted by the renter, will be retained from the security deposit. Damages will be billed at 125% of the total cost of repair.

Alcohol: Alcohol is strictly prohibited from being sold during your event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold.

Cleaning: Trash must be collected and taken with you when you leave. Security deposits will not be returned if additional clean-up is required by Public Works staff.

Parking: Parking shall be only in lawful, authorized parking areas on the street or in designated parking lots (Autumn Court lot, Scandia Road lot, Mill Road lot). Vehicles may not be parked on lawns or where prohibited per Village Ordinance. No overnight parking is permitted.

Noise: Outdoor music may not exceed decibel levels as set by the Village of Sister Bay. A decibel meter may be available to verify that levels are acceptable. If you are found in violation of the Village’s decibel limit, you are required to adjust sound levels or stop the music immediately. No amplified music may be played after 9:00 P.M. or the security deposit will be forfeit.

Liability Insurance: “For profit” events held at Village facilities are obligated to provide, prior to their use of the facility, a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Sister Bay as certificate holder.

Cancellation: The Village of Sister Bay reserves the right to cancel a reservation if the Village requires use of the facility, in which case the security deposit and use fee will be refunded. Cancellations made by the applicant at least 48 hours in advance may receive a refund.

Public: Keep in mind that the beach and surrounding areas are public spaces. The Village cannot guarantee that the public won’t be present during your event.

IN THE EVENT OF AN EMERGENCY, dial 911.

Any group who fails to follow the aforementioned regulations may be prohibited from use of Village facilities in the future.

I acknowledge that I have read and agree to the regulations listed above.

Applicant signature: _____ Date: _____

If other than the applicant, name and contact information for individual responsible for answering questions during the event, including set-up and take-down (i.e. event planner):

Name: _____
Phone: _____



Received by: _____ Date Approved: _____

Use Fee Collected: _____ Sec. Dep. Check #: _____

Facility Inspection: _____

Sec. Dep. Return Date: _____



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

October 31, 2025

Mr. Nate Bell
Village of Sister Bay
2383 Maple Drive
Sister Bay, Wisconsin

SUBJECT: New Administration Building
2313 Mill Road
Sister Bay, Wisconsin
PSI Project No. 00942770

Dear Mr. Bell,

The geotechnical exploration and evaluation for the referenced project has been completed. An electronic copy of the report is being provided via email. Paper copies can be issued upon request. After you have had the opportunity of reading the report, please call at any time with any questions or comments you may have. Professional Service Industries, Inc. (PSI) appreciates the opportunity to be of service on this project, and looks forward to continuing as your geotechnical consultant during the design and construction phases, as well as your upcoming projects.

Sincerely,

PROFESSIONAL SERVICE INDUSTRIES, INC.


Andrew Olson
Staff Geologist


Patrick Bray, E.I.T.
Branch Manager

 10/31/25
James M. Becco, P.E.
Principal Consultant



The above Professional Engineering Seal and signature is an electronic production of the original seal and signature. Original hard copies can be provided upon request. This electronic reproduction shall not be construed as an original or certified document.



GEOTECHNICAL EXPLORATION AND EVALUATION

New Administration Building

Sister Bay, Wisconsin

Prepared For:

Village of Sister Bay

2383 Maple Drive

Sister Bay, Wisconsin 54234

PSI Project No. 00942770

November 3, 2025

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Appendix (in order of appearance)

Figure 1 – Boring Location Plan

Soil Boring Logs

Laboratory Data Sheets

General Notes





1 INTRODUCTION

1.1 GENERAL

This report presents the results of the geotechnical exploration and evaluation for the proposed New Administration Building in Sister Bay, Wisconsin. The work was performed for the Village of Sister Bay, at the request of Mr. Nate Bell.

1.2 PURPOSE

The purpose of this study was to evaluate the subsurface conditions at specific boring locations on the site, and to establish parameters for use by the design engineers and architects in preparing the foundation, floor slab, and pavement designs for the proposed project.

1.3 SCOPE

The scope of services included a site reconnaissance, the geotechnical exploration, a determination of soil characteristics by field and laboratory testing, and an evaluation of the data obtained. The scope of the field work, including the number, depth, and locations of the borings was determined by the client.

1.4 AUTHORIZATION

The description of services and authorization to perform this geotechnical exploration and evaluation were in the form of a signed acceptance copy of PSI Proposal No. 0094-459833, dated September 16, 2025. The general conditions for the performance of the work were referenced in the proposal. This report has been prepared on behalf of, and exclusively for the use of the Village of Sister Bay. The information contained in this report may not be relied upon by any other parties without the express written consent of PSI, and acceptance by such parties of PSI's General Conditions.

2 SITE AND PROJECT DESCRIPTION

2.1 SITE FEATURES

The project site is located at 2313 Mill Road, approximately 100 feet south of the intersection of South Spring Road and Mill Road in Sister Bay, Wisconsin. At the time of the exploration, the site and area of the proposed New Administration Building was occupied by an existing Village of Sister Bay Maintenance Building with associated asphalt parking areas and drive lanes, and manicured grass. The surrounding parcels consisted of commercial properties to the north, east, and west, and residential properties to the south. A review of historical aerial photography available from Google Earth of various years between 1992 and 2025 indicates that in 1992 the site consisted of the existing maintenance building with associated parking areas and drive lanes. At the time of the 2005 photo, the Door County Library – Sister Bay was present just to the west of new building area, and earthwork operations (with possible cutting



and filling) appear to have occurred in the western and southern portions of the project site. The surface features of the site have remained relatively similar to that described above since the photo taken in 2005. However, most of the photos prior to 2013 were grainy, and details were difficult to discern. The subject site is depicted on the enclosed Boring Location Plan (Figure 1).

The topography of the subject site is relatively flat, with an elevation difference of approximately 3.5 feet between the boring locations. The site generally slopes down towards the north. The surface elevations of the boring locations ranged between about EL. 611.0 and EL. 607.5. At the time of the exploration, the surface of the site was relatively firm, and the truck mounted drill rig experienced no difficulty accessing the boring locations.

2.2 PROJECT DESCRIPTION

Based the information provided by the client, it is understood that the proposed project will consist of the demolition of the existing Maintenance Building, and subsequent construction of a new Administration Building for the Village of Sister Bay. The new building will consist of an approximately 8,750 square foot, one or two-story structure, without any below grade levels. The structure is planned to be supported upon a conventional spread foundation. Structural loading details were not provided. For the purpose of this report, it is estimated that maximum column and wall loads will not exceed 100 kips and 10 kips per lineal foot, respectively. When structural loads are determined, PSI must be informed in order to determine if revisions to this report are necessary.

The finished first floor elevation was not known at the time of report preparation. Based on the existing elevations at the building borings (EL. 609.0 to EL. 607.5), a finished first floor elevation of EL. 608.0 was estimated for use in this evaluation. On this basis, cuts and fills of up to about 1 foot are estimated to be necessary. However, this will also be dependent on the subgrade preparation criteria, to be discussed in a later section.

Paved asphalt parking and drive lanes are generally planned for the development. It is estimated the pavements will be subjected to relatively light passenger vehicle and occasional truck traffic. Traffic loading details were not provided. For the purpose of this report, a daily average loading of 5-18 kip ESALS/day was estimated for standard duty pavements, and a daily average loading 15-18 kip ESALS/day was estimated for heavy duty pavements. When final traffic loading details are known, they must be provided to PSI to determine if a re-evaluation of the pavement recommendations provided herein is necessary.

When any additional information regarding the project becomes available (especially a finished floor elevation) and/or if any of the information provided herein is incorrect or changes, PSI must be informed so that any necessary re-evaluation or revisions to this report can be made.



3 EXPLORATION AND LABORATORY PROCEDURES

3.1 SCOPE SUMMARY

The field and laboratory data utilized in the evaluation and analysis of the subsurface materials was obtained by drilling exploratory test borings, securing soil samples by the split-spoon sampling method, and subjecting the samples to laboratory testing.

3.2 FIELD EXPLORATION

A total of six (6) soil test borings were performed to depths ranging from about 11.5 to 20 feet below the existing ground surface. Borings B-1 through B-4 were performed to a depth of about 20 feet within the area of the proposed building; and B-5 and B-6 were performed to a depth of about 11.5 feet within the area of the proposed pavement. The number, depths, and locations of the borings were determined by the client. The borings were located in the field by PSI utilizing a handheld GPS device. They are estimated to be accurate to within several feet. The surface elevations shown on the logs were estimated by interpolation of a 1-foot contour map of the property, provided by the client. The elevations are estimated to be accurate to within about one foot.

The soil test borings were performed with a truck mounted rotary drilling rig utilizing continuous flight hollow stem augers to advance the holes. Representative samples were obtained by the Standard Penetration Test (SPT) method using split-spoon sampling procedures in general accordance with ASTM D-1586 procedures. Samples were collected at 2.5-foot intervals to 10 feet, and then at 5-foot intervals thereafter to the end of the borings. The standard penetration value (N) is defined as the number of blows of a 140-pound hammer, falling thirty (30) inches, required to advance the split-spoon sampler one (1) foot into the soil. The sampler is lowered to the bottom of the drill hole and the number of blows recorded for each of the three (3) successive increments of six (6) inches of penetration. The "N" value is obtained by adding the second and third incremental numbers. The SPT provides a means of estimating the relative density of granular soils and comparative consistency of cohesive soils, thereby providing a method of evaluating the relative strength and compressibility characteristics of the subsoils.

The SPT soil samples were transferred into clean glass jars immediately after retrieval and returned to the laboratory upon completion of the field operations. Samples will be discarded unless other instructions are received. All soil samples were visually classified in general accordance with the Unified Soil Classification System (ASTM D-2488-75). A description of the subsurface conditions encountered at each boring location is shown on the enclosed Soil Boring Logs. After completion of the borings the auger holes were backfilled to the ground surface with bentonite chips or auger cuttings dependent upon depth.

