



FINANCE COMMITTEE MEETING

MONDAY, FEBRUARY 23, 2026 – 2:00 PM

Sister Bay Liberty Grove Fire Station – 2258 Mill Road

To access the meeting electronically, click:

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

Meeting ID: 443 990 1723 Passcode: 304078

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

[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 (Zoom Participants Mute Devices)
2. Roll Call
3. Approve Agenda
4. Approve Meeting Minutes:
 - a) February 9, 2026 – Regular Meeting
5. Comments, Correspondence, and Concerns from the Public
6. Discussion/Action Items
 - a) 2026 Budget; Review Allocation for SAIL
 - b) Hwy-57 Trail-Utilities Infrastructure Discussion
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
 - a) TIF Incentive Policy
8. Next Meeting
 - a) Monday, March 9, 2026 at 2:00 PM
9. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Benjamin Andrews, Village Administrator, at administrator@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118; (FAX) 854-9637; or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review online.

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

1 **FINANCE COMMITTEE MEETING MINUTES**

2 **Monday, February 9, 2026, 2:00 PM**

3 **(Unapproved)**

4
5 **1. Call to Order & Roll Call**

6 Chairperson Bhirdo called the Finance Committee meeting to order on Monday, February 9, at 2:00 PM.

7
8 Present: Chairperson Denise Bhirdo, and members Louise Howson, Brigid White, Mike Laszkiewicz, and
9 Andy Woerfel

10
11 Staff: Administrator Benjamin Andrews, Financial Specialist/Treasurer Vlad Gannik, Village Clerk Julie
12 Thyssen

13
14 Other: Nick Deviley

15
16 **2. Approve Agenda**

17 *Motion by Laszkiewicz, second by White to approve the agenda as presented. Motion carried-all ayes.*

18
19 **3. Approve Meeting Minutes: August 25, 2025**

20 Discussion centered on clarifying the October 13, 2025, minutes. Howson questioned the attribution of
21 the waterfront museum rent explanation, suggesting White may have presented this information instead
22 of herself. The committee agreed to ask staff to verify the correct attribution.

23 Laszkiewicz noted two discussions from the previous meeting were missing from the minutes: 1) The audit
24 of cash reserves being worked on with Baird, and 2) Discussion regarding the \$3.1 million bond for fiber
25 optic and reallocation options. It was clarified that the fiber optic bond discussion and recommendation
26 were included in the minutes on page 3.

27 Discussion ensued regarding the allocation of \$5,000 from the undesignated balance fund for legal
28 consultation on deed restrictions and housing models. Andrews confirmed he would review prior history
29 and follow up.

30 *Motion by Laszkiewicz, seconded by White to approve the October 13, 2025 minutes with clarification on*
31 *the waterfront museum rent explanation attribution. Motion carried - all ayes.*

32 **Comments, Correspondence and Concerns from the Public**

33 No public comments were received.

34 **Discussion/Action Items**

35 **a. 2026 Budget; Review Allocation for SAIL**

36 Andrews reported on the review of the SAIL line item in the 2026 operating budget. No documentation
37 was found that specifically tied the contribution to other communities' commitments. The committee
38 concluded that the \$10,000 budgeted for SAIL should remain as allocated, but directed staff to contact
39 other communities and SAIL to determine their contribution amounts to inform future budget discussions.

1 Andrews to contact other communities and SAIL regarding their contribution amounts.

2 **b. 2025 Invoice(s) Review; Baird**

3 Andrews presented a summary of Baird invoices from 2025, totaling approximately \$16,000. The
4 committee expressed concern about the lack of detail in Baird's invoices, noting that they do not specify
5 hours worked or services provided. Gannik explained that Baird's contract is for up to 80 hours at \$20,000,
6 and the \$1,500 charge was for a dissemination agreement required for bond rating.

7 Staff to request more detailed invoices from Baird in the future, including hours worked and specific
8 services provided.

