



VILLAGE BOARD MEETING
TUESDAY, MARCH 24, 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) February 17th, 2026
- 4. Comments, Correspondence, and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
- 5. Ordinances & Resolutions: N/A
- 6. Discussion/Action Items
 - a) Approve Open Book & Board of Review Dates
 - b) Marina Commercial Contract – Change of Ownership
 - c) Village Appointment
 - d) Current Administration Building; Impact on Road Reconstruction Project
 - e) WWTF Facility Plan - Recommendation for Adoption
 - f) Non-Potable Reuse System - Expansion Tanks WWTP
 - g) By-Law Review; Trustee By-Laws
 - h) 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

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, February 17, 2026
(Approval Pending)

1. Call to Order & Roll Call

President Bell called the meeting to order at 6:00 PM on Tuesday, February 17, 2026.

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

Staff: Village Administrator Benjamin Andrews, Finance Specialist/Treasurer Vlad Gannik, Village Clerk Julie Thyssen. Zoom: Utilities Director Megan Barnes, Marina Manager Dave Lienau and Assistant Marina Manager Sam Jordan.

Others: Laural Harff, Terry Wolf, Sophie Parr, Jill Wiese, Rick Dahlstrom, Skip Heidler, Lissa Parr, Amanda Accardi. Zoom: Ellie Soderberg Guger, John Lijewski, Michael, Sarah Bertges.

2. Approve Agenda

Motion by Howson, seconded by Harff to approve the agenda as presented. Motion carried - all ayes.

3. Approve Meeting Minutes

a. January 20, 2026

Motion by Howson, seconded by Harff to approve the minutes as presented. Motion carried - all ayes.

4. Comments, Correspondence, and Concerns from the Public

Representatives from Door County Trails presented information about their comprehensive countywide trail transportation network initiative. They are developing a high-level strategic plan connecting communities throughout Door County and will be asking municipalities to review a draft plan in late March with the goal of collecting resolutions of support from all 19 municipalities by May. They requested that Sister Bay appoint two municipal liaisons to interact with Door County Trails. The organization will send a survey link for distribution.

5. Ordinances & Resolutions

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

The Board discussed proposed amendments to Chapter 66 of the Municipal Code that had been previously reviewed by the Planning Commission. Concerns were raised about the restriction on string lights that would prohibit white Christmas lights. The Board determined that section 66.0809 item 4 regarding string lights was overly restrictive.

Motion by White, seconded by Allison to approve the zoning amendments as presented with the removal of item 4 in section 66.0809 regarding string lights. Motion carried 4-2 with Harff and Bell opposed.

b. Res. 2026-001; 2025 Budget Amendment and Year-End Review of Finances

Treasurer Gannik explained that budget amendment was necessary to reallocate funds between categories while maintaining a net-zero impact on the overall budget. This proactive approach would avoid having auditors make these corrections later at additional cost.

Motion by White, seconded by Bell to adopt Resolution 2026-001 approving the 2025 budget amendment. Motion carried - all ayes.

6. Discussion/Action Items**a. Lease Agreement; Marina Boathouse; Historical Society; 10697 Bay Shore Drive**

The Board reviewed three payment options for the lease agreement with the Historical Society. After discussion of the financial implications of each option, the Board determined the compound CPI percentage option was most appropriate as it had been recommended by both the Finance Committee and Marina Committee.

Motion by Howson, seconded by Champeau to approve the lease agreement using the compound CPI percentage formula subject to final review and approval by legal counsel. Motion carried 5-1 with Bhirdo opposed.

b. Operational Agreement; Waterfront Museum; Historical Society; Marina Boathouse at 10697 Bay Shore Drive

The Board discussed the operational agreement which required minor revisions to match the surrender and termination language in the lease agreement.

Motion by Bell, seconded by White to approve the operational agreement with modifications to include revised surrender and termination language consistent with the lease agreement. Motion carried - all ayes.

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

Andrews explained that Geotechnical Engineering Services are necessary for the marina building project to ensure proper foundation design. The proposed cost of \$4,825 falls within the anticipated budget range and would be covered under the marina's building maintenance fund.

Motion by Howson, seconded by White to accept PSI's proposal for Geotechnical Engineering Services as presented. Motion carried - all ayes.

d. By-Law Review; Committee By-Laws

The Board conducted a review of the committee bylaws. Several amendments were discussed including:

- Adding a date for budget submission in section 7
- Clarifying language regarding attendance at executive sessions
- Updating the finance director title to village treasurer throughout the document
- Removing the time limitations on the Parking Task Force and Holiday Lighting Task Force
- Disbanding the Village Administration Building Review Task Force which has completed its mission

The Board agreed to bring back the revised bylaws for formal approval at a future meeting.

e. Hwy 57 Trail Project; Proposed Contract Amendment Nos. 2 and 3; Robert E. Lee and Associates

Andrews presented contract amendments for the Highway 57 Trail project totaling \$48,500, which would bring the total engineering services cost to approximately \$122,000. The amendments include wetland delineation, hazardous material assessments, right-of-way plans for 12 parcels, and ADA compliant crossings. The Board discussed concerns about landowner notifications regarding easements and agreed that communication with property owners should be prioritized before offering payments.

Motion by White, seconded by Bell to approve contract amendment numbers 2 and 3 for the Highway 57 Trail project. Motion carried - all ayes.

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

The owner of Blush Bridal Salon explained that the business provides a bridal suite where hair and makeup services are performed. The wine license would allow them to offer mimosas to bridal parties while they prepare for weddings.

Motion by White, seconded by Howson to approve the Class "C" Wine License for Blush Bridal Salon. Motion carried - all ayes.

g. Monthly Financial Report & Appropriations

The Board reviewed monthly expenditures. Questions were raised about United Airlines tickets (for marina conference), website hosting fees, and ongoing attorney fees related to a previous issue.

Motion by Bell, seconded by White to approve payment of bills in the amount of \$204,615.58. Motion carried - all ayes.

7. Staff Reports

Andrews provided updates on:

- Triangle reconstruction project progress with the Parks Committee
- Highway 57 Trail project timeline
- Future administration building on Mill Road and upcoming public informational meeting on March 2
- Pickleball policy updates including new reservation limitations and increased court fees
- Facility rental fees for nonprofits
- TIF incentives policy development
- Highway 57 utility extension project review by Finance Committee

8. Committee Reports

The Board reviewed reports from all committees. Questions were raised about pending items including:

- DNR clarification on park encumbrances
- Fiber optic bond recommendation from Finance
- Bus grant update status

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

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

Logerquist property maintenance to be referred to Parks Committee. Fiber optic bond recommendation to be discussed in closed session at an upcoming Finance Committee meeting.

10. Next Meeting

The Board agreed to move the next meeting from March 17th to March 24th at 6:00 PM due to Spring Break schedules. The Planning Commission meeting will be moved to March 31st.

11. Adjourn

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

Meeting minutes by Julie Thyssen, Village Clerk



STAFF REPORT

Date: March 24, 2026

Open Book and Board of Review

Author: Julie Thyssen, Village Clerk

BACKGROUND INFORMATION: Open Book is an annual opportunity for property owners to meet with the assessor and discuss the current valuation of their property. This meeting does not require participation by the Trustees, and it is left to the assessor to conduct this session with the taxpayers and schedule any individual follow-up as necessary. The assessor has requested that the **2026 Open Book Session be held over the phone on Tuesday, May 12, 2026 from 9:00 AM to 11:00 PM.**

Board of Review is a mandatory, minimum 2-hour session to meet with anyone who files an objection to their property assessment. **Board of Review** takes place a minimum of 7 days after the assessment roll is available for examination, and the Village Assessor has **Wednesday, May 27 from 6:00 PM to 8:00 PM** as the meeting date. It will be held at the sister Bay Liberty Grove Fire Station

REMINDER: Wis. Stats 70.46(4) requires that at least **one voting member of the Board of Review must be trained each year**, prior to the first meeting of the Board of Review. Online training opportunities will be shared with the Trustees as they are made available. In prior years, staff have purchased a training video and then presented it to trustees at a mutually agreed upon time. While only one member is required to take training, it is recommended that any new trustees participate in training prior to the Board of Review.

RECOMMENDATION: That the Village Board approve the dates for the 2026 Open Book and Board of Review as recommended by the Village Assessor, Action Appraisers May 12 and May 27, 2026



SISTER BAY MARINA
COMMERCIAL VENDOR AGREEMENT
2023-2027

The undersigned, individually and on behalf of the Commercial Vendor (the "Lessee"), jointly and severally agree to enter into the following agreement with the Village of Sister Bay, a municipality located in Door County, Wisconsin, P.O. Box 769, Sister Bay, WI 54234 (the "Village").

RECITALS

A. The Village, through its Village Board in the exercise of its authority over the Village Marina (the "Marina"), has established a Marina Committee (the "Committee"), for certain matters relating to the Marina, including this Contract (the "Agreement"), in order to protect the health, safety and welfare of the public that in part includes benefit to the entire community by the stimulation of economic activity in the private sector and improving the quality of life and recreational opportunities by allowing anyone interested, access to the waters of Sister Bay.

B. The Committee has established requirements for the operation of the Marina, as set forth in this instrument and attachments, as may be changed from time to time during the term of this Agreement as set forth below (the "Requirements").

C. Lessee, jointly and severally, agrees to all requirements as may be changed from time to time, and executes this Lease in agreement with its provisions.

NOW, THEREFORE, on the later of both (i) the Lessee's execution of this Agreement with such Attachment, and (ii) the Committee's granting of this Lease, the following provisions shall be applicable to and are agreed to by the Lessee:

1. Identification of Village, Commercial Vendor, Boat and Commercial Vendor Services. The "Village" shall mean and include the Village and all of its organizational bodies, including the Village Board and Committees, as well as all of the Village employees and agents. In this Agreement the term "vessel" and "boat" are used interchangeably and herein referred to as "boat(s)". The Lessee, the boat(s), and Lessee services are as set forth on the attachments hereto, and, more specifically, those attachments shall set forth:

- a. The legal name or names, in the event of a partnership, and mailing address of the Lessee for the purposes of any notice;
- b. The name of the boat(s), if any, for which this Lease is obtained along with a description of the boat(s) (manufacturer, length, and other identifying description), as well as State and Federal identifying numbers, including the state of registration or licensing as applicable (hereinafter, the "Boat"); and,
- c. A description of services the Lessee will provide, in as much detail as may be required by the Committee.

2. Rates and Time of Payment. Please note that boat(s) with the ability to serve a high number of guests per day may be asked to pay a higher pump-out rate than other Lessees so as to cover the costs of sewage disposal. The rate for the first year of this Lease shall be the amount established by the Committee (the rate for 2023 is \$18,501.06, including tax). The Lessee shall pay for space furnished by the Village of Sister Bay in accord with the rates established by the Committee within 30 days of the date of invoice. The Village will provide the Lessee with two payment options.

1. Option 1 – Lessee will pay in full on or before May 1st of the season year. The Lessee will receive a 2 percent (2%) discount for selecting Option 1.

