



VILLAGE BOARD MEETING
TUESDAY, FEBRUARY 17, 2026 – 6:00 PM

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

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID 443 990 1723, Code 304078; Connect by Phone 1-301-715-8592, Meeting ID 4439901723#

[Deviations from the agenda order shown may occur](#)

For additional meeting information visit: www.sisterbaywi.gov, click ‘Agendas and Minutes’

AGENDA

1. Call to Order & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Approve Meeting Minutes:
 - a) January 20, 2026
4. Comments, Correspondence, and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Ordinances & Resolutions
 - a) Ord. 2026-003; Amending Ch. 66 of the Municipal Code, Zoning
 - b) Res. 2026-001; 2025 Budget Amendment and Year-End Review of Finances
6. Discussion/Action Items
 - a) Lease Agreement; Marina Boathouse; Historical Society; 10697 Bay Shore Drive
 - b) Operational Agreement; Waterfront Museum; Historical Society; Marina Boathouse at 10697 Bay Shore Drive
 - c) Marina Building Project; Proposal for Geotechnical Engineering Services; Professional Service Industries, Inc.
 - d) By-Law Review; Committee By-Laws
 - e) Hwy 57 Trail Project; Proposed Contract Amendment Nos. 2 and 3; Robert E. Lee and Associates (REL)
 - f) Consideration and Possible Action on Issuance of a Class “C” Wine License to Blush Bridal Salon, 2521 S Bay Shore Dr, License Valid Until June 30, 2026
 - g) Monthly Financial Report & Appropriations
7. Staff Reports
8. Committee Reports (See below committee listing)
9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
10. Next Meeting
11. Adjourn

1. Finance Committee	10. Parks, Property & Streets Committee
2. Fire Board	11. Personnel Committee
3. Green Tier Legacy Community Committee	12. Plan Commission
4. Historical Society	13. Sewer and Water Utility Committee
5. Holiday Lighting	14. SBAA
6. Housing Committee	15. Technology & Telecomm Committee
7. Library Commission	16. Tourism Zone Commission
8. Marina Committee	17. Village Hall Planning Task Force
9. Parking Committee	

Public Notice

Public participation at meetings and correspondence is welcome. Submit emails or letters to the Village Clerk at clerk@sisterbaywi.gov or at the Village Administration Office at 2383 Maple Drive, Sister Bay. Letters may not be read at the meeting but referenced and/or summarized. You may also email Board members directly. Questions regarding the nature of the agenda items or more detail on the items listed can be directed to the Village Administrator at julie.schmelzer@sisterbaywi.gov. Copies of reports and other supporting documentation are available for review online and at the Village Administration Office during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, 8 a.m. to noon on Fridays).

Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Administration Office at 920-854-4118; (FAX) 920-854-9637; emailing the Village Clerk at clerk@sisterbaywi.gov, or, by writing to the Village Administration Office, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234 (allow adequate mail time).

It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above.

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

Posted Date: 02/13/2026

Signature: _____

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, January 20, 2026
(Approval Pending)

1. Call to Order & Roll Call

President Bell called the meeting to order at 6:00 PM on Tuesday, January 20, 2026.

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

Staff: Village Administrator Ben Andrews, Finance Specialist/Treasurer Vlad Gannik, Zoom: Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier, Marina Manager Dave Lienau and Administrative Assistant Sarah Bertges.

Others: Laurel Harff, Ken Church, Rick Dahlstrom, Erin Peddle, Ellie Soderberg-Guger. Zoom: Hidden Maple Resident, iPhone, iPhone, Michael, MKS, Ron Kane, Trustee, Tyler L. Duvall, Esq, Sally Pfeifer, Steve Basci.

Before proceeding with the agenda, a moment of silence was observed in memory of Fire Chief Chris Hecht, who recently passed away.

2. Approve Agenda

Motion to approve the agenda by Bell, seconded by Harff. Motion carried - all ayes.

3. Approve Meeting Minutes: Dec. 16, 2025

Bhirdo noted several corrections needed to the minutes, including name misspellings and terminology corrections. These included corrections to Megan Barnes' title, Skip Heidler's name, changing "helper project" to "Halbrook project," correcting Louise's last name in two instances, and changing "I pay would" to "IPE."

Motion to approve the minutes as amended by Bhirdo, seconded by White. Motion carried - all ayes.

4. Comments, Correspondence and Concerns from the Public

Bhirdo inquired about correspondence from a "jefftoms@sisterbaywi.gov" email address. It was clarified this was not a legitimate village email address.

5. Proclamations

a. Recognizing Ron Kane for Years of Service

A proclamation was presented recognizing Ron Kane's service to the community. Bhirdo and Howson shared personal tributes highlighting Kane's contributions to the village over more than 30 years, including his work as Village Administrator, on the Plan Commission, with the Sister Bay Advancement Association, and the Historical Society. Andrews noted that a plaque had been prepared for Kane, who would pick it up later in the week.

Motion to approve the proclamation by Bhirdo, seconded by Champeau. Motion carried - all ayes.

6. Discussion/Action Items

a. Acceptance of Trustee Kodanko's Resignation

1 *Motion to accept Trustee Kodanko's resignation from the Village Board of Trustees by Bell, seconded*
 2 *by Bhirdo. Motion carried - all ayes.*

3
 4 **b. Contract Amendment; Update Zoning Map; Bay-Lake Regional Planning Commission**

5 Andrews explained that the existing contract with Bay-Lake Regional Planning Commission for zoning
 6 map amendments needed to be extended from January 31, 2026 to June 30, 2026. The extension
 7 would accommodate services related to finalizing the zoning map, including potential GIS services
 8 for the village website. The contract remains a time and expense contract with no change to the
 9 original \$20,000 project cost.

10
 11 *Motion to approve the contract amendment as presented by Bell, seconded by White. Motion carried*
 12 *- all ayes.*

13
 14 **c. Approve Well 1 Rehabilitation Expenses**

15 Andrews explained that rehabilitation services for Well #1 that were budgeted for 2025 could not be
 16 completed in that fiscal year due to contractor scheduling issues. The proposal was to utilize 2025
 17 fund reserves to pay for these expenses in 2026. Andrews noted these were mandatory services and
 18 that Wells #2 and #3 rehabilitation would also occur in portions of 2026.

19
 20 *Motion to approve expenses for Well #1 rehabilitation from fund balance by Bhirdo, seconded by*
 21 *White. Motion carried - all ayes.*

22
 23 **d. TIF Policy and Deviley PUD TIF Incentive Request**

24 The Board discussed a TIF incentive request from Nick Deviley for his planned development. Deviley
 25 explained the project would include approximately 55 homes and sought TIF funding of
 26 approximately \$2.75 million to help reduce home prices and make them more affordable for local
 27 residents.

28
 29 Board members expressed concerns about setting precedent, determining fair criteria for TIF
 30 awards, and ensuring affordability of the resulting homes. Several members noted more information
 31 was needed about how TIF incentives have been used in other municipalities.

32
 33 *The Board decided to refer the matter to the Finance Committee and potentially the Housing*
 34 *Committee for further evaluation, with a focus on developing a formal TIF policy.*

35
 36 **e. Monthly Financial Report & Appropriations**

37 Several financial items were discussed, including a \$10,000 donation to SAIL that was questioned
 38 because the original approval was contingent on what other communities were contributing. The
 39 Board requested follow-up on this matter. Additional questions were raised about vehicle repair
 40 costs and Baird budget consulting fees.

41
 42 *Motion to approve payment of bills in the amount of \$256,204.32 by Bell, seconded by White. Motion*
 43 *carried - all ayes.*

44
 45 **7. Staff Reports**

46 Andrews provided an update on his first three weeks as administrator, noting meetings with staff,
 47 board members, community members, and regional officials. He announced an upcoming meet-and-
 48 greet event scheduled for February 3rd from 5-7 PM at the fire station. Andrews outlined his focus
 49 areas including reviewing the 2026 budget, familiarizing himself with department operations, and
 50 preparing for long-term financial and strategic planning.

8. Committee Reports

The Board reviewed reports from various committees. Harff noted an issue at the library regarding salting of sidewalks during winter storms. Linczmaier agreed to speak with the library staff to address the concern.

Motion to accept committee reports by White, seconded by Harff. Motion carried - all ayes.

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

The Board agreed to refer the TIF incentive request to the Finance Committee and Housing Committee. Bhirde requested a Finance Committee meeting be scheduled for February 9th at 2:00 PM.

10. Next Meeting

No discussion.

11. Adjourn

Motion to adjourn at 7:08 p.m. by Howson, seconded by White. Motion carried - all ayes.

Meeting minutes by Julie Thyssen, Village Clerk



COMMENTS, CORRESPONDENCE, AND CONCERNS FROM THE PUBLIC

Date: February 17, 2026

To: Village Board

Re: February 2026

Author: Sarah Bertges, Administrative Assistant/Deputy Treasurer

No written comments, correspondence, or concerns addressed to the Village Board were received.



STAFF REPORT

Date: February 17, 2026

To: Village Board
Re: Ord. 2026-003; Amending Ch. 66 of the Municipal Code, Zoning
Author(s): Benjamin Andrews, Village/Zoning Administrator

BACKGROUND INFORMATION

Text Amendments to Chapter 66 – Updates include:

- Aligning nonconforming use and structure provisions with state statutes
- Removing conflicts with state building codes (e.g., fire wall requirements)
- Revising substandard lot regulations to comply with Wis. Stats. §66.10015(4)
- Adding regulations for Woodland Overlay District
- Updating definitions and provisions for community living arrangements and family day care homes
- Miscellaneous amendments (lighting standards, site plan review exemptions, CS-1 district clarification)

PRIOR ACTION/REVIEW

Below is a summary of the Plan Commission's prior actions regarding amending the zoning code:

- **December 18th, 2025:** Finalized proposed text amendments to zoning code; reviewed text amendments to Chapter 66. Motion carried to proceed to public hearing.
- **January 27th, 2026:** Held public hearing and commission members identified areas of correction. Motion carried to recommend the proposed ordinance to the Village Board, including corrections.

POLICY ALTERNATIVE(S)

As outlined in the Village's Zoning Code (Sec. 66.1706), following the Plan Commission's recommendation, the Village Board shall act; the Village Board could take the following actions:

<u>Action Descriptions</u>	<u>Potential Motions</u>
Adopt as Presented	<i>"I motion to adopt Ordinance 2026-03, Amending Ch. 66 of the Municipal Code, as presented."</i>
Adopt with Modifications	<i>"I motion to adopt Ordinance 2026-03, Amending Ch. 66 of the Municipal Code, with the following modifications: [list modifications]."</i>
Reject as Presented	<i>"I motion to reject Ordinance 2026-03, Amending Ch. 66 of the Municipal Code, as presented."</i>
Return to Plan Commission (with Recommendations and/or Modifications)	<i>"I motion to return proposed Ordinance 2026-03, Amending Ch. 66 of the Municipal Code, to the Plan Commission (with the following recommendations/modifications: [list recommendations/modifications])."</i>

ATTACHMENT(S)

1. Proposed Ord. 2026-003; Amending Ch. 66 of the Municipal Code, Zoning
2. Excerpts from January 27th, 2026, Plan Commission Meeting Minutes (Unapproved)
Regarding Agenda Item

ORDINANCE NO. 2026-003

**AMENDING CH. 66 REGARDING NONCONFORMING USES AND STRUCTURES,
FIRE WALL REQUIREMENTS, FAMILY LIVING ARRANGEMENTS, CREATING A
WOODLAND OVERLAY, SUBSTANDARD LOTS, AND OTHER MISCELLANEOUS
AMENDMENTS**

WHEREAS, the Village of Sister Bay periodically reviews their ordinances to ensure they comply with the Wisconsin State Statutes and Administrative Code, the intent of adopted village plans, they have a regulatory framework to best protect the environment, they are easy and effective to understand and implement, and they support planning policies and trends; and,

WHEREAS, on January 27, 2026, the Plan Commission held a public hearing on amendments to Chapter 66 of the Municipal Code, *Zoning*, to make their nonconforming uses and structures language consistent with state statutes, remove fire wall regulations which conflict with the state's building codes, make their family living arrangement language consistent with state statutes, create a Woodland Overlay to ensure their zoning ordinance was consistent with the adopted comprehensive plan, revise substandard lot language to increase the availability of substandard lots for development, and other miscellaneous amendments; and,

WHEREAS, upon review of the statutes and public comment, the Plan Commission recommended the Village Board amend Chapter 66 to address the inconsistencies and amendments necessary to ensure the zoning code was consistent with state statutes, state building codes, and the comprehensive plan, and there would be regulations in place to increase the availability of lots for development, among other miscellaneous amendments.

NOW, THEREFORE, after consideration of the code amendments recommended by the Plan Commission, on February 17, 2026, the Village Board of the Village of Sister Bay voted to amend Ch. 66, *Zoning*, as shown below.

SECTION 1. Adoption of Code Amendments. Shown below are the amendments to the code, with deletions shown with a red strikethrough and additions shown in red font.

I. Fire Walls

Amend various sections which conflict with the building codes enforced by the Building Inspector:

Sec. 66.0311 R-1 Single-Family Residence District

(4) Dimensional Lot Standards.

R-1 District Dimensional Lot Standards Table	
Minimum Setbacks	
Front Yard (on public street)	70 feet from centerline of street right-of-way
Front Yard (not on public street)	40 feet from edge of easement or edge of pavement
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	40 feet
~~From Principal Structure, Accessory Structure 120 Square Feet or Less~~	5 feet [3]

~~From Principal Structure, Accessory Structure in Excess of 120 Square Feet~~	~~10 feet~~
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	40 feet
a. Excluding attached garages. b. Where a side-entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line. ~~c. If constructed with a 1-hour fire rating per ILH 21.08, or its successor code. Without the 1-hour fire rating, the minimum setback from principal structure shall be 10 feet.~~	

1
2
3

Sec. 66.0312 R-2 Multiple-Family Residence District

(4) Dimensional Lot Standards.

R-2 District Dimensional Lot Standards Table	
Minimum Area	20,000 square feet
Minimum Width (interior lot)	75 feet
Minimum Width (corner lot)	110 feet
Minimum Green Space	40% of lot must be left as green space
Structure Standards	
Maximum Height	35 feet
Minimum Width	24 feet [1]
Minimum Floor Area (one bedroom)	900 square feet
Minimum Floor Area (two bedrooms)	1,000 square feet
Minimum Floor Area (three or more bedrooms)	1,200 square feet
Minimum Setbacks	
Front Yard (on public street)	60 feet from the centerline of street right-of-way
Front Yard (not on public street)	40 feet from edge of easement or edge of pavement
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	30 feet
~~From Principal Structure, Accessory Structure -- 120 Square Feet or Less~~	~~5 feet [3]~~
~~From Principal Structure, In Excess of 120 Square Feet~~	~~10 feet~~
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	30 feet
1. Excluding attached garages. 2. Where a side-entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line.	

3. ~~If constructed with a one-hour fire rating per ILHR 21.08, or its successor code. Without the one hour fire rating, the minimum setback from principal structure shall be 10 feet.~~

Sec. 66.0313 R-3 Large Lot Residence District

(5) Dimensional Lot Standards.

R-3 District Dimensional Lot Standards Table	
Minimum Area	5 acres
Minimum Width (interior lot)	300 feet
Minimum Width (corner lot)	90 feet
Minimum Green Space	80% of the lot must be left as green dpace
Structure Standards	
Maximum Height	35 feet
Minimum Width	24 feet [1]
Minimum Floor Area (one bedroom)	900 square feet
Minimum Floor Area (two bedrooms)	1,000 square feet
Minimum Floor Area (three or more bedrooms)	1,200 square feet
Minimum Setbacks	
Front Yard (on public street)	80 feet from centerline of street right-of-way
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	50 feet
~~From Principal Structure, Accessory Structure 120 Square Feet Or Less~~	~~5 feet [3]~~
~~From Principal Structure, In Excess of 120 Square Feet~~	~~10 feet~~
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	50 feet
1. Excluding attached garages. 2. Where a side-entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line. 3. ~~If constructed with a one-hour fire rating per ILHR 21.08, or its successor code. Without the one hour fire rating, the minimum setback from principal structure shall be 10 feet.~~	

Sec. 66.0314 R-4 Small Lot Residence District

4) Dimensional Lot Standards.

R-4 District Dimensional Lot Standards Table		
Lot	Minimum Area	5000 square feet
	Minimum Width (interior lot)	60 feet

	Minimum Width (corner lot)	75 feet
	Minimum Green Space	20% of lot must be left as green space
Structure Standards		
Principal Structure	Maximum Height	35 feet
	Minimum Width	24 feet [1]
	Minimum Floor Area (one bedroom)	700 square feet
Principal Structure	Minimum Floor Area (two bedrooms)	900 square feet
	Minimum Floor Area (three or more bedrooms)	1,000 square feet
Accessory Structures	Maximum Height	Shall not exceed height of principal structure
Minimum Setbacks		
Principal Structure	Front Yard (on public street)	10 feet from furthest extension to right-of-way (e.g. the porch); 20 feet from the wall to right-of-way
	Front Yard (not on public street)	20 feet from edge of road easement; if no easement, measured from edge of pavement
	Side Yard (from wall)	8 feet one side; 16 feet total [2]
	Rear Yard	25 feet
Accessory Structures	~~From Principal Structure; Accessory Structure — 120 Square Feet Or Less~~	~~5 feet [2]~~
	~~From Principal Structure, In Excess of 120 Square Feet~~	~~10 feet~~
	Side Yard, Accessory Structure <120 Square Feet	5 feet one side; 20 feet total [2]
	Side Yard, Accessory Structure >120 Square Feet	8 feet one side; 16 feet total
	Rear Yard	15 feet
1. Excluding attached garages. 2. ~~If constructed with a one hour fire rating per ILHR 21.08. Without the one hour fire rating the minimum setback from the principal structure shall be 10 feet.~~		

Sec. 66.0315 CS-1 Countryside District

(4) Dimensional Lot Standards.

CS-1 District Dimensional Lot Standards Table		
Lot	Minimum Area	10 acres
	Minimum Width	300 feet
	Minimum Green Space	90% of lot shall be left as green space
Structure Standards		
Principal Structure	Maximum Height	35 feet
	Minimum Width	24 feet [1]
	Minimum Floor Area (one bedroom)	900 square feet
	Minimum Floor Area (two bedrooms)	1,000 square feet
	Minimum Floor Area (three or more bedrooms)	1,200 square feet
Minimum Setbacks		
Principal Structure	Front Yard (farm buildings)	50 feet from centerline of street right-of-way
	Front Yard (all other buildings)	80 feet from edge of easement or edge of pavement
	Side Yard	10 feet one side; 25 feet total [2]
	Side Yard (churches)	100 feet
	Rear Yard	50 feet
Accessory Structures	~~From Principal Structure (structure < 120 square feet)~~	~~5 feet [3]~~
	~~From Principal Structure (structure > 120 Square Feet)~~	~~10 feet~~
	Side Yard	10 feet one side; 25 feet total [2]
	Side Yard (churches)	100 feet
	Rear Yard	50 feet
1. Excluding attached garages. 2. Where a side-entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line. 3. ~~If constructed with a one-hour fire rating per ILHR 21-08. Without the one-hour fire rating the minimum setback from principal structure shall be 10 feet.~~		

Sec. 66.0320 B-1 General Business District

(4) Dimensional Lot Standards.

B-1 District Dimensional Lot Standards Table		
Lot Served by Public Sewer [1]	Minimum Area	20,000 square feet
	Minimum Width (interior lot)	60 feet
	Minimum Width (corner lot)	110 feet
Lot Served by Public Sewer [1]	Minimum Green Space	20% of lot shall be left as green space
	Minimum Area	25,000 square feet

Lot Not Served by Public Sewer [1]	Minimum Width (interior lot)	100 feet
	Minimum Width (corner lot)	110 feet
Lot Not Served by Public Sewer [1]	Minimum Green Space	20% of lot shall be left as green space
Structure Standards		
Principal Structure	Maximum Height	35 feet
Minimum Setbacks		
Principal Structure	Front Yard (on public streets)	45 feet from centerline of street right-of-way
	Front Yard (not on public street)	40 feet from edge of easement or edge of pavement
	Side Yard	10 feet [2] - the setback area must be green space
	Rear Yard	20 feet - the setback area must be green space
Accessory Structures	~~From Principal Structure, (structure < 120 square feet)~~	~~5 feet [3]~~
	~~From Principal Structure (structure > 120 square feet)~~	~~10 feet~~
	Front Yard (on public street) [4]	45 feet from centerline of street right-of-way
	Front Yard (not on public street) [4]	40 feet from edge of easement or edge of pavement
	Side Yard	10 feet [2] - the setback area must be green space
	Rear Yard	20 Feet - the setback area must be green space
1. Lots shall have sufficient area and width for the principal structure(s) and its accessory structures, off-street parking and loading areas, and required setbacks. 2. May be increased by Village Engineer in order to accommodate required grading between properties. 3. ~~If constructed with a one-hour fire rating per ILHR 21-08. Without the one-hour fire rating the minimum setback from principal structure shall be 10 feet.~~ 4. Accessory structures located in front yard require a C.U.P.		

Sec. 66.0501 Accessory Uses and Structures

(2) Setback Requirements.

- (b) (c) All accessory buildings for all zoning districts shall comply with the following setback requirements.

1. *Setback From Easements.*

- a. No accessory building shall be placed over an easement that prohibits such placement. No accessory building shall encroach into the public right-of-way. No accessory building shall encroach upon the street yard of a corner lot.

2. ~~Setback From Principal Buildings.~~ [And renumber]

a. ~~An accessory building of 120 square feet or less may be erected, altered or moved to a location that is not less than 5 feet from the nearest wall of a principal building if it is constructed with a one-hour fire rating per ILHR 21.08. Without the one-hour fire rating, the minimum separation shall be 10 feet.~~

b. ~~An accessory building over 120 square feet may be erected, altered or moved to a location within 10 feet of the nearest wall of the principal building.~~

II. Substandard Lots

Amend the substandard lot regulations to be consistent with 2017 Wisconsin Act 67 which prohibits a zoning ordinance from prohibiting the conveyance or development of legal nonconforming lots or requiring a merger of adjacent lots owned by the same property owner without the property owner's permission. This will also create the availability of lots for development. See Wis. Stats. §66.10015(4) for full statutory language.

Amend **Sec. 66.0303 Site and Lot Restrictions**, as follows,

(4) ~~Sub-Standard Lots. Any lot that does not meet the required lot width and area requirements of this chapter, but is at least 65' in width at the building line and 10,000 square feet in area. If two or more sub-standard lots have the same ownership as of November 16, 1973, the lots involved shall be considered an individual parcel for the purposes of this chapter and may be utilized for development provided all setback and green space requirements can be satisfied.~~

Amend **Sec. 66.0920 Existing Non-Conforming Lots**, as follows,

A lot which is located in the B-1 Business District or the R-1, R-2 or R-3 Residential Zoning Districts which does not contain sufficient area to conform to the dimensional ~~requirements standards~~ of this chapter, but which is at least 65 feet in width at the building line and 65 feet in width at the ordinary high-water mark or rear lot line, and which is 10,000 square feet in area, may be used as a building site provided that the use is permitted in the zoning district, ~~and the lot is on record in the Door County Register of Deeds Office prior to November 16, 1973, and the lot is in separate ownership from abutting lands.~~ All lots in the R-4 Small Lot Residence District, regardless of the date of creation, shall conform to the dimensional standards in Sec. 66.0314(4).

Lastly, correct the spelling of 'substandard' where found throughout the code.

III. Nonconforming Uses and Structures

A few years back the state removed the ability of a community to regulate repairs to a nonconforming structure to 50% of the structure's equalized assessed value over the lifetime of the structure. As such, the village removed all references, presumably not understanding some limitations were still allowed. Specifically, statutory provisions limiting repair or maintenance of a structure *containing a nonconforming use* to 50 percent of assessed value, and providing that discontinuance of a nonconforming use for 12 months causes the nonconforming use to lose its legal status, are still in effect. See Wis. Stats. §62.23(7)(h) for statutory language. It is critical therefore to make sure the code is clear on the distinction between 'use' and 'structure'. In simple terms, a 'nonconforming use' is one not allowed in that zoning district or doesn't meet the use provisions in the code (e.g. a second principal structure on a lot where only one home is allowed, living quarters in an accessory building). A 'nonconforming structure' doesn't meet the dimensional ~~provisions standards~~ in the code.

2005 Wisconsin Act 112 allows nonconforming *structures* damaged or destroyed by specified natural causes on or after March 2, 2006, to be rebuilt. The replacement structure may be larger than the one destroyed *if necessary for the structure to comply with applicable State or Federal requirement* (e.g. removing it from a wetland or floodway). This has not been addressed in the village code.

The code makes a distinction between ‘detrimental nonconformities’ and ‘benign nonconformities’. This isn’t addressed in statutes, and is subject to interpretation, which often opens the village up for litigation. The amendment would remove this irregularity and ensure the code is consistent with statutes and easier to interpret.

Amendments are shown below.

Sec. 66.0900 Non-Conforming Use Definitions

The following definitions and categories shall apply to non-conforming uses and structures.