A copy of the Soil Boring Logs and Boring Location Plan (Figure 1) are enclosed in the Appendix. The soil stratification shown on the logs represents the approximate soil conditions in the actual boring locations at the time of the exploration. The terms and symbols used on the logs are described in the General Notes found in the Appendix.



3.3 LABORATORY PHYSICAL TESTING

Soil samples obtained from the exploration were visually classified in the laboratory, and subjected to testing, which included moisture content determinations, Atterberg Limits, and grain size analysis by mechanical method. Selected cohesive soil samples were tested in unconfined compression with an uncontrolled strain loading rate and/or with a calibrated hand penetrometer to aid in evaluating the soil strength characteristics. The values of strength tests performed on soil samples obtained by the Standard Penetration Test Method (SPT) are considered approximate, recognizing that the SPT method provides a representative but somewhat disturbed soil sample.

The laboratory testing was performed in general accordance with the respective ASTM methods, as applicable, and the results are shown on the boring logs and Laboratory Data Sheets in the Appendix.

4 DESCRIPTION OF SUBSURFACE CONDITIONS

4.1 GENERAL

A description of the subsurface conditions encountered at the test boring locations is shown on the Soil Boring Logs. The lines of demarcation shown on the logs represent approximate boundaries between the various soil classifications. It must be recognized that the soil descriptions are considered representative for the specific test boring location, but that variations may occur between and beyond the sampling intervals and boring locations. Soil depths, topsoil and layer thicknesses, and demarcation lines utilized for preconstruction planning should not be expected to yield exact and final quantities. A summary of the major soil profile components is described in the following paragraphs.

4.2 SUBSURFACE CONDITIONS

The surface of the site at borings B-1 through B-4, and B-6 consisted of about 1 to 2 inches of asphalt. The asphalt was underlain by approximately 5 to 6 inches of base course comprised of brown to dark brown fine to coarse sand with trace gravel and silt. The surface of the site at B-5 consisted of about 5 inches of topsoil comprised of brown to very dark brown clay with silt, sand, and trace gravel. Fill, generally comprised of brown to very dark brown clay with silt, and trace sand and gravel; and brown to light brown fine to medium sand with silt, and trace gravel and clay, was present in borings B-1 and B-2 to a depth of about 5 feet (EL. 602.5 and EL. 603.5, respectively) below existing grade. Beneath the fill and surface materials at the remaining borings, the underlying natural soils consisted of brown to reddish brown clay with varying amounts of silt, sand, and gravel to the maximum depths explored by the borings. As an exception, gray gravel with sand was present in B-4 between depths of about 10 to 13.5 feet (EL. 599.0 to EL. 595.5) below existing grade; and reddish brown clayey sand with trace gravel and silt was present beneath the topsoil in B-5 to a depth of about 2.5 feet (EL. 606.5)



The fill soils were classified as such based on their varied visual characteristics and composition. However, it must be recognized that in the absence of foreign substances and/or debris within the soil samples obtained, it is difficult to distinguish between natural soils and clean soil fill.

The natural cohesive soils encountered in the borings were generally stiff to very hard in comparative consistency, with Standard Penetration Resistances (N-values) ranging from about 10 blows per foot (bpf) to 50 blows per 2-inches of initial sampling, and unconfined compressive strengths ranging from about 1.4 to 6.2 tons per square foot (tsf). The cohesive fill soils encountered in the borings were generally medium stiff to stiff in comparative consistency, with N-values ranging from about 8 to 12 bpf, and unconfined compressive strengths of about 0.4 tsf. The natural granular soils encountered in the borings were generally medium dense to very dense in relative density, with N-values of about 14 to 62 bpf. The granular fill soils encountered in the borings were generally dense in relative density, with N-values of about 19 bpf.

Atterberg Limits and a mechanical grain-size analysis was performed on a bulk soil sample obtained from B-5 at depths of about 1 to 2 feet below existing grade. The test results indicated a Liquid Limit of about 24, a Plastic Limit of about 14, and Plasticity Index of about 10. The test results indicate the sample to be classified as SC by the USCS method and as A-4 by the AASHTO method. The Atterberg Limits and mechanical grain-size testing results can be found in the laboratory data sheets provided in the Appendix.

The foregoing discussion of soil conditions on this site represents a generalized soil profile as determined at the test boring locations. A more detailed description and supporting data for each test location can be found on the individual Soil Boring Logs.

4.3 GROUNDWATER OBSERVATIONS

Groundwater observations were made during the drilling operations and in the open boreholes upon completion. Groundwater was not encountered during auger advancement or upon completion and removal of the augers in the boreholes. The borings caved at depths ranging from about 6 to 14 feet below existing grade; therefore, observations could not be made below the cave depths.

The groundwater observations reported herein are considered approximate. It must be recognized that groundwater levels fluctuate with time due to variations in seasonal precipitation, lateral drainage conditions, and soil permeability characteristics. Longer term monitoring would be required to further evaluate groundwater levels on this site.



5 CONSIDERATIONS AND RECOMMENDATIONS

5.1 GENERAL DEVELOPMENTAL CONSIDERATIONS

In view of the subsurface conditions encountered in the test borings, together with the structural loading criteria and development grades anticipated, conventional spread footings can be used for support of the proposed structure. However, fill soils were encountered in building borings B-1 and B-2 to a depth of about 5 feet (EL. 602.5 and EL. 603.0, respectively) below existing grade. Fill soils are not suitable for foundation support due to the potential for variability in strength and support characteristics. Therefore, all foundations must extend through the existing fill and any buried topsoil to bear upon suitable natural soils, or upon newly placed compacted structural fill (or lean concrete mix) used to replace unsuitable materials. Based on the estimated finished floor elevation (EL. 608.0), undercuts of about 1.5 feet are estimated to be necessary for typical frost depth foundations (with deeper cuts necessary for interior footings), in at least the area of B-1 and B-2. However, some variation is likely. Some difficulty with subgrade, and with excavation sidewall instability may be experienced.

The existing fill and natural soils can generally be utilized for support of the floor slabs and pavements after proper subgrade preparation. However, some overexcavation of unsuitable soils may be necessary. A discussion of the building foundation and pavement design parameters, as well as the support conditions for the floor slab and pavement are included in later sections.

5.2 SITE PREPARATION

The presence of organic topsoil and vegetation within the subgrade can adversely affect the serviceability of structural fills, foundations, floor slabs, pavements, and other structures placed upon them. The surface at boring B-5 was covered with about 5 inches of topsoil. However, some variation should be expected. All topsoil, vegetation, trees, roots, organic matter, and other unsuitable materials must be removed from the areas of floor slabs, footings, pavements, and other structural areas. Any existing pavement within the area of the proposed structure footprint must also be removed.

Site preparation will require removal of the existing structure and any remnants of former buildings, including foundations and underground utilities, will require removal. Extensive areas of loose backfill material may be encountered within utility trenches, adjacent to the existing structures, and in former building and basement areas. These will also require removal. The areas, including basements, must then be properly backfilled with compacted structural fill. Prior to the backfilling, the areas must be observed by a PSI representative to evaluate the suitability of the subgrade for subsequent support of the new building, utilities, or other structures.

After stripping the topsoil and cutting high areas of the site to the planned finished grade, and prior to the placement of new fill which may be placed to raise grades, the exposed subgrade must be thoroughly proofrolled to detect unstable, yielding soils. This should consist of overlapping passes in a perpendicular grid pattern, with a fully-loaded tandem-axle dump truck,



or other equipment of similar size and weight suitable for the surface conditions. Proofrolling should be performed in consultation with the geotechnical engineer at the time of construction. Substantial and widespread subgrade instability, possibly requiring deep undercutting, can occur within highly moisture sensitive silty and clayey soils (such as were encountered in the borings), especially in wet or cold weather, or during thawing conditions. It is generally recommended that earthwork be carried out during relatively warm, dry weather. Any soft, wet, or otherwise unstable zones which cannot be improved by scarification and aeration, must be removed and replaced with compacted structural fill, such as clean crushed stone, possibly in conjunction with the use of a geotextile fabric. Long construction delays and substantial difficulty with subgrade stabilization may be experienced if the soils are wet, or are otherwise at high moisture contents at the time of construction.

Every effort must be made to keep excavations dry. If construction proceeds during wet weather, some additional overexcavation may be necessary. If weather permits, the soil could be dried and recompacted. A crushed stone working mat, possibly in conjunction with a geotextile fabric may also be feasible to help stabilize subgrades. Site grading runoff should be directed to catch basins, or other appropriate areas of the site, so that the potential for the softening of the foundation and pavement subgrade soils is reduced.

If site grades are raised in excess of 2 feet, the first lift of new fill must be placed so as to extend a minimum lateral distance of 5 feet beyond the planned top building pad dimension (for fills less than 5 feet in thickness), or for a distance equal to at least 1 foot laterally beyond the top pad dimension for every foot of fill thickness (for fills greater than 5 feet in depth). Subsequent lifts can then be placed on an approximate 1H:1V slope back up to the planned top perimeter dimension of the pad. Similarly, where undercutting of unsuitable soils is performed beneath footings, floor slabs, or other structural areas, it is recommended that the removal extend laterally beyond the perimeter of the structure at least 0.5 feet for every 1 foot of removal below the planned bearing depth. Proper moisture control is essential to reduce the amount of compactive effort necessary to achieve the desired densities.