2. Option 2 – Lessee will pay the first half of the total amount due, as invoiced on or before May 1 of the season year, and the remainder of the invoice must be paid on or before August 1 of the season year. (The rate is the amount established by the Committee prior to the date the Village offers the Agreement to the Lessee; subsequent annual rates shall be set no later than December 31 of the year immediately preceding each calendar year during the term of the Lease or the rate shall default to the original rate offered in the Agreement.)

The Lessee shall negotiate a convenience fee with the adjacent Lessee who, as a courtesy, moves their boats so the Lessee subject to this Agreement can more readily access the dock slip assigned to him. Be advised the Village will not be party to the negotiations unless a convenience fee cannot be established or is not paid. If an arrangement cannot be made that is satisfactory to both parties, at that time the Marina Committee will intervene and establish a convenience fee.

3. Term. The term of this Lease is three (3) years, with an optional two (2) year extension if there have not been documented violations of the Agreement that have been presented to the Lessee, in writing, and not cured within a reasonable timeframe established by the Marina Manager. This Agreement shall commence as of the commencement date and shall be valid until October 31, 2025, or October 31, 2027, if the two-year extension is granted. The Term shall consist of calendar years, but the Lease for the boat(s) at the Marina is only for so much of each such calendar year that the Marina is open for boating, i.e., the boat(s) must be removed from the Marina for the winter off-season as established by the Marina Manager. Nothing in this Agreement should be construed to imply this Agreement will be renewed upon the end of the term. The Village reserves the right to not renew, renew, or modify the Agreement prior to offering a new Agreement.

4. Termination of Lease. Notwithstanding the terms set forth in this Agreement the Committee may terminate any Lease for cause, at any time without liability for the remainder of any term on not less than thirty (30) calendar days' notice to the Lessee.

5. Lessee Early Termination. If a new rate or time of payment is made by the Committee, the Lessee shall have until January 31 of the year immediately following the date the new rate has been established to notify the Village of the Lessee's election not to continue this Lease for the remainder of the term. The Lessee will be responsible for contacting the Village after the deadline to obtain notice of any changes. Failure of the Lessee to notify the Village in a manner such that

the Village receives the notice by January 31 shall be the Lessee's agreement to continue this Lease and pay the new rate at such new time or times until the Lease is terminated by the Village. In addition, the Lessee may request that the Committee consider early termination at any time, which the Committee may grant or deny at its discretion.

6. Release, Indemnification and Required Insurance. The Lessee releases, waives and discharges the Village from any and all liability by reason of this Lease, including any use or occupancy of the Marina and services, and covenants never to bring any suit or action at law or in equity against the Village related thereto. Lessee further agrees to indemnify the Village from and against any claims, demands, or costs (including attorneys' fees), or Judgments arising from his/her/their utilization of the Marina, whether incidents occur in the Marina or elsewhere. Moreover, the Lessee shall have in place and furnish to the Village prior to placing the boat(s) or any other property on or in the Marina, or any use or occupancy of the Marina for any calendar year, proof of insurance for that year as required on the attached Sister Bay Marina Contractor Insurance Requirements (the "Insurance") (as may be amended by the Village or Committee from time to time by the deadline, with the Lessee having the same rights and responsibilities with respect to early termination by January 31 as indicated above), with respect to insurance.

7. Marina Procedures and Usage. Lessee agrees to comply with all Marina Procedure and Usage Rules at all times except as modified by this Agreement. By signing this document the Lessee signifies that he/she/they have received, agrees with, will obey, and understands the Sister Bay Marina Procedure and Usage Rules (attached hereto and incorporated by reference).

8. Annual Report. In addition to all other requirements, the Lessee shall prepare and submit to the Village to be received no later than November 1 of each calendar year during this Lease, a report on the Lessee's operations for that calendar year prior to November 1 of that calendar year (the "Annual Report"). The Annual Report shall include, at a minimum, economic impact, if known; demographic information that can be used for marketing purposes; a detailed log of the number of boat trips and customer counts on those trips; and any issues the Lessee may seek the Village to be aware of or have any desire for the Village to address.

9. Effective Change of Ownership. The words "Effective Change of Ownership" shall mean any cumulative change of fifty percent (50%) or more of the ownership of the Lessee, or any change in the authority of any individual that signs the Lease on behalf of the Lessee. Within ten (10) days after any effective change in ownership, the Lessee shall notify the Village in writing with a notice specifying the changes in the Marina Commercial Vendor Lease Attachment. The Committee may terminate the Lease at any time after an effective change of ownership by giving not less than thirty (30) calendar days advance written notice of the termination to the Lessee. This Lease is not assignable.

10. Breach or Default. In the event of any breach or default in making any monetary payment to be made to the Village, including payments required under this Section for breach or default, or any other payment such as the rate under the Lease, interest will be charged on all accounts not paid when due at a rate of ten percent (10%) per month, or the maximum rate allowed by law, whichever is greater. In the event the Lessee fails to pay all amounts which become due under the Agreement and the Village refers such matter to an attorney or collection agency, the Lessee

1 agrees to pay, in addition to the amounts due, as well as any and all costs incurred by the Village
2 as a result of such action, including attorney fees.

3 11. Guarantee. The Lessee, including any individual signing this Lease, notwithstanding signature
4 in a capacity as an agent or other fiduciary, personally guarantees all obligations of the Lessee
5 whether under this Lease or otherwise.

6 12. Boat and Slip Location. The Lessee shall only conduct his/her/their operations on the boat(s)
7 located at the slips assigned by the Village. All related equipment necessary to provide the Lessee's
8 services shall be stored in such locations as are approved by the Marina Manager. The only boat(s)
9 authorized at the assigned dock are those boat(s) enumerated in the Marina Commercial Vendor
10 Lessee Attachment; the Lessee shall not allow other boat(s) not covered by this Agreement to tie
11 up to the dock or to boat(s) authorized to use the dock.

12 13. Dock Modification or Repair. No dock modifications may be made by the Lessee to any of
13 the assigned slip(s) without prior approval of the Marina Manager. The Marina Manager will
14 determine if the modification is appropriate, what materials may be used, and who is to perform
15 the modification. The Marina is responsible for general maintenance of slips. Any repairs required
16 beyond normal wear and tear to the assigned slip(s) will be at the expense of the Lessee. (The
17 Marina Manager reserves the right to determine what is beyond normal wear and tear.)

18 14. Commercial Concession Building Usage. The Lessee is hereby granted permission to operate a
19 concession office inside the Village owned concession building. The Lessee shall share the
20 concession office space with the other Lessees granted leases by the Village. No modifications shall
21 be made to the interior or exterior of the building without the Village's written permission. All
22 existing Lessee signage on the building shall be reviewed for approval. No signage on the building
23 or Village property is allowed without first obtaining a Village Sign Permit(s); the Lessee is obligated
24 to comply with all Zoning Code requirements applicable to the sign. Any cost for telephone service
25 shall be paid by the Lessee. If at any time air conditioning or electric heat is added to the building
26 the different Lessee's operating from the building shall become responsible for the electric bill.

27 15. Vehicle Parking. The Lessee agrees that he/she/they and their employees, shall not park any
28 personal vehicle(s), commercial vehicle(s) or truck(s) used in the course of their business on either
29 side of N. Bay Shore Drive between Scandia Drive and Mill Road at any time, nor in any public
30 parking lot assigned to the Post Office or Waterfront Park.

31 16. Trash and Recycling. The Lessee agrees to maintain the area around the assigned slip(s),
32 grounds and concession building in a clean and neat manner at all times. The Lessee agrees to
33 collect and deposit all trash and waste in the dumpster next to the Marina Building. The Lessee
34 agrees to recycle to the extent possible and to deposit all recyclables in the appropriate dumpster
35 next to the Marina Building. Lessee understands it is not the responsibility of Marina Staff to
36 dispose of bags of trash or recyclables generated by the Lessee or his/her/their guests. The Lessee
37 also agrees to conduct his/her/their business consistent with the Wisconsin Department of Natural
38 Resources "Clean Marina" guidelines.

39 17. Customer Information. The Lessee agrees to provide the Village with copies of all sales,
40 promotion, and/or instructional materials associated with the operation of his/her/their business
41 that are provided to individuals renting or purchasing services from the Lessee. Said informational

material shall make it clear that tickets and information is not available at the Marina Building, and, all inquiries are to be made at the Commercial Concession Building.

18. Restrooms. All promotional materials, information shared by Lessee employees, and any signage shall indicate Lessee's guests are to use the restrooms on the Lessee's boat(s) or at the Village Hall, and not utilize the restrooms at the Marina Building.

19. Licenses and Permits. The Lessee agrees that each employee operating a boat(s) shall be properly licensed or certified by the United States Coast Guard. Copies of those licenses and or permits shall be available for inspection at the Commercial Concession Building. The Lessee agrees that each boat(s) as listed shall be properly licensed and certified as required by the United States Coast Guard. Copies of those licenses or certifications shall be available for inspection at the Commercial Concession Building.

20. Scope of Business Activities. While operating in the concession stand or within the Marina the Lessee shall not engage in any business or reservation activities for boat(s) located at or operating out of any other marinas or locations. Reservations, rentals, charters, sales or other business related activities shall be for the boat(s) covered by this agreement.

21. Boat Occupancy. The occupancy of the boat(s) tours, excluding staff, shall be limited as follows:

- i. No more than 15% of the trips shall have more than 76-100 persons
- ii. No more than 10% of the trips shall have 101 or more persons
- iii. In no case shall there be more than 125 people on a boat tour

22. Live Music and Crowd Noise. All live music and crowd noise shall be operated/managed in compliance with the Municipal Code, Chapter 30, *Nuisances*, and the Quiet Hours established for the Village's parks. Violations of the Village's nuisance regulations and Quiet Hours restrictions shall be deemed a breach of this contract.

23. The Lessee shall work with the Marina Manager to develop an area designated for guests to wait until they can access the boat. The cost of any materials required to designate the 'staging area' (barricades, signs, ropes, etc.) shall be paid by the Lessee, and the Lessee shall be responsible for ensuring the designated area is kept orderly. As guests purchase their ticket, they shall be directed to the waiting area.

IN WITNESS WHEREOF, the undersigned has executed this Lease on the dates set forth opposite his/her/their signature(s).