- ~~Detrimental Non-Conformities are those that have a negative impact on the health and safety of the public. Detrimental non-conformities have the potential for harm.~~
 - ~~Benign Non-Conformities are those that do not have a negative impact on the health and safety of the public, but may have a negative impact on public welfare.~~
 - Nonconforming Use means a use of land, water, building or structure that existed lawfully before November 15, 1973, or prior to an amendment thereto, that does not conform with the use restrictions in the current ordinance.
 - Health and Safety of the Public is the protection from injury, illness, danger and other harm.
 - Public Welfare is the protection from nuisances, economic interest, convenience, community character and the vision expressed in the Village’s Smart Growth Plan.
- (1) ~~Detrimental Non-Conforming Uses. Detrimental non-conforming uses are those non-conforming uses, which are not compatible with permitted uses in the zoning district and which, if permitted to continue or expand, would have a detrimental effect on those uses permitted in the zone. Detrimental non-conforming uses shall include the following:~~
- (a) ~~Commercial and industrial uses in residential and institutional zones.~~
 - (b) ~~Industrial uses in commercial zones.~~
 - (c) ~~In commercial zones, residential uses not specifically permitted in those zones.~~
- (c) ~~Benign Non-Conforming Uses. Benign non-conforming uses are those uses other than detrimental non-conforming uses, which are generally not detrimental in the zone where they are located and include the following:~~
- (a) ~~In residential zones, those non-conforming residential uses which do not conform to the population density standards for the zone in which they are located.~~
 - (b) ~~In commercial zones, those non-conforming uses which are of the same general type as those uses permitted in the zone and are determined by the Plan Commission to not be incompatible with permitted uses.~~

Sec. 66.0901 Existing Non-Conforming Uses [Renumber]

~~The lawful non-conforming use of land or water; or a lawful non-conforming use on a conforming or non-conforming lot which existed at the time of the adoption or amendment of this chapter may~~ A lawful nonconforming use may be continued, although the use does not conform with the provisions of this chapter; however,

- (a) Expansion of the Non-Conforming Use Prohibited. Only that portion of the land or water **or building or structure** in actual use may be so continued and the use may not be extended, enlarged,

substituted or moved; except when required to do so by law or order or so as to comply with the provisions of this chapter. The expansion of parking or loading space to conform to the code is permitted.

(b) Repairs and Structural Alterations. The total structural repairs or alterations in such a nonconforming building, premises, or structure shall not during its life exceed 50 percent of the assessed value of the building, premises, or structure unless permanently changed to a conforming use. The village uses county equalized assessed valuations to determine value.

(c) Discontinuance. If such non-conforming use is discontinued or terminated for a period of twelve (12) consecutive months, any future use of the land or water or building or structure shall conform to the provisions of this chapter. ~~When a portion of a non-conforming use ceases on a portion of the land or water, that portion of the non-conforming use shall be terminated.~~

(d) Burden of Proof. The owners of property claiming to have a legal non-conforming use or a lawful conditional use have the burden to prove that such use is in fact a non-conforming use or lawful conditional use in accordance with Sec. 66.0922, *Interpretation and Proof of Uses*.

(e) Changes and Substitutions. A non-conforming use of land or water or building or structure may be changed to a less intense non-conforming use with the approval of a Conditional Use Permit by the Plan Commission when it can be demonstrated that the new use is in fact less detrimental to the other uses in the area.

(a) Once a non-conforming use has been changed to conform, it shall not revert to a non-conforming use.

(b) Once the Plan Commission has permitted the substitution of a less restrictive non-conforming use for an existing non-conforming use, the substituted use shall lose its status as a legal non-conforming use and become subject to all the conditions required by the Plan Commission.

(f) Multiple Occupancy Developments (MODs). MODs are a grouping of residential rental units on the same lot that pre-dated the Village adopting zoning regulations and do not meet the definition of the terms hotel, motel or condominium. These uses are not listed in a specific zoning district and are regulated by Conditional Use Permit. There are two types of multiple occupancy developments:

(a) Multiple Occupancy Development, Short-Term. Units are rented on a transient basis; and,

(b) Multiple Occupancy Development, Long-Term. Units are rented for periods of thirty (30) consecutive days or more.

a. Short-Term MODs. All units in Short-Term Multiple Occupancy Developments which predated zoning, and in which such rentals were not discontinued for twelve (12) months or more can continue to be rented, but any expansion of the use may only be authorized by Conditional Use Permit. Said units can continue to be rented as they were prior to Act 59, but proof of said rental history shall be provided to the Village so as to determine the intensity of the non-conforming use. Since the use cannot be enlarged or extended, the number of days the development can be rented is limited to the number of days in a calendar year it was rented prior to the adoption of Act 59. The non-conforming use must still comply with Chapter 18 of the Municipal Code, *Business Regulation*.

b. Long-Term MODs. Units in Long-Term Multiple Occupancy Developments cannot be rented for periods of time less than thirty (30) consecutive days, but if a primary dwelling exists within the development, that one dwelling alone can be utilized as a short-term rental. If more than one unit in a long-term multiple occupancy development were to be rented for periods of less than thirty (30) days, the entire property would have to transition to a Short-Term Multiple Occupancy Development.

Sec. 66.0902 Conforming Structures on Non-Conforming Lots

- (a) Continued Use Allowed. The use of a conforming structure existing at the time of the adoption or amendment of this chapter may be continued although the lot area or lot width does not conform to the requirements of this chapter.
- (b) Additions and Enlargements. Additions and enlargements to the conforming structures are permitted and shall conform to the established building setback, height, parking, loading and access and other ~~dimensional, provisions~~ standards of this chapter ~~unless a variance is granted from the Board of Appeals.~~
- (c) Existing Structures on Non-Conforming Lots. Existing conforming structures on non-conforming lots, which are damaged or destroyed by fire, explosion, flood, or other calamity, may be reconstructed and shall conform to the established building setback, height, parking, loading, and access provisions of this chapter ~~unless a variance is granted from the Board of Appeals.~~

Sec. 66.0910 Non-Conforming Structure Definitions

The following definitions and categories shall apply to non-conforming structures:

- ~~• Detrimental Non-Conformities are those that have a negative impact on the health and safety of the public. Detrimental non-conformities have the potential for harm.~~
- ~~• Benign Non-Conformities are those that do not have a negative impact on the health and safety of the public, but may have a negative impact on public welfare.~~
- Nonconforming Structure means a dwelling, or other building or structure that existed lawfully before November 15, 1973, or prior to an amendment thereto, that does not conform with one or more development regulations in the current zoning ordinance.
- Health and Safety of the Public is the protection from injury, illness, danger and other harm.
- Public Welfare is the protection from nuisances, economic interest, convenience, community character and the vision expressed in the Village's Smart Growth Plan.
- ~~• Detrimental Non-Conforming Structures are those designed for detrimental uses not permitted in a zone and cannot be reasonably structurally altered to house a conforming use. Such structures include the following:~~
 - ~~▪ In residential and institutional zones, commercial and industrial buildings.~~
 - ~~▪ In commercial zones, industrial buildings.~~
 - ~~▪ In commercial zones, residential buildings not specifically permitted in the zone.~~
- ~~• Benign Non-Conforming Structures are those structures other than detrimental non-conforming structures, which are generally not detrimental in the zone where they are located and include the following:~~
 - ~~▪ In residential zones, buildings that are non-conforming by reason of being designed for residential uses which are not permitted in the zone in which they are located.~~
 - ~~▪ Any building other than a detrimental non-conforming building, which does not conform to the height, yard, setback, parking loading, and green space requirements of the zone where it is located.~~

Sec. 66.0911 Non-Conforming Structures *[Renumber]*

The use of ~~dwelling, building or a~~ structure existing at the time of the adoption or amendment of this chapter may be continued although the structure's size or location does not conform to the established building setback, height, ~~floor area, green space,~~ parking, loading, ~~and/or~~ access ~~and/or other dimensional provisions~~ standards of this chapter.

- (-) ~~Discontinuance. If the use of a non-conforming structure is discontinued or terminated for a period of twelve (12) consecutive months, any future use of the structure shall conform to the provisions~~

- of this chapter. When the use of a portion of a non-conforming structure ceases, that portion of the non-conforming use shall be terminated.
- (a) Burden of Proof. The owners of property claiming to have a legal non-conforming structure ~~or a lawful conditional use,~~ have the burden to prove that such ~~use structure~~ is in fact a non-conforming structure ~~or lawful conditional use~~ in accordance with ~~Sec. 66.0922 of~~ this chapter.
- (b) Additions and Enlargements To Existing ~~Detrimental~~ Non-Conforming Structures. ~~Detrimental~~ ~~a~~Non-conforming structures shall not be moved, enlarged, remodeled or modified except where necessary to bring the structure more into conformance with this chapter. All additions, modifications, or relocations shall meet the dimensional standards of this chapter unless a petition for grant of variance has been approved by the Zoning Board of Appeals. ~~for the purpose of making them suitable for a conforming use. A detrimental non-conforming structure may be modified to permit a less intense non-conforming use with the approval of a conditional use permit by the Plan Commission when it can be demonstrated that the new use is in fact less detrimental to the other uses in the area .~~
- (c) Additions and Enlargements To Existing Benign Non-Conforming Structures. Benign non-conforming structures shall not be moved, enlarged or modified unless the structure(s), including the additions and enlargements, ~~is/are made to conform in every respect to the dimensional requirements of the zone where the structure is located. However, the Plan Commission may approve a Conditional Use Permits for the expansion or redevelopment of properties which have been previously developed and do not conform to the requirements in this Code, provided that the expansion or redevelopment is designed for a permitted use. The conditional use permits may permit deviation from the regulations, including parking requirements, when it can be found that:~~
- ~~(a) Strict conformance to the Zoning Code requirements would preclude viable expansion or redevelopment of the site.~~
 - ~~(b) Strict conformance to the Zoning Code would result in disorderly or illogical transitions between existing and expanded areas of the site.~~
 - ~~(c) Deviation from the Zoning Code regulations would not jeopardize the public health, safety and welfare and would produce a quality built environment.~~
 - ~~(d) Dminimis deviations from a dimensional requirement or standard would not have a negative impact on neighborhood character.~~
- (d) Damage to Existing Non-Conforming Structures. Existing ~~benign~~ non-conforming structures which are damaged by fire, explosion, flood, or other calamity ~~after March 2, 2006,~~ may be restored to, or replaced at, the size, location, and use it had immediately before the damage or destruction occurred. The replacement structure may only be larger in footprint or floor area than the original nonconforming structure only if necessary for the structure to comply with applicable State or Federal requirements. If reconstruction or enlargement is not necessary, and the structure is in need of repair only, said repairs are allowed provided:
- ~~(a) The use of the building does not change in scope.~~
 - ~~(b) No walls are reconstructed; new siding is permissible.~~
 - ~~(c) No new roof structure is allowed; roof repair is allowed, new roofing materials are permissible as long as the truss system is not rebuilt.~~
 - ~~(d) No plumbing is added to a building that otherwise had no plumbing.~~
- (e) ~~May be reconstructed and insofar as is practicable shall conform with the established building setback lines along streets and the yard, as well as the height, parking, loading, and access provisions of this chapter. Existing detrimental non-conforming structures which are damaged by fire, explosion, flood, or other calamity to the extent that such damage is more than fifty percent (50%) of the current equalized assessed value of the structure shall not be reconstructed.~~

- (f) Remodeling Existing Non-Conforming Structures. Existing ~~benign~~ non-conforming structures ~~which are remodeled or reconstructed shall conform to the established building setbacks, height, parking, loading, and access provisions of this chapter.~~ may be remodeled-provided:
- (a) The use of the building does not change in scope.
 - (b) The floor area or footprint of the building does not change.
 - (c) No new foundation is installed.
 - (d) No exterior walls are reconstructed; repair is allowed of individual wall segments, new siding is permissible.
 - (e) No new roof structure is allowed; roof repair is allowed, new roofing materials are permissible as long as the truss system is not rebuilt.
 - (f) No plumbing is added to a building that otherwise had no plumbing.

Amend **Sec. 2000 General Definitions**, as follows,

Non-Conforming, Uses or Structures

~~Any structure, land or water lawfully used, occupied or erected before November 15, 1973 which does not conform to the regulations of this chapter or amendments thereto. Any such structure conforming in respect to use but not in respect to development regulations such as frontage, width, height, area, yard, parking, loading or distance requirements shall be considered a non-conforming structure and not a non-conforming use.~~

Nonconforming Structure means a dwelling, or other building or structure that existed lawfully before November 15, 1973, or prior to an amendment thereto, that does not conform with one or more development regulations in the current zoning ordinance.

Nonconforming Use means a use of land, water, building or structure that existed lawfully before November 15, 1973, or prior to an amendment thereto, that does not conform with the use restrictions in the current ordinance.

Lastly, correct the spelling of ‘**nonconforming**’ where found throughout the code.

IV. Woodland Overlay

The comprehensive plan adopted in 2025 identified woodland areas of significance to protect (see Comprehensive Land Use Plan, page 41; goals set on page 45; and the Future Land Use Map). This is done by not allowing clearcutting and requiring selective tree removal and addressing site preparation. To do so, those areas identified in the plan, and identified on the zoning map, will be regulated by a Woodland Overlay, one of several overlays in the code to protect environmentally sensitive areas, such as the Wetland Overlay, Bluff Protection Overlay, Ridges and Swales Overlay, etc.

Create **Sec. 66.0347, Woodland Overlay District** *[And add to the Table of Contents]*

This district serves to protect the village’s tree canopy from destruction, aid in climate regulation, air and water purification, soil conservation, provide essential habitat and food sources for wildlife, and enhance the natural beauty of the village.

- (1) Determination. The location of the woodlands in the Woodland Overlay District are those woodlands identified on the Future Land Use Map in the village’s comprehensive plan.
- (2) Requirements.

- (a) Buildings and structures shall not be placed, to the greatest practical extent, on those portions of a lot designated Woodland Overlay District. If there is not a building site, that meets setback requirements, on the lot outside the woodland area, a portion of the woodland area may be used for development upon approval of the Plan Commission upon finding no practical building site exists outside the woodland area.
- (b) If, upon approval by the Plan Commission in sub. (a) above, development is allowed in a woodland overlay area, no trees may be removed beyond the edge of the tree canopy adjacent to the building or structure.
- (c) No roads or driveways shall be installed in the Woodland Overlay District except those necessary to serve an approved building site. In the event such road or driveway is necessary, the road or driveway shall not exceed the minimum width required by this code, and no trees beyond the minimum width of the road or driveway shall be removed, unless such tree removal has been approved by the Plan Commission. The Plan Commission may consult with a registered professional forester, certified forester, or registered landscape engineer to determine if tree removal is required, how to protect the tree canopy or root structure, or other information necessary to allow the road or driveway to be installed while protecting the woodland cover; the applicant shall pay the costs of such consultation.
- (d) Woodlands shall not be clear cut, thinned, uprooted, removed or topped except as allowed above or as recommended to prevent disease, the spread thereof, or to control invasive species. A special cutting plan prepared by a registered professional forester, certified forester, or registered landscape engineer shall be submitted to the village and approved by village staff prior to removing woodland vegetation to address disease and invasive species concerns.

Amend **Sec. 66.030 Establishment**, to correct the number of Overlay Districts: *[And add the Historic District Overlay and Woodland Overlay to the text box]*

Sec. 66.0300 Establishment

For the purpose of this chapter, the Village of Sister Bay is hereby divided into ten (10) basic use districts and ~~seven~~ (7 9) overlay districts. The names of those districts follows

V. Family Living Arrangements

Wis. Stats. §62.23(7)(i) addresses 'Community and Other Living Arrangements'. Wis. Stats. §62.23(7)(i)2r.3 states 'Community and Other Living Arrangements', and includes 'Adult Family Homes', with 8 or fewer residents, is allowed to locate in *any* residential zone, without a special permit (sub 7 defines that to include 'conditional use permit'); 2r.4 says 9-15 residents is entitled to locate in any R-1 or R-2 zone, by special permit (conditional use); 2r.5 says 16 or more residents is allowed in residential zones by special permit (conditional use). (There are further restrictions so the reader is encouraged to review the statutes.)

Furthermore, Stats. §46.03(22) defines 'Community Living Arrangement for Adults'; §48.743(1) defines 'Community Living Arrangement for Children'; §48.02(6) defines 'Foster Home'; and 'Adult Family Home', is defined in §50.01(1).

Foster homes that are the primary domicile of the foster parent are allowed in all residential zones; adult family homes are allowed in all residential zones without special permit (conditional use). But statutes do say when its 8 or more, they need the special permit.

Here's the issue(s): i. We define 'Community Living Arrangements', so first off, we should make our terminology consistent with state statutes and wherever 'Community Living Arrangements' appear in the code, it should be rewritten as 'Community *and Other* Living Arrangements'. ii. Our definition does not include 'Adult Family Homes' (and we do not allow them anywhere), so we need to include them in the definition and allow them in the code. iii. Where we allow them is inconsistent with statutes, so that needs to be corrected.

Where the code allows or does not allow them compared to statutes:

- Ch. 66 allows them in R-1, R-2, R-3, and CS-1 if <8 as a permitted use, but we need to include that in R-4.
 - Those same districts also allow 9-20 persons, by conditional use permit. First, that needs to be changed to 9-15, and just be allowed, by conditional use, in R-1 and R-2.
 - We do not address 16 or more, but statutes say this is allowed in any residential zone, by special permit (conditional use), so this needs to be added to R-1, R-2, R-3, R-4 and CS-1.
- Our definition for 'Family Day Care Home' is also inconsistent with statutes and needs to be corrected.

Amend **Sec. 2000 General Definitions**, as follows:

Adult Family Home

A private residence to which all of the following apply:

- (1) Care and maintenance above the level of room and board but not including nursing care are provided in the private residence by the care provider whose primary domicile is this residence for 3 or 4 adults, or more adults if all of the adults are siblings, each of whom has a developmental disability, as defined in Wis. Stats. §51.01(5), or, if the residence is licensed as a foster home, care and maintenance are provided to children, the combined total of adults and children so served being no more than 4, or more adults or children if all of the adults or all of the children are siblings; and,
- (2) The private residence was licensed under Wis. Stats. §48.62 as a foster home for the care of the adults specified in sub(a) at least 12 months before any of the adults attained 18 years of age.

And also includes a place where 3 or 4 adults who are not related to the operator reside and receive care, treatment or services that are above the level of room and board and that may include up to 7 hours per week of nursing care per resident.

Community and Other Living Arrangements

~~Means any of the following facilities: child welfare agencies group home for children and community-based residential facilities; but does not include adult family homes, day care centers, nursing homes, general hospitals, special hospitals, prisons and jails.~~ The location of a community living arrangement for adults as defined in Wis. Stats. §46.03(22); a community living arrangement for children, as defined in §48.743(1); a foster home, as defined in in §48.02(6); or an adult family home, as defined in §50.01(1), or their successor statutes.

Community Living Arrangement for Adults

A community-based residential facility as defined in Wis. Stats. §50.01(g) or its successor statute.

Community Living Arrangement for Children

As defined by Wis. Stats. §48.743(1) or its successor statute, a residential care center for children and youth or a group home

[Realphabetize] Community Based Residential Facility (CBRF)

As defined in Wis. Stats. §50.01 or its successor statute as a ~~A~~ place where 5 or more unrelated ~~people~~ adults who are not related to the operator or administrator who do not require care above intermediate level nursing care reside and receive care, treatment or services that are above the level of room and board but that include no more than ~~live together in a community setting. Services provided include room and board, supervision, and support services, and may include up to~~ 3 hours of nursing care per week per resident.

Family Day Care Home

A dwelling licensed as a day care center by the State of Wisconsin pursuant to Wis. Stats. §48.65, where care is provided for ~~4 or more~~ children ~~not more than eight children~~ under the age of 7 years for less than 24 hours per day. All structures shall be located a minimum of 100 feet from any residentially zoned property.

Foster Home

Any facility operated by a person required to be licensed by ~~section~~ Wis. Stats. §48.62, or its successor statute, that provides care and maintenance for no more than four children ~~unless all children are siblings or, if necessary to enable a sibling group to remain together, for no more than 6 children or, if the state rules permits a different number of children.~~

Amend **Sec. 66.0311**, (R-1) as follows: *[And realphabetize]*

(1) Permitted Uses.

- (a) Single-family dwellings, including short-term rentals.
- (b) Licensed community and other living arrangements, which have a capacity for eight (8) or fewer persons, subject to the limitations set forth in Wis. Stats. §62.23(7)(i).
- (c) ~~Licensed foster family homes subject to the regulations set forth in Wis. Stats. §48.62. [Because they are allowed under (b) above.]~~
- (d) Public parks.
- (e) Essential services, municipal buildings and facilities.

(2) Permitted Accessory Uses.

[See Sec. 66.0501, Accessory Uses and Structures]

- (a) Detached garages shall not be used, rented or leased to any individual who is not the property owner or an occupant residing on the property.
- (b) Ground-mounted and building-mounted earth station dish and terrestrial antennas.
- (c) Home occupations and professional home offices. *[See Sec. 66.0501(4)]*
- (d) Private swimming pools.
- (e) Private tennis courts.
- (f) Solar collectors attached to the principal structure.
- (g) Any use customary and incidental to the above permitted uses as determined by the Zoning Administrator and the Plan Commission Chair.

(3) Conditional Uses.

- (a) Bed and breakfast establishments as provided for in Wis. Stats. §50.51(b) and Chapter HSS 197 of the Wisconsin Administrative Code, or its successor code.
- (b) Licensed community ~~and other living arrangements based residential living facilities~~, which have a capacity of at least nine (9) ~~but no more than twenty (20)~~ persons.

- (c) Private parks and playgrounds.

Amend **Sec. 66.0312**, (R-2) as follows: *[And realphabetize]*

(1) Permitted Uses.

- (a) Single-family dwellings, including short-term rentals.
- (b) Licensed community and other living arrangements, which have a capacity for eight or fewer persons, subject to the limitations set forth in Wis. Stats. §62.23(7)(i).
- (c) ~~Licensed foster family homes subject to the regulations set forth in Wis. Stats. §48.62.~~
- (d) Public parks.
- (e) Essential services, municipal buildings and facilities.
- (f) Residential condominiums, and multiple family dwelling units.
- (g) Boarding houses.
- (h) Licensed family day care homes subject to the regulations set forth in Wis. Stats. §48.65.
- (i) Duplexes.

(2) Permitted Accessory Uses.

[See Sec. 66.0501, Accessory Uses and Structures]

- (a) Detached garages shall not be used, rented or leased to any individual who is not the property owner or an occupant residing on the property.
- (b) Ground-mounted and building-mounted earth station dish and terrestrial antennas.
- (c) Home occupations and professional home offices. *[See Sec. 66.0501(d)]*
- (d) Private swimming pools.
- (e) Private tennis courts.
- (f) Solar collectors attached to the principal structure.
- (g) Any use customary and incidental to the above-mentioned permitted uses as determined by the Zoning Administrator and the Plan Commission Chair.

(3) Conditional Uses.

- (a) Bed and breakfast establishments as provided for in Wis. Stats. §50.51(b) and Chapter HSS 197 of the Wisconsin Administrative Code, or its successor code.
- (b) Licensed community ~~and other living arrangements based residential facilities~~ which have a capacity of at least nine (9) ~~but no more than twenty (20)~~ persons.

Amend **Sec. 66.0313**, (R-3) as follows: *[And realphabetize]*

(1) Permitted Uses.

- (a) Single-family dwellings, including short-term rentals.
- (b) Licensed community and other living arrangements, which have a capacity for eight (8) or fewer persons, subject to the limitations set forth in Wis. Stats. §62.23(7)(i).
- (c) ~~Licensed foster family homes subject to the regulations set forth in Wis. Stats. §48.62.~~
- (d) Public parks.
- (e) Essential services, municipal buildings and facilities.

(2) Permitted Accessory Uses.

[See Sec. 66.0501, Accessory Uses and Structures]

- (a) Detached garages shall not be used, rented or leased to any individual who is not the property owner or an occupant residing on the property.
- (b) Ground-mounted and building-mounted earth station dish and terrestrial antennas.
- (c) Home occupations and professional home offices. *[See Sec. 66.0501(4)]*
- (d) Private swimming pools.

- (e) Private tennis courts.
- (f) Solar collectors attached to the principal structure.
- (g) Any use customary and incidental to the above permitted uses as determined by the Zoning Administrator and the Plan Commission Chair.

(3) Conditional Uses.

- (a) Bed and breakfast establishments as provided for in Wis. Stats. §50.51(b) and Chapter HSS 197 of the Wisconsin Administrative Code, or its successor code.
- (b) Licensed community based residential living facilities, which have a capacity of at least ~~nine (9)~~ **sixteen (16)** but no more than twenty (20) persons.
- (c) Licensed family day care homes subject to the regulations set forth in Wis. Stats. §48.65.

Amend **Sec. 66.0314**, (R-4) as follows:

(1) Permitted Uses.