9 **c. 2025 Budget Amendment**

10 Gannik presented the 2025 budget amendment proposal designed to ensure each cost center does not
11 exceed \$5,000 in over-budget expenses, in compliance with internal policies. Overall, the village
12 anticipates a surplus of approximately \$150,000 before TID transfers.

13 The committee discussed several variances, including under-budget electric and gas expenses at the fire
14 station, under-spent street maintenance, and storm sewer maintenance. Laszkiewicz requested an
15 investigation into accounting practices for utility bills, particularly when bills are delayed.

16 The committee agreed that future budgets should include better documentation and worksheets for line
17 items tied to specific activities. Staff to review accounting practices for delayed utility bills with the
18 auditor.

19 *Motion by White, seconded by Laszkiewicz to recommend the budget amendments to the Board as*
20 *presented. Motion carried - all ayes.*

21 **d. TIF Incentive Policy**

22 Andrews presented information on Tax Incremental Financing (TIF) policies, noting that the TID 2 project
23 plan states that if developer incentives are offered, the village would need to establish a policy. He
24 provided examples from other communities, including New Berlin, Town of Ledgeview, Village of Dane,
25 Village of McFarland, and Village of Oregon.

26 The committee agreed that a formal TIF policy is necessary, with Laszkiewicz highlighting that the New
27 Berlin policy was particularly comprehensive. Discussion focused on the importance of including a "but
28 for" test, transparency requirements, and financial scrutiny of developers. Laszkiewicz requested a
29 workshop on TID to better understand the process, allocations, and formulas. Woerfel suggested bringing
30 in someone with TID expertise to provide detailed guidance.

31 Staff directed to draft a TIF policy based on examples provided and committee input, for future committee
32 review.

e. Deviley TIF Incentive Request

Deviley presented background on his housing development project and discussions regarding potential TIF funding. He expressed concerns about transparency and consistency in the process, noting that initial conversations had occurred with the previous administrator.

The committee reviewed updated information confirming the property is within TID 2. Andrews presented a financial analysis based on an assumed \$23 million in new assessed value, which would generate approximately \$1.4 million in increment. Using a pay-as-you-go approach at 50% over six years would total about \$711,000 in potential incentives.

The committee acknowledged they could not make decisions on the request until a formal TIF policy is established, but agreed to continue the conversation as policy development progresses.

Andrews to contact Michelle Lawrie from Door County Economic Development regarding low-interest loan options for infrastructure development.

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

Adjourn

Motion by Bhirdo, seconded by Howson to adjourn at 4:05 PM. Motion carried - all ayes.

Minutes Submitted by Julie Thyssen, Village Clerk



STAFF REPORT

Date: February 23, 2026

To: Finance Committee
Re: 2026 Budget; Review Allocation for SAIL
Author(s): Benjamin Andrews, Village Administrator

Village Staff conducted research on donations from Municipalities in Door County to Senior Advocacy for Independent Living (SAIL) at the direction of the Finance Committee; here is a summary of the results:

Unit of Local Government:	Donation:
Door County	\$0.00
City of Sturgeon Bay	\$0.00
Village of Egg Harbor	\$0.00
Village of Ephraim	\$0.00
Village of Forestville	\$0.00
Village of Sister Bay	\$10,000.00
Town of Baileys Harbor	\$0.00
Town of Brussels	\$0.00
Town of Clay Banks	\$0.00
Town of Egg Harbor	\$0.00
Town of Forestville	\$0.00
Town of Gardner	\$0.00
Town of Gibraltar	\$0.00
Town of Jacksonport	\$0.00
Town of Liberty Grove	\$10,000.00
Town of Nasewaupee	\$0.00
Town of Sevastopol	\$0.00
Town of Sturgeon Bay	\$0.00
Town of Union	\$0.00
Town of Washington	\$0.00

SAIL's mission is to improve the quality of life for older adults in Baileys Harbor, Ephraim, Liberty Grove, and Sister Bay by connecting them with available services.