When a firm and stable subgrade is established, low areas may be raised to planned grades with properly compacted structural fill. Any new fill should be a clean granular soil, such as those materials meeting the gradations outlined in Section 209 or 305 of the State of Wisconsin Standard Specification for Highway and Structure Construction. If fine-grained soils, such as those with high silt or clay content are used, they should generally be placed over large open areas, where conditions are more favorable for the proper placement and compaction of such materials. It must be recognized that high silt or clay content materials are extremely difficult to compact when placed at moisture contents beyond a few percent of the optimum moisture content. In addition, the near surface soils across the site are considered to be highly moisture sensitive; therefore, some difficulty with subgrade preparation should be expected, especially if they become wet during construction. Fill must be placed in layers of not more than nine (9) inches in thickness, at moisture contents at or near optimum, and be compacted to a minimum density of 95 percent of the maximum dry density as determined by ASTM designation D-698 (Standard Proctor). Portions of the on-site soils can generally be used as new fill to raise grades, generally over large, open areas. However, some sorting or moisture conditioning will



likely be required. Silt, clay, and wet granular soils are not suitable for reuse as fill in trenches, or adjacent to foundation stem walls or retaining walls. Substantial importing of suitable granular backfill soils may be necessary.

Proper moisture control is essential to reduce the amount of compactive effort necessary to achieve the desired densities. This is especially true of clayey soils, where scarification and aeration may be required to achieve near - optimum moisture levels prior to compaction. A sheepsfoot roller is generally required for compaction of clayey soils, whereas a vibratory smooth drum roller is preferred for granular material. Small hand-operated compactors should be used in confined areas; granular fills are generally more readily compacted to the required densities in such applications.

It is recommended that well-graded granular soils be utilized as backfill in new utility trenches and along side below grade walls to reduce the potential for consolidation and settlement of the fill. All fill soils must be placed and compacted under engineering controlled conditions, to provide suitable support for overlaying structures and roadways. Additional guidance can be provided at the time of construction in the selection process for grade-raising fill and trench backfill.

The selection of fill materials for various applications should be done in consultation with the soils engineer. Similarly, the evaluation of the subgrade and placement and compaction of fill for structural applications should be monitored and tested by a qualified representative of the soils engineer.

5.3 FOUNDATION EVALUATION

The proposed Administration Building may be supported by a conventional spread foundation system. Based upon the estimated finished floor elevation of EL. 608.0, interior and exterior footings will bear at about EL. 606.5 and EL. 604.0. However, fill soils were encountered in building borings B-1 and B-2 to a depth of about 5 feet (EL. 602.5 and EL. 603.0, respectively) below existing grade. Fill soils are not suitable for foundation support due to the potential for variability in strength and support characteristics. Therefore, all foundations must extend through the existing fill and any buried topsoil to bear upon suitable natural soils, or upon newly placed compacted structural fill (or lean concrete mix) used to replace unsuitable materials. Undercuts of up to about 1.5 feet for exterior footings and up to about 4 feet for interior footings may be necessary in at least the areas of B-1 and B-2. However, some variation should be expected. Conventional spread footings bearing upon suitable natural soils, or upon compacted structural fill (or lean concrete mix), may be designed for a net allowable soil pressure of 4,000 psf. Undercutting of soft, loose, wet, or otherwise unsuitable natural soils may be necessary.

The suitability of the existing soils for support of the proposed foundation must be determined by testing by a qualified geotechnical engineer during construction, utilizing static cone penetrometer tests or dynamic cone penetrometer tests for cohesive and granular soils, respectively. Soft, loose, wet, or otherwise unsuitable materials not disclosed by the borings, may be encountered in the foundation excavations at the bearing elevation. If unsuitable



existing soil is present, it must be removed throughout a zone extending one foot laterally for each foot removed below the foundation, on either side of the planned footing. The over-excavated area must be backfilled with structural compacted fill.

In lieu of the use of compacted structural fill, the existing fill soils and any unsuitable natural materials could be removed from beneath new footings and the excavation backfilled to the original planned bearing depth with a lean concrete mix. If it is elected to utilize a lean concrete mix to replace the unsuitable soils, the foundation excavations should be about 4 inches wider than the proposed footing width and must extend through the unsuitable bearing materials to the natural soils. The concrete must be placed immediately after excavation to avoid intrusion of soil into the excavation. The concrete should contain sufficient aggregate and cement to attain a 28-day compressive strength of at least 1000 psi. Some sloughing or caving of the overlying soils may be experienced. Should this occur during concrete placement, the area must be removed and recast. Additionally, should caving become extensive, it may be necessary to substantially widen excavations to avoid soil intrusion into the concrete. This may result in the use of additional concrete quantities significantly in excess of preconstruction budget estimates.

All perimeter footings must be placed at a depth of 4 feet (or deeper if in accordance with local requirements or customary practice) below the finish grade for frost protection. Due to periodic severity of winters in this area, it is recommended that footings in poorly heated or unheated areas of the building also be placed at least 4 feet below the adjacent exterior grade. Interior footings not subject to frost action may be placed at a shallow depth of 18 inches below the floor slab, provided they bear on suitable natural soils or engineered fills. All foundations must be protected from the effects of frost if construction is carried out during winter months.

It is recommended that the footings supporting individual columns have a minimum dimension of 24 inches, and continuous footings have a minimum width of 18 inches, even if the maximum recommended allowable bearing pressure is not fully utilized. In order to minimize the effects of any slight differential movement that may occur due to variations in the character of the supporting soils and any variations in seasonal moisture contents, it is recommended that all foundations be suitably reinforced to make them as rigid as needed.

In general, the performance of the foundation system on this site is dependent on the various factors discussed herein. The excavation, preparation, and concreting of foundations should be monitored and tested by a representative of the soils engineer.

5.4 FLOOR SLAB AND PAVEMENT SUBGRADES

Prior to constructing the floor slabs or pavements, and prior to the placement of any fill used to raise grades, the exposed subgrade must be prepared utilizing the proofrolling procedures described previously. In areas that exhibit soft, yielding or unstable soil conditions, the following remedial measures are recommended to provide a stable subgrade. It must be recognized that the high silt and clay content soils are highly sensitive to increases in moisture and construction disturbance. It will therefore be necessary to maintain these materials in a relatively dry condition to allow for proper subgrade preparation. It is recommended that the proofrolling



operations be monitored by a representative of the geotechnical engineer so that a firm, suitable subgrade is present prior to placement of new fills, or to construction of floor slabs and pavements.

Localized wet, soft or unstable areas should be undercut to such depths determined necessary in the field to reach stable material. The overexcavations should then be backfilled with imported crushed stone, such as a 1¼-inch dense graded base specified in Section 305 of the WisDOT Standard Specifications, placed and compacted as recommended in the Site Preparation section of this report. If relatively thick zones or areas of extensive yielding are observed that cannot be stabilized by normal discing, aeration and recompaction procedures, undercutting and replacement with crushed stone and geotextile fabric (if needed) may also be required in these areas.

The floor slab(s) may be designed utilizing an estimated modulus of subgrade reaction of 125 pci based on the presence of a stable and suitable subgrade, prepared as discussed in this report. However, this is based on common range values obtained from 1 ft. x 1 ft. plate load tests on specific soil types. Depending on how the slab load is applied, the value may need to be modified for larger areas using the following:

$$\begin{aligned} \text{Modulus of Subgrade Reaction} \quad k_s &= \left(\frac{k}{B} \right) \text{ for cohesive soil} \\ k_s &= k \left(\frac{B+1}{2B} \right)^2 \text{ for cohesionless soil} \end{aligned}$$

where: k_s = coefficient of vertical subgrade reaction for loaded area

k = coefficient of vertical subgrade reaction for a 1x1 foot square area

B = width of area loaded, in feet

The final design and detailing should be performed by a qualified structural engineer based on the intended slab use, loading conditions and anticipated subgrade conditions.

A granular mat, which can be designed as a drainage layer, should be provided below the floor slab. This must be a minimum of six (6) inches in thickness and properly compacted. In moisture sensitive areas, a vapor barrier may be placed beneath the floor slab or base course; however, it is recommended that the architect be consulted in this regard. The proper use of a vapor barrier may not completely prevent moisture beneath or on top of slabs. If the base course contains sharp particles, a cushion layer of sand approximately 2 inches in thickness may be required to provide protection from puncture.

The floor slabs must be suitably reinforced to make them as rigid as necessary and proper joints provided at the junction of slabs and the foundation system so that a small amount of independent movement can occur without causing damage. Large floor areas must be provided with joints at frequent intervals (maximum spacing of 30 times the slab thickness, per ACI) to compensate for concrete volume changes (shrinkage). Where the slab will be supporting live loads, such as from moving vehicles, joints must be keyed or dowelled to permit proper load transfer. It is recommended that appropriate construction methods and curing procedures be used to minimize shrinkage and curling of the floor slabs.



5.5 EXTERIOR/UNHEATED AREA SLABS

Based on the borings, entry slabs, sidewalks, aprons, and other slabs in exterior or unheated areas will likely bear upon silty or clayey soils. Such materials are highly frost susceptible and poorly drained. Slabs placed directly upon such soils are subject to heaving and subsequent settlement due to freeze/thaw cycles. This can result in cracking, misalignment, and other related effects (especially at joints). It is recommended that consideration be given to limited undercutting of the frost susceptible materials to a depth of 1 to 2 feet below the slab, and replacement with well graded, properly placed and compacted granular soils.

5.6 UTILITY CONSTRUCTION

In general, the on-site soils can be used for support of utility lines. However, some undercutting of soft, loose, or otherwise unsuitable soils, in conjunction with the placement of crushed stone or other suitable granular backfill may be necessary to establish a stable working mat and/or bearing subgrade. Some difficulty with the stability of utility trenches may be experienced, especially in the presence of water. The use of shoring, bracing, or trench boxes may be required. Utility construction should be performed in accordance with "The Standard Specifications for Sewer and Water Line Construction" for the State of Wisconsin.

It is recommended that well graded granular soils such as those specified in Tables 37 and 39 of the Standard Specification for Sewer and Water Construction be utilized as backfill in utility trenches to reduce the potential for consolidation and settlement of the backfill. All fill soils must be properly placed and compacted under engineering controlled conditions to provide suitable support for overlaying structures and roadways. Silty and clayey soils, organic soils, and wet granular materials are not recommended for use as backfill within utility trenches due to the substantial difficulty of obtaining proper compaction in confined areas. Substantial importing of suitable fill will likely be required.