LESSEE: Door County Boat Tours LLC (Individually and on behalf of Commercial Vendor)

Date signed: _____ Date signed: _____

(Signature) _____ (Signature) _____

Thor Johnson, Owner _____ Print Name, Title _____

VILLAGE: (Approved on Behalf of the Village of Sister Bay)

Date signed: _____

(Signature) _____

Nate Bell

Village President

(Signature) _____

Dave Lienau

Marina Manager

Assigned Slip Number(s): D103, D104

1 **VILLAGE OF SISTER BAY**2 **MARINA COMMERCIAL VENDOR LESSEE ATTACHMENT**3
4 **COMMERCIAL VENDOR:** Thor Johnson

5 Business Name: Door County Boat Tours, LLC

6 Website: DoorCountyBoats.com

7 Address: PO Box 775, Sister Bay, WI 54234

8 Cell Phone (920) 421-2352

9 Email: thorjohnson9@yahoo.com

10 Authorized Commercial Vendor Contact Person (if different from above): _____

11 Address (if different from Commercial Vendor): _____

12 Telephone Number(s): _____

13 Email: _____

14
15 **DESCRIPTION OF APPROVED COMMERCIAL VENDOR SERVICES:**16 Johnson is authorized to operate the *Norra Dorr*, a 63' long double-decker catamaran for boat tour
17 purposes, each tour to have a maximum capacity of 125 persons (excluding staff), maximum of four (4) trips
18 daily, plus private charters and when public fireworks are displayed, evening fireworks cruises. Trip volumes
19 are limited per the *Recitals* in the signed Commercial Vendor Agreement.20 **BOAT:** (attach sheet(s) if necessary):

21 Name/Description: Norra Dorr, 63' custom double-deck catamaran

22 Identification Number: 1277169

23 Boat Ownership (Include name(s), address(es), or other indication of ownership: Thor Johnson is the sole
24 owner

SISTER BAY MARINA COMMERCIAL VENDOR

INSURANCE REQUIREMENTS

Unless otherwise specified in this Agreement, the Commercial Vendor "Vendor" shall maintain in effect at all times during the performance of the services as described in the Commercial Vendor Agreement, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

A. Worker's Compensation, Jones Act, and Employers Liability Insurance – Not Required

B. Boat Liability Insurance – Proof of insurance is required prior to May 1 of each year.

C. Automobile Liability Insurance - The Vendor shall provide evidence that their vehicles meet the minimum required automobile liability insurance for the State of Wisconsin. No automobile insurance liability coverage is required if the Vendor's vehicles and service trucks never drive on Marina or Waterfront Park property, which would include parking lots, sidewalks and docks. Proof of insurance required prior to May 1 of each year.

D. Commercial General Liability Insurance - The Vendor shall maintain limits no less than Two Million dollars (\$2,000,000) per occurrence for their premise and their operations at the Village Marina. The Village shall be named as an insured on the Lessee's Certificate of Liability Insurance.

The Vendor shall have and maintain insurance coverage as specified above which shall be in full force and effect during such time as their boat(s) are located in the Sister Bay Marina or they are operating out of the Concession Building.

The Vendor shall provide the Village with a certificate of insurance with the Village of Sister Bay named as an additional insured under such insurance contract.



SISTER BAY MARINA PROCEDURES AND USAGE RULES

In an effort to provide an inviting atmosphere for all boat owners docking at the Sister Bay Marina, the following rules and regulations are provided for your protection. Your cooperation is greatly appreciated.

DOCKAGE/SLIP FEES: Dockage fees are payable in full prior to occupancy in accordance with the payment schedule set forth by the Marina. The Marina reserves the right to haul and store at the Owner's expense any Vessel which occupies a slip prior to the full payment of dockage charges. The Village reserves the right to assign boat slips and dock ties. Vessels assigned a slip will appropriately fit the slip assigned inclusive of all attachments fore and aft. Vessels over or under may be considered non-compliant and may result in a slip move, additional fees, at the discretion of the marina manager.

ADEQUACY OF WATER LEVELS: The Owner acknowledges that the Marina makes no representations regarding the adequacy of water for ingress/egress. The Owner agrees not to hold the Marina responsible for any damage resulting from low water levels.

SPACE AVAILABILITY: The Marina reserves the right to temporarily or permanently move a Vessel to a comparable dockage space other than that space initially assigned to the Vessel without notice to the Owner for reasons of safety or security of the Marina property or the Vessel and surrounding vessels or for any other reason which the Marina, in its sole opinion, determines reasonable justification to move the Vessel.

TRANSIENT USE: The Owner agrees to notify the Marina if it intends to vacate the Slip overnight or for longer during the duration of their reservation. The Marina shall then have the right to place another vessel or vessels in the Slip for the period of time the Owner's Vessel is away without allowance of any kind to the Owner. Should the Vessel return early, the Marina will make every attempt to place the Owner's Vessel in a suitable place until the Slip becomes available. All lessees will be responsible for the safe and proper mooring of their boats. Boats breaking their moorings may be removed at the expense of the owner. Please check your line inventory, etc. before docking. The break wall and all floating and fixed piers are considered public walkways and should remain free of gear, chairs, tables, bicycles, inflatables and similar items for patron safety and access. Likewise, shore power cords and water hoses should not create a trip hazard. No attachments can be made to the break wall, floating and fixed piers without the approval of the marina manager.

SEVERE WEATHER: Because no marine facility can guarantee safety in severe weather conditions, the Owner agrees to hold the Marina harmless for any damage to the Vessel resulting from severe weather or Acts of God. Upon notice from the Marina, the Owner must remove the Vessel from the Marina in a timely manner or instruct the Marina to haul it at the Owner's expense if the Marina is able to do so. Should the Owner be unwilling or unable to remove the Vessel from the Marina, the Owner will be held responsible for all damage to and caused by the Vessel. Because the Marina has limited ability to safeguard its property and that of its customers under such conditions, the Owner agrees not to hold the Marina liable for any storm related damage to a Vessel on the Marina property.

1 SPEED LIMIT: The speed limit in the harbor, when approaching or leaving will be DEAD SLOW.

2
3 FUELING: For safety and pollution prevention reasons - Fueling is strictly prohibited! Owners, their
4 representatives and/or guests may not fill fuel tanks from portable containers at any time while on Marina
5 property.

6
7 CHILDREN: Young children shall be accompanied by an adult at all times and the Marina recommends that
8 all non-swimmers wear lifejackets near the water.

9
10 PETS: Pets must be kept on a short lead at all times. Owners must clean up after their pets. Any pets found
11 to be a nuisance to other Marina customers may be required to leave the property at the Marina Manager's
12 discretion.

13
14 QUIET ENJOYMENT: Owner shall not make or allow any disturbing noises in the Marina. No generators,
15 stereos, radios, televisions or parties are permitted outside the confines of interior cabin during quiet hours
16 between 10:00 PM to 7:00 AM. Unbecoming or disorderly conduct, including public intoxication, abusive
17 language, or physical threats or altercations directed at any other person will not be tolerated and are cause
18 for immediate expulsion from the Marina.

19
20 VEHICLE PARKING: Vehicles found to be improperly parked may be towed at the vehicle Owner's expense.
21 Vehicles parked longer than the limits noted on parking signs, including the temporary loading spaces on
22 Bay Shore Drive, must be parked in the Village lots and not in the dock parking area. Please observe this
23 rule at all times as improperly parked vehicles may be removed at the owner's expense or may be ticketed.

24
25 GARBAGE & RECYCLING: Garbage dumpsters are located on the west side of the Marina Office. Please do not
26 leave garbage on the docks or in the small cans on the Marina grounds. The dumpsters may only be used
27 for disposal of refuse generated at the Marina. Recycling is encouraged throughout the entire Village.
28 Recycling containers will be provided for you. We ask that you help to protect the environment by recycling
29 whenever possible.

30
31 OVERBOARD DISCHARGE/HAZARDOUS MATERIALS: The Vessel must be equipped with a sewage holding
32 tank for all toilets, which tank shall not allow toilet wastes to be discharged into the water of the Marina.
33 Marina shall be entitled to require that Owner insert a dye tablet in the Vessel's holding tank. Owner shall
34 not store, release or permit to be released, by action or inaction, any hazardous waste or environmentally
35 objectionable substances, including oil, gasoline or untreated sewage ("Hazardous Substances") into the
36 water or lands of the Marina. Owner hereby indemnifies, defends and saves Marina harmless from all
37 liabilities, claims, losses, expenses and obligations arising from the use, storage or placement of any
38 Hazardous Substances upon the Slip or the Marina (if brought, placed thereon, or released by Owner, its
39 agents, employees, contractors, or invitees), which obligations shall survive the expiration or termination
40 of this Agreement. Owner shall be responsible for immediately reporting and cleaning up any such release.
41 Owner shall immediately report any release to the appropriate government authorities and to the Marina
42 manager and shall keep Marina informed on a daily basis of Owner's actions with respect to any clean up.
43 If Marina is not satisfied, at Marina's sole discretion, with Owner's actions in reporting and cleaning up a
44 release, Marina may take any action it deems appropriate regarding the release, at Owner's expense.

45
46 USE OF ELECTRICITY: Outlets are provided throughout the Marina for customer use. In some cases, use of
47 electricity will be subject to charge by the Marina. Burned out or otherwise damaged receptacles will be
48 repaired by the Marina staff and charged to the Owner. Voltage regulation and surge protection shall be

1 the sole responsibility of the Owner. All shore power, adapters and electrical plugs must be equipped with
 2 acceptable ground weather proofing in accordance with Article 555 of the National Code. In 220 volt, 50
 3 amp systems, the neutral leg does not constitute a ground leg.

4
 5 END OF SEASON: Transient slips must be vacated by October 16th, unless otherwise prearranged. All boats
 6 must be removed from the Marina by October 24th, or they may be forcibly removed at the owner's
 7 expense. (Enforcement of this rule allows for timely and orderly winterization of the Marina.) Your boat
 8 must be removed from the Marina by October 24th, or you will be charged the out of season dockage fee
 9 of \$2.00 per foot of boat per day.

10
 11 OTHER GENERAL RULES: The Owner agrees to be bound by the following additional rules while occupying
 12 the Slip at the Marina. Swimming is not allowed from the Marina docks. There shall be no fish or dinghy
 13 cleaning on the docks of the Marina. Open flames are only allowed in designated grilling areas. Absolutely
 14 no open flames are allowed water-ward of the shoreline. No carpeting or other accessories may be attached
 15 to the docks of the Marina in any way without the prior approval of Marina management. The number of
 16 people staying overnight on a Vessel at the Marina shall be no greater than the number of permanent
 17 berths on the Vessel. BOTTOM CLEANING: In compliance with State environmental regulations, in-water
 18 bottom cleaning is not permitted at the Marina. DINGHIES: Tenders are not to be tied up alongside Vessels
 19 while in the Slip. Dinghies left in unoccupied slips for which the Owner does not hold a rental contract will
 20 be hauled at the Owner's expense and liability.

21
 22 RECREATION AREAS: All people using the recreation areas must comply with posted rules at all times.
 23 Skateboarding and/or rollerblading will not be allowed on the docks or Marina grounds.

24
 25 CONDUCT: All persons using the Sister Bay Marina must conduct themselves with discretion and be
 26 considerate of their neighbors. NO EXCESSIVE DISTURBANCES OF ANY SORT WILL BE ALLOWED BETWEEN
 27 10:00 P.M. AND 7:00 A.M. Any individual(s) behaving in a disruptive fashion at the Marina, or who is/are
 28 abusive to Marina employees, other boaters or citizens will initially be warned by the Marina Manager or
 29 staff that such activity is not permissible. If he/she/they fail to heed the warning, or if he/she/they have
 30 exhibited similar behavior in the past, the Manager does have the authority to permanently ban the
 31 individual(s) from the Marina. Any fees or lease amount paid to the Marina shall be forfeited at that time.
 32 All visitors, lessees and users of the Marina, Marina Park, other Village parks and property are required to
 33 comply with Chapter 38 of the Village code. Chapter 38 includes regulations related to: boating, park rules,
 34 dogs, alcoholic beverages, vehicles, littering, curfew, launching fees, fires, hunting and trapping. The
 35 complete regulations are available online at www.sisterbaymarina.com.