*Only Liberty Grove and Sister Bay donated



STAFF REPORT

Date: February 10, 2026

To: Sewer and Water Utility Committee

Re: STH 57 Trail Utilities Infrastructure

Author(s): Megan Barnes, Utilities Director & Ben Andrews, Village/Zoning Administrator

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

POLICY ISSUE(S)

“Should the Sewer and Water Utilities Committee recommend the Village Board approve an additional sewer and water utilities extension that was unbudgeted in 2026 along the STH 57 Trail Project to proactively install the underground utilities before the trail installation?”

BACKGROUND INFORMATION

In 2025, the Village of Sister Bay (“Village”) received Transportation Alternative Program (TAP) funding for the construction of a multi-use trail along Hwy 57, from Hwy 42 to Northwoods Drive. Based on the current construction schedule, the multi-use trail is anticipated to be constructed in Fall 2026.

Currently, the water and sewer service area on STH 57 ends at the Eagle Mechanical development, which is under construction. This development is currently the southernmost service connection in the Village.

There is an opportunity for the Village to extend utilities in the right-of-way (ROW) before the 57 Multi-Use Trail project is constructed; however, it would be a significant investment in Village infrastructure.

If the infrastructure was not extended prior to the start of the 57 Multi-Use Trail project, the Village would be left with two (2) alternatives for extending in the future:

- 1.) Disturb/damage the trail for installation of the utility extensions, OR
- 2.) Relocate the utilities (outside of the ROW), which would be costly and time-consuming due to the acquisition involved.

See Project Location:



PRIOR ACTION/REVIEW

In 2026, the Village budgeted water and sewer extension to expand the service across STH 57 to the Deviley and Patio properties located just off the STH 57 and Orchard Dr intersection, as well as an extension going south of the recently installed Eagle Mechanical Development main to reach the Woerfel property on STH 57.

South of the Woerfel property, the ability to achieve gravity sanitary sewer flow is lost due to the significant elevation change. Because of the elevation, a lift station will be required to service the sanitary sewer flow from any of the southern parcels.

It was proposed to install the infrastructure in a phased approach, with the water and gravity sanitary sewer extension budgeted for 2026 being phase 1. In 2027, it would be budgeted to continue with phase II to install the water and sanitary sewer infrastructure that would serve the remainder of the lots that could not be served by gravity sanitary sewer collection on the west side of STH 57 that are north of the Northwoods Dr intersection, with a lift station being placed on the corner of Northwoods Dr and STH 57.

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|-----------------------------|
| 1. Is There a Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Partially</u> |
| 3. If Budgeted, Where: | <u>Water and Collection</u> |
| 4. Amount: | <u>See Estimate</u> |

Expenditures		
610-49000-000-000	OTHER FINANCING SOURCES	
610-49300-000-000	CAPITAL CONTRIBUTIONS WATER	400,000

Expenditures		
630-49000-000-000	OTHER FINANCING SOURCES	
630-49300-000-000	CAPITAL CONTRIBUTIONS	250,000

If the utility extensions were approved, the following (of combination of) funding alternatives could be utilized:

1. Special Assessment for Property Owners
2. Tax Incremental Financing
3. Long-Term Debt (Revenue/Utility)
4. Long-Term Debt (General Obligation)
5. Reserve Funds

Input from Professional Services:

Baird advised the Village to delay the lift station installation until 2027 to allow for better planning and inclusion in the next budget cycle. They outlined three potential funding strategies: implementing a special assessment for adjacent property owners; reallocating broadband loan proceeds to cover water, sewer, and lift station costs; and issuing a revenue bond supported by multiple sources, such as utilities, TID #2, and the general fund.

Additionally, **REL** provided input that special assessments could recover part of the lift station cost by evaluating the ultimate service area and applying deferred assessments for properties that benefit later, though this approach becomes more complex if the service area extends beyond municipal boundaries.