As with all excavation work, all open cut trenches must be properly shored and braced as required by applicable federal and state OSHA codes, and as necessary to protect life and property.

6 CONSTRUCTION CONSIDERATIONS

6.1 GROUNDWATER CONTROL

Because no groundwater was encountered in the boreholes during the exploration, no major difficulties during excavation and construction work is anticipated on this site. A gravity drainage system and a filtered sump pump should be adequate to control isolated small volume perched water. However, if larger volume perched zones are encountered, or if groundwater levels rise, more comprehensive dewatering with a series of sump pumps may be required.

Since the foundation materials are subject to softening when exposed to free moisture, every effort should be made to keep excavations dry. Discharge water from roof drains should be



directed away from the building, and the site grading direct runoff to catch basins or other appropriate areas of the site, so that the potential for the softening of the foundation and pavement subgrade soils is reduced.

While no groundwater was encountered at the time the borings were drilled, seasonal variations, site drainage conditions, soil permeability, and other factors can cause groundwater levels to rise and/or perched zones to be present in the upper soils at varying times of the year.

6.2 EXCAVATIONS AND SITE DRAINAGE

Sloping, shoring or bracing of the excavation sidewalls will be necessary to facilitate construction and to protect life and property. Sloughing and caving, and subgrade instability may occur within unprotected excavations. The degree of excavation instability problems is dependent upon the depth and length of time that excavations remain open, excavation bank slopes, water levels and the effectiveness of any dewatering systems. However, severe instability may occur within organic, granular, and soft cohesive soils, especially encroaching upon and extending below any groundwater or perched zones. All excavation work must be performed in accordance with OSHA and local building code requirements.

All excavations must be performed with caution and utilize methods which will prevent undermining or destabilization of buildings, utilities, pavements, sidewalks or other structures. The use of a properly designed shoring and bracing, sheet piling, or underpinning system must be utilized as necessary to adequately protect buildings, utilities, pavements, and other structures. This must be performed by an experienced specialty contractor. Additionally, extreme care must be used during the installation of any bracing system, especially those using driven or vibratory methods, in order to avoid damaging existing buildings, utilities, and other structures. Consideration should be given to the performance of video and/or photographic documentation of the condition of nearby buildings, utilities, and other structures prior to installation.

Since the subgrade soils are generally sensitive to moisture, every effort should be made to provide adequate drainage across the site during construction, and to prevent ponding of runoff on the subgrade. These soils are also subject to erosion caused by runoff, and erosion control measures should be implemented where needed or required by local ordinances.

It is mandated that excavations, whether they be for utility trenches, basement excavations or footing excavations, be constructed in accordance with current Occupational Safety and Health Administration (OSHA) guidelines to protect workers and others during construction. PSI recommends that these regulations be strictly enforced; otherwise, workers could be in danger and the owner(s) and the contractor(s) could be liable for substantial penalties.

The contractor is solely responsible for designing and constructing stable, temporary excavations and should shore, slope, or bench the sides of the excavations as required to maintain stability of both the excavation sides and bottom. The contractor's "responsible person", as defined in 29 CFR Part 1926, should evaluate the soil exposed in the excavations as part of the contractor's safety procedures. In no case should slope height, slope inclination,



or excavation depth, including utility trench excavation depth, exceed those specified in local, state, and federal safety regulations.

PSI is providing this information solely as a service to our client. PSI does not assume responsibility for construction site safety or the contractor's or other parties' compliance with local, state, and federal safety or other regulations.

6.3 SEISMIC DESIGN CONSIDERATIONS

Based on the results of the soil test borings, including the estimated/extrapolated soil properties below the bottom of the borings to a depth of 100 feet, and upon past local experience, it is recommended that Site Class D in accordance with Table 20.3-1 of ASCE 7-16 be used for design.

The site latitude and longitude are 45.18738°N and 87.11997°W. Using the USGS Seismic Design Maps (<https://seismicmaps.org>); and the requirements of International Building Code (IBC) 2021 and Minimum Design Loads for Buildings and Other Structures (ASCE 7-16), the following are mapped acceleration parameters for this site.

Mapped MCE Spectral Response Acceleration		Site Amplification Factor		Numeric Seismic Design Value		Site Modified Spectral Acceleration		PGA (Peak Ground Acceleration)	F _{PGA} (Site Application Factor at PGA)	PGA _M (Site Modified Peak Ground Acceleration)
*S _s	0.046	*F _a	1.6	*S _{Ds}	0.049	S _{Ms}	0.073	0.022	1.6	0.035
**S ₁	0.031	**F _v	2.4	**S _{D1}	0.049	S _{M1}	0.074			

*0.2 second time period

** 1.0 second time period

7 PAVEMENT DESIGN RECOMMENDATIONS

Paved asphalt parking and drive lanes are generally planned for the development. It is estimated the pavements will be subjected to relatively light passenger vehicle and occasional truck traffic. A daily average loading of 5-18 kip ESALs/day was estimated for standard duty pavements, and a daily average loading 15-18 kip ESALs/day was estimated for heavy duty pavements subjected to heavier truck traffic and loads. When final traffic loading details are known, they must be provided to PSI to determine if a re-evaluation of the pavement recommendations provided herein is necessary.

Based on Atterberg Limits and visual observation, the near surface soils encountered at the borings predominantly consisted of clay and clayey sand. The clay soils have been assigned an estimated visual classification of A-6 by the AASHTO soil classification method. They are generally rated as poor for pavement subgrade support based on their poor drainage, moderate to high shrink-swell potential, moderate to high frost susceptibility, and their high potential to soften when exposed to moisture. They have a frost index of F-3, a design group index of 14,



a soil support value (SSV) of 3.8, and a subgrade modulus of 125 pci. In order to use these values, all new fill used to raise low areas must have pavement support characteristics that are equal to or better than the existing soils.

During construction, the surficial subgrade soils can become wet, softened and disturbed from rainfall and construction equipment. Therefore, prior to placing the pavement base materials, the subgrade must be recompacted and proofrolled. Particular attention should be given to high traffic areas that have become rutted and areas of backfilled trenches. Localized wet, soft, or unstable areas can be undercut to such depths determined necessary in the field to reach stable materials, and the area backfilled with crushed stone, such as 1 ¼ or 1 ½ inch traffic bond (Section 305 of the State of Wisconsin Standard Specification for Highway and Structure Construction). If relatively large or thick zones of extensive yielding are observed, and normal discing and recompaction procedures cannot stabilize them, undercutting and replacement with crushed stone and geotextile fabric and/or grid (if needed) may also be required in these areas. Preparation of the pavement subgrade must be performed as outlined in the *Site Preparation* section of this report.

The following recommendations for the proposed pavements are based upon the pavement subgrade being properly prepared as indicated in the Site Preparation section. The following design factors were used in developing the recommended pavement sections:

DESIGN FACTOR	ASPHALT
Design Life	20 years
Reliability	0.85
Overall Deviation	0.45
Drainage Coefficient	1
Modulus of Subgrade Reaction	125 pci
CBR/Resilient Modulus	3/2,800
Initial Serviceability	4.2
Terminal Serviceability	2.0

If the actual values differ from those above, PSI must be contacted to provide revised pavement recommendations. Based upon the estimation that natural clay soils will comprise the subgrade for the proposed pavements, and provided the subgrade soils are properly prepared as outlined in this report, the following flexible pavement sections are recommended.

Recommended Asphalt Pavement Section Thickness

PAVEMENT COMPONENTS	STANDARD DUTY AREAS	HEAVY DUTY AREAS	WISCONSIN DOT STRUCTURAL COEFFICIENTS
*Hot Mix Asphalt	3.5"	4"	Section 455/460 (a=0.44)
Aggregate Base Course	9"	12"	Section 305, 1¼" Crushed Stone (a=0.14)

*Surface and binder course thickness, and other details by pavement designer



The asphaltic base and surface course should be placed and provided in accordance with Section 455/460 of the State of Wisconsin Standard Specification for Highway and Structure Construction. The crushed aggregate base course should be provided and placed in accordance with Section 301/305 of the Standard Specification.

It is recommended that rigid Portland Cement Concrete pavement be utilized at entrance and exit aprons. It is recommended that a minimum of 6 inches of 4000 psi, air-entrained concrete (5 to 7 percent) be utilized along with a 6 inch thickness of aggregate base for a rigid pavement section. The construction materials and procedures should be in accordance with Section 415 and Section 304 (for concrete and base course, respectively) of the WDOT Standard Specification.

The thickness designs shown above are based on the estimated traffic loading; the assumption that all subgrade materials, natural or fill, have minimum strength characteristics equal to or greater than the expected granular possible fill soils; the subgrade being properly prepared; and the pavement being properly drained to prevent softening and erosion of the subgrade. Actual service life will be dependent upon deterioration caused by weather conditions and pavement use. All pavement materials and construction must be in accordance with the guidelines of the State of Wisconsin Standard Specification for Highway and Structure construction. If design traffic loading is found to be different from that discussed above; or if the soils encountered at planned subgrade vary from the anticipated natural clay soils; a new pavement section design may be necessary.

It should be recognized that all pavements require regular maintenance and occasional repairs to keep the pavements in a serviceable condition. Maintenance is necessary to reduce the effects of pavement stress caused by changes in temperature and moisture, repetitive traffic loadings, and movement of the subgrade soils. As pavement distress is observed, it should be repaired as quickly as possible. Timely sealing of joints and cracks is essential to help reduce the potential for water to enter the pavement section and cause rapid deterioration of the pavement during freeze-thaw cycles. Unrepaired areas will generally lead to more severe and widespread distress, and eventually, pavement disintegration. Therefore, annual maintenance should include sealing of cracks and joints, and maintenance of proper surface drainage to avoid ponding water on or near the pavements. Periodic pavement condition surveys of the pavement can also be implemented to evaluate the need for other surface maintenance, and treatments or repairs that may be needed to obtain the design service life.