STAFF REPORT

Date: March 24, 2026

To: Village Board

Re: Marina Commercial Vendor – Door County Boat Tours

Author(s): Benjamin Andrews, Village Administrator

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

POLICY ISSUE(S)

“Should the Village Board approve the transfer of ownership and assignment of the current contract to Thor Johnson of Door County Boat Tours LLC?”

BACKGROUND INFORMATION

Eric Lundquist has sold Sister Bay Scenic Boat Tours. The new owner, Thor Johnson of Door County Boat Tours LLC, proposes to operate as a commercial vendor for the remainder of Sister Bay Boat Tours LLC's contract, which expires at the marina's seasonal end in 2027. Thor Johnson currently operates as a commercial vendor at the marina.

PRIOR ACTION/REVIEW

The Marina committee reviewed and approved the transfer of ownership and assignment of the current contract to Thor Johnson of Door County Boat Tours LLC at the committee meeting on March 11, 2026.

RECOMMENDED ACTION(S)

Village Staff recommends the approval of the transfer of ownership and assignment of the current contract from Eric Lundquist of Sister Bay Scenic Boat Tours to Thor Johnson of Door County Boat Tours LLC.

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

“I move to approve the transfer of ownership and assignment of the current contract, as presented.”

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve
- Approve with modifications.
- Deny
- Postpone

ATTACHMENT(S)

1. Sister Bay Marina Commercial Vendor Agreement 2023-2027



STAFF REPORT

Date: March 24, 2026

To: Village Board

Re: Current Administration Building; Impact on Road Reconstruction Project

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☒ Discussion

POLICY ISSUE(S)

“Should the Village Board take the following actions regarding the current administration building:

1. Demolish the Village Administration Building;
2. Maintain the Village Administration Building?”

PRIOR ACTION/REVIEW

December 16, 2025: Village Board finalized the location for the new administration building: Mill Road site (former Parks Building). Motion passed 4–3 after extensive debate on parking, expansion, and infrastructure.

February 2, 2026: At the February 2, 2026, Parks, Property, and Streets Committee meeting, the committee was informed that the appraisal of the current administration building is still in progress and won’t be ready until March. Because of this, the committee decided to delay any recommendation on whether to demolish or keep the building until the appraisal is complete.

February 10, 2026: The contracted appraisal firm provided the appraisal report for the Village Administration building, which estimated a simple market fee value of the property at **\$248,000**.

March 2, 2026: The Parks, Property, and Streets Committee reviewed the appraisal, discussed alternative actions, and made the following recommendation to the Village Board: *“Motion to recommend to the Village Board that the administration building be demolished or otherwise removed from the site, allowing for engineering to proceed with the Triangle Road reconstruction project, including maximum parking provision; motion carried.”*

BACKGROUND INFORMATION

With the Village Board establishing the direction for the new Village Administration building on the Mill Road site (former Parks Building), consideration should be given to the process moving forward and its impact on the “Triangle Road Reconstruction Project.”

The process of moving forward is dependent on the Village Board’s decision to 1.) Demolish the Village Administration Building; OR 2.) Maintain and Village Administration Building.”, which will in turn determine which concept will be chosen for the “Triangle Road Reconstruction Project.”

Based on the recommendation to demolish or remove the site, the cost would primarily be on the Village for the demolition or removal work. There is currently no cost estimate, and the expense was not included in the most recently adopted Capital Improvement Plan. Similar project costs for the Mill Road PW Demo were budgeted as \$75,000.

If this alternative is selected, the street project is anticipated to be bid in the winter of 2026-2027, to begin in Spring 2027, with demolition/removal occurring in early 2027, followed by temporary relocation of administrative staff to another location while the new Village Administration Building is being constructed; anticipated to end construction in either 2027 or 2028.

ADDITIONAL CONSIDERATIONS

When evaluating the future of the current administration building, the Village Board may want to consider the following:

- **Impact on the Triangle Road Reconstruction Project:** The decision to keep or demolish the building will directly affect the design of the upcoming street project. Demolition could create space for additional parking or alternative roadway layouts, while retention would allow the property to be sold for a “second life” and the proceeds to go to the Village.
- **Project Timing and Coordination:** The street project is expected to be completed in 2027, according to the most recent communication by REL. The board should consider how the building decision aligns with this timeline.
- **Interim Staff Location if the Building Is Demolished:** If demolition occurs before the new administration building is constructed, the Village will need temporary space to house staff. Identifying suitable locations, costs, and operational impacts will be important.
- **Timeline for the New Administration Building:** The new facility is unlikely to be completed in or before 2028. This extended timeline increases the importance of planning for temporary operations if demolition is recommended/approved.
- **Potential Sale Value vs. Demolition Costs:** Retaining and selling the current building may generate revenue. Conversely, demolition incurs upfront costs but may yield long-term benefits through expanded street parking options.
- **Long-Term Community and Operational Benefits:** The board can weigh each option's support for Village goals related to parking and municipal operations.

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Demolition/Removal of the Village Administration Building
- Maintain the Village Administration Building
 - Could include the sale of buildings or maintaining them as a Village asset.
- Seeking Additional Information from Village Staff
- Continue Discussion at a Later Meeting

POTENTIAL MOTIONS

Approve Demolition/Removal: *"I move to approve the demolition or otherwise removal of the current administration building from the site."*

Approve Maintaining Building at Current Site: *"I move to approve maintaining the current village administration"* [Additional considerations apply as to the future intent of the building]

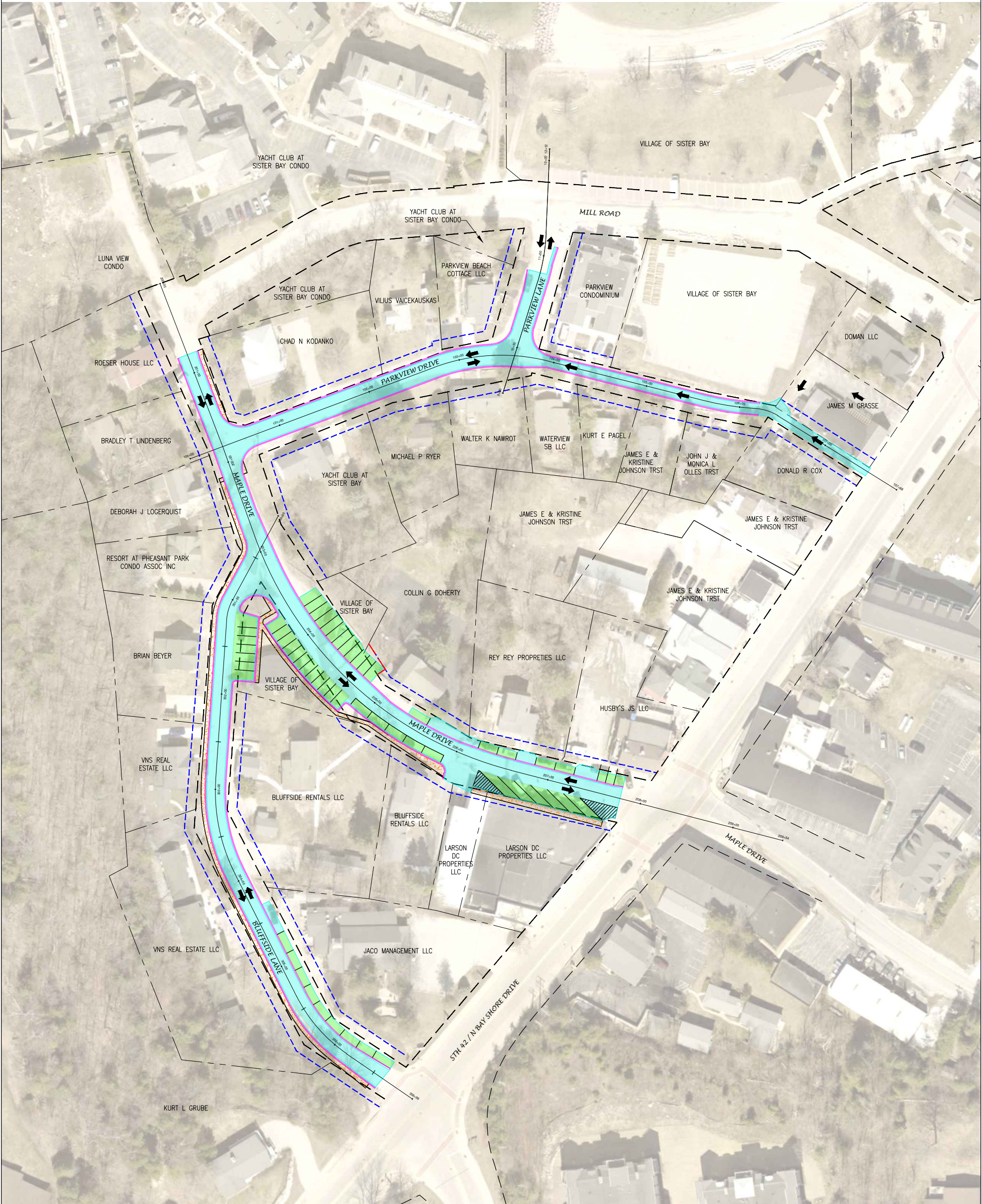
Postpone for Additional Information: *"I move to postpone this item and direct Village staff to provide additional information as requested by the Committee. [list additional information sought]."*

Postpone to a Later Meeting: *"I move to postpone this item and continue the Committee's discussion at a future meeting."*

ATTACHMENT(S)

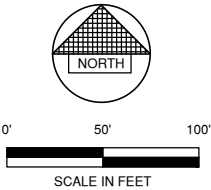
1. [Sister Bay Administration Building Appraisal Report](#) (hyperlinked)
2. Triangle Road Reconstruction Project Concept 1: Demolition/Removal of Building
3. Triangle Road Reconstruction Project Concept 2: Maintain Building