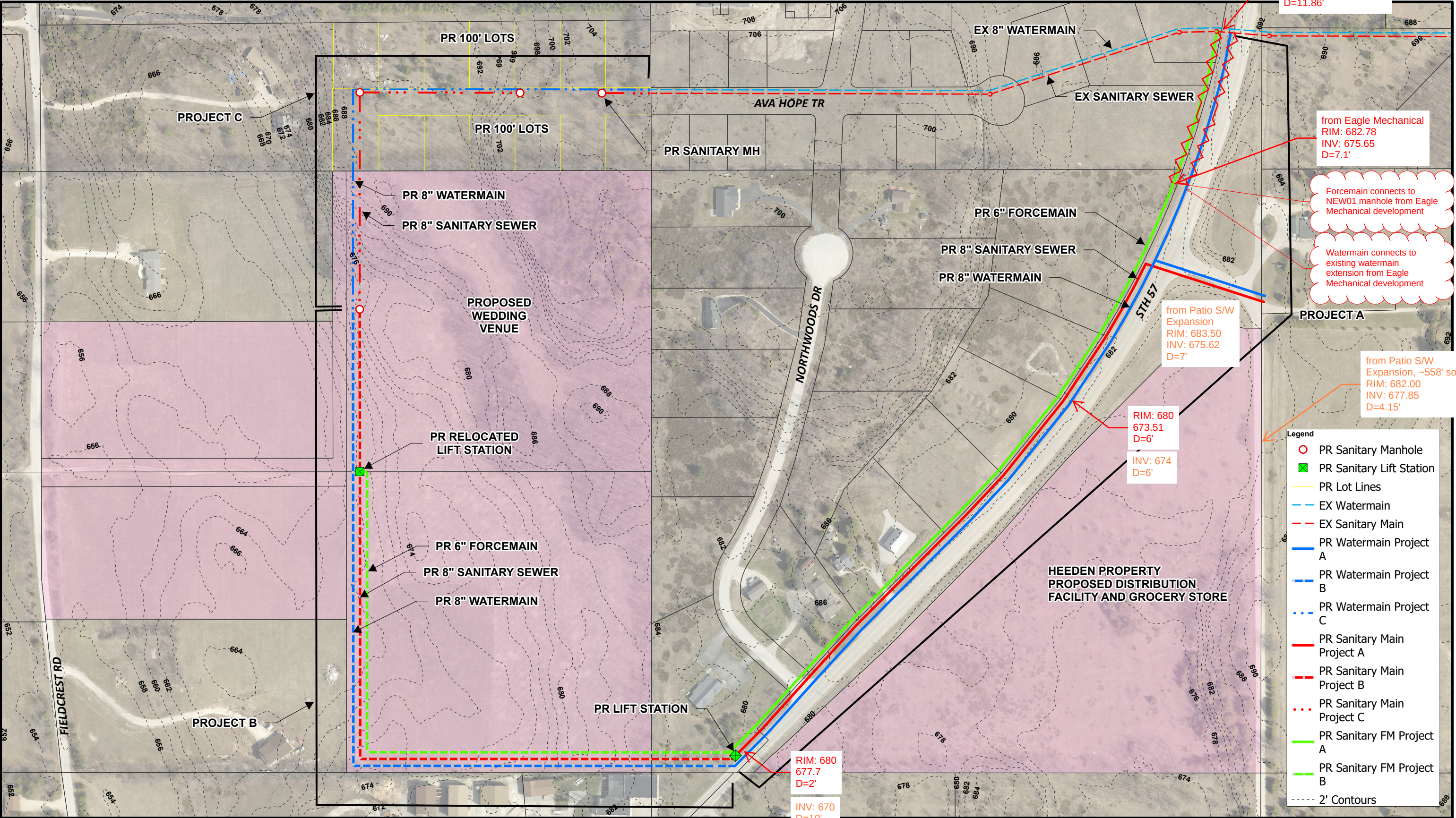
POLICY ALTERNATIVE(S)