- (a) Single-family dwellings.
- (b) Public parks.
- (c) Essential services, municipal buildings and facilities.
- (d) The R-4 Zoning District shall consist of single family, duplex, townhouse and apartment dwelling units or any combination thereof at a percentage mix as permitted by the Plan Commission. Transient housing is not permitted.
- (e) ~~Licensed community and other living arrangements, which have a capacity for eight (8) or fewer persons, subject to the limitations set forth in Wis. Stats. §62.23(7)(i).~~

(2) Permitted Accessory Uses.

[See Sec. 66.0501, Accessory Uses and Structures]

- (a) Detached garages shall not be used, rented or leased to any individual who is not the property owner or an occupant residing on the property.
- (b) Ground-mounted and building-mounted earth station dish and terrestrial antennas.
- (c) Home occupations and professional home offices. *[See Sec. 66.0501(4)]*
- (d) Solar collectors attached to the principal structure.
- (e) Any use customary and incidental to the above permitted uses as determined by the Zoning Administrator and the Plan Commission Chair.

(3) Conditional Uses.

- (a) Private parks and playgrounds.
- (b) Utility substations, municipal wells, pumping stations and towers [Must be a minimum of 50 feet from any side or rear lot line.]
- (c) Solar energy collectors erected as an accessory structure.
- (d) Utilities requiring a building.
- (e) Antennas over 35 feet tall.
- (f) ~~Licensed community based residential living facilities, which have a capacity of at least sixteen (16) but no more than twenty (20) persons.~~

Amend **Sec. 66.0315**, (CS-1) as follows: *[And realphabetize]*

(1) Permitted Uses.

- (a) Single-family dwellings, including short-term rentals.
- (b) Licensed community-based residential living facilities, which have a capacity for eight (8) or fewer persons, subject to the limitations set forth in Wis. Stats. §62.23(7)(i).
- (c) ~~Licensed foster family homes subject to the regulations set forth in Wis. Stats. §48.62.—~~

- (d) Public parks.
- (e) Essential services, municipal buildings and facilities.
- (f) General farming, including but not limited to apiculture, floriculture, forage crop production, forestry, grain production, grazing, orchards, vineyards and truck farming.
- (g) Horse stables.
- (h) Tree farms and woodlots.
- (i) Existing dwellings not accessory to any farm operation or a dwelling remaining after farm consolidation.
- (j) Indoor institutional uses.
- (k) Churches.
- (l) Keeping and raising of domestic stock for agribusiness, show, breeding, boarding, or other purposes incidental to the principal use of the premises shall be limited to no more than three (3) non-domestic animals per acre.

(2) Permitted Accessory Uses.

[See Sec. 66.0501, Accessory Uses and Structures]

- (a) Detached garages and storage sheds. Detached garages shall not be used, rented or leased to any individual who is not the property owner or an occupant residing on the property.
- (b) Ground-mounted and building-mounted earth station dish and terrestrial antennas.
- (c) Home occupations and professional home offices. *[See Section 66.0501(4)]*
- (d) Private swimming pools.
- (e) Private tennis courts.
- (f) Solar collectors attached to the principal structure.
- (g) Any use customary and incidental to the above permitted uses as determined by the Zoning Administrator and Plan Commission Chair.
- (h) One roadside stand, no larger than 200 square feet in area, for the sale of farm products produced on the premises. Any such stand shall conform to the farm stand setbacks set forth in Sec. 66.0315(6)(a) and to the sign, parking and other provisions of this Zoning Code.

(3) Conditional Uses.

- (a) Assembly Halls.
- (b) Bed and breakfast establishments as provided for in Chapter HSS 197 of the Wisconsin Administrative Code, or its successor code.
- (c) Licensed community and other living arrangements, which have a capacity of at least ~~nine (9)~~ **sixteen (16)** but no more than twenty (20) persons.
- (d) Licensed family day care homes subject to the regulations set forth in Wis. Stats. §48.65.

VI. Miscellaneous

Other miscellaneous amendments address lighting; a need to amend the Site Plan and Architectural Review section to reduce the permitting process for retail shops in a retail center; make code language consistent with statutes as to what body is the 'Zoning Board'; and to clarify the CS-1 district is a residential zone, which illustrates compatibility with the future land use map adopted by the Board in early 2025.

Amend **Sec. 66.0809 Outdoor Lighting**, as follows:

(2) General Requirements.

- (a) All outdoor lighting fixtures installed by November 13, 2004, and thereafter maintained upon private or public residential, business, and institutional property shall comply with the following standards:

1. The maximum allowable light trespass shall be 0.5 horizontal foot-candles 4 feet above ground. The point of measurement of this offending light shall be at the property line for residential, commercial, institutional or public use. The measurement shall not include any ambient natural light.
2. Light sources shall be shielded or installed so that there is not a direct line of sight between the light source and its reflection and at a point five feet or higher above the ground of adjacent property and public streets. The light source shall not be of such intensity to cause discomfort or annoyance.
3. Any outdoor lighting fixture installed on a parking lot shall ~~use metal halide lamps~~ use dark sky approved lighting, in particular a hood and lens that are shielded to direct light downward.
4. String lights, which are decorative lights consisting of a series of small bulbs connected by a wire or cord, shall use warm light bulbs. For purposes of this section of the code, a warm light bulb is a low color temperature bulb whose color appears yellowish-white to orange and is intended to create a relaxing environment. Warm light does not exceed 2000-3000K.

Amend **Sec. 66.1050 Site Plan and Architectural Review**, as follows:

- (b) For the purpose of promoting compatible development, stability of property values, and to prevent impairment or depreciation of property values, no person shall commence any use or erect any structure without first obtaining the approval of detailed site and architectural plans, as set forth in this section prior to the issuance of a Zoning Permit. ~~Except those uses in the Country Walk Shops commercial center development where a use is changed solely to a retail use,~~ the Plan Commission shall review architectural plans and site plans showing existing and proposed structures, neighboring uses, parking areas, driveway locations, sidewalk widths and locations, loading and unloading areas, highway access, traffic generation and circulation, drainage, the utilization of landscaping, existing natural resources and the proposed operation in all districts. However, this process shall not be required in the CS-1 District, unless the development site contains wetlands as shown on either the July 1, 1992, Final Wetlands Inventory Map issued by the Wisconsin Department of Natural Resources, ~~or its successor map~~, or wet areas as shown on the Village's latest topographic maps or woodlands (this is not the same as the Woodland Overlay District) as shown on the most recent aerial photos of the Village. Single-family and two-family dwellings shall not be subject to site plan and architectural review by the Plan Commission, however, if in the opinion of the Zoning Administrator, such residential plans exhibit design or appearance characteristics to require architectural review, the Zoning Administrator shall refer the application and such written opinion to the Plan Commission for review.

Amend **Sec. 66.1520 Development Agreement Required**, as follows:

- (1) The applicant shall be required to enter into a Development Agreement with the Village at the time of approval of an application for a Zoning Permit for all projects and developments listed below:
 - (a) All new construction other than individual single-family homes, which are not part of an active subdivision or condominium plat.
 - (b) Commercial projects, including those projects in existing buildings involving a change of use or occupancy, expansion, or where the building is non-conforming for setback, height or parking. ~~This does not include those uses in the Country~~

Walk Shops commercial center development where a use is changed solely to a retail use, or, existing nonconforming commercial buildings which elect to replace siding and existing windows or install new window openings.

- (c) The Plan Commission shall have the authority to exempt an applicant from securing a Development Agreement with a three-fourths (3/4) majority of the Plan Commission.

Amend **Sec. 66.1500 Plan Commission**, as follows:

(1) Composition. The Village Plan Commission shall consist of three (3) Trustees, four (4) citizens and one (1) citizen with recognized experience who shall serve as an ex-officio member of the Plan Commission. The Village President will appoint the Plan Commission Chairperson, subject to Board approval. The citizen and Trustee members of the Plan Commission shall be appointed by the President, subject to confirmation by the Board of Trustees, for staggered terms of three (3) years commencing on May 1st of each year.

(2) Powers and Duties. The Plan Commission shall perform such duties as are prescribed by Wis. Stats. §62.23, **and to that extent are deemed the Zoning Board**, and has such further powers as may be delegated to it by the Wisconsin Statutes and Village ordinances. **(Please note the Zoning Board is different from the Zoning Board of Appeals.)** The Plan Commission shall have the duties of making reports and recommendations related to the planning and development of the Village to public officials, agencies, public utility companies, civic, educational, and professional and other organizations, and citizens. The Plan Commission may employ consultants, to the extent that the Village budget allows, who may prepare surveys and studies, prepare plans and recommendations, and perform other duties assigned by the Plan Commission. In general, the Plan Commission shall have such powers as may be necessary to enable it to perform its function and promote municipal planning. Decisions, interpretations, and recommendations of the Plan Commission shall take into account existing local, state and federal ordinances, statutes 65 and regulations, together with recent modifications to those legal sources.

Amend **Sec. 66.0315, CS-1 Countryside District**, as follows:

Sec. 66.0315 CS-1 Countryside District

The Countryside (CS-1) District provides for the continuation of low-density residential housing and general, non-intensive, agricultural and related use in those areas suited to farming. The intent is to conserve areas with adequate soil types, drainage and topography for low-density residential use and to preserve the rural landscape from an uneconomical scattering of residential development in such areas. **This district may appear as a residential land use on the comprehensive plan's Future Land Use Map.**

SECTION 2. Available for Inspection.

A copy of this ordinance shall be permanently on file and open to public inspection in the Village Administration Office two weeks prior to its adoption and after its enactment.

SECTION 3. Ordinances in Conflict.

All other ordinances in conflict herewith be, and the same hereby are repealed.

SECTION 4. Effective Date.

This ordinance shall take effect and be in full force from and after February 18, 2026.

SECTION 5. Severability.

If a court of competent jurisdiction adjudges any section, clause, provision, or portion of this ordinance unconstitutional or invalid, the remainder of this ordinance shall not be affected thereby.

VILLAGE OF SISTER BAY

By:

Nate Bell, Village President

ATTEST:

Julie Thyssen, Village Clerk

Ayes: _____ Nays: _____

Filed/Posted: ____ February 17, 2026 ____
Village Administration Office, 2383 Maple Drive
Sister Bay Post Office, 10685 N Bay Shore Drive
Sister Bay Liberty Grove Library, 2323 Mill Road
Effective Date: February 18, 2026

Draft Date: JAS/12/31/2025

**VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
THURSDAY, JANUARY 27, 2026
UNAPPROVED**

Ord. 2026-003; Amending Ch. 66 of the Municipal Code, Zoning

Bhirdo opened the public hearing for item 5.c at 6:37 P.M. Andrews presented the proposed text amendments to Chapter 66 of the village's zoning code. The updates included:

- Aligning non-conforming uses and structure provisions with state statutes
- Removing conflicts with state building codes
- Revising substandard lot regulations to comply with Wisconsin statutes
- Adding regulations for the Woodland overlay district
- Updating definitions and provisions for community living arrangements and family daycare homes
- Miscellaneous amendments for lighting standards, site plan review exemptions, and CS1 district clarification

Musinsky raised several questions and concerns:

- Regarding non-conforming uses and structures, particularly about mother-in-law suites and the 50% rule for non-conforming structures
- Regarding the Woodland Overlay District, suggesting a forestry policy was needed to truly protect the tree canopy
- About the wording related to disease prevention in the woodland provisions, suggesting an arborist should be specified rather than landscape engineers/architects
- Regarding solar collectors, noting that the code seemed to restrict them to principal structures when there were good reasons to place them on accessory structures

Bhirdo closed the public hearing for item 5.c. at 6:52 P.M.

The Commission noted several typographical errors that needed correction:

- Page 37, line 19: Missing the letter "a" (should read "a different number of children")
- Page 23, line 30: Issue with the R1 district header being crossed out
- Page 37, line 5: "who do not require care" had incorrect punctuation

Bhirdo raised a question about outdoor lighting regulations, noting concerns about residential properties with excessive outdoor lighting that affects neighbors. The Commission briefly discussed the challenges of enforcement but agreed this could be a topic for future discussion.

Motion to recommend the proposed ordinance to the Village Board with the corrections identified during the meeting.

Motion by Heidler, second by Harff. Motion carried 4-1- with Bell opposed.



STAFF REPORT

Date: February 17, 2026

To: Village Board
Re: 2025 Budget Amendment
Author(s): Vlad Gannik, Finance Specialist/Treasurer

Upon reviewing the 2025 Actuals to Budget before the Final 2025 Audit Report, it was decided to propose a 2025 Budget Amendment to the Village Board. The aim is to ensure expenditure does not exceed \$5,000 over budgeted amounts in any cost center/budget category. The overall 2025 Budget report looks promising, and once the CLA audit team completes their final reviews and adjustments, Village Staff will finalize TID to General Fund Transfers.

Year-End Summary (2025):

Total Revenue: \$3,586,161.44

Total Expenses: \$3,437,642.41

Net Surplus: \$148,519.03 (before audit and before \$290,000 TID transfer-potentially could be larger transfer)

The Village ended the year with revenues slightly below budget (before TID transfers) but still exceeding expenses, resulting in a positive balance.

Based on projections, a substantial surplus is likely for 2025. Final numbers will be presented after the Final 2025 Audit. Please refer to the 2025 Year-End Budget for the Actual Report. Kindly inform us if you have any inquiries or concerns.

Several cost centers/budget categories exceeded the budget by over \$5,000:

- **Administrator:** Due to retirements of couple employees and recruitment of a new Village Administrator, along with additional costs from an open Village Clerk position.
- **Clerk:** Employee turnover during a busy license application period and lump sum payouts for accrued paid time off.
- **General Building:** Higher electric and gas expenses due to expenses payment for two maintenance buildings.
- **Fire Department Support:** Donation and corrections to the annual contribution were not reflected in the budget.
- **Department of Public Works:** Underbudgeting, which is common due to unpredictable work orders. The proposed increases total \$109,700.00 across these accounts and proposed decreases total \$109,700.00 across these accounts.

Below is the data for your reference:

Account number	Account Description	Amount
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Budget accounts to be increased Administrator cost center

Administrator

100-51410-111-000	FULL-TIME WAGES	\$ 16,000.00
100-51410-112-000	FULL-TIME OVERTIME WAGES	\$ 2,500.00
100-51410-132-000	SOCIAL SECURITY	\$ 2,700.00
100-51410-135-000	LIFE	\$ 300.00
100-51410-142-000	RECRUITMENT/TESTING	\$ 17,000.00
100-51410-310-000	COMPUTER SOFTWARE	\$ 1,400.00
100-51410-312-000	IT SUPPORT	\$ 1,400.00
	Total	\$ 41,300.00

Budget accounts to be decreased Village Board, Legal, Zoning and Parks cost centers

Village Board

100-51100-310-000	COMPUTER SOFTWARE/HARDWARE	\$ (3,000.00)
100-51100-311-000	WEBSITE	\$ (4,000.00)
100-51100-325-000	ADVERTISING & PUBLICATIONS	\$ (1,000.00)

Legal

100-51300-209-000	LEGAL	\$ (4,000.00)
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Zoning

100-56400-209-000	LEGAL	\$ (5,000.00)
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Parks

100-55200-111-000	FULL-TIME WAGES	\$ (16,000.00)
100-55200-112-000	FULL-TIME OVERTIME WAGES	\$ (2,500.00)
100-55200-132-000	SOCIAL SECURITY	\$ (1,400.00)
100-55200-133-000	HEALTH	\$ (1,000.00)
100-55200-137-000	HSA	\$ (3,400.00)
	Total	\$ (41,300.00)

Budget accounts to be increased Clerk cost center

Clerk

100-51420-111-000	FULL-TIME WAGES	\$ 5,000.00
100-51420-112-000	FULL-TIME OVERTIME WAGES	\$ 300.00
100-51420-132-000	SOCIAL SECURITY	\$ 400.00
	Total	\$ 5,700.00

Budget accounts to be decreased Elections cost center**Elections**

100-51510-111-000	FULL-TIME WAGES	\$	(5,000.00)
100-51510-112-000	Full-Time Overtime Wages	\$	(300.00)
100-51510-132-000	SOCIAL SECURITY	\$	(400.00)
	Total	\$	(5,700.00)

Budget accounts to be increased General Buildings cost center**General Buildings**

100-51600-201-000	ELECTRIC/GAS	\$	2,000.00
	Total	\$	2,000.00

Budget accounts to be decreased Village Hall cost center**Village Hall**

100-51610-201-000	ELECTRIC/GAS	\$	(2,000.00)
	Total	\$	(2,000.00)

Budget accounts to be increased Fire Department Support cost center**Fire Department Support**

100-52200-000-000	FIRE DEPARTMENT SUPPORT	\$	11,000.00
	Total	\$	11,000.00

Budget accounts to be decreased Building Inspector Services cost center**Building Inspector Services**

100-52400-200-000	BUILDING INSPECTION SERVICES	\$	(11,000.00)
	Total	\$	(11,000.00)

Budget accounts to be increased Department of Public Works cost center**Department of Public Works**

100-53312-112-000	FULL-TIME OVERTIME WAGES	\$ 1,000.00
100-53312-121-000	PART-TIME WAGES	\$ 11,000.00
100-53312-131-000	RETIREMENT	\$ 1,700.00
100-53312-132-000	SOCIAL SECURITY	\$ 2,500.00
100-53312-133-000	HEALTH	\$ 11,000.00
100-53312-137-000	HSA	\$ 15,000.00
100-53312-204-000	CELL PHONE	\$ 1,000.00
100-53312-303-000	EQUIPMENT RENTAL	\$ 4,000.00
100-53312-310-000	COMPUTER SOFTWARE	\$ 1,000.00
100-53312-312-000	IT SUPPORT	\$ 1,000.00
100-53312-324-000	PRINTING & COPPING	\$ 200.00
100-53312-333-000	CONFERENCE/MEETINGS	\$ 300.00
	Total	\$ 49,700.00

Budget accounts to be decreased Street Maintenance and SBAA cost centers**Street Maintenance**

100-53314-111-000	FULL-TIME WAGES	\$ (10,900.00)
100-53314-121-000	PART-TIME WAGES	\$ (400.00)
100-53314-131-000	RETIREMENT	\$ (700.00)
100-53314-132-000	SOCIAL SECURITY	\$ (1,200.00)
100-53314-133-000	HEALTH	\$ (1,400.00)
100-53314-137-000	HSA	\$ (1,600.00)
100-53314-200-000	OTHER CONTRACTED SERVICES	\$ (3,300.00)
100-53314-303-000	EQUIPMENT RENTAL	\$ (2,000.00)
100-53314-312-000	INFORMATION TECHNOLOGY	\$ (3,000.00)
100-53314-332-000	EDUCATION/TRAINING	\$ (1,000.00)
100-53314-352-000	MINOR EQUIPMENT AND TOOLS	\$ (1,000.00)
100-53314-353-000	GENERAL SUPPLIES	\$ (6,500.00)

SBAA

100-55193-111-000	FULL-TIME WAGES	\$ (9,700.00)
100-55193-112-000	FULL-TIME OVERTIME WAGES	\$ (5,000.00)
100-55193-133-000	HEALTH	\$ (2,000.00)
	Total	\$ (49,700.00)

RESOLUTION No. 2026-001

AMENDING THE 2025 ANNUAL BUDGET

WHEREAS, on October 21st, 2024, the Village of Sister Bay Board of Trustees approved Resolution 2024-018 adopting the 2025 Annual Budget; and,

WHEREAS, the Financial Specialist/Treasurer and Village Administrator have reviewed the appropriated amounts and proposed budget adjustments to ensure expenditures in the cost centers/budget category do not exceed \$5000.00 in total.

WHEREAS, the accounts in the cost centers/budget categories will be adjusted to ensure total expenditure does not exceed \$5000.00 in total per cost center/budget category, and,

WHEREAS, the 2025 budget is hereby amended to increase the following accounts by the proposed amounts:

Administrator

100-51410-111-000	FULL-TIME WAGES	\$ 16,000.00
100-51410-112-000	FULL-TIME OVERTIME WAGES	\$ 2,500.00
100-51410-132-000	SOCIAL SECURITY	\$ 2,700.00
100-51410-135-000	LIFE	\$ 300.00
100-51410-142-000	RECRUITMENT/TESTING	\$ 17,000.00
100-51410-310-000	COMPUTER SOFTWARE	\$ 1,400.00
100-51410-312-000	IT SUPPORT	\$ 1,400.00

Clerk

100-51420-111-000	FULL-TIME WAGES	\$ 5,000.00
100-51420-112-000	FULL-TIME OVERTIME WAGES	\$ 300.00
100-51420-132-000	SOCIAL SECURITY	\$ 400.00

General Buildings

100-51600-201-000	ELECTRIC/GAS	\$ 2,000.00
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Fire Department Support

100-52200-000-000	FIRE DEPARTMENT SUPPORT	\$ 11,000.00
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Department of Public Works

100-53312-112-000	FULL-TIME OVERTIME WAGES	\$ 1,000.00
100-53312-121-000	PART-TIME WAGES	\$ 11,000.00
100-53312-131-000	RETIREMENT	\$ 1,700.00
100-53312-132-000	SOCIAL SECURITY	\$ 2,500.00
100-53312-133-000	HEALTH	\$ 11,000.00
100-53312-137-000	HSA	\$ 15,000.00
100-53312-204-000	CELL PHONE	\$ 1,000.00
100-53312-303-000	EQUIPMENT RENTAL	\$ 4,000.00
100-53312-310-000	COMPUTER SOFTWARE	\$ 1,000.00
100-53312-312-000	IT SUPPORT	\$ 1,000.00
100-53312-324-000	PRINTING & COPYING	\$ 200.00
100-53312-333-000	CONFERENCE/MEETINGS	\$ 300.00

And therefore, the total is now hereby amended to increase to \$109,700.00; and,

WHEREAS, the 2025 budget is hereby amended to decrease the following accounts by the proposed amounts:

Village Board

100-51100-310-000	COMPUTER SOFTWARE/HARDWARE	\$ (3,000.00)
100-51100-311-000	WEBSITE	\$ (4,000.00)
100-51100-325-000	ADVERTISING & PUBLICATIONS	\$ (1,000.00)

Legal

100-51300-209-000	LEGAL	\$ (4,000.00)
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Zoning

100-56400-209-000	LEGAL	\$ (5,000.00)
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Parks

100-55200-111-000	FULL-TIME WAGES	\$ (16,000.00)
100-55200-112-000	FULL-TIME OVERTIME WAGES	\$ (2,500.00)
100-55200-132-000	SOCIAL SECURITY	\$ (1,400.00)
100-55200-133-000	HEALTH	\$ (1,000.00)
100-55200-137-000	HSA	\$ (3,400.00)

Elections

100-51510-111-000	FULL-TIME WAGES	\$ (5,000.00)
100-51510-112-000	Full-Time Overtime Wages	\$ (300.00)
100-51510-132-000	SOCIAL SECURITY	\$ (400.00)

Village Hall

100-51610-201-000	ELECTRIC/GAS	\$ (2,000.00)
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Building Inspector Services

100-52400-200-000	BUILDING INSPECTION SERVICES	\$ (11,000.00)
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Street Maintenance

100-53314-111-000	FULL-TIME WAGES	\$ (10,900.00)
100-53314-121-000	PART-TIME WAGES	\$ (400.00)
100-53314-131-000	RETIREMENT	\$ (700.00)
100-53314-132-000	SOCIAL SECURITY	\$ (1,200.00)
100-53314-133-000	HEALTH	\$ (1,400.00)
100-53314-137-000	HSA	\$ (1,600.00)
100-53314-200-000	OTHER CONTRACTED SERVICES	\$ (3,300.00)
100-53314-303-000	EQUIPMENT RENTAL	\$ (2,000.00)
100-53314-312-000	INFORMATION TECHNOLOGY	\$ (3,000.00)
100-53314-332-000	EDUCATION/TRAINING	\$ (1,000.00)
100-53314-352-000	MINOR EQUIPMENT AND TOOLS	\$ (1,000.00)
100-53314-353-000	GENERAL SUPPLIES	\$ (6,500.00)

SBAA

100-55193-111-000	FULL-TIME WAGES	\$ (9,700.00)
100-55193-112-000	FULL-TIME OVERTIME WAGES	\$ (5,000.00)
100-55193-133-000	HEALTH	\$ (2,000.00)

And therefore, the total is now hereby amended to decrease to \$109,700.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Sister Bay, Wisconsin, adopts the 2025 budget amendments as detailed above, reallocating necessary funds to ensure total expenditures do not exceed \$5000.00 per cost center/budget category.

Introduced at the Board of Trustees meeting of the Village of Sister Bay, conducted on the 17th day of February, 2026.

Passed and adopted this 17th day of February, 2026.

Nate Bell, President

Attest:

VOTE: Ayes _____ Noes _____

Julie Thyssen, Village Clerk



Date: February 17, 2026

To: Village Board

Re: Lease Agreement; Marina Boathouse; Historical Society; 10697 Bay Shore Drive

Author(s): Dave Lienau, Marina Manager,
Vlad Gannik, Finance Specialist/Treasurer, and
Benjamin Andrew, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

POLICY ISSUE(S)

“Should the Village Board approve the proposed Boathouse Lease Agreement, between the Village of Sister Bay (“landowner”) and the Sister Bay Historical Society, Inc (“lessee”)?”