DOWNTOWN AREA ROADWAY IMPROVEMENT CONCEPT
CONCEPT 1: ADMINISTRATION BUILDING RAZED

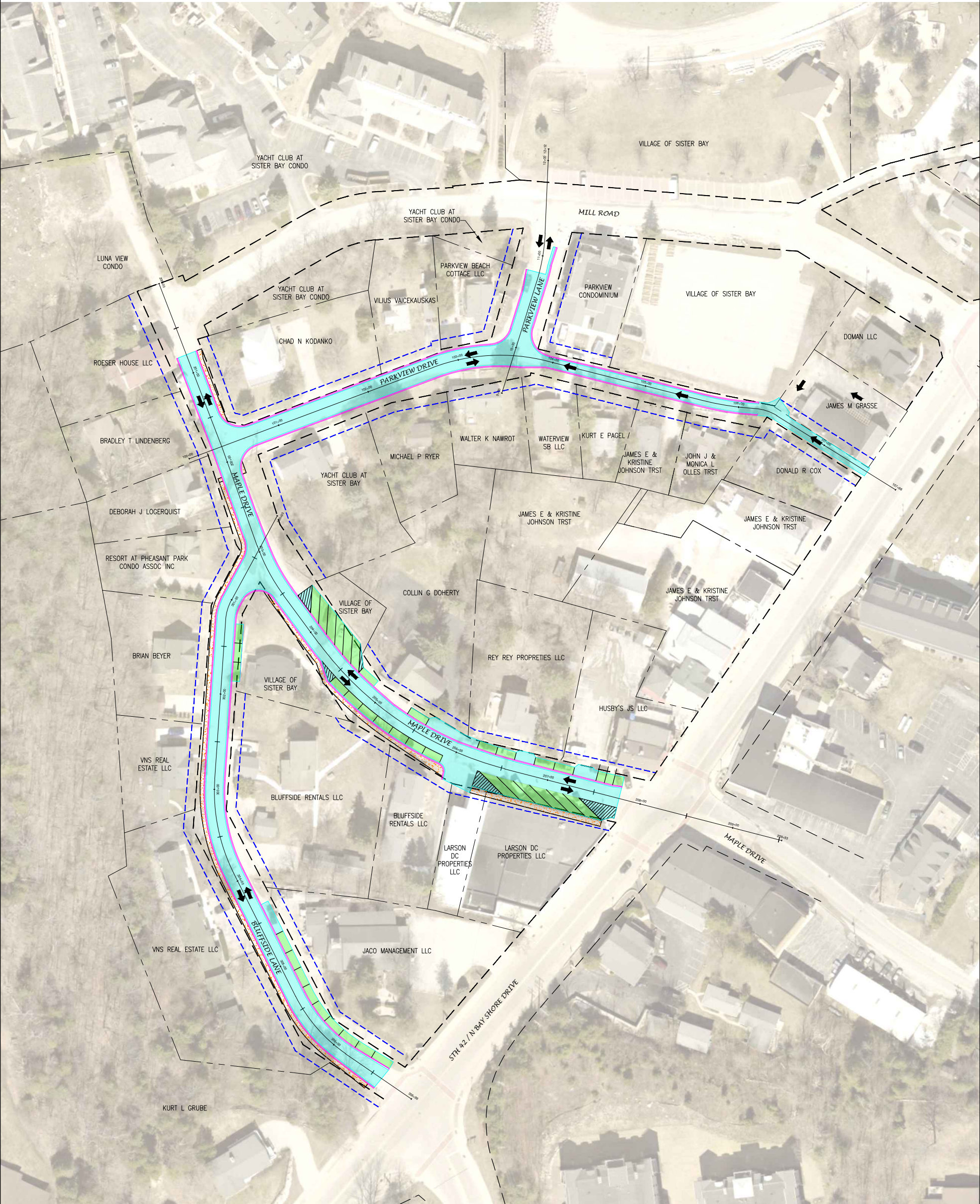


LEGEND

- PROPOSED ASPHALT PAVEMENT
- PROPOSED PARKING STALLS
- PROPOSED CURB & GUTTER
- PROPOSED SIDEWALK
- EXISTING RIGHT OF WAY
- PROPERTY LINES
- PROPOSED TEMPORARY LIMITED EASEMENT
- PROPOSED RIGHT OF WAY
- TRAFFIC FLOW DIRECTION

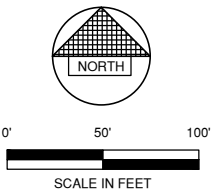


DOWNTOWN AREA ROADWAY IMPROVEMENT CONCEPT
CONCEPT 2: ADMINISTRATION BUILDING STAYS



LEGEND

- PROPOSED ASPHALT PAVEMENT
- PROPOSED PARKING STALLS
- PROPOSED CURB & GUTTER
- PROPOSED SIDEWALK
- EXISTING RIGHT OF WAY
- PROPERTY LINES
- PROPOSED TEMPORARY LIMITED EASEMENT
- TRAFFIC FLOW DIRECTION





STAFF REPORT

Date: March 24, 2026

To: Village Board

Re: Facility Assessment, Feasibility Study, and Long-Term Planning for the WWTP

Author(s): Megan Barnes, Utilities Director

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

POLICY ISSUE(S)

“Should the Village Board adopt the completed Facility Assessment, Feasibility Study, and Long-Term Planning for the Wastewater Treatment Facility?”

“Should the Village Board, in accordance with the recommendation from the Sewer and Water Utilities Committee, direct staff to pursue discussions with the other northern door communities, including Fish Creek, Ephraim, and Baileys Harbor, on the potential of partnering on a regional sludge drying facility (with the understanding that if an agreement cannot be reached between all parties, the Sewer and Water Utilities Committee would then recommend that Sister Bay pursue reed bed installation to service Sister Bay alone.)?”

BACKGROUND INFORMATION

In 2024, the Village received notice from Sturgeon Bay Utilities (SBU) that its WWTP would undergo a large-scale biosolids treatment train upgrade in 2025. Due to the upgrade, the SBU facility will not be able to accept sludge from any of the northern door communities for the entire year of 2025, as it will only have the capacity to treat its own sludge once the upgrade starts. NEW Water in Green Bay agreed to accept the sludge produced by Sister Bay for 2025, with the intent that the acceptance would be temporary, not indefinite.

In 2024, the Wisconsin Department of Natural Resources published a Guidance Document for PFAS in Biosolids.

The sludge handling and processing issues and discussions have been occurring since 2014, when Robert E. Lee was contracted to perform a Sludge Handling Study. With the SBU facility upgrade and the recent biosolids PFAS limitations currently being explored by the Wisconsin Department of Natural Resources, the Village decided to issue an RFP to engage an engineering firm to complete a Facility Assessment, Feasibility Study, and Long-Term Planning for the Wastewater Treatment Facility.

In the fall of 2025, SBU informed the Village that their upgrade was significantly delayed due to back-ordered equipment, which is necessary for the upgrade. SBU communicated that the northern door communities would again have to secure alternative sludge disposal options for 2026. Acceptance was obtained at the NEW Water facility for an additional year of sludge disposal services.

In December of 2025, the Village was notified by SBU that, as part of the renewal of its Wisconsin Pollutant Discharge Elimination System (WPDES) Permit, the Department would impose additional limitations on discharge pollutants governing perfluorooctanoic acid (PFOA) and perfluorooctanoic sulfonic acid (PFOS). To meet the WPDES requirements, SBU must monitor and sample all facility contributors. As a significant biosolids contributor to the SBU WWTP, annual monitoring, testing, and reporting of perfluoroalkyl and polyfluoroalkyl compounds (PFAS), including PFOS compounds, are required as part of the ongoing acceptance of the Village's municipal sludge.

The Village proactively sampled the sludge for PFAS in April of 2025. The results came back with PFOA at 16.2 ng/g and PFOS at 21.3 ng/g. A combined concentration of 37.3 ng/g, which is equal to 37.3 µg/kg. Under the current DNR Guidance, the Village falls under the criteria, sum of PFOA and PFOS values generally above 20 µg/kg, but below 50 µg/kg.

PRIOR ACTION/REVIEW

January 9, 2025: A Request for Proposals was issued for Facility Assessment, Feasibility Study, and Long-Term Facilities Planning for the Wastewater Treatment Facility.

February 11, 2025: Sewer and Water Utility Committee reviewed the received RFPs. A recommendation was made to the Village Board that McMahon Associates, Inc., be awarded the contract for the Facility Assessment, Feasibility Study, and Long-Term Facilities Planning of the Wastewater Treatment Facility.

February 18, 2025: Village board approved the contract with McMahon Associates, Inc. to complete the Facility Assessment, Feasibility Study, and Long-Term Facilities Planning of the Wastewater Treatment Facility of the Wastewater Treatment Plant.

September 9, 2025: Sewer and Water Utility Committee received a presentation from McMahon Associates, Inc. on the completed Facility Assessment, Feasibility Study, and Long-Term Facilities Planning of the Wastewater Treatment Facility. The report outlines three sludge disposal options as well as a few WWTP system upgrades.

1. Sludge Drying Facility
2. Reed Bed System Addition
3. Continue Hauling Sludge to Sturgeon Bay WWTP (If this option is considered, it is important to note that Sturgeon Bay may require the northern door communities to pay for the installation of an additional sludge storage tank at their facility to accommodate the space needed for the sludge produced by the northern door communities.)
4. WWTP Upgrades – Oxidation Ditch, Sludge Pump, Effluent Reuse

December 9, 2025: Sewer and Water Utility Committee received a presentation from BCR Solid Solutions. The opinion of probable cost for the proposed dryer facility is \$17,800,000. The preliminary opinion of probable annual costs for Sister Bay alone is \$199,800 and \$247,200 with other communities. The opinion of probable annual costs assumes that the dried biosolids are distributed for free.

February 10, 2026: Sewer and Water Utility Committee received a presentation from Reed Bed Systems. The opinion of probable cost for the proposed Sister Bay alone reed bed system is \$3,100,000. The preliminary opinion of probable annual costs for Sister Bay alone is \$97,100. The opinion of probable cost for the proposed Sister Bay with other communities' reed bed system is \$4,334,100. The preliminary opinion of probable annual costs for Sister Bay, with other communities, is \$147,500.

March 10, 2026: Sewer and Water Utility Committee discussed the completed Facility Assessment, Feasibility Study, and Long-Term Planning for the Wastewater Treatment Facility, with a recommendation to the Village Board from the Sewer and Water Utilities Committee to adopt the study and to pursue discussions with the other northern door communities including Fish Creek, Ephraim, and Baileys Harbor, on the potential of partnering on a regional sludge drying facility. With the understanding that if an agreement cannot be reached between all parties, the Sewer and Water Utilities Committee would then recommend that Sister Bay pursue reed bed installation to service Sister Bay alone.

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|-------------------------------------|
| 1. Is There a Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Yes-Largest Expense Budgeted</u> |
| 3. If Budgeted, Where: | <u>CIP</u> |
| 4. Amount: | <u>\$15,000,000</u> |

RECOMMENDED ACTION(S)

Village staff and the Sewer and Water Utility Committee recommend adoption of the completed Facility Assessment, Feasibility Study, and Long-Term Planning for the Wastewater Treatment Facility by the Village Board.

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

1. Approve with Adoption as Presented

“I move to adopt the Facility Assessment, Feasibility Study, and Long-Term Planning for the Wastewater Treatment Facility as presented to the Village Board.”

2. Deny (No Action Alternative)

“I move to reject the Facility Assessment, Feasibility Study, and Long-Term Planning for the Wastewater Treatment Facility and take no further action at this time.”

3. Postpone- Seek Additional Information

“I move to postpone action on the Facility Assessment, Feasibility Study, and Long-Term Planning for the Wastewater Treatment Facility, and direct staff to return to the Village Board with additional information regarding [List Information Sought] at a future meeting.”

ATTACHMENT(S)

1. [Facility Assessment, Feasibility Study, and Long-Term Planning for the Wastewater Treatment Facility](#)



STAFF REPORT

Date: March 24, 2026

To: Village Board

Re: Non-Potable System Expansion Tank Replacement

Author(s): Megan Barnes, Utilities Director

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

POLICY ISSUE(S)

“Should the Village Board approve the cost of two non-potable water system expansion tank replacements for 2026?”

BACKGROUND INFORMATION

The non-potable water (NPW) system at the Waste Water Treatment Plant (WWTP) is routinely used for tank maintenance and for the various systems that can operate at the WWTP with non-potable water. The main equipment that utilizes the NPW system for water supply includes the ferric chloride pumps, the concentrator system, and the influent fine screen.