The subject site is located in an area that experiences annual freezing cycles and portions of the subgrade soils encountered have been classified as moderately to highly susceptible to frost action when water is present. In order to reduce the potential for frost action, it will be necessary to control surface runoff and water seepage, because complete removal and replacement of the frost susceptible subgrade soils is not considered economically feasible. It is recommended that underdrains be placed within the subgrade, just below the granular base, to help reduce the potential for trapping water within the aggregate base layer. Sufficient drain tiles extending radially outward an adequate distance from each interior catch basin must be



installed. In addition, drain tiles should extend along curb lines, up the slope from curb inlets. The drain tile should be directly connected to the storm sewer manholes or catch basins (if permissible by local municipal or other applicable code). The drain tile should consist of perforated PVC pipe of adequate diameter placed beneath the base layer, extending a sufficient distance into the subgrade. The pipe should be surrounded by appropriately sized clean stone, with the pipe and stone being wrapped with a geotextile filter fabric to reduce the potential for soils to migrate into and obstruct the pipe.

8 GENERAL COMMENTS

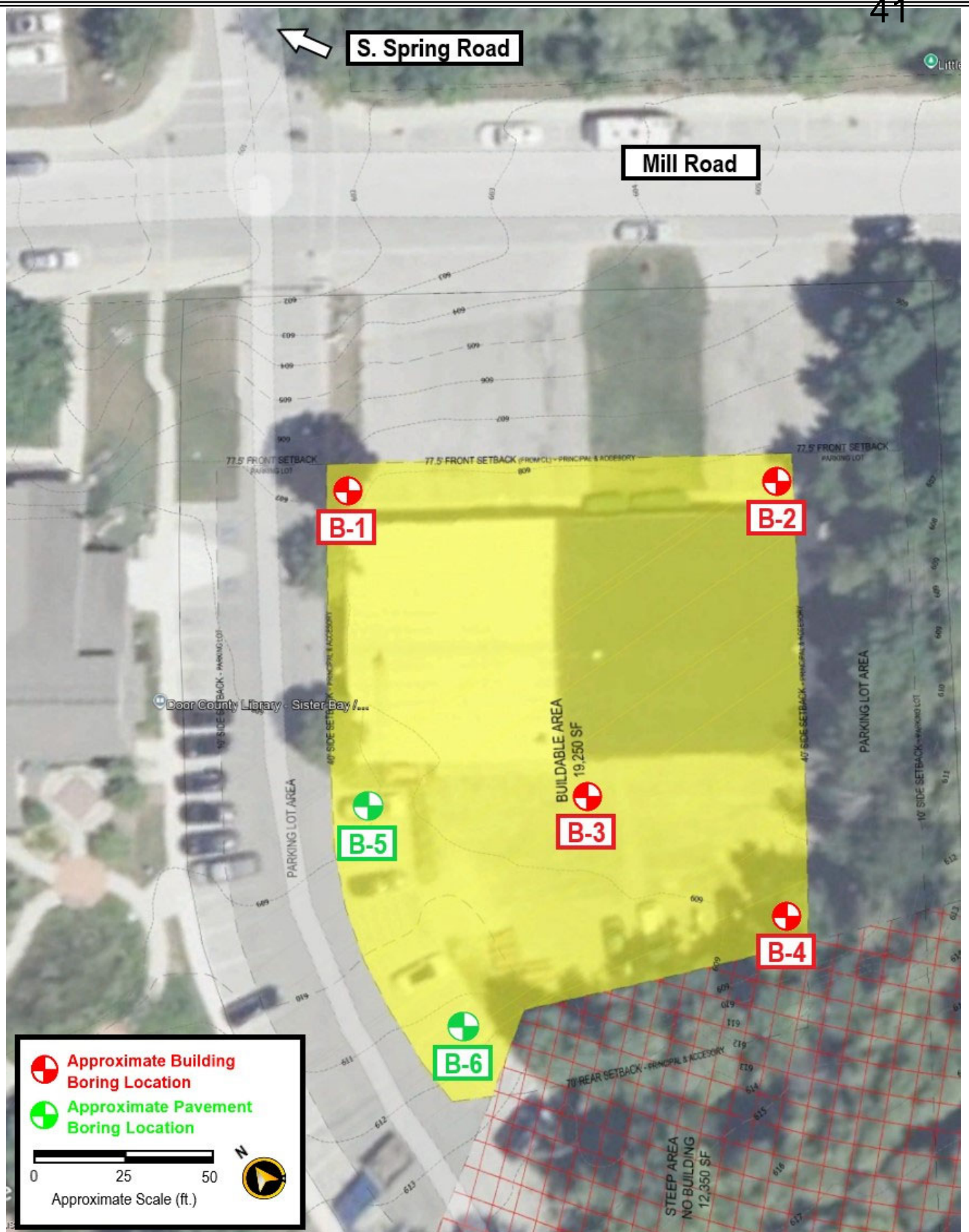
This geotechnical exploration and foundation evaluation has been prepared to aid in the evaluation of the foundation conditions on this site. The recommendations presented herein are based on the available soil information and the design information provided. Any changes in the design information or building locations should be brought to the attention of the soils engineer to determine if modifications in the recommendations are required. The final design plans and specifications should also be reviewed by the soils engineer to determine that the recommendations presented herein have been interpreted and implemented as intended.

This geotechnical study has been conducted in a manner consistent with that level of care ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. The findings, recommendations and opinions contained herein have been promulgated in accordance with generally accepted practice in the fields of foundation engineering, soils mechanics, and engineering geology. No other representations, expressed or implied, and no warranty or guarantee is included or intended in this report.

It is recommended that the earthwork and foundation operations be monitored by the soils engineer, to test and evaluate the bearing capacities, and the selection, placement and compaction of controlled fills.

APPENDIX

Figure 1 - Boring Location Plan
Soil Boring Logs
Laboratory Data Sheets
General Notes



New Administration Building
2313 Mill Road
Sister Bay, Wisconsin

FIGURE 1: Boring Location Plan

SCALE: SHOWN ABOVE

PROJECT NO: 00942770

SOIL BORING LOG: B - 1

Project:		New Administration Building		Project No.:		00942770			
Location:		2313 Mill Road Sister Bay, Wisconsin		Drill Date:		October 16, 2025			
				Drilled By:		KD/KH/TP			
DEPTH/EL. (feet)		VISUAL SOIL CLASSIFICATION		SAMPLE NO.	N (bpf)	Qp (tsf)	Qu (tsf)	MC (%)	REMARKS
		GROUND SURFACE ELEVATION: 607.5							
1	606.5	0-2": ASPHALT		1-SS	12	-	-	4	
2	605.5	2-8": Dark brown Fine to Coarse SAND, with trace silt and gravel, moist (BASE COURSE)				-	0.4	8	
3	604.5	Brown to very dark brown CLAY, with silt and trace sand, gravel, and root matter, moist (FILL)							
4	603.5								
5	602.5			2-SS	8	-	-	5	
6	601.5	Brown to reddish brown CLAY, with gravel, silt, and trace sand, moist							
7	600.5								
8	599.5								
9	598.5								
10	597.5								
11	596.5								
12	595.5								
13	594.5								
14	593.5								
15	592.5								
16	591.5								
17	590.5								
18	589.5								
19	588.5								
20	587.5								
		END OF BORING @ 20± FEET							
FIELD OBSERVATIONS:				ADDITIONAL COMMENTS:					
Water Level during drilling : Not Encountered									
Water Level upon completion : Not Present									
Caved at upon completion : 12± feet below ground surface (EL. 595.5±)									
Delay Time: N/A									
Water Level delayed : N/A									
Caved at delayed : N/A									

Note: Lines of stratification represent an approximate boundary between soil types. Variations may occur between sampling intervals and/or boring locations. Transitions may also be gradual.

SOIL BORING LOG: B - 2

Project: New Administration Building

Project No.: 00942770

Location: 2313 Mill Road
Sister Bay, Wisconsin

Drill Date: October 16, 2025
Drilled By: KD/KH/TP

DEPTH/EL. (feet)		VISUAL SOIL CLASSIFICATION GROUND SURFACE ELEVATION: 608.0		SAMPLE NO.	N (bpf)	Qp (tsf)	Qu (tsf)	MC (%)	REMARKS
1	607.0	0-1": ASPHALT		1-SS	11	-	-	3	
		1-6": Brown Fine to Coarse SAND, with trace gravel and silt, moist (BASE COURSE)				-	-	29	
2	606.0	Brown to dark brown CLAY, with silt, and trace sand, gravel, and root matter, moist (FILL)							
3	605.0	Brown to light brown Fine to Medium SAND, with silt, and trace gravel and clay, moist (FILL)		2-SS	19	-	-	11	
4	604.0								
5	603.0								
6	602.0	Brown to reddish brown CLAY, with trace silt, sand, and gravel, moist		3-SS	23	-	3.7	10	
7	601.0								
8	600.0			4-SS	19	-	3.5	11	
9	599.0								
10	598.0								
11	597.0			5-SS	25	3.5	3.6	11	
12	596.0								
13	595.0								
14	594.0	Brown CLAY, with gravel, silt, and trace sand, moist		6-SS	25	-	-	9	
15	593.0								
16	592.0								
17	591.0								
18	590.0								
19	589.0			7-SS*	50/S4"	-	-	7	
20	588.0	END OF BORING @ 20± FEET							
FIELD OBSERVATIONS: Water Level _{during drilling} : Not Encountered Water Level _{upon completion} : Not Present Caved at _{upon completion} : 13± feet below ground surface (EL. 595.0±) Delay Time: N/A Water Level _{delayed} : N/A Caved at _{delayed} : N/A				ADDITIONAL COMMENTS: * Poor sample recovery					

Note: Lines of stratification represent an approximate boundary between soil types. Variations may occur between sampling intervals and/or boring locations. Transitions may also be gradual.