BACKGROUND INFORMATION

Approximately five years ago, the Village was approached with a proposal to convert the marina boathouse into a waterfront museum featuring the historic wooden boat “Shadow” as its centerpiece. Prior to this initiative, the boathouse was rented seasonally by the marina, generating between \$15,000 and \$18,000 annually.

To support the museum concept, significant infrastructure work was required, including rehabilitation of the deteriorating crib dock beneath the boathouse. The total project cost was \$204,000, which included adding boat slips to allow the “Shadow” to be displayed in the water during special events. The museum group initially pledged up to \$20,000 toward the project, and the contractor discounted the price by \$20,000 to support the effort. Additionally, a DNR grant of \$60,000 was secured, leaving the marina responsible for the remaining \$124,000. The project was completed in 2023.

In anticipation of the museum, the marina ceased renting the boathouse apartment in 2023, resulting in a loss of approximately \$45,000 in rental income over three seasons. To offset this, the marina committee requested annual compensation of at least \$15,000, later agreeing to \$10,000 per year. While the museum group initially accepted this condition, they later declined. The Village proposed reducing the marina’s annual PILOT payment by \$10,000 as a compromise, but no universally accepted formula has been reached despite several iterations.

The Development Agreement authorizing the boathouse conversion was approved in summer 2025, and a lease agreement has been drafted to allow the Historical Society to rent the boathouse for use as a waterfront museum.

RECENT ACTION/REVIEW

- At the December 16th, 2026, Village Board meeting, the Village Board reviewed a proposed version of a lease agreement, and discrepancies were identified in the payment structure provision. The lease agreement referred to a joint Marina/Finance committee meeting.
- The Joint Marina/Finance Committee meeting was held on February 10th, 2026. The Marina and Finance Committee discussed various payment structures and determined that the following language should be included in the provision:
 - **PROPOSED LANGUAGE:** "...the Landowner agrees to reduce the actual calculated annual payment in lieu of taxes (PILOT) by \$10,000 annually, adjusted and compounding, based on changes in the Consumer Price Index (CPI). "
 - Here was the previous language:
 - **PREVIOUS LANGUAGE:** "... the Landowner agrees to annually adopt a resolution setting a limit on the Marina's Payment in Lieu of Taxes (PILOT) due the Landowner per the following schedule and payment: Until December 31, 2035, the annual contribution due shall be the actual calculated annual payment in lieu of taxes (PILOT), but not exceed \$50,000 annually; effective January 1, 2036, annually thereafter through December 31, 2055, the annual payment shall be \$40,000 plus the annual Consumer Price Index (CPI) adjustment."
 - The Joint Marina/Finance Committee made a motion to recommend the proposed lease agreement, with the revised payment provisions, to the Marina Committee; the motion carried.
- On February 10th, 2026, following the Joint Marina/Finance Committee meeting, the Marina Committee met and recommended the proposed lease agreement, with the revised payment provisions, to the Village Board.
- Village Staff viewed the alternative and identified that the model shows a significant gap between the requested amount and the results, favoring Marina over time. Staff reviewed the other alternatives: 1.) Compound CPI %; 2.) Compound CPI and EV %; and 3.) Stepped Schedule. The evaluation of alternatives is included as an attachment to the staff report.
- Village Staff also updated Section 3. Surrender and Termination of the agreement to align with the language discussed with legal counsel in December 2025.

RECOMMENDED ACTION(S)

Village Staff evaluated the alternatives. The more equitable alternative for the Village and Marina, which relies on actual known values and includes lease cost avoidance, is the Stepped Increase. Other alternatives can be considered and evaluated.

The Village Board should:

1. Review the alternatives
2. Discuss and determine which alternative should be selected (or if the issue should be tabled or referred back to the committee)
3. Make a motion to approve the execution of the selected lease agreement alternative with legal review to follow.

“I move to approve the [alternative name] Boathouse Lease Agreement, subject to final review and approval by legal counsel.”

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve Lease Agreement Alternative
- Approved Lease Agreement Alternative with Modifications
- Reject Lease Agreement(s)
- Refer to the Committee
- Postpone

ATTACHMENT(S)

1. Evaluation of Alternatives
2. Proposed Lease Agreements

lease agreements are provided as links to avoid confusion

- a. Compound CPI % ([Clean Version](#)) ([Redline Version](#))
- b. Compound CPI and EV % ([Clean Version](#)) ([Redline Version](#))
- c. Stepped Schedule ([Clean Version](#)) ([Redline Version](#))

Summary of Alternatives					
Alternatives:	Contract Language	Pros	Cons	Summary/Impact	The Numbers (With Assumptions Made About PILOT, EV, & CPI)
Compound CPI %	"reduce the actual calculated annual payment in lieu of taxes (PILOT) by \$10,000, which will be annually adjusted and compounding, based on changes in the Consumer Price Index (CPI)."	The model benefits Marina, showing a significant gap between the requested amount and the results over time in Marina's favor. Based on CIP assumption that can be linked to Village's COLA. Was recommended from Joint Meeting of Marina/Finance Committees	Does not favor the Village by deducting a large sum from the Marina's PILOT over long period of time.	The model shows a significant gap between the requested amount and the results, favoring Marina over time. Certainly allows Marina to recoup losses from initial investment & loss of a revenue-generating asset, but at the expense of the Village's long-term income from the PILOT.	Total PILOT Paid (After 30 Years): \$1,002,920.22 Total Cost Avoidance (After 30 Years): \$490,026.78
Compound CPI and EV %	"reduce the actual calculated annual payment in lieu of taxes (PILOT), adjusted by the percentage change for the Village of Sister Bay's equalized value for the year, by \$10,000 annually, adjusted and compounding, based on changes in the Consumer Price Index (CPI), using the Village's approved Cost of Living Adjustment calculation for the year. "	Payment methodology may allow for a possible balance of revenue and expenses on the Village side to offset the compounding accumulations.	There are numerous variables that are challenging to project, leading to potential complications in the process which may result in disagreements later on.	The model may potentially balance until the EV is either too high, benefiting the Village excessively, or significantly negative, drastically reducing the PILOT and overly benefiting Marina.	Total PILOT Paid (After 30 Years): \$1,060,376.33 Total Cost Avoidance (After 30 Years): \$477,359.08
Stepped Schedule	"a base payment due each year by a reduction in the actual calculated annual payment in lieu of taxes (PILOT) based on a stepped lease adjustment, increasing payment increasing payment every five (5) years by ten percent (10%) outlined in the following: (a) Lease Years 1–5: \$10,000.00 per year (b) Lease Years 6–10: \$11,000.00 per year (c) Lease Years 11–15: \$12,100.00 per year (d) Lease Years 16–20: \$13,310.00 per year (e) Lease Years 21–25: \$14,641.00 per year (f) Lease Years 26–30: \$16,105.10 per year The "adjustment date" shall be the first day of the 61st, 121st, 181st, 241st, and 301st full calendar months of the lease term. On each adjustment date, the base lease payment shall automatically increase to the amount set forth in the schedule above. These adjustments are automatic and shall not require further notice or an amendment to this lease agreement; however, the landowner may, at its option, provide the lessee with a courtesy reminder of the upcoming adjustment."	Simpler and is not dependent on unknown variables, unlike other payment methodology, such as the Compound CPI and Compound CPI/EV % .	Does not take macroeconomic trends into account.	Ensures that both Village & Marina are aware of how the policy affects their future bottom lines. Allows Marina to receive yearly revenue to recoup losses from surrendering a money-making asset AND to recoup the additional losses from initial investment into retrofitting J-Dock to accommodate the project's initial designs.	Total PILOT Paid (After 30 Years): \$1,107,166.50 Total Cost Avoidance (After 30 Years): \$385,780.50

Compound CPI %

$$\text{PILOT With Lease} = \text{PILOT Before} - [\text{Previous Year's Deduction \$} + (\text{CPI Adjustment \%} \times \text{Previous Year's Deduction \$})]$$

$$\text{PILOT With Lease} = \text{PILOT Before} - [\text{Total Deduction}]$$

*Assumes CPI Adjustment is 3% per year based on Village's COLA

Years		PILOT (With Lease)	PILOT (Before Lease)	Total Deduction	Cost Avoidance \$	Previous Year's Ded	CPI Adjustment*
						\$	%
2026	1	\$ 31,733.00	\$ 42,033.00	\$ 10,300.00	\$ 10,000.00	\$ 300.00	3%
2027	2	\$ 31,424.00	\$ 42,033.00	\$ 10,609.00	\$ 10,300.00	\$ 309.00	3%
2028	3	\$ 31,105.73	\$ 42,033.00	\$ 10,927.27	\$ 10,609.00	\$ 318.27	3%
2029	4	\$ 39,368.91	\$ 50,624.00	\$ 11,255.09	\$ 10,927.27	\$ 327.82	3%
2030	5	\$ 39,031.26	\$ 50,624.00	\$ 11,592.74	\$ 11,255.09	\$ 337.65	3%
2031	6	\$ 38,683.48	\$ 50,624.00	\$ 11,940.52	\$ 11,592.74	\$ 347.78	3%
2032	7	\$ 38,325.26	\$ 50,624.00	\$ 12,298.74	\$ 11,940.52	\$ 358.22	3%
2033	8	\$ 37,956.30	\$ 50,624.00	\$ 12,667.70	\$ 12,298.74	\$ 368.96	3%
2034	9	\$ 37,576.27	\$ 50,624.00	\$ 13,047.73	\$ 12,667.70	\$ 380.03	3%
2035	10	\$ 37,184.84	\$ 50,624.00	\$ 13,439.16	\$ 13,047.73	\$ 391.43	3%
2036	11	\$ 36,781.66	\$ 50,624.00	\$ 13,842.34	\$ 13,439.16	\$ 403.17	3%
2037	12	\$ 36,366.39	\$ 50,624.00	\$ 14,257.61	\$ 13,842.34	\$ 415.27	3%
2038	13	\$ 35,938.66	\$ 50,624.00	\$ 14,685.34	\$ 14,257.61	\$ 427.73	3%
2039	14	\$ 35,498.10	\$ 50,624.00	\$ 15,125.90	\$ 14,685.34	\$ 440.56	3%
2040	15	\$ 35,044.33	\$ 50,624.00	\$ 15,579.67	\$ 15,125.90	\$ 453.78	3%
2041	16	\$ 34,576.94	\$ 50,624.00	\$ 16,047.06	\$ 15,579.67	\$ 467.39	3%
2042	17	\$ 34,095.52	\$ 50,624.00	\$ 16,528.48	\$ 16,047.06	\$ 481.41	3%
2043	18	\$ 33,599.67	\$ 50,624.00	\$ 17,024.33	\$ 16,528.48	\$ 495.85	3%
2044	19	\$ 33,088.94	\$ 50,624.00	\$ 17,535.06	\$ 17,024.33	\$ 510.73	3%
2045	20	\$ 32,562.89	\$ 50,624.00	\$ 18,061.11	\$ 17,535.06	\$ 526.05	3%
2046	21	\$ 32,021.05	\$ 50,624.00	\$ 18,602.95	\$ 18,061.11	\$ 541.83	3%
2047	22	\$ 31,462.97	\$ 50,624.00	\$ 19,161.03	\$ 18,602.95	\$ 558.09	3%
2048	23	\$ 30,888.13	\$ 50,624.00	\$ 19,735.87	\$ 19,161.03	\$ 574.83	3%
2049	24	\$ 30,296.06	\$ 50,624.00	\$ 20,327.94	\$ 19,735.87	\$ 592.08	3%
2050	25	\$ 29,686.22	\$ 50,624.00	\$ 20,937.78	\$ 20,327.94	\$ 609.84	3%
2051	26	\$ 29,058.09	\$ 50,624.00	\$ 21,565.91	\$ 20,937.78	\$ 628.13	3%
2052	27	\$ 28,411.11	\$ 50,624.00	\$ 22,212.89	\$ 21,565.91	\$ 646.98	3%
2053	28	\$ 27,744.72	\$ 50,624.00	\$ 22,879.28	\$ 22,212.89	\$ 666.39	3%
2054	29	\$ 27,058.34	\$ 50,624.00	\$ 23,565.66	\$ 22,879.28	\$ 686.38	3%
2055	30	\$ 26,351.38	\$ 50,624.00	\$ 24,272.62	\$ 23,565.66	\$ 706.97	3%
TOTALS		\$ 1,002,920.22	\$ 1,492,947.00	\$ 490,026.78			
		Theoretical (PILOT Dependant)	Theoretical (PILOT Dependant)	Theoretical (CPI Dependant)	Theoretical (CPI Dependant)	Theoretical (CPI Dependant)	Theoretical (CPI Dependant)

Stepped Schedule

$$\text{PILOT With Lease} = \text{PILOT Before} - [\text{Principle} + (\text{Escalation \%} \times \text{Principle})]$$

$$\text{PILOT With Lease} = \text{PILOT Before} - [\text{Total Deduction}]$$

Years		PILOT (With Lease)	PILOT (Before Lease)	Cost Avoidance \$		10% Escalation Every 5 Years	
				Total Deduction	Principle	\$	%
2026	1	\$ 32,033.00	\$ 42,033.00	\$ 10,000.00	\$ 10,000.00		
2027	2	\$ 32,033.00	\$ 42,033.00	\$ 10,000.00	\$ 10,000.00		
2028	3	\$ 32,033.00	\$ 42,033.00	\$ 10,000.00	\$ 10,000.00		
2029	4	\$ 40,624.00	\$ 50,624.00	\$ 10,000.00	\$ 10,000.00		
2030	5	\$ 40,624.00	\$ 50,624.00	\$ 10,000.00	\$ 10,000.00		
2031	6	\$ 39,624.00	\$ 50,624.00	\$ 11,000.00	\$ 10,000.00	\$ 1,000.00	10%
2032	7	\$ 39,624.00	\$ 50,624.00	\$ 11,000.00	\$ 10,000.00	\$ 1,000.00	
2033	8	\$ 39,624.00	\$ 50,624.00	\$ 11,000.00	\$ 10,000.00	\$ 1,000.00	
2034	9	\$ 39,624.00	\$ 50,624.00	\$ 11,000.00	\$ 10,000.00	\$ 1,000.00	
2035	10	\$ 39,624.00	\$ 50,624.00	\$ 11,000.00	\$ 10,000.00	\$ 1,000.00	
2036	11	\$ 38,524.00	\$ 50,624.00	\$ 12,100.00	\$ 11,000.00	\$ 1,100.00	10%
2037	12	\$ 38,524.00	\$ 50,624.00	\$ 12,100.00	\$ 11,000.00	\$ 1,100.00	
2038	13	\$ 38,524.00	\$ 50,624.00	\$ 12,100.00	\$ 11,000.00	\$ 1,100.00	
2039	14	\$ 38,524.00	\$ 50,624.00	\$ 12,100.00	\$ 11,000.00	\$ 1,100.00	
2040	15	\$ 38,524.00	\$ 50,624.00	\$ 12,100.00	\$ 11,000.00	\$ 1,100.00	
2041	16	\$ 37,314.00	\$ 50,624.00	\$ 13,310.00	\$ 12,100.00	\$ 1,210.00	10%
2042	17	\$ 37,314.00	\$ 50,624.00	\$ 13,310.00	\$ 12,100.00	\$ 1,210.00	
2043	18	\$ 37,314.00	\$ 50,624.00	\$ 13,310.00	\$ 12,100.00	\$ 1,210.00	
2044	19	\$ 37,314.00	\$ 50,624.00	\$ 13,310.00	\$ 12,100.00	\$ 1,210.00	
2045	20	\$ 37,314.00	\$ 50,624.00	\$ 13,310.00	\$ 12,100.00	\$ 1,210.00	
2046	21	\$ 35,983.00	\$ 50,624.00	\$ 14,641.00	\$ 13,310.00	\$ 1,331.00	10%
2047	22	\$ 35,983.00	\$ 50,624.00	\$ 14,641.00	\$ 13,310.00	\$ 1,331.00	
2048	23	\$ 35,983.00	\$ 50,624.00	\$ 14,641.00	\$ 13,310.00	\$ 1,331.00	
2049	24	\$ 35,983.00	\$ 50,624.00	\$ 14,641.00	\$ 13,310.00	\$ 1,331.00	
2050	25	\$ 35,983.00	\$ 50,624.00	\$ 14,641.00	\$ 13,310.00	\$ 1,331.00	
2051	26	\$ 34,518.90	\$ 50,624.00	\$ 16,105.10	\$ 14,641.00	\$ 1,464.10	10%
2052	27	\$ 34,518.90	\$ 50,624.00	\$ 16,105.10	\$ 14,641.00	\$ 1,464.10	
2053	28	\$ 34,518.90	\$ 50,624.00	\$ 16,105.10	\$ 14,641.00	\$ 1,464.10	
2054	29	\$ 34,518.90	\$ 50,624.00	\$ 16,105.10	\$ 14,641.00	\$ 1,464.10	
2055	30	\$ 34,518.90	\$ 50,624.00	\$ 16,105.10	\$ 14,641.00	\$ 1,464.10	
TOTALS		\$ 1,107,166.50	\$ 1,492,947.00	\$ 385,780.50			
		Theoretical (PILOT Dependant)	Theoretical (PILOT Dependant)	Real Numbers	Real Numbers	Real Numbers	Real Numbers

		Alternative(s)			
		Compound CPI %		Compound CPI and EV %	Stepped Schedule
Years		PILOT (With Lease)		PILOT (With Lease)	PILOT (With Lease)
2026	1	\$	31,733.00	\$	32,993.99
2027	2	\$	31,424.00	\$	32,684.99
2028	3	\$	31,105.73	\$	32,366.72
2029	4	\$	39,368.91	\$	40,887.63
2030	5	\$	39,031.26	\$	40,549.98
2031	6	\$	38,683.48	\$	40,202.20
2032	7	\$	38,325.26	\$	39,843.98
2033	8	\$	37,956.30	\$	52,142.72
2034	9	\$	37,576.27	\$	39,094.99
2035	10	\$	37,184.84	\$	38,703.56
2036	11	\$	36,781.66	\$	38,300.38
2037	12	\$	36,366.39	\$	37,885.11
2038	13	\$	35,938.66	\$	37,457.38
2039	14	\$	35,498.10	\$	37,016.82
2040	15	\$	35,044.33	\$	36,563.05
2041	16	\$	34,576.94	\$	36,095.66
2042	17	\$	34,095.52	\$	35,614.24
2043	18	\$	33,599.67	\$	35,118.39
2044	19	\$	33,088.94	\$	34,607.66
2045	20	\$	32,562.89	\$	34,081.61
2046	21	\$	32,021.05	\$	33,539.77
2047	22	\$	31,462.97	\$	32,981.69
2048	23	\$	30,888.13	\$	32,406.85
2049	24	\$	30,296.06	\$	31,814.78
2050	25	\$	29,686.22	\$	31,204.94
2051	26	\$	29,058.09	\$	30,576.81
2052	27	\$	28,411.11	\$	29,929.83
2053	28	\$	27,744.72	\$	29,263.44
2054	29	\$	27,058.34	\$	28,577.06
2055	30	\$	26,351.38	\$	27,870.10
Totals		\$	1,002,920.22	\$	1,060,376.33
				\$	1,107,166.50



45 STAFF REPORT

Date: February 17, 2026

To: Village Board

Re: Operational Agreement; Waterfront Museum; Historical Society;
Marina Boathouse at 10697 Bay Shore Drive

Author(s): Benjamin Andrew, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

POLICY ISSUE(S)

“Should the Village Board approve the proposed Operational Agreement between the Village of Sister Bay and the Sister Bay Historical Society, Inc ?”

BACKGROUND INFORMATION

- The Waterfront Museum Operational Agreement is a long-term partnership between the Village of Sister Bay and the Sister Bay Historical Society, Inc. to renovate and operate a waterfront museum in a Village-owned boathouse.
- The agreement begins January 1, 2026, and runs through December 31, 2055, with an automatic ten-year renewal upon mutual consent.

RECENT ACTION/REVIEW

- At the December 16th, 2026, Village Board meeting, the Village Board reviewed a proposed version of the Operational Agreement. Village Board deferred approving the agreement until the lease agreement was resolved.
- No changes were made to the December 16th Operational Agreement, except to update the dates/years listed through the agreement.

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve Operational Agreement
- Approve Operational Agreement with Modifications
- Reject Operational Agreement
- Refer Operational Agreement to Committee
- Postpone/Defer Operational Agreement

ATTACHMENT(S)

1. Proposed Operational Agreement (February 17th, 2026)

AGREEMENT BETWEEN THE VILLAGE OF SISTER BAY & THE SISTER BAY HISTORICAL SOCIETY, INC.

This **OPERATIONAL AGREEMENT** ("Agreement") is made and entered into this 17th day of February 2026, by and between the VILLAGE OF SISTER BAY, a public body corporate and politic, duly created under the laws of the State of Wisconsin (the "Village"), and the SISTER BAY HISTORICAL SOCIETY, INC. (the "Operator"), together known as the "Parties".

RECITALS

WHEREAS, pursuant to the provisions of Section 61.34(1) of the Wisconsin Statutes the Village has the authority and power to act for the government of the Village and for its peace and good order as well as its health, safety, welfare and convenience; and,

WHEREAS, the Operator, among other things, is to provide the public a renovated boathouse to be used as a waterfront museum on land it leases from the Village and provide oversight of the daily operations thereof; and,

WHEREAS, the Village is willing to lease the property in exchange for the Operator renovating the boathouse and managing the operation of a waterfront museum therefrom, its staff and/or volunteers, and daily operations.

NOW, THEREFORE, the Parties hereto, by their respective authorized agents and representatives, do hereby agree in and to the following:

ARTICLE I: TERM, TERMINATION AND SURRENDER

Section 1.1 - Term: The term of this Agreement shall be for a period commencing as of January 1, 2026, and ending December 31, 2055.

Section 1.2 - Renewal: This Agreement shall automatically renew for a subsequent ten (10) year period and may be subsequently renewed upon the mutual agreement of the Parties hereto.

Section 1.3 - Termination: The Village reserves the right to early termination of this Agreement upon twelve (12) months' notice to the Operator in the event the Operator fails to remodel the boathouse within twenty-four (24) months of this Agreement, or, operate the waterfront museum approved by the Development Agreement dated June 17, 2025, at any time during the period June through September immediately preceding the notice of termination. Lessee or Landowner may otherwise terminate this Lease by providing no less than twenty four (24) months advance notice of termination.

Section 1.4 - Surrender: Lessee agrees that at the expiration of this Lease or any extension

thereof, Lessee will surrender peaceful possession of the described Premises to the Landowner.

ARTICLE II: OPERATIONAL ACTIVITIES

Section 2.1 – Village Responsibilities. In exchange for Operator managing the renovation of the boathouse and operation of a waterfront museum, the Village agrees to:

- a. Mow the lawn on the Property leased via the lease entered into dated February 17, 2026; this does not include weed eating or maintaining landscaped beds.
- b. Plow and clear snow and ice in the parking lot immediately east of the boathouse.
- c. Village to insure the boathouse as part of its annual insured portfolio.

Section 2.2. Operator Responsibilities. In exchange for contributions expressed in Section 2.1 above, Operator agrees:

- a. To pay all sewer, water, electric, and internet charges. If additional meters are required, the cost shall be bore by the Operator. If the Village has the opportunity to provide no cost internet to the boathouse, the Operator will not be expected to provide internet.
- b. Ensure the restroom is available to waterfront museum visitors during museum operating hours, and maintain such restroom in a clean and operational manner.
- c. Maintain landscaping adjacent to the boathouse and any landscaping added after the signing of this Agreement.
- d. Provide insect control.
- e. Daily cleaning and general maintenance of the boathouse, including but not limited to cleaning the glass.
- f. Collect refuse and recycling generated from the renovation and daily activities and not dispose of refuse or recycling on village property.
- g. The second floor of the boathouse is to remain open to the public, and for scheduled use by the Historical Society and/or Marina Committee, provided the Marina Committee coordinates the meeting schedule with the Historical Society; has provided adequate notice to the Historical Society of the meeting; and the meeting is not scheduled during the museum's hours of operation. Should the boathouse be used by the Marina Committee, the committee shall schedule around operating hours, and be responsible for securing the building after use, and maintaining it in a clean and sanitary manner.
- h. Market the museum to guarantee the boathouse remains a public asset to the community.
- i. Ensure the museum is adequately staffed to ensure the museum is made available to the public from Memorial Day through Labor Day, at least four days a week.
- j. Operator agrees to apply for and pay for any required Department of Natural Resources permits; state Plan Review or Building Permits; Village connection fees, if applicable; and sign permits.
- k. Operator agrees to abide by all laws and regulations during the renovation of the boathouse and operation of the waterfront museum.
- l. Operator to maintain full coverage insurance and list Village as an additional

- insured. [See section 3.1 for insurance information.]
- m. Operator responsible for all expenses not otherwise listed above; said expenses may be negotiated with the Village if expenses are unknown at time of signing of this Agreement.