The NPW system at the WWTP utilizes two pressure expansion tanks, and operators discovered that the bladders in one of them had ruptured. Replacing the bladders was the initial approach. When attempting to secure the replacement parts for the two expansion tanks on site, it was discovered that the tanks had been discontinued. As a result, the necessary bladder repair parts cannot be purchased.

PRIOR ACTION/REVIEW

In 2025, the Village budgeted for WWTP non-potable water system upgrades. The current NPW pump is significantly undersized, and the Gould’s eSVX Vertical Multi Stage Pump replacement will outperform the current pump by operating with a VFD to maintain the designated pressure setpoint. The isolation valve replacements were also budgeted for replacement due to operators no longer being able to operate them freely. Isolation valves tend to become hard turns, or sometimes completely inoperable, due to age and wear. These system improvements were budgeted and approved for 2026.

FINANCIAL INFORMATION**FISCAL IMPACT:**

- | | |
|------------------------------|---------------------------------|
| 1. Is There a Fiscal Impact? | <u>No-WWTP Replacement Fund</u> |
| 2. Is it Currently Budgeted? | <u>No-WWTP Replacement Fund</u> |
| 3. If Budgeted, Where: | <u>WWTP</u> |
| 4. Amount: | <u>\$19,180 - See Estimate</u> |

If the two expansion tank replacements were approved, the following funding option would be utilized:

1. WWTP Replacement Funds

RECOMMENDED ACTION(S)

Village Staff recommends approval of the cost of the two expansion tank replacements.

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

1. Approve Replacement Quotation as Presented

“I move to approve the quotation for the replacement of the two expansion tanks as presented for approval.”

2. Postpone Quotation – Seek Additional Information

“I move to postpone action on the quotation for the replacement of the two expansion tanks at the WWTP and direct staff to return to the Village Board with additional information regarding [List Information Sought] at a future meeting.”

3. Deny Quotation (No Action Alternative)

“I move to reject the quotation for the replacement of the two expansion tanks at the WWTP and take no further action at this time.”

ATTACHMENT(S)

1. NPW Expansion Tank Replacement Quotation

30
QUOTE**Headquarters**707 Ford Street, Kimberly, WI 54136
t. 920-733-4425 f. 920-733-0211**Minnesota Office**12265 Nicollet Ave., Burnsville, MN 55337
t. 952-444-1949**Number** CESQ119915
Date Feb 23, 2026
Expires Mar 9, 2026**Sold To****Sister Bay, Village of**Megan Barnes
2124 Autumn Ct.
P. O. Box 91
Sister Bay, WI 54234**megan.barnes@sisterbaywi.gov****Phone** 920-854-2246**Fax** 920-854-7602**Ship To****Sister Bay, Village of**Megan Barnes
2124 Autumn Ct.
P. O. Box 91
Sister Bay, WI 54234**megan.barnes@sisterbaywi.gov****Phone** 920-854-2246**Fax** 920-854-7602**Sales Rep****Fluid Technology Sales**

Nate Johnson 920-850-2901

n.johnson@craneengineering.net

Fluid Technology Sales

Nate Johnson 920-850-2901

n.johnson@craneengineering.net

Terms	RFQ	Ship Via	FOB	Crane Order#
		Best Way	Warehouse	

Line	Qty	Product	Lead Time	Unit Price	Ext. Price
1	2	Amtrol Hydronic Expansion Tanks - Furnish and Install Two (2) Amtrol Expansion Tanks - Series L, Model 1000-L - ASME Approved Steel Shell - Replaceable Bladder Design - Red Oxide Primer Finish	6 Weeks	\$7,365.00	\$14,730.00
2	1	Installation - Remove Existing Tanks From System - Set New Tanks and Make Plumbing Connections		\$4,450.00	\$4,450.00

Total \$19,180.00

Please contact me if I can be of further assistance.

Does not include tax and shipping charges unless stated above.

Effective Nov. 1st, 2025, all new orders paid by credit card will be assessed a 3% fee. If you wish to pay by ACH, please email ar@craneengineering.net to request banking information.

**We reserve the right to adjust quoted pricing due to the current volatility of the materials market.
We will make every effort to maintain the quoted price.**

1. **Governing Provisions.** These Terms and Conditions of Sale (the "Agreement") constitute an offer by Crane Engineering Sales, Inc. ("Seller") to provide the Products as set forth on the Contract of Sale attached to this Agreement (the "Products") to Buyer, subject to the terms and conditions set forth below. Buyer may not modify, renounce or waive any term or condition hereof or any of Seller's rights hereunder unless Seller consents in writing. Seller agrees to provide the Products to Buyer only on the terms of this Agreement (except as supplemented and/or modified by the parties Contract of Sale), notwithstanding any language in Buyer's purchase order, if one exists, or other writing or oral representation previously or hereafter received by Seller purporting to modify or replace the terms of this Agreement with any different or additional terms or reciting that provision or delivery of the Products or any other action or inaction by Seller constitutes agreement or consent by Seller to such modification or replacement. SELLER'S AGREEMENT TO PROVIDE THE PRODUCTS IS EXPRESSLY CONDITIONED ON BUYER'S ASSENT TO ALL OF THE TERMS AND CONDITIONS SET FORTH BELOW AND, NOTWITHSTANDING BUYER'S SUBMISSION OF A PURCHASE ORDER, THE TERMS AND CONDITIONS OF SALE OF THIS AGREEMENT (AND THE DISTRIBUTOR AGREEMENT) SHALL CONTROL.
2. **Purchase Orders and Payment.** All orders must be accompanied by a signed purchase order and must be approved for credit. For orders under \$50,000 the terms are net 15 days from the date of invoice, unless agreed to otherwise in writing by both parties prior to order entry. Seller may require full or partial payment or a payment guarantee in advance of shipment whenever, in its opinion, the financial condition of the Buyer so warrants. For orders exceeding \$50,000 in sell price, terms of payment will be 40% down with order, 20% payable upon approved drawings, 20% payable upon inspection and approval of assembly prior to shipment (witness test available as an optional charge), 10% payable upon shipment, and 10% payable upon commissioning of equipment not to exceed 90 days from shipment. Note: Equipment will be shipped after receipt of 80% of the value of the order. From time to time Buyer (or its Customers) will be asked to fill out a credit application, which is subject to Seller's Credit Department's approval. Seller reserves the right to change the terms and required method of payment at any time, and to charge Buyer a 1.25% finance charge per month on any past due amounts, or the highest rate applicable by law. Buyer agrees to reimburse Seller for all costs incurred by Seller in collecting any sums owed by Buyer to Seller, including without limitation, interest and attorney's fees. Each purchase order that Buyer delivers to Seller for the purchase of Products ("Order") shall set forth the following terms as agreed upon by Seller and Buyer for such Order: the quantity, description and prices of the Products being ordered; the address for delivery of the Products; requested delivery dates; shipping instructions; and the address to which Seller's invoice shall be sent. Any other terms contained in any Order shall be objected to by Seller without need for further notice of objection, shall not be binding upon Seller and shall have no force or effect. Buyer's mutually agreed change orders shall be subject to all provisions of this Agreement, whether or not the Order or change order so states. All Orders shall be subject to Seller's acceptance. Seller shall promptly provide notice to Buyer of acceptance or rejection of Buyer's Orders.
3. **Acceptance.** Buyer shall be deemed to have accepted this Agreement on the earliest to occur of the following: (a) Seller's receipt of Buyer's Order, if Seller has previously supplied Buyer with a copy of the terms and conditions of sales set forth in this Agreement, (b) Buyer's payment of any amounts due under this Agreement; (c) Buyer's or its representative's or customer's receipt of the Products; or (d) any other event constituting acceptance under applicable law.
4. **Cancellation or Modification.** Buyer may not cancel or modify any Order except upon terms accepted by Seller in a writing signed by Seller's authorized officer. In the event of such cancellation or modification, Buyer shall compensate Seller for all resulting costs and damages, including, but not limited to, out-of-pocket expenses, lost profit, allocable overhead and all other incidental and consequential damages.
5. **Returns.** No Products may be returned to Seller for refund or credit without Seller's prior written approval and, if permitted, shall be subject to an inspection/restocking charge and/or depreciation fee when applicable, plus the costs of freight, packaging and insurance costs.
6. **Prices.** Buyer shall purchase from Seller the Products at the prices determined by Seller from time to time. Seller may at any time and in its sole discretion change the prices of Products, without notice, and the price at time of shipment applies except when specifically covered by a firm price quotation. Unless otherwise agreed in writing, all prices shall be F.O.B. Shipping Point.
7. **Taxes and Other Costs.** All charges for freight, insurance, any sales, use, excise and other federal, state and local taxes, broker fees, or required by any governmental agency incident to the sale shall be paid by Buyer in addition to the price for the Products unless otherwise agreed upon. Such charges will be added at rates in effect at time of delivery except when forbidden by law to be collected by Seller from Buyer, unless Buyer furnishes Seller an exemption certificate acceptable to taxing authorities.
8. **Delivery.** Delivery dates are approximate. Seller shall not be liable for any loss or damage due to delays in delivery or manufacture, resulting from causes beyond Seller's reasonable control, including, without limitation, an event of Force Majeure (as defined below). Partial deliveries shall be permitted. Title to Products and all risk of loss of or damage to Products shall pass to Buyer when Seller delivers the Products to the F.O.B. shipping point. Seller is not responsible for loss or damage in transit. If shipment is deferred at Buyer's (or its Customer's) request beyond the shipping date specified in the original Order, Seller reserves the right to immediately bill Buyer (or its Customer, as the case may be) for such unshipped portion, and for expenses incurred for storage, it being understood that unshipped material become Buyer's (or its Customer's, as the case may be) property and Seller's liability is that of warehouseman only.
9. **Warranties and Remedy.** Seller warrants that all new Products manufactured by Seller will be free from material defects in workmanship and material for a period of 12 months from date of delivery under normal use and service. The warranty for all components in Seller's Products and all parts and Products not manufactured by Seller is limited to the warranty specified by original manufacturer of such component, part or Product. Buyer must make claims to Seller in writing for shortages in the Products within 10 days following the date of delivery of the Products and for defects in the Products within the Warranty Time Period specified herein and, in either case, within ten days after discovery of such shortage or defect. Buyer's failure to inspect the Products and/or make a claim pursuant to this section for shortages within 10 days following the date of delivery of the Products and for defects within the specified Warranty Time Period and, in either case, within ten days after discovering such shortage or defect shall constitute Buyer's irrevocable acceptance of the Products and Buyer's acknowledgment that the Products fully comply with the terms, conditions and specifications of this Agreement.

Seller's obligation under this warranty is limited to repairing or replacing, at Seller's option, any part which upon Seller's examination proves defective. Alternatively, at Seller's option, Seller may grant Buyer a credit toward future purchases in the amount of the net price paid for any Products proved to be defective. All credits are subject to inspection and approval by Seller's authorized representatives. Such warranty satisfaction shall be available only: (a) with respect to shortages, in the 10 days following the date of delivery of the Products; and (b) with respect to defects, within the specified Warranty Time Period; provided, however, Seller is notified in writing within ten days after discovery of alleged shortage or defect and the defect has not been caused by Buyer's or its representative's or customer's misuse, neglect or alteration or by physical environment.