The Sewer and Water Utility Committee could take the following actions:

- Recommend Approval to Village Board
- Recommend Rejection to Village Board
- Postpone (Seek Add' Information)

ATTACHMENT(S)

- Water and Sewer Extension Map
- Engineer's Opinion of Probable Cost

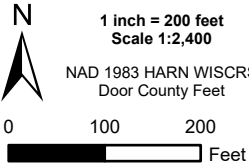


STH 57 SEWER AND WATERMAIN EXTENSION
VILLAGE OF SISTER BAY
DOOR COUNTY, WI

DATE: 1/18/2018

JOB: 0282050

DRAWN: PFO



Source: Robert E. Lee & Associates, Inc.
ESRI, Door County

Disclaimer: Robert E. Lee & Associates, Inc. makes every effort to ensure this map is free of errors but does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use. Robert E. Lee & Associates, Inc., provides this map without any warranty of any kind whatsoever, either expressed or implied.



Robert E. Lee & Associates, Inc.
Engineering • Surveying • Environmental Services

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(920) 662-9641 www.releeinc.com

OPINION OF PROBABLE COST

OWNER Village of Sister Bay
PROJECT STH 57 Sanitary Sewer & Watermain Extension
DATE 1/12/2026

STH 57 (Orchard Drive to Northwoods Drive) Project A of Attached Map					
Item	Description	Unit	Qty.	Unit Price	Total Price
1	All Erosion Control Items	LS	1	\$ 5,000.00	\$ 5,000
2	Temporary Traffic Control	LS	1	\$ 30,000.00	\$ 30,000
3	Site Clearing and Grubbing	LS	1	\$ 15,000.00	\$ 15,000
3	Earthwork, rock excavation, sanitary sewer	CY	1800	\$ 25.00	\$ 45,000
4	Earthwork, rock excavation, watermain	CY	1000	\$ 25.00	\$ 25,000
6	Earthwork, rock excavation, forcemain	CY	900	\$ 25.00	\$ 22,500
8	Pavement Restoration, STH 57	SY	120	\$ 40.00	\$ 4,800
9	Pavement Restoration, Orchard Drive & Northwoods Drive	SY	500	\$ 50.00	\$ 25,000
10	Landscaping Topsoil, Fertilize, Seed, and Temporary Erosion Control Blanket	SY	9000	\$ 6.00	\$ 54,000
11	Water main pipe, PVC C-900, 8-Inch	LF	1900	\$ 60.00	\$ 114,000
12	Water hydrant lead, PVC C-900, 6-Inch	LF	45	\$ 180.00	\$ 8,100
13	Water main fire hydrant	EA	3	\$ 6,500.00	\$ 19,500
14	Water main resilient wedge gate valve, 8-Inch	EA	4	\$ 3,000.00	\$ 12,000
15	Water main resilient wedge gate valve, 6-Inch	EA	3	\$ 2,000.00	\$ 6,000
16	Water service corporation, Curb Stop and Box, 1-Inch	EA	6	\$ 700.00	\$ 4,200
17	Water service, HDPE, 1-Inch	LF	90	\$ 30.00	\$ 2,700
18	Sanitary sewer pipe SDR 35 PVC, 8-Inch	LF	1700	\$ 70.00	\$ 119,000
18	Sanitary force main pipe, PVC C-900, 6-Inch	LF	1600	\$ 50.00	\$ 80,000
19	Sanitary sewer laterals, PVC, 4-Inch	LF	90	\$ 45.00	\$ 4,050
20	Sanitary Sewer manholes, 48-Inch	VF	60	\$ 1,200.00	\$ 72,000
21	Lift Station	LS	1		\$ -
				SUBTOTAL	\$ 667,850
Contingency (20%)				20%	\$ 133,570
				TOTAL CONSTRUCTION	\$ 801,420
Engineering (15%)				15%	\$ 120,213
				PROJECT TOTAL*	\$ 921,633

*Cost does not include lift station or land acquisition.