ARTICLE III: INSURANCE AND INDEMNIFICATION

Section 3.1 - Insurance: The Operator agrees, both generally and specifically with respect to the services to be provided herein, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such services. The minimum coverage shall be one million dollars (\$1,000,000) per person with a maximum of two million dollars (\$2,000,000) aggregate. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the Village under this Agreement a policy or policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The insurance binder shall be provided to the Village Clerk no later than November 1 of each year. The Operator shall further require all contractors, or others with whom it may partner in connection with the renovation of the boathouse or operation of the museum provided hereunder, to have and maintain general liability and worker's compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Agreement. The Operator shall name the Village of Sister Bay as an "additionally insured". In turn, the Village will procure and maintain its own insurance against such risks, in such amounts as are customarily insured for such services.

ARTICLE IV: MISCELLANEOUS PROVISIONS

Section 4.1 – Amendments: This Agreement supersedes all prior Operational Agreements, if any. No modifications, alterations or amendments to this Agreement shall be binding upon either party hereto until such modifications, alterations or amendments is/are reduced to writing and signed by both Parties hereto.

Section 4.2 – Governing Law and Venue: This Agreement and the rights of the Parties hereunder shall be interpreted and enforced in accord with the laws of the State of Wisconsin.

Section 4.3 – Compliance with Laws and Orders: In providing the promotional services to be provided under this Agreement the Operator shall comply with all local, state and federal laws, ordinances and regulations.

Section 4.4 – Notices: Should the Agent for the Operator change, Operator has thirty (30) days to notify the Village, in writing, of the Agent change. Notice to either party shall be given in the following fashion:

IF TO THE VILLAGE:

VILLAGE OF SISTER BAY
P.O. Box 769
2383 Maple Drive
Sister Bay, WI
54234

IF TO THE OPERATOR:

SISTER BAY HISTORICAL SOCIETY, INC
c/o John Lijewski, PRESIDENT
PO Box 34
Sister Bay, WI 54234

Section 4.5 – No Third-Party Beneficiaries: This Agreement does not create any third-party benefits to any person or entity other than the Parties hereto and is solely for the consideration herein expressed.

Section 4.6 – No Assignment: This Agreement may not be assigned by the Operator to any third party.

Section 6.7 – Headings: The headings, titles or captions contained in this Agreement have been inserted only as a matter of convenience and for reference, and such captions in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

Section 6.8 – Independent Association: Notwithstanding any other representation, oral or written, between the Parties hereto, including any and all agents or representatives thereof, the Operator is at all times hereunder acting as a free and independent Operator and not as an agent of the Village.

Section 6.9 - No Joint Venture: No promotion of the museum or an event sponsored in whole or in part by the Operator shall at any time be, or be considered, a joint venture by and between the Operator and the Village. The Village bears no responsibility in promoting the museum or an event, managing the museum or event, or being liable for losses, injuries or damages as a result of the museum or event.

Section 6.10 - Entire Agreement: This Agreement contains the entire Agreement between the Parties with respect to the transactions contemplated by this Agreement and matters related thereto and does hereby supersede and render null and void and of no further force or effect any and all prior Operational Agreements, drafts of Agreements or Leases, and understandings between the Parties, excepting therefrom the Lease Agreement dated February 17, 2026, and, the Development Agreement dated June 17, 2025.

[Signature page to follow.]

IN WITNESS WHEREOF, the Parties hereto have by their duly authorized officers and representatives set their hands and affixed their seals on the date set forth by their name.

Landowner: The Village of Sister Bay

By: _____
Nate Bell, Village President

Personally came before me this _____ day of _____, 2026, the above-named Nate Bell, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }
County of Door }

Notary Public:

My commission expires:

Operator: Sister Bay Historical Society, Inc.

By: _____
John Lijewski, President

Personally came before me this _____ day of _____, 2026, the above-named _____, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }
County of Door }

Notary Public:

My commission expires:



STAFF REPORT

Date: February 17, 2026

To: Village Board

Re: Marina Building Project; Proposal for Geotechnical Engineering Services;
Professional Service Industries, Inc.

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

POLICY ISSUE(S)

“Should the Village Board approve the proposal for Geotechnical Engineering Services (boring) from Professional Service Industries, Inc. (PSI) regarding the Marina Building project?”

BACKGROUND INFORMATION

- Village Staff have been coordinating with engineers for the Marina Building Project. The engineers need to have geotechnical engineering services (borings) conducted at the project location.
- The purpose of the borings for the new Marina Building is to evaluate subsurface soil, rock, and groundwater conditions to ensure the structural stability, safety, and long-term durability of the building. These services are essential to prevent structural failures, such as foundation settlement.
- Further, the borings are necessary for the engineering of the project to continue.
- Village Staff reached out to PSI and obtained a proposal for the boring services, which are being presented to the Village Board for recommendation and approval. Village Staff reviewed the proposal, and it included the requirements outlined by the engineers for the project.

FINANCIAL INFORMATION**FISCAL IMPACT:**

- | | |
|------------------------------|--|
| 1. Is There a Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Yes</u> |
| 3. If Budgeted, Where: | <u>Enterprise Fund – Marina</u>
<u>690-53540-366-000 - BUILDING MAINTENANCE</u> |
| 4. Amount: | <u>\$4,825 ^[1]</u> |

¹ Village Staff estimated the cost of the boring services to be \$3,000-\$5,000.

RECOMMENDED ACTION(S)

Village staff recommends approving the proposal for Geotechnical Engineering Services (boring) from Professional Service Industries, Inc. (PSI) regarding the Marina Building project.

If the Village Board were in favor of this policy action, the following motion may be made:

“I move to accept PSI’s proposal for geotechnical engineering services as presented.”

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve Proposal
- Reject Proposal
- Postpone – Seek Additional Information

ATTACHMENT(S)

1. PSI’s Proposal for Geotechnical Engineering Services

February 10, 2026

Village of Sister Bay

P.O. Box 769
Sister Bay, WI 54234

Attn: Mr. Ben Andrews

Re: Proposal for Geotechnical Engineering Services

Sister Bay Marina
10733 N. Bay Shore Drive
Sister Bay, Wisconsin
PSI Proposal No. 0094-471173

Dear Mr. Andrews:

Professional Service Industries, Inc. (PSI), an Intertek company, is pleased to submit a proposal to conduct a geotechnical exploration for the proposed new Sister Bay Marina building located at 10733 North Bay Shore Drive in Sister Bay, Wisconsin. PSI thanks you for the opportunity to propose these geotechnical services. A review of project information, along with a proposed scope of services and fee are provided below.

PROJECT UNDERSTANDING

Based on PSI's review of the information provided by The Village of Sister Bay on February 2, 2026, a summary of our understanding of the proposed project is provided below.

TABLE 1: PROJECT DESCRIPTION AND PROPOSAL BASIS

Building Description	The proposed project will consist of the demolition of the existing marina structure on the property, and subsequent construction of a new Marina Building. The new building will be comprised of a 3,655 square foot, two-story structure, with a 350 square foot single story restroom area. No basement or below grade levels are planned.
Requested or Anticipated Foundation Types	The building is anticipated to be supported by conventional spread footings.
Structural Loads	No structural loads were provided at the time of proposal preparation.
Floor and Surface Grades	No existing or planned floor or surface grades were provided.

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



TABLE 2: SITE DESCRIPTION

Site Location	Latitude: 45.192352; Longitude: -87.119161
Site History	The subject site is occupied by the existing Sister Bay Marina building with associated asphalt and concrete parking areas and drive lanes.
Existing Site Ground Cover	The surface of the site is anticipated to consist of asphalt pavement.
Ground Surface Soil Support Capability for Operational Stability and Site Access	Based on a review of aerial photos, it is anticipated that the site is accessible with standard drilling equipment and the soil borings will be performed with a truck mounted drill rig.

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

SCOPE OF SERVICES

The scope of services will include the following items.

- Field exploration consisting of drilling and sampling of the subsurface materials and observation of current groundwater conditions at the test boring locations.
- Limited laboratory testing of the subsurface materials (where applicable).
- Performing an engineering evaluation and providing geotechnical recommendations in written report format.

Field Exploration

The table below summarizes the exploratory boring program as determined by The Village of Sister Bay. If the subsurface information obtained within the planned borings is not sufficient to fully evaluate soil and bearing conditions to adequate depths or across sufficient areas, additional and/or deeper borings may be necessary.

TABLE 3: SUMMARY OF BORINGS

Design Element	Number of Borings	Boring Depth (ft)	Drilling Footage (feet)
Building Borings	3	20	60
TOTAL:	3	---	60

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

- During the field activities, the subsurface conditions will be observed and logged by the drill crew.
- PSI will contact Digger's Hotline prior to the start of drilling activities. This proposal is based on private utility lines and other subsurface appurtenances being located in the field by others prior to field activities (no cost for such is included herein).



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

Table 4: Anticipated Field Exploration Description

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

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

Laboratory Testing

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

TABLE 5: LABORATORY TESTING GENERAL PROCEDURES

Laboratory Test	Applicable ASTM Procedures
Visual Classification	ASTM D2488
Moisture Content	ASTM D2216
Atterberg Limits	ASTM D4318



Material Finer than No. 200 Sieve	ASTM D1140
Rock Compression Strength Test	ASTM D7012 A, B, C or D
Unconfined Compression Strength	ASTM D2166

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

Engineering Analyses and Report

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

- Logs of test borings including soil layers visually classified in accordance with Unified Soil Classification System (USCS) and a boring location plan.
- General subgrade preparation recommendations.
- Recommendations for site excavation, fill compaction, and the use of on-site and imported fill material under pavements and the structure.
- Guidelines for subgrade preparation for foundations and floor slabs, and for the selection and placement of structural fill in these areas.
- Shallow foundation design recommendations including allowable bearing pressures.
- Recommendations for design and construction of slabs on grade including subgrade modulus values.
- Seismic design site classification in accordance with requirements of International Building Code (IBC) 2021 and Minimum Design Loads for Buildings and Other Structures (ASCE 7-16).

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

FEE

PSI proposes that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, the lump sum total fee will be **\$4,825.00.**

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



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

AUTHORIZATION

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

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

CLOSING

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

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.



Patrick Bray
Branch Manager



James M. Becco, P.E.
Principal Consultant

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



Proposal Authorization & Payment Instructions

Authorization

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

Authorized By (please print)

Signature

Title

Firm

Address

City

State

Zip Code

Telephone

Email Address

Date

Purchase Order No. / Project Tracking No. (if applicable)

Payment Instructions

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

Firm

Attention

Address

Title

City

State

Zip Code

Telephone

Authorizing Party's Relationship to Invoice Payment Party

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

Firm

Attention

Address

Title

City

State

Zip Code

Telephone

Authorizing Party's Relationship to Invoice Approval Party



Project Data Sheet

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

Project Name

Architect

Project Manager

Phone Number

Structural Engineer

Project Manager

Phone Number

Civil Engineer

Project Manager

Phone Number

Construction Type

Plan Area

Number of Floors

Interior Column Spacing

Exterior Column Spacing

Exterior Column Load

Live

Dead

Interior Column Load

Live

Dead

Floor Slab Load

Slab-on-Grade

Basement/Depth

Will Elevation of site be raised by filling

How much?

Septic Tank

Storm Water Drainage

Pavement Type

Traffic Load

Traffic Type

Other pertinent Information/Subsurface Information



1. **PARTIES AND SCOPE OF WORK:** Professional Service Industries Inc. ("PSI") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific service to be performed by PSI as set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI's work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI's work, shall constitute acceptance of the terms of PSI's proposal and these General Conditions, regardless of the terms of any subsequently issued document.
2. **TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI's recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI's recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or PSI's recommendations are not so followed.
3. **PREVAILING WAGES:** This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.
4. **SCHEDULING OF WORK:** The services set forth in PSI's proposal and Client's acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.
5. **ACCESS TO SITE:** Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.
6. **CLIENT'S DUTY TO NOTIFY ENGINEER:** Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to PSI's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.
7. **RESPONSIBILITY:** PSI's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor's work.
8. **SAMPLE DISPOSAL:** Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI's report.
9. **PAYMENT:** The quantities and fees provided in this proposal are PSI's estimate based on information provided by Client and PSI's experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics' lien, or any provision conditioning PSI's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.

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

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

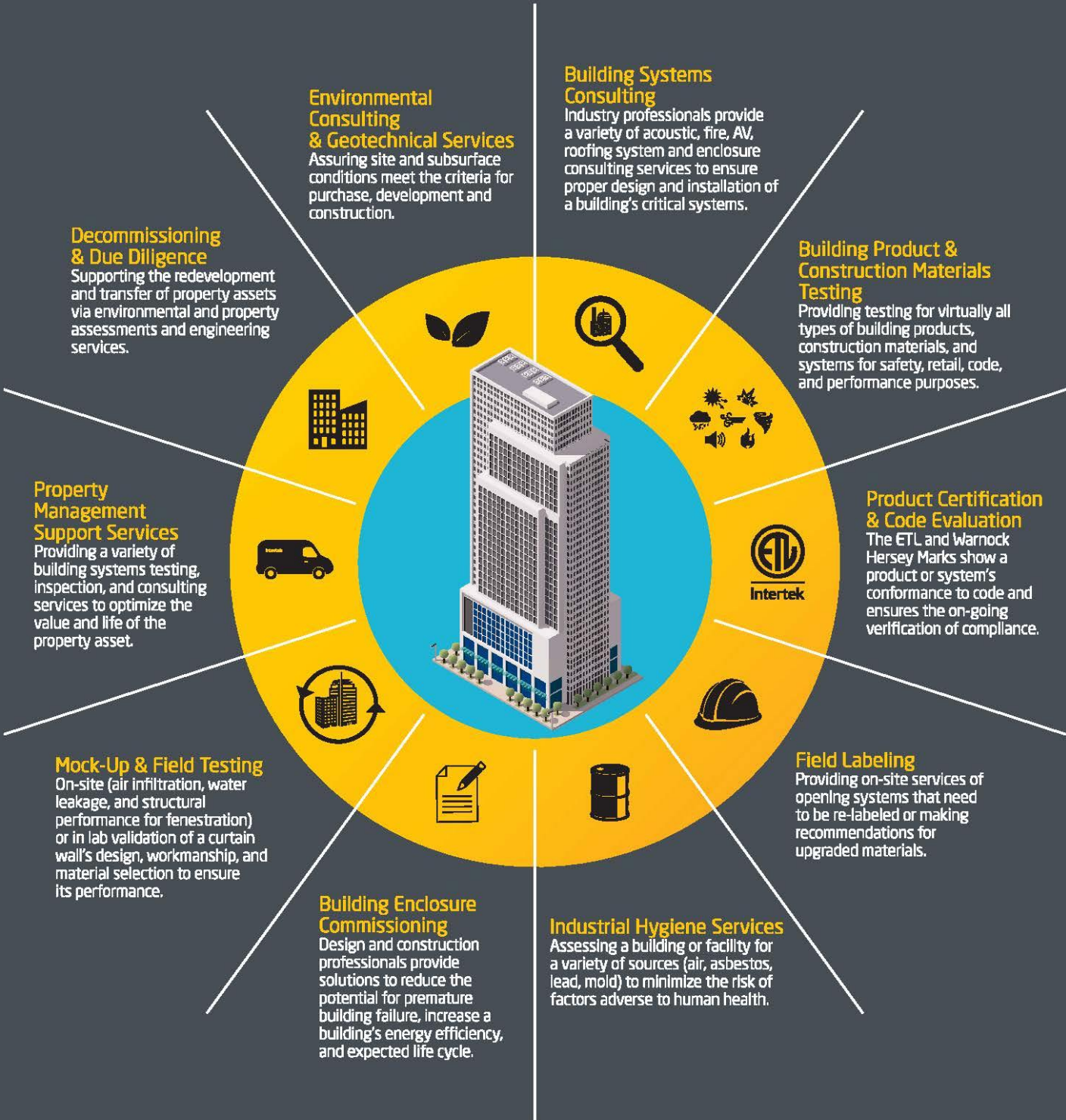
NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE,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

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

11. **INDEMNITY:** Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.
12. **TERMINATION:** This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.
13. **EMPLOYEES/WITNESS FEES:** PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI, and shall pay PSI an amount equal to one-half of the employee's annualized salary, without PSI waiving other remedies it may have.
14. **FIDUCIARY:** PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.
15. **RECORDING:** Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity, or distributed to a third party or otherwise published without PSI's prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify PSI for any breach of this clause.
16. **CHOICE OF LAW AND EXCLUSIVE VENUE:** All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.
17. **PROVISIONS SEVERABLE:** The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
18. **ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

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STAFF REPORT

Date: February 17, 2026

To: Village Board
Re: By-Law Review; Committee Bylaws
Author(s): Benjamin Andrews, Village Administrator

BACKGROUND INFORMATION

The purpose of this agenda item is for the Village Board to review the Committee/Commission ByLaws and Rules.

ATTACHMENT(S)

1. Committee/Commission Bylaws and Rules (*Amended July 15, 2025*).

Village of Sister Bay
Committee/Commission Bylaws and Rules
(Amended July 15, 2025)

1. Committee/Commission Organization

The Village President shall designate the Chairperson for each Village standing or ad hoc committee or commission on an annual basis.

2. Committee/Commission Meetings

All committee or commission meetings shall be held at one of the following locations: The Village Administration Building, the Village Hall, the North Sister Bay-Liberty Grove Fire Station, the South Sister Bay-Liberty Grove Fire Station, the Sister Bay-Liberty Grove Library, the Sister Bay Wastewater Treatment Plant, the Sister Bay Marina, the Sister Bay Sports Complex, the Liberty Grove Town Hall or other accessible locations properly noticed. Meetings may also be held electronically as long as the public has access to the meeting via a participation link.

3. Quorum

A majority of board/committee/commission/task force membership shall constitute a quorum for the transaction of business. In the event a quorum is not present, the Village President, serving in an ex-officio capacity, may participate in the meeting so that a quorum can be declared present.

4. Absences and Attendance

Any member of a committee or commission who has knowledge of the fact that they will not be able to attend a scheduled meeting shall notify the Village Clerk of their anticipated absence at the earliest possible opportunity. The Village Clerk shall notify the Chairperson of the affected committee or commission in the event that the projected absence(s) will produce a lack of quorum. If the Village Clerk is not notified of an absence, it will be recorded as an unexcused absence. Committees and commissions only function if members attend meetings, and, therefore, regular attendance is expected. If a member misses more than three regular meetings during the preceding twelve months for whatever reason, the Chairperson shall report that lack of attendance to the Village President. The Village President may recommend removal to the Board of any committee or commission member whose attendance at meetings exceeds the stated guideline.

To the extent provided by these Bylaws, the various committees, commissions and boards, may, in addition to conducting meetings in which each trustee participates in person, and at the discretion of the chairperson, conduct any regular or special meeting by the use of an electronic means of communication, provided that:

- a) All participating members can simultaneously hear and see each other during the meeting;
- b) All communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately send messages to all other participating members; and
- c) All requirements of the Open Meetings Law are met.

A member participating in a meeting by any means pursuant to this Section shall be deemed to be present in person at the meeting.

5. Agendas and Minutes

Whenever a committee or commission meeting is scheduled the Chairperson of that committee or commission shall see that a written Agenda is provided to all the committee or commission members at least forty-eight (48) hours prior to such meeting. The Chairperson shall record the attendance and minutes of all committee or commission meetings, or the Chairperson may designate an individual to record the minutes of the meetings. The Chairperson or their designee is responsible for seeing that a copy of the minutes is provided to the Village Clerk prior to the next scheduled Village Board meeting.

6. Expenses

“Committee/commission meeting” means the convening of a quorum of the members of a committee or commission for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the committee or commission.

The Village President and trustees, and committee members whose duties allow for compensation, shall be compensated for their attendance at meetings per the Ordinance adopted in the fall of the year preceding a Spring election of officers. For any member who does not wish to accept compensation, annually a waiver shall be filed with the Finance Director indicating their intentions to waive said compensation.

7. Budget

If applicable, all committees shall prepare an annual budget and submit that document to the Village Finance Director.

8. Other

All committees and commissions shall be governed by the Rules of Order, which were adopted for the Village of Sister Bay Board of Trustees. If there are no rules specified for a particular situation, Roberts Rules of Order will apply. If applicable, the term “Chairperson” shall be substituted for the term “Village President.”

The Village President shall serve as an Ex-Officio member of all Committees, Commissions and Boards organized by the Village.

9. Definitions

Trustee shall mean an elected trustee or the Village President of the Village of Sister Bay.

Resident shall mean a person who resides in the Village and is a registered voter or eligible to become a registered voter.

Citizen shall mean a person who is a Village property owner, the owner of a business located in the Village or a person with recognized experience and qualifications for a particular committee whether they be a resident or non-resident of the Village.

Community Member-at-Large shall mean a person who does not reside in the Village nor do they own land in the Village, but they live in the Sister Bay area, as determined by the Chair of the Committee, and who has expertise or knowledge beneficial to the committee. Community Members-at-Large are appointed only after a sincere attempt to attract committee members has resulted in no citizen or resident interest. Members-at-Large can only serve on ad hoc committees, task forces, or as alternates on the Marina Committee.

Stakeholder shall mean a person with a vested interest in the outcome of a specific Village property, product, action, or service. For purposes of these bylaws, a stakeholder shall not have a financial interest in the property, product, action or service.

Ex-Officio – The Village President, as allowed by these bylaws, who may participate in a meeting solely for the purposes of ensuring a quorum is present at a meeting so official business may be conducted. The President, when serving in an ex-officio capacity, shall have voting privileges. A per diem shall be paid when the President is serving in the ex-officio capacity. Staff and certain committee members, as allowed in these bylaws, can also serve in an ex officio capacity; in such instances the ex-officio person serves the role of providing information and assistance, has no impact on quorum, has no voting privileges, and is not paid a per diem.

Duties of Committees or Commissions

(An asterisk represents a paid appointment)

Door County Coastal Byway Commission* *(Other Committee Appointments)*

Door County's Coastal Byway, a Wisconsin Scenic Byway, stretches over 66 miles of the Northern Door Peninsula. In 2010, the Door County Coastal Byway Commission was created, and its members are bound by the provisions of an Intergovernmental Agreement, which was executed by representatives of the Villages of Sister Bay, Ephraim and Egg Harbor, and the Towns of Gibraltar, Baileys Harbor, Sevastopol, Liberty Grove and Jacksonport. Each of those municipalities is entitled to have one representative on the Commission. The Village has elected to have a trustee or staff person represent it on the Commission.

Emergency Management and Hazard Mitigation Planning Task Force* *(A Statutorily Dictated Committee)*

Drafts and presents for adoption an Emergency Management Plan and program and a Hazard Mitigation Plan. Recommends a person responsible for plan implementation and to perform the duties outlined by Statute. The task force is comprised of the Village President, two trustees, County Emergency Management Director or their representative, and the Fire Chief. The Village Administrator and Village Clerk (as Recording Secretary) shall also serve on the task force but be non-voting members.

Finance Committee* *(A Standing Committee)*

The Finance Committee shall consist of three trustees and two citizens and oversees the formulation of the annual budget for the Village of Sister Bay. The citizen members shall have two- and three-year staggered terms. The Finance Committee also:

- (a) Acts as the budget hearing committee and receives requests from various Village committees;

- (b) Consolidates and tabulates preliminary budget requests, including outlay and revenue accounts; and,
- (c) Conducts a budget review meeting with the Village Board.

Fire Board* *(A Standing Committee)*

The Sister Bay/Liberty Grove Fire Board is the governing body of the Sister Bay/Liberty Grove Fire Department. The Fire Board shall consist of two members from the Village of Sister Bay and three members from the Town of Liberty Grove and is bound by Ordinance 2025 - 006 and the duties established in Village of Sister Bay Ordinance No. 136-021208 as well as the Intergovernmental Agreement, which is the subject of that Ordinance. The Fire Board shall prepare an annual budget and submit it to the Finance Director for review before the Finance Committee.

Fire District Exploratory Committee* *(Other Committee Appointment)*

In June of 2012, a Fire District Exploratory Committee was created. That committee, which consists of representatives from the Towns of Liberty Grove, Gibraltar, and Egg Harbor, and the Villages of Egg Harbor, Ephraim, and Sister Bay, was charged with studying the impact and value of consolidating certain Northern Door Fire Departments and the services they provide. One trustee or resident with recognized experience and qualifications, one firefighter from the Sister Bay-Liberty Grove Fire Department, and the Fire Chief shall be appointed to represent the Village.

Green Tier Legacy Community Committee *(*Chair is paid; volunteers are unpaid) (An Ad Hoc Committee)*

The Ad Hoc Green Tier Community Committee shall be chaired by the Village President or a Village Trustee. Non-reimbursable volunteer members shall consist of a minimum of three stakeholders. The committee is tasked with suggesting and engaging in activities that lead to the attainment of Green Tier Community status for the Village of Sister Bay. The committee shall report to the Village Board, who will in turn vote on any requests from the committee as to funds, approvals, policies and any other actionable decisions impacting the Village budget. This committee was enacted by the Village Board on June 15, 2021.

Historical Society* *(Other Committee Appointment)*

The trustee who is appointed Historical Society Liaison shall serve as the liaison between the Sister Bay Historical Society and the Board of Trustees.