This warranty excludes Products and any parts, failures and damage:

- (i) to which repair or replacement becomes necessary due to normal wear and tear;
- (ii) which are exhaustible items, including but not limited to such items as filter bags and seals;
- (iii) on which repairs, alterations or adjustments have been performed or begun by Buyer or any third party without Seller's consent;
- (iv) which are not promptly reported to Seller within the warranty period above;
- (v) which are modified without Seller's written approval;
- (vi) which are due to negligence other than that of Seller;
- (vii) which are due to accident, misuse, abuse, overloading, jamming, improper installation (other than installations made by Seller), improper operation, or abnormal conditions of temperature, moisture, dirt or corrosive matter or other environmental factors; or
- (viii) which have been damaged otherwise without the fault of Seller.

Seller's obligation or liability under this warranty does not include any transportation or other charges or liability for direct, indirect, special or consequential damages or delay resulting from the improper use or application of the product or the substitution upon it of parts or accessories not approved by Seller or repair by anyone other than a Seller authorized representative. Buyer shall be responsible for all parts and service technician charges relating to work not covered by warranty. Buyer shall pay Seller for such parts and service work not under warranty within 15 days of the date of Seller's invoice. A past due charge of 1.25% per month shall apply to amounts past due.

10. LIMITATION OF LIABILITY. SELLER'S AGGREGATE LIABILITY WITH RESPECT TO DEFECTIVE PRODUCTS SHALL BE LIMITED TO THE MONIES PAID BY BUYER TO SELLER FOR THE DEFECTIVE PRODUCTS MANUFACTURED BY SELLER. SELLER EXTENDS NO WARRANTY, INCLUDING WITHOUT LIMITATION ANY WARRANTY AGAINST DEFECTS, IN PRODUCTS MANUFACTURED BY PARTIES OTHER THAN SELLER.

SELLER SHALL NOT BE LIABLE TO BUYER, OR TO ANYONE CLAIMING UNDER BUYER, FOR ANY OTHER OBLIGATIONS OR LIABILITIES, INCLUDING, BUT NOT LIMITED TO, OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, NEGLIGENCE OR OTHER TORT OR ANY THEORY OF STRICT LIABILITY, WITH RESPECT TO THE PRODUCTS OR SELLER'S UNDERTAKINGS, ACTS OR OMISSIONS. IN NO EVENT SHALL SELLER BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF BUYER, ITS CUSTOMERS OR USERS OF THE PRODUCTS, INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS.

11. DISCLAIMER OF IMPLIED WARRANTIES. SELLER AND BUYER AGREE THAT THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. SELLER HEREBY DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES. Any oral or written description of the Products is for the sole purpose of identifying the Products and shall not be construed as an express warranty.

12. ASSIGNMENT. BUYER SHALL NOT, WITHOUT THE PRIOR WRITTEN CONSENT OF SELLER, ASSIGN ITS RIGHTS OR OBLIGATIONS UNDER THIS AGREEMENT TO ANY THIRD PARTY. SUBJECT TO THE FOREGOING, THIS AGREEMENT SHALL BIND AND INURE TO THE BENEFIT OF SELLER AND BUYER AND THEIR RESPECTIVE PERMITTED SUCCESSORS AND ASSIGNS.

13. Force Majeure. Seller shall be entitled to suspend performance of its obligations under the Agreement to the extent that such performance is impeded by circumstances beyond the reasonable control of Seller, including, but not limited to war (whether declared or not), revolution, national strikes, natural disasters, acts of government, export or import prohibitions, fire, explosions, floods, accidents, sabotage, civil unrest, riots, and breakage or loss during transportation or storage as well as subcontractors' material and part shortages and delivery delays.

14. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Wisconsin. Upon termination of this Agreement for any reason, Seller shall have all of the rights and remedies provided by law, including without limitation the rights of a secured party under Chapter 409, Wisconsin Statutes or any successor statute or similar statute in the jurisdiction where Buyer is located or stores the Products.

15. Miscellaneous. Seller reserves the right to correct clerical or similar errors relating to price or any other term shown in this Agreement. If any provision of this Agreement shall be determined to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected thereby. No waiver of breach of any of the provisions of this Agreement shall be construed to be a waiver of any succeeding breach of the same or any other provision.



STAFF REPORT

Date: March 24, 2026

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

BACKGROUND INFORMATION

The purpose of this agenda item is for the Village Board to review the Trustee Bylaws and Rules and to provide a summary of the recommendations at the upcoming Village Board meeting.

ATTACHMENT(S)

1. Trustee Bylaws (*Amended July 15, 2025*).

Village of Sister Bay
Board of Trustees Bylaws
For the Government of the Village Board
(Amended July 15, 2025)

1. Meetings, Regular and Special

The regular meetings of the Sister Bay Board of Trustees shall be held on the third Tuesday of each month at 6:00 P.M. Any two members of the Village Board may call a special meeting, with a signed request presented to the Village Clerk, a minimum of 48 hours prior to that meeting. Public Hearings may be scheduled for a time which is agreeable to the majority of the Board and consistent with State Statutes.

2. Quorum

A minimum of four Trustees constitutes a quorum of the Village Board. As soon as the Village Board is called to order roll call shall be taken, noting who is present and who is absent, and the same shall be noted in the official record. If there is not a quorum present, this fact shall be entered in the minutes and the Village Board shall adjourn. Any member of the Village Board who has knowledge of the fact that they will not be able to attend a scheduled Board meeting shall notify the Village Clerk at the earliest possible opportunity. In the event that the projected absence will produce a lack of quorum, the Village Clerk shall notify the Village President. If the Village Clerk is not notified of an absence, it will be recorded as an unexcused absence.

3. Presiding Officer

The President of the Village Board (Presiding Officer), shall, at the hour of the meeting stated on the Agenda, call the Board to order. The Village President shall preserve order and decorum, and decide all questions of order, subject to an appeal, by any member. The Village President has the same rights as a Trustee.

4. Presiding Officer's Duties

At each meeting, the Village President should have at hand:

- a) A copy of the Bylaws;
- b) A copy of applicable parliamentary authority;
- c) A list of committees/commissions and the members of those groups; and,
- d) A memorandum of the complete order of business.

5. Absence of Village President

In the event the Village President is absent at the time of the meeting, the Village Clerk shall call the Village Board to order; and thereupon the Board shall elect one of its own members the President Pro-Tempore.

6. Agenda

The Board acknowledges that the committee structure is an appropriate mechanism to deal with many of the issues facing the Village. In order to take advantage of the knowledge and experience of the committees, Trustees who wish to bring an issue before the Board shall refer the issue to

the appropriate committee for discussion. Committee Chairpersons shall address those requests in a timely manner and submit a committee recommendation to accompany the Trustee's recommendation when the issue comes before the Board. Other board agenda items will be placed on the agenda at the discretion of the Village President and Village Administrator. All items to be a part of the Agenda shall be in the possession of the Village Administrator by the first day of the month. A copy of the Agenda shall be furnished to each Trustee at least forty-eight (48) hours prior to the regularly scheduled monthly meetings of the Village Board or twenty-four (24) hours prior to any Special Board meetings.

7. Term of Office

The terms of the Village President and the Trustees shall be for two (2) years [*statutory*]. All standing committees, elective or appointive, shall serve for one (1) year unless Statutes provide otherwise. Changes in committee names and structure shall be subject to the approval of a majority vote of the Village Board.

8. Committees and Commissions

There are five types of committees: *Standing, Statutory, Ad Hoc, Task Force, and Other Committee Appointments*. Committees, sometimes referred to as Boards, shall be established upon adoption of a Resolution designating the committee name, number of members, purpose and term. Members shall be appointed by the Village President and approved by the Village Board. Ad Hoc Committees and a Task Force shall be dissolved upon completion of the purpose for which it was created; said dissolution shall require Board of Trustees approval.

The President shall serve as ex-officio of all committees, commissions and boards organized by the Village when a quorum is needed to conduct business.

A listing of all the Committees and Commissions, which are in existence at the time of adoption this document, as amended, are as follows:

NAME & TYPE OF COMMITTEE/COMMISSION	MEMBERSHIP
Door County Coastal Byway Commission (<i>Other Committee Appointments</i>)	1 Trustee or Staff Person
Emergency Management and Hazard Mitigation Planning Task Force	Board President, 2 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 shall be non-voting members.

Finance Committee (<i>Standing Committee</i>)	3 Trustees and 2 Citizens (Citizen terms are staggered 2 and 3 year terms)
Fire Board (<i>Standing Committee</i>)	2 Village members and 3 members from the Town of Liberty Grove
Fire District Exploratory Committee (<i>Other Committee Appointment</i>)	1 Trustee or Resident with recognized experience and qualifications, 1 Fire Fighter from the Sister Bay-Liberty Grove Fire Department and the Fire Chief.
Green Tier Legacy Community Committee (<i>Ad Hoc Committee</i>)	Village President or Trustee, Min. 3 Stakeholders
Historical Society (<i>Other Committee Appointment</i>)	1 Trustee who will serve as a Liaison
Holiday Lighting Task Force (<i>Ad Hoc</i>)	4-7 Stakeholders who elect their Chair and Vice-Chair
Housing Committee	5–9 Stakeholders, 3 being Trustees
Library Commission (<i>Standing Committee</i>)	1 Trustee and 2 Village Residents, and 1 Town Board member and 2 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.
Marina Committee (<i>Standing Committee</i>)	3 Trustees, 2 Stakeholders, and the Marina Manager, who shall serve as an ex-officio non-voting member of the Marina Committee. Two alternates shall also be appointed to ensure a quorum is always present at meetings.
Parking Task Force (<i>Ad Hoc</i>)	4-7 Stakeholders who elect their Chair and Vice-Chair
Parks, Property & Streets Committee (<i>Standing Committee</i>)	3 Trustees and 2 Residents
Personnel Committee (<i>Standing Committee</i>)	3 Trustees
Plan Commission (<i>Statutory</i>)	3 Trustees, 4 Residents, and if available, one ex-officio non-voting Resident or Citizen member with recognized experience and qualifications related to planning and development. The Chairperson shall be the Village President or their appointee. (Terms are dictated by statute and require a three-year term.)

Sister Bay Advancement Association - SBAA - Board of Directors (<i>Other Committee Appointment</i>)	1 Trustee, who shall be a voting member of the SBAA Board and shall also act as the Village Board Liaison to the SBAA.
Technology and Telecommunications Committee (Standing Committee)	1 Trustee and 2 Stakeholders
TIF Joint Review Board (<i>Statutory</i>)	1 Trustee, 1 Resident, 1 representative of the County, 1 representative of the Gibraltar School District and 1 representative of the Northeastern Wisconsin Technical College District
Tourism Zone Commission (<i>Other Committee Appointments</i>)	Based upon room tax collected to date the Village is entitled to have 3 representatives on the Tourism Zone Commission. They serve one-year terms.
Sewer and Water Utilities Committee – Wastewater Treatment Plant, Water, Sewer and Storm Sewer Committee (<i>Standing Committee</i>)	3 Trustees. The Village Administrator and Lead Operator/Utilities Director serve as ex-officio non-voting members.
Village Administration Building Review Task Force (Ad Hoc)	8 Stakeholders
Village Hall Planning Task Force	2 Trustees, 3-5 Stakeholders. The Village Administrator and Village Clerk shall serve as ex-officio, non-voting members.
Zoning Board of Appeals (<i>Statutory</i>)	5 Residents and 2 Resident alternates. (Terms are dictated by statute and require three-year, staggered terms.)