SOIL BORING LOG: B - 3

Project: New Administration Building

Project No.: 00942770

Location: 2313 Mill Road
Sister Bay, Wisconsin

Drill Date: October 16, 2025
Drilled By: KD/KH/TP

DEPTH/EL. (feet)	VISUAL SOIL CLASSIFICATION GROUND SURFACE ELEVATION: 609.5	SAMPLE NO.	N (bpf)	Qp (tsf)	Qu (tsf)	MC (%)	REMARKS
1	608.5	1-SS	10	-	-	5	0-2": ASPHALT 2-7": Brown Fine to Coarse SAND, with trace silt and gravel, moist (BASE COURSE) Brown to reddish brown CLAY, with gravel, silt, and trace sand, moist
2	607.5			3.5	-	10	
3	606.5	2-SS	12	-	3.0	9	
4	605.5						
5	604.5	3-SS	30	-	4.7	10	
6	603.5						
7	602.5	4-SS	42	-	-	-	
8	601.5						
9	600.5	5-SS	40	-	3.7	10	
10	599.5						
11	598.5	6-SS	24	-	1.4	8	
12	597.5						
13	596.5	7-SS	37	-	-	8	
14	595.5						
15	594.5						
16	593.5						
17	592.5						
18	591.5						
19	590.5						
20	589.5						
END OF BORING @ 20± FEET							
FIELD OBSERVATIONS: Water Level during drilling: Not Encountered Water Level upon completion: Not Present Caved at upon completion: 14± feet below ground surface (EL. 595.5±) Delay Time: N/A Water Level delayed: N/A Caved at delayed: N/A			ADDITIONAL COMMENTS:				

Note: Lines of stratification represent an approximate boundary between soil types. Variations may occur between sampling intervals and/or boring locations. Transitions may also be gradual.

SOIL BORING LOG: B - 4

Project: New Administration Building

Project No.: 00942770

Location: 2313 Mill Road
Sister Bay, Wisconsin

Drill Date: October 16, 2025
Drilled By: KD/KH/TP

DEPTH/EL. (feet)	VISUAL SOIL CLASSIFICATION GROUND SURFACE ELEVATION: 609.0	SAMPLE NO.	N (bpf)	Qp (tsf)	Qu (tsf)	MC (%)	REMARKS
1	608.0	1-SS	15	-	-	9	
2	607.0			-	4.5	8	
3	606.0	2-SS	16	-	2.6	9	
4	605.0						
5	604.0	3-SS	25	-	5.2	7	
6	603.0						
7	602.0	4-SS	30	-	3.7	8	
8	601.0						
9	600.0	5-SS	62	-	-	2	
10	599.0						
11	598.0	6-SS	69/S11"	-	-	9	
12	597.0						
13	596.0	7-SS*	50/S2"	-	-	8	
14	595.0						
15	594.0						
16	593.0						
17	592.0						
18	591.0						
19	590.0						
20	589.0						
END OF BORING @ 20± FEET							
FIELD OBSERVATIONS: Water Level during drilling: Not Encountered Water Level upon completion: Not Present Caved at upon completion: 13± feet below ground surface (EL. 596.0±) Delay Time: N/A Water Level delayed: N/A Caved at delayed: N/A		ADDITIONAL COMMENTS: * Poor sample recovery					

Note: Lines of stratification represent an approximate boundary between soil types. Variations may occur between sampling intervals and/or boring locations. Transitions may also be gradual.

SOIL BORING LOG: B - 5

Project:		New Administration Building		Project No.:		00942770	
Location:		2313 Mill Road Sister Bay, Wisconsin		Drill Date:		October 16, 2025	
				Drilled By:		KD/KH/TP	

DEPTH/EL. (feet)		VISUAL SOIL CLASSIFICATION	SAMPLE NO.	N (bpf)	Qp (tsf)	Qu (tsf)	MC (%)	REMARKS
		GROUND SURFACE ELEVATION: 609.0						
1	608.0	0-5": Brown to very dark brown CLAY, with silt, sand, and trace gravel and root matter, moist (TOPSOIL)	1-SS	14	-	-	2	
		Reddish brown Clayey SAND, with trace gravel and silt, moist						
2	607.0							
3	606.0	Brown to reddish brown CLAY, with gravel, silt, and trace sand, moist	2-SS	21	4.5	-	10	
4	605.0							
5	604.0							
6	603.0		3-SS	30	4.5+	3.5	10	
7	602.0							
8	601.0		4-SS	40	-	-	8	
9	600.0							
10	599.0							
11	598.0	5-SS	36	-	-	7		
12	597.0	END OF BORING @ 11.5± FEET						
13	596.0							
14	595.0							
15	594.0							

FIELD OBSERVATIONS:		ADDITIONAL COMMENTS:	
Water Level during drilling: Not Encountered			
Water Level upon completion: Not Present			
Caved at upon completion: 6± feet below ground surface (EL. 603.0±)			
Delay Time: N/A			
Water Level delayed: N/A			
Caved at delayed: N/A			

Note: Lines of stratification represent an approximate boundary between soil types. Variations may occur between sampling intervals and/or boring locations. Transitions may also be gradual.



SOIL BORING LOG: B - 6

Project:

New Administration Building

Location:

2313 Mill Road
Sister Bay, Wisconsin

Project No.:

00942770

Drill Date:

October 16, 2025

Drilled By:

KD/KH/TP

DEPTH/EL. (feet)		VISUAL SOIL CLASSIFICATION	SAMPLE NO.	N (bpf)	Qp (tsf)	Qu (tsf)	MC (%)	REMARKS
		GROUND SURFACE ELEVATION: 611.0						
1	610.0	0-2": ASPHALT	1-SS	10	3.0	-	10	
		2-8": Brown Fine to Coarse SAND, with trace gravel, silt, and clay, moist (BASE COURSE)						
		Brown CLAY, with gravel, silt, and trace sand, moist						
2	609.0							
3	608.0		2-SS	14	3.5	-	9	
4	607.0							
5	606.0							
6	605.0		3-SS	35	-	-	8	
7	604.0							
8	603.0		4-SS	24	1.75	2.6	9	
9	602.0							
10	601.0							
11	600.0		5-SS	33	-	-	8	
12	599.0	END OF BORING @ 11.5± FEET						
13	598.0							
14	597.0							
15	596.0							
FIELD OBSERVATIONS: Water Level during drilling : Not Encountered Water Level upon completion : Not Present Caved at upon completion : 7± feet below ground surface (EL. 604.0±) Delay Time: N/A Water Level delayed : N/A Caved at delayed : N/A				ADDITIONAL COMMENTS:				

Note: Lines of stratification represent an approximate boundary between soil types. Variations may occur between sampling intervals and/or boring locations. Transitions may also be gradual.

Material Test Report

These test results apply only to the specific locations and materials noted and may not represent any other locations or elevations. This report may not be reproduced, except in full, without written permission by Professional Service Industries, Inc. If a non-compliance appears on this report, to the extent that the reported non-compliance impacts the project, the resolution is outside the PSI scope of engagement.

Client: VILLAGE OF SISTER BAY
PO BOX 769
SISTER BAY, WI 54201

CC:

Project: SISTER BAY NEW ADMINISTRATION
SISTER BAY, WI



Approved Signatory: Andrew Olson (Staff Geologist)
Date of Issue: 10/29/2025

Sample Details

Sample ID: 00942770-1-S1
Client Sample ID:
Date Sampled: 10/16/25
Sampled By: Andrew Olson
Specification: Standard Sieve
Supplier: On-Site Material
Source: Soil Boring
Material: Reddish brown Clayey SAND, with trace gravel and silt (SC, A-4)
Sampling Method: Bulk Sample
Soil Description: Reddish brown Clayey SAND, with trace gravel and silt (SC, A-4)
General Location: B-5
Location: 1ft to 2ft

Sample Description:

Reddish brown Clayey SAND, with trace gravel and silt (SC, A-4)

Atterberg Limit:

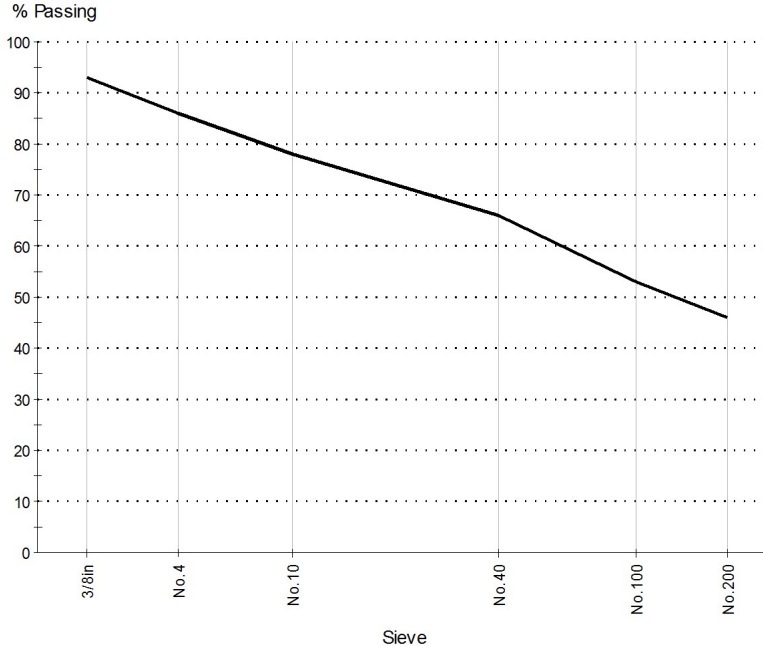
Liquid Limit: 24
Plastic Limit: 14
Plasticity Index: 10
Linear Shrinkage (%):

Grading: ASTM C 136, ASTM C 117

Date Tested: 10/29/2025
Tested By: Andrew Olson

Sieve Size	% Passing	Limits
3/8in (9.5mm)	93	
No.4 (4.75mm)	86	
No.10 (2.0mm)	78	
No.40 (425µm)	66	
No.100 (150µm)	53	
No.200 (75µm)	46	

Particle Size Distribution



COBBLES	GRAVEL		SAND			FINES (45.7%)	
(0.0%)	Coarse (0.0%)	Fine (13.7%)	Coarse (8.1%)	Medium (11.6%)	Fine (20.8%)	Silt	Clay

D85: 4.2632 **D60:** 0.2628 **D50:** 0.1114
D30: N/A **D15:** N/A **D10:** N/A



Professional Service Industries, Inc.
3009 Vandenbroek Road
Kaukauna, WI 54130

Phone: (920) 735-1200
Fax: (920) 735-1840

Report No: MAT:00942770-1-S1

Issue No: 1

These test results apply only to the specific locations and materials noted and may not represent any other locations or elevations. This report may not be reproduced, except in full, without written permission by Professional Service Industries, Inc. If a non-compliance appears on this report, to the extent that the reported non-compliance impacts the project, the resolution is outside the PSI scope of engagement.