Holiday Lighting Task Force* *(An Ad Hoc Task Force)*

Established on December 19, 2023 by Resolution No. 2023-027 and amended March 25, 2025 by Resolution No. 2025-003. The Holiday Lighting Task Force is to be comprised of four to seven stakeholders who shall be responsible for reviewing the current holiday decorations and policies, determining if the decorations and policies need to be revised, and how, what the associated budget needs would be, and the timeline for implementation. Recommendations will be made to the Parks, Property & Streets Committee. It is anticipated the Task Force will complete their work within twelve months so any recommendations, if accepted, can be incorporated into the 2026 budget or subsequent budgets. The stakeholders shall serve as volunteers. A trustee may be appointed chair of the task force, but in the event a trustee is not appointed, the task force members shall vote for and appoint a chair and a vice-chair of the task force. Trustees serving on the task force shall be compensated for their time. The Parks Maintenance Supervisor, and

the Village Administrator, shall serve as the staff advisors to the task force, but are not required to attend all meetings, rather attend when information is requested of them. Upon cessation of the twelve-month task, the task force is hereby dissolved.

Housing Committee* *(A Standing Committee)*

The Housing Committee shall consist of no less than five nor more than nine Village stakeholders, three members of which shall be trustees. The stakeholders shall serve as volunteers. The committee is tasked with identifying a housing model, impediments to affordable housing, and address design, financing, physical layout as well as other aspects involved in community-provided workforce housing.

Library Commission* *(A Standing Committee)*

The Library Commission shall oversee the use and maintenance of the Sister Bay-Liberty Grove Library building and is responsible for seeing that an ongoing working relationship is maintained with the Door County Library System. The Village's representatives on the Library Commission shall consist of one trustee and two Village residents. There shall also be one Town Board member and two Town residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian, serve as ex-officio non-voting members. The resident members of the Library Commission will be compensated for their services. The Library Commission shall prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

Marina Committee* *(A Standing Committee)*

The Marina Committee shall consist of three trustees, two stakeholders and the Marina Manager. The Marina Manager shall serve as an ex-officio non-voting member. Two alternates shall also be appointed to ensure a quorum is always present at meetings. The Village Board has determined that residents or citizens, and the alternates, who serve on the Marina Committee are entitled to compensation for their services. The Marina Committee shall:

- (a) Provide direction for the operation and maintenance of the Sister Bay Marina;
- (b) Adequately provide for the needs of Marina patrons by planning and implementing Marina improvements;
- (c) Recommend all fees and charges for use of the Sister Bay Marina to the Village Board; and,
- (d) Prepare an annual budget and submit it to the Finance Director for presentation to the Finance Committee.

Parking Task Force* *(An Ad Hoc Task Force)*

Established on December 19, 2023 by Resolution No. 2023-026 and amended March 25, 2025 by Resolution No. 2025-003. The Parking Task Force is comprised of four to seven stakeholders who shall be responsible for analyzing the Village's on-street and off-street public parking situation, associated parking needs, research other communities and their solutions to congestion and parking issues, and make recommendations to the Parks, Property & Streets Committee. It is anticipated the Task Force will complete their work within twelve months so any recommendations, if accepted, can be incorporated into the 2026 budget or subsequent budgets. The stakeholders shall serve as volunteers. A trustee may be appointed chair of the task force, but in the event a trustee is not appointed, the task force members shall vote for and appoint a

chair and a vice-chair of the task force. Trustees serving on the task force shall be compensated for their time. The Village Administrator shall serve as the staff advisors to the task force but are not required to attend all meetings, rather attend when information is requested of them. Upon cessation of the twelve-month task, the task force is hereby dissolved.

Parks, Property and Streets Committee* *(A Standing Committee)*

The Parks, Property and Streets Committee shall consist of three trustees, and two resident members. The Village Board has determined that the resident members of the Parks Committee are entitled to compensation for their services. The Parks, Property and Streets Committee shall:

- (a) Provide oversight of activities occurring in the Village Parks, and operate, maintain and improve the Village Park System;
- (b) Be responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee;
- (c) Be responsible for all repair and maintenance of Village roads, sidewalks and trails;
- (d) Ensuring adequate access to technology and broadband infrastructure to public properties and buildings, with the referral of any software needs to the applicable oversight committee; and,
- (e) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

Personnel Committee* *(A Standing Committee)*

The Personnel Committee shall consist of three trustees. The Personnel Committee shall:

- (a) Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions;
- (b) Act on grievances submitted by employees and be the arbitrator between the employees and the Village Board;
- (c) Review requests for new positions from committees; and,
- (d) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

The committee shall also:

1. *Approve, implement, and maintain a mechanism for the performance evaluation of employees as outlined in the Employee Handbook.*
2. *Review and establish employee recruiting, hiring and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) or their designee, and participating in all Department Head Exit Interviews.*
3. *Recommend compensation schedules to the Finance Committee.*
4. *Develop, approve and update personnel policies in the Employee Handbook as needed.*
5. *Consider recommendations from the Village Administrator for the organizational structure and staffing levels of Village departments.*
6. *Review departmental requests for creation, deletion, reallocation, and changes in position (not an individual).*
7. *Periodically review employment application forms and hiring guidelines.*
8. *Responsible for recruitment and interviewing of the Village Administrator, after which a recommendation will be sent to the Village Board for discussion and approval.*

9. *Conduct an annual performance evaluation of the Administrator and make recommendations to the Board as outlined in the Employee Handbook.*

Plan Commission* *(A Statutorily Dictated Committee)*

Per Wisconsin Statutes, Section 61.35, Villages are bound by the rules established for city planning, as outlined in Stats. 62.23. Those statutes require the Plan Commission consist of seven members, four of which must be resident members. There can also be one ex-officio non-voting resident or citizen member with recognized experience and qualifications related to planning and development. Per Village Bylaws, the Chair shall be the Village President, or their designee from its membership. The Village Board has determined that residents who serve on the Plan Commission are entitled to compensation for their services. The Plan Commission shall promote the public health, safety, comfort, aesthetics, and general welfare of the Village as provided in Chapter 66 of the Village's Code of Ordinances. Chapter 66 provides for administration and enforcement of applicable Ordinances and provides penalties for violations. All members shall, by statute, serve a three-year term.

In the event there is an extended absence of a Village/Zoning Administrator, the Plan Commission Chairperson may elect to act as temporary Zoning Administrator to conduct initial reviews of potential development projects and be available to answer related zoning questions prior to submission to the Plan Commission. The Chairperson shall be compensated as stated in the ordinance adopted by the Village Board which sets the compensation schedule for trustees and committee members.

Sewer and Water Utilities Committee* *(A Standing Committee)*

The Sewer and Water Utilities Committee was created to oversee and plan all aspects of Sister Bay's Wastewater Treatment Plant, Water, Wastewater Collection and Storm Sewer systems. The Committee makes recommendations to the Village Board. The Committee shall consist of 3 trustees. The Village Administrator and Lead Operator/Utilities Director shall serve as ex-officio non-voting members.

Sister Bay Advancement Association Board of Directors* *(Other Committee Appointments)*

The trustee who is appointed to the Board of Directors for the Sister Bay Advancement Association (SBAA) shall be a voting member of that Board and will also act as the Liaison between the Village Board and the SBAA.

Technology and Telecommunications Committee* *(A Standing Committee, all members paid)*

Created in 2025 via Resolution 2025-020 this committee is to develop a strategic plan for the village as to its technology and telecommunications infrastructure. The committee will meet as needed to review infrastructure needs and alignment with the strategic plan. Membership consists of one trustee and two stakeholders, whom are all paid for their meeting attendance.

TIF Joint Review Board* *(A Statutorily Dictated Committee)*

State law provides for a Joint Review Board (JRB) and defines its members and responsibilities. JRB members represent a taxing jurisdiction (municipality, county, school, technical college). It is the JRB's responsibility to approve or deny the creation or amendment of a Tax Incremental District (TID). If the JRB approves the TID, it viewed or heard convincing evidence of the need for

Tax Incremental Financing (TIF) assistance to make the development a reality. The JRB jurisdictions agree to sacrifice some amount of tax revenue for many years into the future expecting the tax base will ultimately increase.

The JRB meets annually before June 30 to review the TID reports and on an as-needed basis to review a request or create or amend a TID.

Tourism Zone Commission* *(Other Committee Appointment)*

The Door County Tourism Zone Commission is an intergovernmental entity established in 2006 by the municipalities in Door County to encourage tourism, the success of which is measured by an increase in overnight stays at various lodging establishments. The Commission is responsible for collecting an 8% tax on room charges, and the Village is bound by Ordinance No. 123-121206, and Resolution No. 160-121206, subsequently amended by Resolution No. 452-02162021, Resolution No. 467-08172021 and Ordinance 284-081721, which relate to the room tax and the creation of an Intergovernmental Tourism Zone Commission.

By the passage of Resolution 369-112117 and Ordinance 256-022118, Sister Bay has been designated as a Premier Resort Area and enacted an additional 0.5% sales tax as allowed by Wis. Stats. Sec. 66.1113(2)(G) and Subchapter X of Chapter 77, Wis. Stats., thereby bringing the total tax rate to 6%. Based upon the room tax collected to date, Sister Bay is entitled to have three members, who shall serve one-year terms and have voting privileges. Per Ordinance 123-121206, the appointment shall not receive pay for attendance from the Commission, but may be reimbursed for travel expenses. This ordinance was superseded by Ordinance 2023-005 which reaffirmed members are not to be paid by the Commission. However, the Village, via Resolution 2023-009, determined the Village would compensate trustees appointed to the Commission for their attendance at meetings.

Village Administration Building Review Task Force* *(An Ad Hoc Task Force)*

Established on March 25, 2025, per Resolution No. 2025-002, the task force shall be comprised of eight stakeholder members. The task force will review the placement of the future village administration building and its design and interim options for the administration space. This task force will provide its results to the Village Board of Trustees at its June 2025 meeting. Upon cessation of the task, the task force is hereby dissolved.

Village Hall Planning Task Force *(*Chair is paid; volunteers are unpaid) (A Task Force)*

Originally established as a two-year task force assigned the task of determining the best use of the Village Hall, renovations needed, and how to fund those renovations. In 2024 the term of the task force was extended to November 15, 2025, provided a CDBG grant application was awarded funding; if the grant was not awarded, the term was to expire upon notification the application for grant funds was denied. In April 2025 the Village Board decided not to pursue a CDBG grant at that time, so the task force was effectively dissolved. In May 2025 a new task force was established. The task force shall be comprised of at least five but not more than seven voting stakeholders, two of which shall be trustees. With regard to non-trustee appointments, priority shall be given to low to moderate income individuals, those skilled in fundraising, design, and general contracting. The task force shall also include two ex-officio non-voting members, whom shall be Village employees. The ex-officio members shall include the Village Administrator,

and the Village Clerk who is the employee responsible for renting the Hall, and who shall also serve as Recording Secretary.

Zoning Board of Appeals* *(A Statutorily Dictated Committee)*

The Zoning Board of Appeals, which is statutory, shall consist of five residents and two alternate resident members, and is responsible for hearing and deciding appeals of decisions, which are made by the Zoning Administrator. Also, the Zoning Board of Appeals has the power to grant variances from the Village's Zoning Ordinance.

As required by Wisconsin Statutes, 62.23(7)(e)2, members shall be appointed for three-year terms, except that of those first appointed one shall serve for one year, 2 for 2 years and 2 for 3 years. The Village President shall appoint the Chairperson. The President shall also appoint, for staggered terms of 3 years, 2 alternate members of such board, in addition to the 5 members above provided for. Annually, the President shall designate one of the alternate members as 1st alternate and the other as 2nd alternate. The 1st alternate shall act, with full power, only when a member of the board refuses to vote because of interest or when a member is absent. The 2nd alternate shall so act only when the 1st alternate so refuses or is absent or when more than one member of the board so refuses or is absent. The residents serving on the Zoning Board of Appeals shall be compensated for their services at the same rate as a Village appointed committee or commission member, said compensation set by ordinance.

The Zoning Board of Appeals shall adopt their own, separate Rules of Procedure.



STAFF REPORT

Date: February 17, 2026

To: Village Board

Re: STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 2 & 3

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

POLICY ISSUE(S)

“Should the Village Board approve Robert E. Lee & Associates’ (REL) Amendment Nos. 2 and 3 for the Hwy 57 Trail project?”

PRIOR ACTION/REVIEW

- Original REL contract for engineering services for the Hwy 57 Trail project was approved by the Village Board on June 27, 2025.
- Amendment No. 1 approved by the Village Board for additional design work in September 2025.
- On February 2nd, 2026, the Parks, Property, and Streets Committee recommended approval of Amendment Nos. 2 and 3 to the Village Board.

BACKGROUND INFORMATION

Here is a summary of the services for each amendment:

Amendment No. 2 Services Include:

- Wetland delineation along the corridor
- Phase 1 hazardous material assessment per WisDOT standards.
- Right-of-way plat preparation for 12 parcels (title research, surveys, easement descriptions, staking).
- Additional ADA-compliant curb ramps and crossings at Canterbury Lane and north of 10464 STH 57 (requested during public involvement meetings).

Amendment No. 3 Services Include:

- Coordination with Moss & Associates (retained by the Village) for negotiation services.
- Moss & Associates will retain Steiro Appraisal, Inc. for appraisal services.
- REL will provide coordination and support to subconsultants.

In order for the Hwy 57 Trail project to proceed, the services provided through the amendments would need to be completed.

FINANCIAL INFORMATION**FISCAL IMPACT:**

- | | |
|------------------------------|------------------|
| 1. Is There a Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Partially</u> |
| 3. Amount: | <u>\$48,500</u> |

Amounts:

Original Contract:	\$67,563	
Amendment 1:	\$6,500	
Proposed Amendment 2:	\$42,400	} \$48,500
Proposed Amendment 3:	\$6,100	

Total Revised Contract (excluding Moss & Associates fees): \$122,563

RECOMMENDED ACTION(S)

Parks, Property and Streets Committee and Village Staff recommend approval of Amendment Nos. 2 & 3 as presented.

If the Village Board were in favor of this policy action, the following motion may be made:

"I move to approve REL's proposed Amendment Nos. 2 and 3, regarding the Highway 57 Trail project, as presented."

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approval of Amendments
- Reject Amendments
- Postpone

ATTACHMENT(S)

1. Parks, Property, and Streets Committee Excerpts
2. Proposed Amendment No. 2
3. Proposed Amendment No. 3

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, FEBRUARY 2, 2025
(Approval Pending)

STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 2

Andrews presented information about Proposed Amendment No. 2 for the State Highway 57 Trail project. The amendment included additional requirements associated with Transportation Alternative Program (TAP) funding: wetland delineation, hazardous material assessment, right-of-way plat preparation, and an additional curb ramp crossing.

Jennifer from Robert E. Lee & Associates explained that some of these requirements were not included in the original contract because they could only be determined after design work began. She also noted that the additional crossing near the planned aquatic center came from public input at an informational meeting.

The committee discussed concerns about the significant increase in costs, with the project going from approximately \$68,000 to \$122,000, plus an unknown amount for easement acquisitions. There was also discussion about whether the DOT would approve the crosswalks on Highway 57.

STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 3

The committee discussed Proposed Amendment No. 3 for the STH 57 Trail project, which covered real estate acquisition services through Moss & Associates at a cost of \$6,100. These services would be needed to secure the necessary easements for the trail construction.

After discussion of both amendments, the committee took action on them together.

Motion by Bhirdo, second by Howson to recommend approval of Amendment No. 2 and Amendment No. 3 for the STH 57 Trail project to the Village Board at a total cost of approximately \$48,500. Motion carried – all ayes.

Amendment No. 2 to the Agreement Dated, June 27, 2025**For Engineering Services****STH 57 Trail – TAP Funded****Between Village of Sister Bay And Robert E. Lee & Associates, Inc.**

This amendment, dated January 23, 2026, is to provide additional services to complete the design.

SCOPE OF WORK

The Village of Sister Bay applied for TAP funding for the construction of a pedestrian trail along STH 57 and was awarded this funding. As part of this project, WisDOT requires wetland delineation, Phase 1 Hazardous Material Assessments, and right of way work because features of the trail extend past the existing right of way into private property. Additionally, during the kickoff and public involvement meeting additional STH 57 crossings requiring curb ramps were added to the scope. The project work is described below.

ENGINEERING SCOPE OF SERVICES

The following is a detailed scope of engineering services for STH 57 Trail within the Village of Sister Bay.

Wetland Delineation

1. NES Ecological Services, Robert E Lee & Associates, Inc. in-house ecological team will perform the wetland delineation services along the corridor.
2. Background Research and Field Survey
3. Preparation of Wetland Delineation Report
4. Permitting

Phase 1 Hazardous Material Assessment

1. Robert E. Lee & Associates, Inc. will conduct a Phase 1 investigation and prepare a Phase 1 Hazardous Materials Investigation Report in accordance with the Wisconsin Department of Transportation.
2. The investigation will include records review, site reconnaissance and report preparation.
3. Additional investigations beyond Phase 1 may require an amendment to the contract.

Right-of-Way Plat

1. Robert E Lee & Associates, Inc. will perform the following:
 - a. Coordination with First American Title for Title Research on 12 parcels
 - b. Field Recon Survey
 - c. Right of Way and Parcel Comparisons
 - d. Plat Preparation and Drafting
 - e. Temporary Limited Easements (TLE) and Permanent Limited Easement (PLE) legal descriptions
 - f. Preliminary Right of Way Staking
 - g. Final Right of way Staking
2. Right of Way acquisition services to perform right of way negotiation and appraisals will be presented in a separate amendment.

Additional Curb Ramps/STH 57 Crossings

During the project kickoff meeting on June 26, 2025, the project team reviewed the trail route and roadway interface. As part of this review, a pedestrian crossing at Canterbury Lane was identified as beneficial, resulting in additional design evaluation and modification of the curb ramp.

Additionally, during the public involvement meeting (PIM) held on September 22, 2025, a business owner located at 10464 STH 57 (east side of STH 57) requested consideration of an additional pedestrian crossing. The business serves multiple families and children attending the aquatic facility, with

anticipated pedestrian access from the west side of STH 57. Based on this public input and projected pedestrian use, the addition of a crossing was evaluated and incorporated into the project to address safety and accessibility concerns.

1. ADA complaint curb ramp designs and plan details at Canterbury Lane and location north of 10464 STH 57.
2. Topographic survey

This amendment allows the Village to proceed with the design to comply with the WisDOT TAP funding requirements. A separate amendment will follow to summarize the right of way acquisition service costs.

COMPENSATION

The proposed fee for the engineering work is presented in the following list:

Original Contract Price	\$67,563
Amendment 1.....	\$ 6,500
Previously Revised Contract Price	\$74,063
Wetland Delineation (<i>time & expense</i>)	\$4,500
Phase 1 Hazardous Material Assessment (<i>time & expense</i>)	\$7,900
Right of Way Plat (<i>time & expense</i>).....	\$24,000
Additional Curb Ramps/STH 57 Crossings (<i>time & expense</i>).....	\$6,000
Total Amendment 2	\$42,400
Total Revised Contract.....	<u>\$116,463</u>

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ROBERT E. LEE & ASSOCIATES, INC.

VILLAGE OF SISTER BAY

By: _____
Jared G. Schmidt, P.E., President

By: _____
Benjamin Andrews, Village Administrator

Date: 1/23/2025

Date: _____

By: _____
Ashley Nelson, P.E., Project Manager

Date: 1/23/2025

Amendment No. 3 to the Agreement Dated, June 27, 2025**For Engineering Services****STH 57 Trail – TAP Funded****Between Village of Sister Bay And Robert E. Lee & Associates, Inc.**

This amendment, dated January 23, 2026, is to provide additional services to complete the design.

SCOPE OF WORK

The Village of Sister Bay applied for TAP funding for the construction of a pedestrian trail along STH 57 and was awarded this funding. As part of this project, WisDOT requires right of way work acquisitions because features of the trail extend past the existing right of way into private property.

SCOPE OF SERVICES

The Village may elect to utilize the Engineer to coordinate real estate acquisition and appraisal services through a qualified subconsultant. If authorized, the following services would be provided. At the Village's discretion, real estate acquisition and appraisal services may be procured independently and directly by the Village. If the Village elects this option, the Engineer will coordinate as needed with the Village's selected consultant to support project delivery.

Right-of-Way Acquisition Services – Project Estimate for 12 Parcels

1. Robert E. Lee & Associates, Inc. will coordinate with Moss & Associates (retained by the Village of Sister Bay) to perform right-of-way negotiation services required for the acquisition of 12 parcels associated with the project.
2. Moss & Associates will retain Steiro Appraisal, Inc. for the appraisal services of the 12 parcels.
3. Coordinate and support subconsultants.

A proposal from Moss & Associates outlining the appraisal and acquisition services and associated fees is attached to this amendment.

This amendment allows the Village to proceed with the real estate process to comply with the WisDOT TAP funding requirements.

COMPENSATION

The proposed fee for the engineering work is presented in the following list:

Original Contract Price	\$67,563
Amendment 1	\$ 6,500
Previously Revised Contract Price	\$74,063
Amendment 2 (<i>presented concurrently with Amendment 3</i>)	\$42,400
Amendment 3	
Coordination and Support to Subconsultants	\$6,100
Moss & Associates (including Steiro Appraisal)	actual cost per attached proposal*
Total Revised Contract (excluding Moss & Associates fees)	<u>\$122,563</u>

*Fees incurred by Moss & Associates will be billed directly to the Village of Sister Bay.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ROBERT E. LEE & ASSOCIATES, INC.

VILLAGE OF SISTER BAY

By: _____
Jared G. Schmidt, P.E., President

By: _____
Benjamin Andrews, Village Administrator

Date: 1/23/2025

Date: _____

By: _____
Ashley Nelson, P.E., Project Manager

Date: 1/23/2025



STAFF REPORT

Date: February 5, 2026

Author: Julie Thyssen

REQUEST

Jill Kirsten Artistry, LLC, d/b/a **Blush Salon & Bridal Suite**, with **Jill Wiese** as agent, has made application to the Village of Sister Bay for a **Class "C" Wine License** for the period ending June 30, 2026, for the premises located at 2521 S. Bay Shore Drive

BACKGROUND INFORMATION

The applicant has submitted a complete application for a regular annual Class "C" Wine License as provided under Wis. Stat. § 125.04. All required fees that have been paid, and a notice of application was properly published. **The application is for a regular annual license.**

The proposed use of the license would allow Blush Salon & Bridal Suite to **provide wine refreshments to bridal parties as part of scheduled bridal services**. No other alcohol beverages are proposed. Wine will be stored in a locked cabinet within the salon suite when not in use.

REVIEW

Staff consulted with Kurt Goodreau, Special Agent, Wisconsin Department of Revenue, Division of Alcohol Beverages, regarding the eligibility of a bridal salon to hold a Class "C" Wine License under Wisconsin Statutes Chapter 125. Based on guidance provided by the Department of Revenue:

- **Bridal salons are a recognized business model** under current licensing practices; and
- The Wisconsin Legislature has demonstrated intent that **such facilities may be eligible for a Class "C" Wine License**, provided statutory requirements are met.

The application meets statutory requirements, the proposed use is limited in scope, and staff is not aware of any compliance concerns associated with the premises or the applicant.

RECOMMENDED ACTION

Staff recommends approval of the **Class "C" Wine License** for **Blush Salon & Bridal Suite**, with **Jill Wiese as agent**, for the license period ending June 30, 2026, subject to compliance with all applicable state statutes and local ordinances.



Village of Sister Bay Board Report

Meeting Date: February 17, 2026

Staff members have carefully reviewed the following bills and are recommending that they all be approved.

Bills By Type	Amount	Total
Village bills prepaid	\$ 1,867,027.57	
Bank fees & bills paid electronically	348.26	
<i>Village Total</i>		\$ 1,867,375.83
Special Revenue Funds bills	\$ 2,188.66	
Special Revenue Sales Tax	232.56	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ 2,421.22
Debt Service Village	\$ -	
Special Revenue	-	
Marina	-	
Utilities	-	
<i>Debt Service Total</i>		\$ -
CIP/TIF bills prepaid	\$ 2,724.75	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 2,724.75
Water fund bills prepaid	\$ 12,676.14	
Wastewater fund bills prepaid	43,455.79	
Collection fund bills prepaid	2,110.05	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 58,241.98
Marina bills prepaid	\$ 18,969.80	
Marina sales tax	\$ 1,715.66	
Marina credit card fees & bills paid by EFT	\$ 223.65	
<i>Marina Total</i>		\$ 20,909.11
Net payroll: PR 1/09, and 1/23	\$ 77,290.68	
State taxes paid online	5,051.36	
Retirement paid online	12,140.65	
<i>Payroll/taxes total</i>		\$ 94,482.69
TOTAL ALL BILLS		\$ 2,046,155.58

Respectfully submitted,

Volodymyr Gannik
Financial Specialist/Village Treasurer

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format
Report dates: 1/1/2026-12/31/2026Page: 1
Feb 13, 2026 10:12AM

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 01/17/2026-02/13/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voiced	GL
10005									
10005	ACTION ELECTRIC INC	2908	WELL #3 - HEATERS	01/01/2026	1,288.33	1,288.33	01/22/2026		610
10005	ACTION ELECTRIC INC	2908	WWTP - HEATERS	01/01/2026	4,323.49	4,323.49	01/22/2026		620
10007									
10007	ACTION APPRAISERS INC	3774	2026 MAINTENANCE WORK	02/02/2026	4,076.00	4,076.00	02/12/2026		100
12242									
12242	GA COMPUTER SERVICES	INV-7192	SETUP NEW- PARKS OFFICE	01/27/2026	260.00	260.00	02/06/2026		100
13260									
13260	BHIRDO'S BY THE BAY	19931	EQUIP FUEL ALLOC-W	01/31/2026	16.25	16.25	02/06/2026		610
13260	BHIRDO'S BY THE BAY	19931	VEHICLE FUEL ALLOCATION-W	01/31/2026	125.07	125.07	02/06/2026		610
13260	BHIRDO'S BY THE BAY	19931	VEHICLE FUEL ALLOCATION-W	01/31/2026	217.03	217.03	02/06/2026		620
13260	BHIRDO'S BY THE BAY	19931	EQUIP FUEL ALLOC-WW	01/31/2026	28.20	28.20	02/06/2026		620
13260	BHIRDO'S BY THE BAY	19931	VEHICLE FUEL ALLOCATION-C	01/31/2026	25.75	25.75	02/06/2026		630
13260	BHIRDO'S BY THE BAY	19931	EQUIP FUEL ALLOC-C	01/31/2026	3.35	3.35	02/06/2026		630
13260	BHIRDO'S BY THE BAY	19969	EQUIP FUEL ALLOC-W	12/31/2025	5.94	5.94	01/22/2026		610
13260	BHIRDO'S BY THE BAY	19969	VEHICLE FUEL ALLOCATION-W	12/31/2025	182.62	182.62	01/22/2026		610
13260	BHIRDO'S BY THE BAY	19969	VEHICLE FUEL ALLOCATION-W	12/31/2025	336.70	336.70	01/22/2026		620
13260	BHIRDO'S BY THE BAY	19969	EQUIP FUEL ALLOC-WW	12/31/2025	10.94	10.94	01/22/2026		620
13260	BHIRDO'S BY THE BAY	19969	VEHICLE FUEL ALLOCATION-C	12/31/2025	51.36	51.36	01/22/2026		630
13260	BHIRDO'S BY THE BAY	19969	EQUIP FUEL ALLOC-C	12/31/2025	1.67	1.67	01/22/2026		630
13260	BHIRDO'S BY THE BAY	JAN 2026	VILLAGE GAS	02/01/2026	752.86	752.86	02/06/2026		100
13260	BHIRDO'S BY THE BAY	JAN 2026	SHUTTLE BUS GAS	02/01/2026	62.22	62.22	02/06/2026		100
13260	BHIRDO'S BY THE BAY	JAN 2026	ICE RINK DIESEL-SKID STEER	02/01/2026	16.61	16.61	02/06/2026		205
14304									
14304	CASE COMMUNICATIONS	26010133	TKH ADVERTISING - 1/3/26-1/30/	01/31/2026	714.00	714.00	02/12/2026		205
14309									
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	BEREAVMENT FLOWERS-BOAR	01/21/2026	118.72	118.72	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	CROWN AWARDS- RON KANE R	01/21/2026	120.81	120.81	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	JULIE S RETIREMENT LUNCH	01/21/2026	67.43	67.43	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	ADOBE ADMIN	01/21/2026	21.09	21.09	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	BEEN VERIFIED ADMIN	01/21/2026	28.37	28.37	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	CLERK MINUTES -ADMIN	01/21/2026	269.10	269.10	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	WHEELER REPORTS -ADMIN	01/21/2026	1,600.00	1,600.00	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	DEVILEY -DEV AGREEMENT-DE	01/21/2026	32.50	32.50	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	AUTOLIFT TRAINING ERIK/COR	01/21/2026	100.00	100.00	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	MILWAUKEE FLOOD LIGHT/BAT	01/21/2026	858.77	858.77	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	TEAMVIEWER-SUBSCRIPTION-	01/21/2026	67.31	67.31	01/29/2026		100
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	FIREWORKS -NEW YEAR--SET	01/21/2026	67.31	67.31	01/29/2026		204
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	TKH- LP GAS	01/21/2026	114.89	114.89	01/29/2026		205
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	MCAFREE RENEWAL VIRUS PRO	01/21/2026	158.24	158.24	01/29/2026		610
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	TEAMVIEWER-SUBSCRIPTION-	01/21/2026	460.63	460.63	01/29/2026		610
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	CLERK MINUTES HEYGOV- W	01/21/2026	9.57	9.57	01/29/2026		610
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	WMCA UTILITY CLERK-W	01/21/2026	22.10	22.10	01/29/2026		610
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	TEAMVIEWER-SUBSCRIPTION-	01/21/2026	799.34	799.34	01/29/2026		620
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	CLERK MINUTES HEYGOV- WW	01/21/2026	17.64	17.64	01/29/2026		620
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	WMCA UTILITY CLERK-WW	01/21/2026	38.35	38.35	01/29/2026		620
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	CLERK MINUTES HEYGOV- C	01/21/2026	2.69	2.69	01/29/2026		630
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	WMCA UTILITY CLERK-C	01/21/2026	32.07	32.07	01/29/2026		630
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	ZOOM SUBSCRIPTION-MARINA	01/21/2026	168.70	168.70	01/29/2026		690
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	2026 AMI CONFERENCE & EXP	01/21/2026	509.00	509.00	01/29/2026		690
14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	UNITED AIRLINE TICKETS-CHA	01/21/2026	576.59	576.59	01/29/2026		690

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14309	ELAN FINANCIAL SERVICES	4657 1/21/2026	UNITED AIRLINE TICKETS-CHA	01/21/2026	70.00	70.00	01/29/2026		690
14310									
14310	CAPTAIN COMMODOES INC	11604	COMMODE RENTAL - MARINA	02/10/2026	312.50	312.50	02/12/2026		690
14310	CAPTAIN COMMODOES INC	13276	SLUDGE HAULING	12/31/2025	3,465.00	3,465.00	02/12/2026		620
14310	CAPTAIN COMMODOES INC	13538	COMMODE RENTAL - DOG PAR	01/29/2026	125.00	125.00	02/06/2026		100
14310	CAPTAIN COMMODOES INC	13555	PRETREATMENT PORTA POTTY	01/21/2026	125.00	125.00	02/06/2026		620
14310	CAPTAIN COMMODOES INC	13584	SLUDGE HAULING	01/30/2026	8,658.14	8,658.14	02/06/2026		620
17506									
17506	CELLCOM	706038	CELLPHONES- W	02/05/2026	106.88	106.88	02/12/2026		610
17506	CELLCOM	706038	CELLPHONES- WW	02/05/2026	185.48	185.48	02/12/2026		620
17506	CELLCOM	706038	CELLPHONES- C	02/05/2026	22.01	22.01	02/12/2026		630
17525									
17525	CULLIGAN OF STURGEON	1055432 1/30/2	WATER SOFTENER SALT - FS	01/30/2026	107.00	107.00	02/12/2026		100
17525	CULLIGAN OF STURGEON	1117762 1/30/2	WATER - ADMIN	01/30/2026	73.00	73.00	02/12/2026		100
17526									
17526	CUMMINS SALES AND SER	F4-260198441	GENERATOR MAINTENANCE -	01/12/2026	651.48	651.48	01/29/2026		100
20007									
20007	DELTA DENTAL OF WIS	2491397	DENTAL INSURANCE - FEBRUA	01/16/2026	617.42	617.42	01/22/2026		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020260	HEALTH INS. - EMPLOYER AMT	02/05/2026	22,816.35	22,816.35	02/06/2026		100
20438	DEPT OF EMPLOYEE TRUS	125300020260	HEALTH INS. - EMPLOYEE AMT	02/05/2026	4,026.41	4,026.41	02/06/2026		100
20438	DEPT OF EMPLOYEE TRUS	125300020260	DENTAL INS. - EMPLOYER AMT	02/05/2026	878.34	878.34	02/06/2026		100
20438	DEPT OF EMPLOYEE TRUS	125300020260	DENTAL INS. - EMPLOYEE AMT	02/05/2026	155.00	155.00	02/06/2026		100
20443									
20443	DEATH'S DOOR MARINE IN	consult	PROJECT CONSULTING	02/10/2026	9,040.00	9,040.00	02/12/2026		690
20450									
20450	DOOR COUNTY TREASURE	County MLF CI	COUNTY MLF CLOSED 2026	02/13/2026	37.96	37.96	02/13/2026		100
20450	DOOR COUNTY TREASURE	February 2026	FEBRUARY 2026 SETTLEMENT	02/11/2026	731,680.36	731,680.36	02/12/2026		100
20451									
20451	DOOR COUNTY HIGHWAY D	2025-3300042	STREET MAINTENANCE	01/29/2026	666.07	666.07	01/29/2026		100
20451	DOOR COUNTY HIGHWAY D	2025-3300050	SNOW AND ICE CONTROL	01/28/2026	17,424.98	17,424.98	01/29/2026		100
20451	DOOR COUNTY HIGHWAY D	2025-3300050	SIGNS	01/28/2026	242.63	242.63	01/29/2026		100
20451	DOOR COUNTY HIGHWAY D	2025-3300051	WINTER OPERATIONS- SNOWP	12/31/2025	264.71	264.71	02/06/2026		620
20468									
20468	DOOR COUNTY TOURISM Z	2093	ANNUAL REIMBURSEMENT 202	01/26/2026	42,058.71	42,058.71	01/29/2026		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0117260	PRINT PAPER CHECK TO UPDA	01/21/2026	3,064.93	3,064.93	01/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0117260	PRINT PAPER CHECK TO UPDA	01/21/2026	3,064.93	3,064.93	01/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0117260	PRINT PAPER CHECK TO UPDA	01/21/2026	716.78	716.78	01/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0117260	PRINT PAPER CHECK TO UPDA	01/21/2026	716.78	716.78	01/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0117260	PRINT PAPER CHECK TO UPDA	01/21/2026	4,514.85	4,514.85	01/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0131260	PRINT PAPER CHECK TO UPDA	02/04/2026	3,048.65	3,048.65	02/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0131260	PRINT PAPER CHECK TO UPDA	02/04/2026	3,048.65	3,048.65	02/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0131260	PRINT PAPER CHECK TO UPDA	02/04/2026	712.97	712.97	02/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0131260	PRINT PAPER CHECK TO UPDA	02/04/2026	712.97	712.97	02/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0131260	PRINT PAPER CHECK TO UPDA	02/04/2026	4,298.00	4,298.00	02/04/2026		100
20514									
20514	ERC INC	ERC-IN-10119	EAP BENEFITS - ADMIN	02/05/2026	22.97	22.97	02/06/2026		100
20514	ERC INC	ERC-IN-10119	EAP BENEFITS - CLERK	02/05/2026	11.48	11.48	02/06/2026		100
20514	ERC INC	ERC-IN-10119	EAP BENEFITS - FINANCE	02/05/2026	11.48	11.48	02/06/2026		100
20514	ERC INC	ERC-IN-10119	EAP BENEFITS - PARKS & STRE	02/05/2026	57.42	57.42	02/06/2026		100
20514	ERC INC	ERC-IN-10119	EAP BENEFITS - WATER	02/05/2026	20.68	20.68	02/06/2026		610
20514	ERC INC	ERC-IN-10119	EAP BENEFITS - WASTEWATER	02/05/2026	41.35	41.35	02/06/2026		620
20514	ERC INC	ERC-IN-10119	EAP BENEFITS - COLLECTION	02/05/2026	6.89	6.89	02/06/2026		630
20514	ERC INC	ERC-IN-10119	EAP BENEFITS - MARINA	02/05/2026	11.48	11.48	02/06/2026		690
30701									
30701	FRONTIER	920854678009	VH ELEVATOR PHONE	01/25/2026	7.00	7.00	02/06/2026		100

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30701	FRONTIER	Jan269201590	PHONES-W	01/25/2026	117.67	117.67	02/06/2026		610
30701	FRONTIER	Jan269201590	PHONES-WW	01/25/2026	117.67	117.67	02/06/2026		620
30725									
30725	GIBALTAR AREA SCHOOL	February 2026	FEBRUARY SETTLEMENT - 202	02/11/2026	764,069.24	764,069.24	02/12/2026		100
30750									
30750	GOING CO INC	123997 2/1/20	VILLAGE GARBAGE	02/01/2026	12,004.69	12,004.69	02/12/2026		100
30750	GOING CO INC	123997 2/1/20	VILLAGE RECYCLING	02/01/2026	2,237.34	2,237.34	02/12/2026		100
30750	GOING CO INC	125521 2/1/202	GARBAGE - MAINT	02/01/2026	114.32	114.32	02/12/2026		100
30750	GOING CO INC	125521 2/1/202	RECYCLING - MAINT	02/01/2026	138.33	138.33	02/12/2026		100
30750	GOING CO INC	127747 2/1/202	GARBAGE -POST OFFICE	02/06/2026	69.17	69.17	02/12/2026		100
30750	GOING CO INC	301919	WWTP RUBBISH REMOVAL	02/01/2026	142.30	142.30	02/06/2026		620
30750	GOING CO INC	325803 2/1/202	RECYCLING - FIRE STATION	02/01/2026	99.53	99.53	02/12/2026		100
30750	GOING CO INC	325803 2/1/202	20 YARD ROLLOFF DUMPSTER-	02/01/2026	377.48	377.48	02/12/2026		100
30751									
30751	GREAT-WEST TRUST COMP	PR0117260	Great West Deferred Comp. DEF	01/21/2026	160.00	160.00	01/21/2026		100
30751	GREAT-WEST TRUST COMP	PR0117260	Great West Deferred Comp. DEF	01/21/2026	100.00	100.00	01/21/2026		100
30751	GREAT-WEST TRUST COMP	PR0131260	Great West Deferred Comp. DEF	02/04/2026	160.00	160.00	02/04/2026		100
30751	GREAT-WEST TRUST COMP	PR0131260	Great West Deferred Comp. DEF	02/04/2026	100.00	100.00	02/04/2026		100
31825									
31825	HOLIDAY WHOLESALE	2234659	TKH CONCESSION SUPPLIES	01/13/2026	122.55	122.55	01/22/2026		205
31825	HOLIDAY WHOLESALE	2252389	TKH CONCESSION SUPPLIES	02/03/2026	309.20	309.20	02/12/2026		205
31825	HOLIDAY WHOLESALE	412700	TKH CONCESSION SUPPLIES	01/20/2026	156.50	156.50	01/29/2026		205
40963									
40963	INSPECTION SPECIALISTS	JAN 2026	BUILDING INSPECTION - JAN '2	02/04/2026	2,936.29	2,936.29	02/06/2026		100
41205									
41205	WISCONSIN BUILDING SUP	24029369	NBWS - NUTS, BOLTS, WASHE	01/13/2026	10.20	10.20	01/29/2026		100
41205	WISCONSIN BUILDING SUP	24029369	TY6608FG - SYP 6X6X8 #2 PRE	01/13/2026	216.00	216.00	01/29/2026		100
41205	WISCONSIN BUILDING SUP	24029369	SIMABW66Z - SIMPSON STRON	01/13/2026	298.02	298.02	01/29/2026		100
41205	WISCONSIN BUILDING SUP	24029369	CREDIT-PW	01/13/2026	9.85-	9.85-	01/29/2026		100
41212									
41212	ROBERT E LEE & ASSOC IN	90091	STH 57 SANITARY/ WATER EXT	01/26/2026	247.50	247.50	02/06/2026		610
41212	ROBERT E LEE & ASSOC IN	90091	STH 57 SANITARY/ WATER EXT	01/26/2026	247.50	247.50	02/06/2026		630
41215									
41215	DAVE LIENAU	AMI Conf Reim	AMI CONF- MARINA -DAVE MILE	02/10/2026	133.40	133.40	02/12/2026		690
41215	DAVE LIENAU	AMI Conf Reim	AMI CONF- MARINA -DAVE MEA	02/10/2026	88.66	88.66	02/12/2026		690
41218									
41218	AIRGAS	5521428527	RENTAL FOR ARGON, ACETYLE	12/31/2025	71.20	71.20	01/22/2026		620
41305									
41305	M-B CO INC	301784	REPLACEMENT WAFER FOR T	01/29/2026	572.86	572.86	02/12/2026		100
41316									
41316	MARCO INC	41081908	GENERAL COPIES	01/21/2026	390.92	390.92	01/29/2026		100
41316	MARCO INC	41081908	ZONING COPIES	01/21/2026	58.86	58.86	01/29/2026		100
41316	MARCO INC	41081908	PUBLIC WORKS COPIES	01/21/2026	5.22	5.22	01/29/2026		100
41316	MARCO INC	41081908	MARINA COPIES	01/21/2026	.24	.24	01/29/2026		690
41316	MARCO INC	572906964	UTILITIES COPIES - W	01/08/2026	79.00	79.00	01/22/2026		610
41316	MARCO INC	572906964	UTILITIES COPIES - WW	01/08/2026	137.09	137.09	01/22/2026		620
41316	MARCO INC	572906964	UTILITIES COPIES - C	01/08/2026	16.26	16.26	01/22/2026		630
41319									
41319	MAY'S SPORT CENTER	251284	BLADE M142890	01/08/2026	188.43	188.43	01/29/2026		100
41319	MAY'S SPORT CENTER	251284	03M7093	01/08/2026	11.40	11.40	01/29/2026		100
41319	MAY'S SPORT CENTER	251284	863525	01/08/2026	9.00	9.00	01/29/2026		100
41319	MAY'S SPORT CENTER	251284	TY16200 CHAIN SET	01/08/2026	164.00	164.00	01/29/2026		100
41319	MAY'S SPORT CENTER	251284	TY15958 CHAIN SET	01/08/2026	226.07	226.07	01/29/2026		100
41322									
41322	MC CLONE	16021	WORK COMP INS - BOARD	01/27/2026	19.00	19.00	01/29/2026		100
41322	MC CLONE	16021	WORK COMP INS - ADMIN	01/27/2026	75.00	75.00	01/29/2026		100
41322	MC CLONE	16021	WORK COMP INS - CLERK	01/27/2026	26.00	26.00	01/29/2026		100

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41322	MC CLONE	16021	WORK COMP INS - FINANCE	01/27/2026	28.00	28.00	01/29/2026		100
41322	MC CLONE	16021	GEN LIAB - CRIME	01/27/2026	46.90	46.90	01/29/2026		100
41322	MC CLONE	16021	GEN LIAB - GENERAL	01/27/2026	1,611.10	1,611.10	01/29/2026		100
41322	MC CLONE	16021	WORK COMP INS - DPW	01/27/2026	1,918.00	1,918.00	01/29/2026		100
41322	MC CLONE	16021	AUTO - PUBLIC WORKS	01/27/2026	920.00	920.00	01/29/2026		100
41322	MC CLONE	16021	AUTO - TRANSPORTATION	01/27/2026	398.00	398.00	01/29/2026		100
41322	MC CLONE	16021	WORK COMP INS - TRANSPOR	01/27/2026	97.00	97.00	01/29/2026		100
41322	MC CLONE	16021	WORK COMP INS - ANIMAL CO	01/27/2026	11.00	11.00	01/29/2026		100
41322	MC CLONE	16021	WORK COMP INS - ZONING	01/27/2026	6.00	6.00	01/29/2026		100
41322	MC CLONE	16021	GEN LIAB - TKH	01/27/2026	117.60	117.60	01/29/2026		205
41322	MC CLONE	16021	WORK COMP INS - TKH	01/27/2026	147.00	147.00	01/29/2026		205
41322	MC CLONE	16021	GEN LIAB - WATER	01/27/2026	415.80	415.80	01/29/2026		610
41322	MC CLONE	16021	AUTO - WATER	01/27/2026	236.00	236.00	01/29/2026		610
41322	MC CLONE	16021	WORK COMP INS - WATER	01/27/2026	519.00	519.00	01/29/2026		610
41322	MC CLONE	16021	GEN LIAB - WASTEWATER	01/27/2026	1,012.65	1,012.65	01/29/2026		620
41322	MC CLONE	16021	AUTO - WASTEWATER	01/27/2026	590.00	590.00	01/29/2026		620
41322	MC CLONE	16021	WORK COMP INS - WASTEWAT	01/27/2026	1,262.00	1,262.00	01/29/2026		620
41322	MC CLONE	16021	GEN LIAB - COLLECTION	01/27/2026	160.60	160.60	01/29/2026		630
41322	MC CLONE	16021	AUTO - COLLECTION	01/27/2026	123.00	123.00	01/29/2026		630
41322	MC CLONE	16021	WORK COMP INS - COLLECTIO	01/27/2026	200.00	200.00	01/29/2026		630
41322	MC CLONE	16021	GEN LIAB - MARINA	01/27/2026	1,200.40	1,200.40	01/29/2026		690
41322	MC CLONE	16021	WORK COMP INS - MARINA	01/27/2026	1,488.95	1,488.95	01/29/2026		690
51406									
51406	NWTC DISTRICT	February 2026	TAX SETTLEMENT - 2026 FEBR	02/11/2026	175,251.08	175,251.08	02/12/2026		100
51410									
51410	NAPA STURGEON BAY	334868	STEERING TIE ROD END - FRO	01/09/2026	119.99	119.99	01/29/2026		100
51410	NAPA STURGEON BAY	335117	TIE ROD	01/22/2026	38.23	38.23	01/29/2026		100
61539									
61539	OFFICE DEPOT BUSINESS	457255541001	ADMIN OFFICE SUPPLIES/PAPE	01/23/2026	243.03	243.03	02/06/2026		100
61614									
61614	PENINSULA PULSE	37794	ADVERTISEMENT- ICE RINK TK	02/01/2026	387.04	387.04	02/12/2026		205
61614	PENINSULA PULSE	37833	ZONING/LAND USE MAP PH NO	02/01/2026	194.93	194.93	02/12/2026		100
61630									
61630	PIGGLY WIGGLY	JAN 2026	SYMPATHY CARD- ADMIN (CHRI	02/02/2026	5.26	5.26	02/06/2026		100
61630	PIGGLY WIGGLY	JAN 2026	TKH-ICE RINK CONCESSIONS	02/02/2026	103.27	103.27	02/06/2026		205
61630	PIGGLY WIGGLY	JAN 2026	UTILITY SUPPLIES	02/02/2026	70.29	70.29	02/06/2026		620
61630	PIGGLY WIGGLY	JAN 2026	UTILITY LAB SUPPLIES	02/02/2026	29.89	29.89	02/06/2026		620
71891									
71891	SECURIAN FINANCIAL GRO	February 2026	LIFE INSURANCE PREMIUMS-F	01/29/2026	252.84	252.84	01/29/2026		100
71907									
71907	CLIFTONLARSONALLEN LL	L261056646	AUDIT BILLING - GENERAL-INT	02/11/2026	1,367.23	1,367.23	02/12/2026		100
71907	CLIFTONLARSONALLEN LL	L261056646	2025 YEAR END WORK GENER	02/11/2026	1,266.05	1,266.05	02/12/2026		100
71907	CLIFTONLARSONALLEN LL	L261056646	AUDIT BILLING - TID #2-INTERI	02/11/2026	233.05	233.05	02/12/2026		510
71907	CLIFTONLARSONALLEN LL	L261056646	2025 YEAR END WORK-TID #2	02/11/2026	215.80	215.80	02/12/2026		510
71907	CLIFTONLARSONALLEN LL	L261056646	AUDIT BILLING - WATER-INTERI	02/11/2026	299.55	299.55	02/12/2026		610
71907	CLIFTONLARSONALLEN LL	L261056646	2025 YEAR END WORK - WATE	02/11/2026	277.38	277.38	02/12/2026		610
71907	CLIFTONLARSONALLEN LL	L261056646	AUDIT BILLING - WASTEWATER	02/11/2026	552.29	552.29	02/12/2026		620
71907	CLIFTONLARSONALLEN LL	L261056646	2025 YEAR END WORK - WAST	02/11/2026	511.42	511.42	02/12/2026		620
71907	CLIFTONLARSONALLEN LL	L261056646	AUDIT BILLING - COLLECTION	02/11/2026	84.25	84.25	02/12/2026		630
71907	CLIFTONLARSONALLEN LL	L261056646	2025 YEAR END WORK - COLLE	02/11/2026	78.01	78.01	02/12/2026		630
71907	CLIFTONLARSONALLEN LL	L261056646	AUDIT BILLING - MARINA-INTER	02/11/2026	213.63	213.63	02/12/2026		690
71907	CLIFTONLARSONALLEN LL	L261056646	2025 YEAR END WORK - MARIN	02/11/2026	197.82	197.82	02/12/2026		690
71919									
71919	STATE OF WISCONSIN	Administrator	IHO	02/05/2026	800.00	800.00	02/06/2026		100
71931									
71931	SISTER BAY PETRO	DEC 2025	VILLAGE GAS	02/05/2026	272.40	272.40	02/06/2026		100
71931	SISTER BAY PETRO	DEC 2025	UTILITY GAS - W	02/05/2026	40.33	40.33	02/06/2026		610