Approved Signatory: Andrew Olson (Staff Geologist)
Date of Issue: 10/29/2025

Material Test Report

Client: VILLAGE OF SISTER BAY
PO BOX 769
SISTER BAY, WI 54201

CC:

Project: SISTER BAY NEW ADMINISTRATION
SISTER BAY, WI

Sample Details

Sample ID: 00942770-1-S1
Client Sample ID:
Date Sampled: 10/16/25
Sampled By: Andrew Olson
Specification: Standard Sieve
Supplier: On-Site Material
Source: Soil Boring
Material: Reddish brown Clayey SAND, with trace gravel and silt (SC, A-4)
Sampling Method: Bulk Sample
Soil Description: Reddish brown Clayey SAND, with trace gravel and silt (SC, A-4)
General Location: B-5
Location: 1ft to 2ft

Other Test Results

Description	Method	Result	Limits
Liquid Limit	ASTM D4318	24	
Plastic Limit		14	
Plasticity Index		10	
Tested By			
Date Tested			

Comments

N/A

GENERAL NOTES

SAMPLE IDENTIFICATION

- Information on each log is a compilation of subsurface conditions, based on visual soil classifications of soil samples obtained from the field as assigned by a soils engineer, as well as from laboratory testing of samples, if performed. The strata lines on the logs may be approximate or the transition between the strata may be gradual rather than distinct. Water level measurements refer only to those observed at the times and locations indicated, and may vary with time, geologic condition and construction activity.
- Unified Soil Classification System (USCS) designations are based on visual soil classification estimates on the basis of textural and particle size categorization and various soil behavior characteristics. If laboratory tests were performed to classify the soil, the USCS designation is shown in parenthesis.

USCS SOIL PARTICLE SIZE CLASSES

U.S. Std. Sieve		#200	#40		#10	#4	¾"		3"	12"	
Soil Type	Clay	Silt	Sand			Gravel			Cobbles	Boulders	
			Fine	Medium	Coarse	Fine	Coarse				
Millimeters	0.002	0.074	0.42		2	4.8	19		76		300

UNIFIED SOIL CLASSIFICATION SYSTEM (ASTM D2487-00)

Criteria for assigning group symbols and group names using laboratory tests ^A				Soil Classification	
				Group Symbol	Group Name ^B
COARSE-GRAINED SOILS (More than 50% retained on No. 200 sieve)	Gravels (More than 50% of coarse fraction retained on No. 4 sieve)	Clean gravels w/ < 5% fines ^E	$Cu \geq 4$ and $1 \leq Cc \leq 3$ ^C	GW	Well-graded gravel ^D
			$Cu < 4$ and/or $1 > Cc > 3$ ^C	GP	Poorly graded gravel ^D
		Gravels w/ > 12% fines ^E	Fines classify as ML or MH	GM	Silty gravel ^{D,F,G}
			Fines classify as CL or CH	GC	Clayey gravel ^{D,F,G}
	Sands (More than 50% of coarse fraction passes the No. 4 sieve)	Clean sands w/ < 5% fines ^I	$Cu \geq 6$ and $1 \leq Cc \leq 3$ ^C	SW	Well-graded sand ^H
			$Cu < 6$ and/or $1 > Cc > 3$ ^C	SP	Poorly graded sand ^H
		Sands w/ > 12% fines ^I	Fines classify as ML or MH	SM	Silty sand ^{F,G,H}
			Fines classify as CL or CH	SC	Clayey sand ^{F,G,H}
FINE-GRAINED SOILS (More than 50% passes the No. 200 sieve)	Silts and clays w/ liquid limit (LL) < 50	Inorganic	PI > 7 and plots on or above “A” line ^J	CL	Lean clay ^{K,L,M}
			PI < 4 and plots below “A” line ^J	ML	Silt ^{K,L,M}
		Organic	LL (Oven dried) / LL (Not dried) < 0.75	OL	Organic clay ^{K,L,M,N}
				OL	Organic silt ^{K,L,M,O}
	Silts and clays w/ liquid limit (LL) ≥ 50	Inorganic	PI plots on or above “A” line	CH	Fat clay ^{K,L,M}
			PI plots below “A” line	MH	Elastic silt ^{K,L,M}
		Organic	LL (Oven dried) / LL (Not dried) < 0.75	OH	Organic clay ^{K,L,M,P}
				OH	Organic silt ^{K,L,M,Q}
HIGHLY ORGANIC SOILS		Primarily organic matter, dark in color, and organic odor		PT	Peat

^A Based on the material passing the 3-inch (75 mm) sieve

^B If field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name

^C $Cu = D_{60}/D_{10}$; $Cc = (D_{30})^2 / D_{10} \times D_{60}$

^D If soil contains ≥ 15% sand, add "with sand" to group name

^E Gravels with 5 to 12% fines require dual symbols:

GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay

^F If fines classify as CL-ML, use dual symbol GC-GM, or SC-SM

^G If fines are organic, add "with organic fines" to group name

^H If soil contains ≥ 15% gravel, add "with gravel" to group name

^I Sands with 5 - 12% fines require dual symbols:

SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay

^J If Atterberg limits plot in hatched area, soil is a CL-ML, silty clay

^K If soil contains 15 - 29% plus No. 200, add "with sand" or "with gravel"

^L If soil contains ≥ 30% plus No. 200, predominantly sand, add "sandy" to group name

^M If soil contains ≥ 30% plus No. 200, predominantly gravel, add "gravelly" to group name

^N PI ≥ 4 and plots on or above "A" line

^O PI < 4 or plots below "A" line

^P PI plots on or above "A" line

^Q PI below "A" line

RELATIVE SOIL COMPOSITION

Trace - 0 - 15% of sample
With - 15 - 35% of sample
Soil modifier - > 35% of sample (i.e. sandy, silty, clayey, gravelly)

DRILLING & SAMPLING SYMBOLS

- | | |
|---------------------------------|---|
| AU - Auger sample from cuttings | SS - Split spoon sample (2" O.D. by 1½" I.D.) |
| BS - Bag sample | ST - Shelby Tube sample (2" or 3" O.D.) |
| HA - Hand auger sample | WS - Wash sample from wash water return |

SOIL PROPERTY SYMBOLS

- N - N-value (blow count) is the standard penetration resistance based on the total number of blows required to advance a split spoon sampler one (1) foot, using a 140 lb. hammer with a 30 inch free fall. To avoid damage to sampling tools, driving is typically limited to 50 blows during any 6 inch interval. Additional description is provided below:

N-value (bpf)

Description

- | | |
|--------|--|
| HW | Sampler penetrated soil under weight of hammer and rods; no driving required |
| 25 | 25 blows to advance sampler 12 inches after initial 6 inches of seating |
| 75/10" | 75 blows to advance sampler 10 inches after initial 6 inches of seating |
| 50/S3" | 50 blows to advance sampler 3 inches during initial 6 inch seating interval |

- | | |
|--|---|
| MC - Moisture content, % | LL - Liquid limit, % (ASTM D4318) |
| Qu - Unconfined compressive strength, tons per square foot (tsf) | PL - Plastic limit, % (ASTM D4318) |
| Qp - Calibrated hand penetrometer resistance, tsf | PI - Plasticity index, % (ASTM D4318) |
| γ _d - Dry density, pounds per cubic foot (pcf) | %P200 - Percent of sample passing the No. 200 sieve |
| RQD - Rock quality designation of NX-size core sample | |
| RMR - Rock mass rating, as developed by Z.T. Bieniawski | |
| PID - Photoionization detector (Hnu meter) volatile vapor level, ppm | |

SOIL RELATIVE DENSITY & CONSISTENCY CLASSIFICATION

NON-COHESIVE SOILS		COHESIVE SOILS		
Density	N-Value Range	Consistency	Qu Range (tsf)	Approximate N-value Range
Very loose	0 - 3	Very soft	0 - 0.25	0 - 2
Loose	3 - 7	Soft	0.25 - 0.5	2 - 5
Medium dense	7 - 15	Medium stiff	0.5 - 1.0	5 - 10
Dense	15 - 38	Stiff	1.0 - 2.0	10 - 14
Very dense	38+	Very Stiff	2.0 - 4.0	14 - 32
		Hard	4.0+	32+

SOIL STRUCTURE TERMINOLOGY

- | | |
|---|---|
| Interlayered - Alternating layers of different soil types | Intermixed - Pockets of different soil types, no layering |
| Layer - Inclusion greater than 3 inches thick | Pocket - Inclusion of material of different texture |
| Seam - Inclusion ½ to 3 inches thick | Varved - Alternating layers or seams of sand, silt, and/or clay |
| Laminated - Alternating seams of different soil type | |

GROUNDWATER & MOISTURE CONDITIONS

- | | |
|--|--|
| ▽ - Approximate groundwater level as noted during drilling and sampling | Dry - Absence of moisture, dry to the touch |
| ▼ - Groundwater level as noted within the open borehole upon removal of the augers | Moist - Damp, but no visible water |
| ¥ - Delayed groundwater level within open borehole | Wet - Visible free water, saturated, usually below water table |

NOTE: General Notes have been adapted from and incorporate portions of ASTM D2487 "Classification of Soils for Engineering Purposes (Unified Soil Classification System)" and ASTM D2488 "Description and Identification of Soils (Visual-Manual Procedure)."



ADMINISTRATOR'S REPORT

The standing binocular company reached out to me. They have dropped the price 30% to try and secure our business. The price is now \$6500. We have not poured the slab for the sign yet – do we want to pursue this project now that it is 30% less?





LITTLE LIBRARY

We selected a location, and reviewed a design, but never finalized our decision on which pattern we wanted to order for the library. Members are to bring design ideas along with details about the cost of the kit and the name of the company that can make the library kit. Also, members were to look for an artist that could paint it. Has an artist been found that is willing to paint the kit?



PARKS & STREETS DIRECTOR'S REPORT

Date: December 1, 2025

Board/Committee: Parks Committee Meeting

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff completed the committee's request to cut down and remove the birch tree located near Waterfront bathrooms.
2. Staff completed the committee's request to install school zone signs for the Northern Door Child Care Center.
3. Staff completed the committee's request to install no parking signs on both sides of the road starting at the intersection of HWY42 and Country Walk Lane to the intersection of Country Walk Lane and Koessl Ln.
4. Staff completed the committee's request to set up temporary no parking signs along Fieldcrest Rd, Country Ln and Flint Ridge Rd to help with traffic congestion near the Christkindlemarkt.
5. Staff completed the village's Christmas decoration setup and are ready to light up the village for Capture the Spirit.
6. Staff started the annual maintenance service for the village's equipment.
7. Update swim dock: After securing a time extension from the DNR, Pier & Waterfront Solutions has completed the Committee's request to install rip rap along the north side of the swim dock.
8. Update cold storage: I reached out Terry Hackl from TK Builders to see if he had an update on estimates for the cold storage building. I'm waiting to hear back from him.

9. Update historical signage / gazebo benches and counters: Griffin from Lakeview Concrete provided an estimate for the historical signage concrete slab. The estimate totals \$3,300 and includes a free flag stone stamp design into the concrete if the committee would like one. Griffin did reach out to the sub-contractor for an estimate for the stone benches and countertop. Unfortunately, the sub-contractor was unable to provide one. Griffin suggested reaching out to other masonry contractors for that estimate.
10. Update on old drive access: JF Construction has completed the committee's request to convert the old driveway access in front of Marina View Condos into a traditional curb and gutter.



ADMINISTRATOR'S REPORT

December 1, 2025

Committee Members,

This is my last meeting of the Parks, Property & Streets Committee and I wanted to thank you for your support on the community development projects presented to you or accomplished in the past 3.5 years. Below I have listed the ongoing projects that will need attention, as well as final updates on the bigger projects that were completed, and some additional needs.

The big ones...

Knowles Nelson Stewardship Encumbrance – As you know, a previous Board authorized a private business having sole use of publicly owned parking stalls paid for with a grant from the DNR. Because the parking lot was paid for with public funds, this isn't allowed, and we need to determine the value of the stalls (or whole parking lot, if selling the lot), and establish something of equal recreational value for the public. We approved commissioning an appraisal on the parking lot, but it is not complete. Your new administrator will need to work with the appraiser and DNR to determine the value of what needs to be 'replaced' to address the encumbrance issue and facilitate a project of equal value. They will also need to address what happens with the lot with the encumbrance – is it sold, or is just a portion sold (and how will that parking area be accessed)?

Current Administration Building and Triangle Road Project – At our last meeting we decided to proceed with the removal of the current administration building so as to allow for more parking west of Bay Shore Drive, and so residents with displaced parking had a resource, if needed. It was also mentioned the current building had some issues (there is no parking) and in the interest of addressing the road and parking needs, the building should be razed or moved. (The decision was not unanimous with Bell citing he had told Village Hall Committee Member Ackerly he thought the building should be sold and the proceeds used for renovations at the old Village Hall.) At the subsequent Board meeting a member who disagreed with the decision led a discussion to halt the project until the Board could make the decision as to how the road project should be engineered. Once the Board decides how the project should be designed (the building remains or is razed or moved), the new administrator will have to let the engineer know what was decided so her work can resume, or, bring it back to committee. I caution the committee/board to keep an eye on your engineering expenses, and the impact your direction has on the project's budget and schedule.

New Administration Building – We had the engineering firm redesign the original building plan, and that was adopted by the Board late last year. That design was for the Logerquist site. Then, in spring the Village President decided to appoint a committee to decide where the building should be located. That committee looked at the pros and cons of several locations and recommended (it was not unanimous) we first consider the old parks maintenance building site first (Mill Rd.), and the Logerquist site second. Both sites are paid for in full and owned by the village, with the Mill Rd. site requiring the

current building to be razed and the asphalt removed. Then, the PPS committee decided before proceeding further, they should have a soil scientist look at the site to see if there were drainage issues or other soil considerations needed before a building could be built. That soil report is to be reviewed by the PPS committee on Dec. 1. Depending on the results of that review, the new administrator will need to bring the matter to the Board for a FINAL decision as to what site is used. From there, if the Mill Rd. site is selected, he will need to work with the committee to either utilize the original architect, or, do an RFP for a new one, and ensure the budget accommodates the decision, and based on price, if it met bidding law requirements. A contract will be needed, and then meetings begin to design a new building (or engineer the building the Board approved late November 2024).

This fall we were eligible to apply for a grant that would have funded up to \$2 million on this project. Because the Board couldn't agree on a location, and incorrect information someone shared with a Board member, the Board decided not to pursue the grant application. Such decisions have a major impact on our taxes, so if the opportunity arises again, please consider pursuing the relief for the taxpayers.

Old Village Hall – The previous Board supported applying for a CDBG grant to fund the renovations at the old village hall (the grant required a match), but with the new Board this spring, the decision was made not to pursue a grant for the \$1 million we were eligible for. We are eligible to apply again for the grant again in 2027. I encourage the committee/board to pursue applying for this grant again in 2027 (which requires assistance from BayLake and the engineering to be complete).

Trails – The Highway 57 trail is being engineered, and we won't know if we received the grant on the Highway 42 trail until May 2026. The work performed under both these projects is subject to DOT review and approval, and training must be had to understand the federal guidelines that apply to these grants. I have gone as far as I can go with the engineer, and completed the training, but the new administrator will need to take over these projects.

Primary Completed projects...

Concession Stand CIF Grant – Per committee direction, I informed the funder we were declining their grant.

Highway 42 Trail Design CIF Grant – I submitted for reimbursement.

Waterfront Park and WEDC Grant – All improvements planned and budgeted are completed and the WEDC grant was closed out.

Parks Building – The new building is complete, and all invoices paid, but we still need to address improvements to the cold storage facility so it does not degrade beyond repair.

For consideration...

Pebble Beach – A previous committee agreed to apply for funding to manage erosion of the north lot, a bioswale to collect runoff, and an accessible boardwalk to the water (to satisfy a stipulation from a donor who contributed money so the village could purchase the park). Work was done with the funders to ensure success. In 2023 the Board changed, and the project was dropped. This year there was more conversation about the erosion, so at some point you will have to preserve the lot before it is useless,

and, you really should honor the donor's request for the boardwalk. Sadly, some of the grants that were to fund the projects are not currently available.

Donor Plaque – Donations increase when people are recognized. We've discussed this for a few years – we should recognize those that donate money to the park system, especially those funding the proposed playground equipment. I encourage you to settle on a design, commission the work, and acknowledge those wanting to contribute to the village.

Park & Rec District – Get a legal opinion as to whether a Northern Door park and rec district is legal so it can help fund the ice rink.

For 2026...

Christkindlmarkt - We discussed a need for an operational agreement or other agreement with the Historical Society for Christkindlmarkt. They rely on our staff, but typically public employees don't assist private parties, so some type of agreement and liability consideration needs to be discussed.

Cold Storage Building – Since Erik cannot get the estimates needed, the committee decided to schedule the matter for a January discussion to decide how to proceed with repairs.

Volunteer Forms – We need to make sure the volunteer forms are completed! They are needed for groups such as the Flower Pot Angels, Friends of the Ice Rink, and SBAA (if using volunteers on public land or driving the bus, etc.). These have been requested in the past, and absent them, if someone gets hurt, we could face litigation.

Disposal Policy – We need a policy on what to do with unwanted items (e.g. chicken coops) that do not fall under our surplus property policy.

Halbrook Neighborhood Park – The Halbrook proposal is being referred to the Board for approval, but it carries a stipulation the park come back to the PPS committee for design review. We will contribute \$30,000 (don't forget you need a sign), and, if the equipment exceeds \$30,000, we need to discuss how to fund it.

Streets – Assuming the Deviley project is approved, if the roads are accepted, there is a legal process that must be followed to accept the roads, including amending the Official Street Map - THIS IS A STATE REQUIREMENT.

We have estimates for roads in the area of the Medical Center. The bids were prepared by REL. If funds are ever allocated, there are DOT grants that can be used to build these roads.

Flower Pot Angels – Last month the committee noted that the Flower Pot Angels Report included purchasing gift certificates, which had previously discussed by the committee and the idea rejected. The committee agreed to follow up with an official letter clarifying that this practice should not continue. This needs discussion and a letter sent to the organizer.

Post Office – In October the committee had approved sending the post office lease to the Board, as well as invoicing them for work that had been done. Bell decided to handle the matter; this has to be resolved by the lease deadline.

Follow up from the December meeting – TBD