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71931	SISTER BAY PETRO	DEC 2025	UTILITY GAS - WW	02/05/2026	74.37	74.37	02/06/2026		620
71931	SISTER BAY PETRO	DEC 2025	UTILITY GAS - C	02/05/2026	11.34	11.34	02/06/2026		630
71931	SISTER BAY PETRO	JAN 2026	VILLAGE GAS	02/05/2026	100.01	100.01	02/06/2026		100
71931	SISTER BAY PETRO	JAN 2026	UTILITY GAS - W	02/05/2026	27.92	27.92	02/06/2026		610
71931	SISTER BAY PETRO	JAN 2026	UTILITY GAS - WW	02/05/2026	51.47	51.47	02/06/2026		620
71931	SISTER BAY PETRO	JAN 2026	UTILITY GAS - C	02/05/2026	7.85	7.85	02/06/2026		630
72050									
72050	TOWN OF LIBERTY GROVE	1794	CEMETERY - 2025	01/21/2026	8,271.39	8,271.39	01/22/2026		100
73003									
73003	VERIZON BUSINESS	64408133-Corr	VILLAGE PHONE - LONG DISTA	02/13/2026	.29	.29	02/13/2026		100
80016									
80016	WI DEPT OF TRANSPORTAT	395-00004286	HWY 57 TRAIL	02/11/2026	2,275.90	2,275.90	02/12/2026		400
82350									
82350	WI PUBLIC SERVICE	0402302054Ja	ELECTRICITY - INFO BOOTH	01/30/2026	120.59	120.59	02/06/2026		100
82350	WI PUBLIC SERVICE	0402302054Ja	ELECTRICITY - WATER	01/30/2026	2,502.68	2,502.68	02/06/2026		610
82350	WI PUBLIC SERVICE	0402302054Ja	ELECTRICITY - WASTEWATER	01/30/2026	8,370.56	8,370.56	02/06/2026		620
82350	WI PUBLIC SERVICE	0402302054Ja	ELECTRICITY - COLLECTION	01/30/2026	959.56	959.56	02/06/2026		630
82350	WI PUBLIC SERVICE	0407165881Ja	WELL #3 - SISTER BAY	01/16/2026	430.63	430.63	01/29/2026		610
82350	WI PUBLIC SERVICE	0407165881Ja	WELL #3 - LGUD	01/16/2026	143.55	143.55	01/29/2026		610
82350	WI PUBLIC SERVICE	5794151817	STREET LIGHTS	01/28/2026	1,482.42	1,482.42	01/29/2026		100
82350	WI PUBLIC SERVICE	5802538511	MAINTENANCE BLDG	02/03/2026	221.58	221.58	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	FUTURE FACILITIES SITE	02/03/2026	19.42	19.42	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	VILLAGE HALL	02/03/2026	277.13	277.13	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	FIRE STATION	02/03/2026	1,377.53	1,377.53	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	ADMIN BLDG	02/03/2026	940.25	940.25	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	STREET LIGHTS	02/03/2026	408.74	408.74	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	PARKS	02/03/2026	270.06	270.06	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	SPORTS COMPLEX	02/03/2026	1,474.14	1,474.14	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	BIKE TRAIL LIGHTS	02/03/2026	108.07	108.07	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	SWALE PUMP	02/03/2026	52.13	52.13	02/06/2026		100
82350	WI PUBLIC SERVICE	5802538511	DOCKS	02/03/2026	2,530.75	2,530.75	02/06/2026		690
99999									
99999	ONE TIME VENDOR	Christian Pillat	REFUND MARINA WL DEPOSIT	01/26/2026	200.00	200.00	01/29/2026		690
99999	ONE TIME VENDOR	Julie Slovin SS	REFUND MARINA WL DEPOSIT	01/22/2026	200.00	200.00	01/22/2026		690
99999	ONE TIME VENDOR	Noah Rickun W	REFUND MARINA WL DEPOSIT	02/05/2026	200.00	200.00	02/06/2026		690
99999	ONE TIME VENDOR	Scott Andrich	REFUND MARINA WL DEPOSIT	01/14/2026	200.00	200.00	01/22/2026		690
99999	ONE TIME VENDOR	Tom Biermann	REFUND MARINA WL DEPOSIT	01/19/2026	200.00	200.00	01/22/2026		690
100091									
10009	BADGER METER INC	80226295	ORION CELLULAR UNITS-W	01/29/2026	60.64	60.64	02/06/2026		610
10009	BADGER METER INC	80226295	ORION CELLULAR UNITS-LGUD	01/29/2026	38.22	38.22	02/06/2026		610
10009	BADGER METER INC	80226295	ORION CELLULAR UNITS-WW	01/29/2026	105.23	105.23	02/06/2026		620
10009	BADGER METER INC	80226295	ORION CELLULAR UNITS-C	01/29/2026	12.49	12.49	02/06/2026		630
100241									
10024	CRANE ENGINEERING INC	508422-00	AERATOR SHAFT BEARING	01/29/2026	4,040.55	4,040.55	02/06/2026		620
100276									
10027	DIGGERS HOTLINE INC	260 1 38501 Pr	LOCATOR SERVICE	01/16/2026	441.55	441.55	01/22/2026		610
100411									
10041	Ferrellgas	1132499758	WWTP PROPANE	01/26/2026	1,565.30	1,565.30	02/12/2026		620
10041	Ferrellgas	1132592480	PROPANE PWB (OLD BLDG)	01/06/2026	1,007.16	1,007.16	02/06/2026		100
10041	Ferrellgas	1132612164	PROPANE FIRE STATION	01/07/2026	1,313.71	1,313.71	01/29/2026		100
10041	Ferrellgas	1132734140 A	PROPANE LIBRARY	01/19/2026	1,046.19	1,046.19	02/12/2026		100
10041	Ferrellgas	1132797513 A	VILLAGE HALL PROPANE	01/22/2026	776.82	776.82	02/12/2026		100
10041	Ferrellgas	2045936218	PROPANE- ICE RINK	12/26/2025	2,151.80	2,151.80	02/06/2026		100
10041	Ferrellgas	2045937998	PROPANE LIBRARY	12/26/2025	790.95	790.95	01/29/2026		100
10041	Ferrellgas	2046184023	PROPANE FIRE STATION	01/09/2026	619.75	619.75	01/29/2026		100
100491									
10049	HAWKINS INC	7307609	CHLORINE CYLINDER RENTAL	01/15/2026	10.00	10.00	01/22/2026		610

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100516									
10051	INNOVATIVE PRINTING LLC	40324	WATER METER HISTORY CARD	01/30/2026	30.00	30.00	02/12/2026		610
100541									
10054	ITU ABSORB TECH	8676007	RAGS- W	02/03/2026	7.05	7.05	02/06/2026		610
10054	ITU ABSORB TECH	8676007	WWTP LAUNDRY SERVICE	02/03/2026	82.92	82.92	02/06/2026		620
10054	ITU ABSORB TECH	8676007	RAGS- WW	02/03/2026	13.01	13.01	02/06/2026		620
10054	ITU ABSORB TECH	8676007	RAGS- C	02/03/2026	1.98	1.98	02/06/2026		630
100691									
10069	MIDWEST METER INC	0185217-IN	3/4" RUBBER GASKETS- 400EA,	01/21/2026	385.85	385.85	01/29/2026		610
10069	MIDWEST METER INC	0185379-IN	1" METER BASES-4EA,1" HRE L	01/27/2026	2,459.21	2,459.21	02/06/2026		610
100731									
10073	NCL OF WISCONSIN INC	531111	DETERGENT	01/28/2026	54.63	54.63	02/06/2026		620
100781									
10078	ONE TIME VENDOR	3240.02 OVER	OVERPAYMENT 3240.02	02/04/2026	214.84	214.84	02/06/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 7263.05	01/21/2026	363.23	363.23	01/22/2026		001
101207									
10120	DOOR COUNTY HARDWAR	1/31/2026 Acct	SCREWS/REPAIRS/MAINT-GEN	01/31/2026	25.98	25.98	02/06/2026		100
10120	DOOR COUNTY HARDWAR	1/31/2026 Acct	GEN SUPPLIES- PW	01/31/2026	9.18	9.18	02/06/2026		100
10120	DOOR COUNTY HARDWAR	1/31/2026 Acct	SHOP SUPPLIES- PW	01/31/2026	243.70	243.70	02/06/2026		100
10120	DOOR COUNTY HARDWAR	1/31/2026 Acct	CORDEXTN16/3 40/GLOVES -D	01/31/2026	74.96	74.96	02/06/2026		690
10120	DOOR COUNTY HARDWAR	502215Jan26	21090 ICE MELT-W	01/31/2026	34.66	34.66	02/06/2026		610
10120	DOOR COUNTY HARDWAR	502215Jan26	21356 SHOVEL-W	01/31/2026	10.88	10.88	02/06/2026		610
10120	DOOR COUNTY HARDWAR	502215Jan26	21324 SCREWS	01/31/2026	23.97	23.97	02/06/2026		610
10120	DOOR COUNTY HARDWAR	502215Jan26	21208 SHEAR PIN-W	01/31/2026	2.92	2.92	02/06/2026		610
10120	DOOR COUNTY HARDWAR	502215Jan26	K79280 HEATER	01/31/2026	29.99	29.99	02/06/2026		610
10120	DOOR COUNTY HARDWAR	502215Jan26	21461 THREAD SEAL TAPE	01/31/2026	13.77	13.77	02/06/2026		610
10120	DOOR COUNTY HARDWAR	502215Jan26	21090 ICE MELT-WW	01/31/2026	60.14	60.14	02/06/2026		620
10120	DOOR COUNTY HARDWAR	502215Jan26	21208 SHEAR PIN-WW	01/31/2026	5.07	5.07	02/06/2026		620
10120	DOOR COUNTY HARDWAR	502215Jan26	21356 SHOVEL-WW	01/31/2026	18.87	18.87	02/06/2026		620
10120	DOOR COUNTY HARDWAR	502215Jan26	21316 FILTER	01/31/2026	39.99	39.99	02/06/2026		620
10120	DOOR COUNTY HARDWAR	502215Jan26	21090 ICE MELT-C	01/31/2026	7.14	7.14	02/06/2026		630
10120	DOOR COUNTY HARDWAR	502215Jan26	21208 SHEAR PIN-C	01/31/2026	.60	.60	02/06/2026		630
10120	DOOR COUNTY HARDWAR	502215Jan26	21356 SHOVEL-C	01/31/2026	2.24	2.24	02/06/2026		630
101216									
10121	HYDROCORP	CI-10989	COMMERCIAL CROSS CONNEC	01/30/2026	444.79	444.79	02/12/2026		610
10121	HYDROCORP	CI-10989	COMMERCIAL CROSS CONNEC	01/30/2026	11.21	11.21	02/12/2026		610
1001175									
10011	ERIK LINCZMAIER	Erik L Reimb J	UNIFORM REIMB- PW- CANV PA	02/01/2026	27.49	27.49	02/06/2026		100
10011	ERIK LINCZMAIER	JAN 2026 Reim	UNIFORM REIMB- PW- JEANS-	01/19/2026	55.92	55.92	01/22/2026		100
1001199									
10011	SPECTRUM ENTERPRISE	104064501020	ADMIN- INTERNET	02/01/2026	160.00	160.00	02/12/2026		100
10011	SPECTRUM ENTERPRISE	171222601012	PARKS BLDG (OLD) INTERNET	01/21/2026	150.00	150.00	02/06/2026		100
10011	SPECTRUM ENTERPRISE	171227201012	INTERNET - VH	01/21/2026	180.00	180.00	01/29/2026		100
10011	SPECTRUM ENTERPRISE	171227501012	MARINA INTERNET	01/21/2026	330.00	330.00	02/06/2026		690
10011	SPECTRUM ENTERPRISE	171227501122	MARINA INTERNET	01/22/2026	303.65	303.65	01/22/2026		690
10011	SPECTRUM ENTERPRISE	258965801012	INTERNET- ICE RINK	01/21/2026	170.00	170.00	02/06/2026		100
10011	SPECTRUM ENTERPRISE	258990901012	WWTP INTERNET-W	01/21/2026	40.80	40.80	01/29/2026		610
10011	SPECTRUM ENTERPRISE	258990901012	WWTP INTERNET-WW	01/21/2026	70.80	70.80	01/29/2026		620
10011	SPECTRUM ENTERPRISE	258990901012	WWTP INTERNET-C	01/21/2026	8.40	8.40	01/29/2026		630
10011	SPECTRUM ENTERPRISE	258997301012	NEW PARKS BLDG INTERNET	01/21/2026	120.00	120.00	02/06/2026		100
10011	SPECTRUM ENTERPRISE	259300701012	ADMIN PHONES	01/21/2026	4.50	4.50	02/06/2026		100
10011	SPECTRUM ENTERPRISE	261157601012	WWTP INTERNET-W	01/21/2026	.51	.51	01/29/2026		610
10011	SPECTRUM ENTERPRISE	261157601012	WWTP INTERNET-WW	01/21/2026	.89	.89	01/29/2026		620
10011	SPECTRUM ENTERPRISE	261157601012	WWTP INTERNET-C	01/21/2026	.10	.10	01/29/2026		630
10011	SPECTRUM ENTERPRISE	261157701012	MARINA PHONE	01/21/2026	1.50	1.50	02/06/2026		690
10011	SPECTRUM ENTERPRISE	261157701122	MARINA PHONE	01/14/2026	1.50	1.50	01/22/2026		690
10011	SPECTRUM ENTERPRISE	261157901012	ICE RINK- PHONE	01/21/2026	.75	.75	02/06/2026		100

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10011	SPECTRUM ENTERPRISE	261158001012	NEW PARKS BLDG- PHONE	01/21/2026	1.50	1.50	02/06/2026		100
1001209									
10012	AMAZON CAPITAL SERVICE	17QT-73WP-7	WATER COOLER- ADMIN	01/16/2026	138.68	138.68	01/22/2026		100
10012	AMAZON CAPITAL SERVICE	1Y6L-XWM7-L	18X8.50-8 LAWN MOWER TIRE,	01/15/2026	89.99	89.99	01/29/2026		100
10012	AMAZON CAPITAL SERVICE	1Y6L-XWM7-L	PROMOTIONS & DISCOUNTS	01/15/2026	14.19-	14.19-	01/29/2026		100
10012	AMAZON CAPITAL SERVICE	1Y6L-XWM7-L	REALTRUCK BACKRACK HARD	01/15/2026	139.99	139.99	01/29/2026		100
10012	AMAZON CAPITAL SERVICE	1Y6L-XWM7-L	REALTRUCK BACKRACK ORIGI	01/15/2026	239.99	239.99	01/29/2026		100
10012	AMAZON CAPITAL SERVICE	1Y6L-XWM7-L	SHIPPING & HANDLING	01/15/2026	13.98	13.98	01/29/2026		100
10012	AMAZON CAPITAL SERVICE	1Y6L-XWM7-L	DOW SNAPSHOT 2.5 TG GRAN	01/15/2026	118.43	118.43	01/29/2026		100
10012	AMAZON CAPITAL SERVICE	1YXX-YCLP-F	OFFICE SUPPLIES-W	01/13/2026	20.24	20.24	01/22/2026		610
10012	AMAZON CAPITAL SERVICE	1YXX-YCLP-F	METER EXCHANGE TOOL BAG-	01/13/2026	97.00	97.00	01/22/2026		610
10012	AMAZON CAPITAL SERVICE	1YXX-YCLP-F	OFFICE SUPPLIES-WW	01/13/2026	35.12	35.12	01/22/2026		620
10012	AMAZON CAPITAL SERVICE	1YXX-YCLP-F	NITRILE GLOVES-WWTP LAB	01/13/2026	149.88	149.88	01/22/2026		620
10012	AMAZON CAPITAL SERVICE	1YXX-YCLP-F	OFFICE SUPPLIES-C	01/13/2026	4.17	4.17	01/22/2026		630
1001236									
10012	CONWAY OLEJNICZAK & JE	12/31/25 State	VILLAGE MATTERS	01/01/2026	1,909.00	1,909.00	01/22/2026		100
10012	CONWAY OLEJNICZAK & JE	12/31/25 State	GEOCARIS ISSUE	01/01/2026	112.50	112.50	01/22/2026		100
10012	CONWAY OLEJNICZAK & JE	12/31/25 State	SAGE BARUTH CASE	01/01/2026	850.50	850.50	01/22/2026		100
10012	CONWAY OLEJNICZAK & JE	12/31/25 State	ANSCHULTZ ISSUE	01/01/2026	157.50	157.50	01/22/2026		100
10012	CONWAY OLEJNICZAK & JE	12/31/25 State	DEVILEY DEVELOPMENT AGRE	01/01/2026	495.00	495.00	01/22/2026		100
10012	CONWAY OLEJNICZAK & JE	12/31/25 State	LIBERTY GROVE/WWTP MATTE	01/01/2026	360.00	360.00	01/22/2026		620
10012	CONWAY OLEJNICZAK & JE	12/31/25 State	MARINA MATTER	01/01/2026	562.50	562.50	01/22/2026		690
10012	CONWAY OLEJNICZAK & JE	Statement# 65	VILLAGE MATTERS	01/31/2026	360.00	360.00	02/12/2026		100
10012	CONWAY OLEJNICZAK & JE	Statement# 65	VILLAGE MATTERS -DC SHERIF	01/31/2026	83.00	83.00	02/12/2026		100
10012	CONWAY OLEJNICZAK & JE	Statement# 65	ANSCHULTZ ISSUE	01/31/2026	90.00	90.00	02/12/2026		100
10012	CONWAY OLEJNICZAK & JE	Statement# 65	HALLBROOK DEV AGREEMENT	01/31/2026	382.50	382.50	02/12/2026		100
10012	CONWAY OLEJNICZAK & JE	Statement# 65	GEOCARIS DEED RESTRICTIO	01/31/2026	810.00	810.00	02/12/2026		100
10012	CONWAY OLEJNICZAK & JE	Statement# 65	ZONING MATTER	01/31/2026	157.50	157.50	02/12/2026		100
10012	CONWAY OLEJNICZAK & JE	Statement# 65	LIBERTY GROVE/WWTP MATTE	01/31/2026	2,160.00	2,160.00	02/12/2026		620
1001238									
10012	ADVANCE AUTO PARTS	MAR 2547443	OIL/FILTERS/HYDRAULIC	12/31/2025	638.87	638.87	01/22/2026		100
1001239									
10012	MEGAN BARNES	1.26 Barnes Mil	MILEAGE REIMBURSEMENT- W	01/21/2026	50.78	50.78	01/22/2026		610
10012	MEGAN BARNES	1.26 Barnes Mil	MILEAGE REIMBURSEMENT- W	01/21/2026	88.12	88.12	01/22/2026		620
10012	MEGAN BARNES	1.26 Barnes Mil	MILEAGE REIMBURSEMENT- C	01/21/2026	10.45	10.45	01/22/2026		630
1001247									
10012	WISCONSIN DNR	Blok Groundwa	W OPERATOR CERTIFICATION	01/14/2026	25.00	25.00	01/22/2026		610
10012	WISCONSIN DNR	Nelson WW Ex	NELSON WW EXAM 2026	01/15/2026	25.00	25.00	01/22/2026		620
10012	WISCONSIN DNR	Oakdale W Exa	OAKDALE W EXAM 2026	01/15/2026	25.00	25.00	01/22/2026		610
1001265									
10012	CATER PLUMBING LLC	12569	WINTERIZATION - OLD MAINT S	01/20/2026	1,113.93	1,113.93	01/29/2026		100
1001270									
10012	SCHARTNER IMPLEMENT	2098	DRIVE CHAIN	01/22/2026	40.00	40.00	01/29/2026		100
1001279									
10012	DOOR GUARD SECURITY	1637D	FS ALARM SYSTEM	02/01/2026	540.00	540.00	02/12/2026		100
1001288									
10012	WI SCTF	PR 01232026	CHILD SUPPORT - 01/23/2026 P	01/21/2026	262.61	262.61	01/22/2026		100
10012	WI SCTF	PR 02062026	CHILD SUPPORT - 02/06/2026 P	02/02/2026	262.61	262.61	02/06/2026		100
1001304									
10013	FIRST UNUM LIFE INSURAN	February 2026	LTD INSURANCE FEBRUARY 20	01/16/2026	356.81	356.81	01/22/2026		100
1001305									
10013	TOWN WEB DESIGN LLC	9753	WEBSITE HOSTING AND DESIG	01/01/2026	4,400.00	4,400.00	02/06/2026		100
1001320									
10013	MCMAHON ASSOCIATES IN	942083	WWTP FEASABILITY STUDY	02/02/2026	2,890.00	2,890.00	02/12/2026		620
1001335									
10013	HUMAN RESOURCES CON	18110	HR CONSULTING	01/04/2026	480.00	480.00	01/29/2026		100
10013	HUMAN RESOURCES CON	18224	HR CONSULTING-CALLS/ EMAIL	02/03/2026	400.00	400.00	02/06/2026		100

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format
Report dates: 1/1/2026-12/31/2026Page: 8
Feb 13, 2026 10:12AM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001344									
10013	DOOR COUNTY CLERK OF	23FA62-PR012	01/23/2026 PAYROLL WITHHOL	01/21/2026	25.00	25.00	01/22/2026		100
10013	DOOR COUNTY CLERK OF	23FA62-PR020	02/06/2026 PAYROLL WITHHOL	02/04/2026	25.00	25.00	02/06/2026		100
1001346									
10013	SISTER BAY BP	DEC 2025	VILLAGE GAS	02/05/2026	74.46	74.46	02/06/2026		100
10013	SISTER BAY BP	DEC 2025	UTIL GAS - W	02/05/2026	18.81	18.81	02/06/2026		610
10013	SISTER BAY BP	DEC 2025	UTIL GAS - WW	02/05/2026	34.68	34.68	02/06/2026		620
10013	SISTER BAY BP	DEC 2025	UTIL GAS - C	02/05/2026	5.29	5.29	02/06/2026		630
10013	SISTER BAY BP	JAN 2026	VILLAGE GAS	02/05/2026	306.87	306.87	02/06/2026		100
1001347									
10013	Rae-Cor Distributing	057660	ICE MELT THAW MASTER ICEB	01/19/2026	479.76	479.76	01/29/2026		100
1001349									
10013	TIMECLOCK PLUS LLC	INV00455775-	TIMEKEEPING SOFTWARE - AD	01/22/2026	255.95	255.95	01/22/2026		100
10013	TIMECLOCK PLUS LLC	INV00455775-	TIMEKEEPING SOFTWARE - DP	01/22/2026	358.33	358.33	01/22/2026		100
10013	TIMECLOCK PLUS LLC	INV00455775-	TIMEKEEPING SOFTWARE - UTI	01/22/2026	81.90	81.90	01/22/2026		610
10013	TIMECLOCK PLUS LLC	INV00455775-	TIMEKEEPING SOFTWARE - UTI	01/22/2026	151.02	151.02	01/22/2026		620
10013	TIMECLOCK PLUS LLC	INV00455775-	TIMEKEEPING SOFTWARE - CO	01/22/2026	23.03	23.03	01/22/2026		630
10013	TIMECLOCK PLUS LLC	INV00455775-	TIMEKEEPING SOFTWARE - MA	01/22/2026	153.57	153.57	01/22/2026		690
1001361									
10013	Innovative Public Advisors LL	25-134	VILLAGE ADMINISTRATOR REC	02/11/2026	266.27	266.27	02/12/2026		100
1001364									
10013	MetLife	Cust#268973S	VISION 2/2026	02/06/2026	160.06	160.06	02/06/2026		100
1001366									
10013	Julie Thyssen	Reimb Flowers	JULIE SCHMELZER RETIREME	01/26/2026	159.00	159.00	01/29/2026		100
10013	Julie Thyssen	Reimb Flowers	FILE DEVILEY DEV AGREEMEN	01/26/2026	30.45	30.45	01/29/2026		100
10013	Julie Thyssen	Reimb Flowers	PICKUP FIDO AT DC COURTHO	01/26/2026	30.45	30.45	01/29/2026		100
1001369									
10013	Dumman Appraisal Group, LL	1916	APPRAISAL 2383 MAPLE DR- A	01/26/2026	2,500.00	2,500.00	02/12/2026		100
Grand Totals:					1,949,152.76	1,949,152.7			

Dated:

Feb 13, 2026

Staff:

Volodymyr GANAR

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 01/17/2026-02/13/2026

Please follow the link below for more reports:

<https://acrobat.adobe.com/id/urn:aaaid:sc:VA6C2:31610adc-0a13-475c-bcf9-ceac9c915949>



COMMITTEE REPORTS

Date: February 17, 2026

To: Village Board

Re: February 2026

Author: Sarah Bertges, Administrative Assistant/Deputy Treasurer

Committee reports for the month are included in the following link(s):

- [Finance Committee](#)
- [Library Committee](#)
- [Marina Committee](#)
- [Parks Committee](#)
- [Plan Commission](#)
- [Utility Committee](#)