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.

9. National Incident Management System

The NIMS training program is intended for all personnel who are directly involved in emergency management and response. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel. Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. This training is intended to aid people who don't usually work together to seamlessly respond to and recover from a disaster either natural or man-made. Therefore, FEMA recommends the following training for elected and appointed officials: G-402 Incident Command System (ICS) Overview for Executives/Senior Officials, G-191 Incident Command System/Emergency Operations Center Interface. Within one year of being elected each new Trustee shall meet the minimum requirements to be NIMS compliant outlined by FEMA standards.

10. Consent to Speak

A member desiring to speak shall address the Village President or President Pro-Tempore, when recognized by that person. A member shall confine their remarks to the question under consideration and avoid personalities. Members' remarks must be germane to the question. Statements must have a bearing on the pending motion. To ensure an efficient meeting which allows all interested speakers an opportunity to comment on an agenda item, the President or President Pro-Tempore reserves the right to limit the length of time a speaker may speak on any one agenda item. Rude or derogatory comments made by a speaker may result in the President or President Pro-Tempore refusing to allow the speaker to continue presenting their comments.

11. Motions

Motions shall be prefaced with "I move," and the person making the motion shall then state the action that is to be voted on in a positive form so that the Board is not voting "no" to approve the action.

12. Roll Call Vote

When a roll call vote is statutory or required by the Rules of Order, it shall be automatic. The Clerk or any Board member may call for a roll call vote on any question, and it shall be granted before the decision of the Village President is announced. There shall be no interruption during roll call.

13. Abstaining on Vote

Any member of the Board of Trustees may recuse themselves from a discussion and subsequent action if they feel they have a conflict of interest, or, after discussion determines there may be a conflict, abstain from voting on any question before the Board after notifying the Village President or President Pro Tempore of their intention to abstain and the reason therefore.

14. Out of Order

When declared “out of order” a Trustee, resident or citizen shall immediately submit to the ruling of the Village President or President Pro-Tempore.

15. Interruption of Speaker

When any of the Trustees, residents or citizens are speaking, no one shall entertain any private discourse or in any way interrupt the speaker, except as to a question of order.

16. Public Addressing the Board

A non-member wishing to address the Village Board may gain permission from the Village President or President Pro-Tempore. The Village President or President Pro-Tempore should be aware that the right of the public to attend governmental meetings does not necessarily imply a right to participate in the conduct of those meetings. Absent a public hearing, the public has no inherit right to speak at a Village Board Meeting.

17. Suspension of Rules

These rules may be suspended by a majority roll call vote of the Village Board.

18. Amending Rules

These rules may be amended at any regular session of the Village Board by a majority vote of the Board.

19. Rules of Order

The Rules of Order as adopted shall govern the proceedings of the Village Board, except as may be contrary to Wisconsin Statutes. In such event, the State Statutes shall prevail. Roberts Rules of Order shall apply to those areas these Rules do not cover.

20. Board Member Code of Conduct

The Board of Trustees recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like, and lawful conduct, including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member shall:

- a) Commit to regular attendance at Board and Committee meetings unless excused and be properly prepared for deliberation.
- b) Understand and follow all provisions of the Wisconsin Open Meetings Law as well as any other applicable statutes that govern the conduct of elected officials.
- c) Respect the confidentiality appropriate to issues of a sensitive nature and never discuss in public the issues discussed during closed sessions.
- d) Respect, listen to and communicate with fellow Board members and the Village Administrator.
- e) Acknowledge that the authority over Village policies or operations resides in the Village Board and not with individual Trustees.
- f) Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Village, as well as Open Meeting Laws.
- g) Represent all the people of the community while avoiding partisanship based upon special interests.
- h) Keep the best interests of the Village in mind by considering themselves a “Trustee” of the Village and do their best to ensure that the Village is well maintained, financially secure, growing, and always operating in the best interests of those the Village serves.
- i) Be available and responsive to residents by interpreting the needs of citizens to the Village and by interpreting the actions of the Village to citizens without favor of any particular geographic area or interest group.
- j) Make decisions involving the welfare of the community based upon study and evidence, recognizing that personal feelings and other such factors are not conducive to sound decision-making; and always remember that respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual pronouncements and public conjectures about Village matters not yet decided by the Board.
- k) Not promise in advance of a meeting how they will vote on any issue, reserving judgment until all the facts have been presented.
- l) Accept the principal of Board unity by supporting the majority decisions of the Board.
- m) Not engage in “self-dealing” or interfere in the conduct of any private business for personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
- n) Recuse themselves from discussing or voting on an issue about which they have a conflict of interest.
- o) Not use their position to obtain employment for them, for family members or for close associates. (Should a member desire employment by the Village, they must first resign.)
- p) Respect the Board’s commitment to work with the Village Administrator by:
 - 1) Requesting desired information about programs directly from the Village Administrator;
 - 2) Referring to the Village Administrator’s suggestions for new policies;
 - 3) Seeking the Village Administrator’s professional advice;
 - 4) Refraining from acting on any complaint until the Village Administrator has had an opportunity to investigate it fully and report to the Board; and,

- 5) Supporting Board-approved actions of the Village Administrator and staff.
- q) Understand and respect the separation of Board responsibilities and functions from those of the Village Administrator and staff. The Board’s responsibility is to ensure that the Village is well managed—not to manage the Village.

21. Electronic Participation in Meetings.

The chair of each committee and the Village Board President may authorize committee members and trustees to participate in meetings electronically. Any members connecting electronically need to be visible and available to speak at all times during such meetings. The chair of each committee may decide whether the meeting will be held electronically or in-person, and such decision will be made clear to the public on the agendas of the meetings. Electronic participants must follow the guidelines below:

- a) All participating members can simultaneously hear and see each other during the meeting at all times during the meeting;
- b) All communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately communicate 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.

22. Expenses

“Committee/Commission/Board meeting” means the convening of a quorum of the members of a Committee, Commission or Board for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the Board, Committee or Commission. The Village President and the Trustees 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.

23. Electronic Delivery of Information

Board, Committee and Commission members that are part of Standing Committees shall have Agendas, Packets, and Meeting Materials delivered electronically. The Village Board shall annually authorize a sum of monies through its budget to fulfill “at home” printing of materials by Board, Committee and Commission members. These costs shall not exceed the cost of materials.



Village of Sister Bay Board Report

Meeting Date: March 24, 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	\$ 145,526.82	
Bank fees & bills paid electronically	1,181.53	
<i>Village Total</i>		\$ 146,708.35
Special Revenue Funds bills	\$ 336.48	
Special Revenue Sales Tax	313.03	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ 649.51
Debt Service Village	\$ -	
Special Revenue	-	
Marina	-	
Utilities	-	
<i>Debt Service Total</i>		\$ -
CIP/TIF bills prepaid	\$ 19,598.78	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 19,598.78
Water fund bills prepaid	\$ 16,828.97	
Wastewater fund bills prepaid	38,163.00	
Collection fund bills prepaid	3,349.63	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 58,341.60
Marina bills prepaid	\$ 50,070.04	
Marina sales tax	\$ 16,175.45	
Marina credit card fees & bills paid by EFT	\$ 6,283.20	
<i>Marina Total</i>		\$ 72,528.69
Net payroll: PR 02/06, and 02/20	\$ 70,219.99	
State taxes paid online	3,928.31	
Retirement paid online	12,007.92	
<i>Payroll/taxes total</i>		\$ 86,156.22
TOTAL ALL BILLS		\$ 383,983.15

Respectfully submitted,

Volodymyr Gannik
Financial Specialist/Village Treasurer

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format

Page: 1

Report dates: 1/1/2026-12/31/2026

Mar 19, 2026 09:56AM

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail Input date = 02/14/2026-03/20/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10007									
10007	ACTION APPRAISERS INC	3797	2026 MARKET UPDATE & MAINT	03/01/2026	4,076.00	4,076.00	03/06/2026		100
12242									
12242	GA COMPUTER SERVICES	7171	MARINA MONTLY SECURITY UP	02/25/2026	400.00	400.00	02/26/2026		690
12242	GA COMPUTER SERVICES	7174	INTERNET BACKUP	02/25/2026	90.00	90.00	02/26/2026		690
12242	GA COMPUTER SERVICES	7217	MARINA MONTLY SECURITY UP	02/13/2026	400.00	400.00	02/19/2026		690
12242	GA COMPUTER SERVICES	7220	INTERNET BACKUP	02/16/2026	90.00	90.00	02/19/2026		690
12242	GA COMPUTER SERVICES	7229	MARINA VPN	02/25/2026	120.00	120.00	02/26/2026		690
12242	GA COMPUTER SERVICES	7234	MARINA VPN CHARGES	02/25/2026	120.00	120.00	02/26/2026		690
12242	GA COMPUTER SERVICES	INV-7214	ADMIN- IT MONTHLY SECURITY	02/13/2026	540.00	540.00	03/06/2026		100
12242	GA COMPUTER SERVICES	INV-7215	WORKJ VSB - UTILITIES OFFIC	02/13/2026	68.00	68.00	02/19/2026		610
12242	GA COMPUTER SERVICES	INV-7215	WORKJ VSB - UTILITIES OFFIC	02/13/2026	118.00	118.00	02/19/2026		620
12242	GA COMPUTER SERVICES	INV-7215	WORKJ VSB - UTILITIES OFFIC	02/13/2026	14.00	14.00	02/19/2026		630
12242	GA COMPUTER SERVICES	INV-7216	WORKJ VSB - PARKS OFFICE	02/13/2026	150.00	150.00	02/19/2026		100
12242	GA COMPUTER SERVICES	INV-7255	ADMIN- IT SUPPORT	03/06/2026	150.00	150.00	03/13/2026		100
12242	GA COMPUTER SERVICES	INV-7263	ADMIN- IT MONTHLY SECURITY	03/13/2026	590.00	590.00	03/13/2026		100
12242	GA COMPUTER SERVICES	INV-7265	PW- IT SECURITY UPDATES	03/13/2026	150.00	150.00	03/13/2026		100
14309									
14309	ELAN FINANCIAL SERVICES	FEB 2026	CROWN AWARDS- RECOGNITI	02/19/2026	157.57	157.57	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	BEEN VERIFIED ADMIN	02/19/2026	28.37	28.37	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	ADOBE ADMIN	02/19/2026	21.09	21.09	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	CLERK MINUTES -ADMIN	02/19/2026	269.10	269.10	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	USPS- PW- MODEM MAIL TO C	02/19/2026	13.05	13.05	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	WCMA- MEMBERSHIP- BEN/AD	02/19/2026	190.55	190.55	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	WMCA- WI CLERK ASSOC- JULI	02/19/2026	65.00	65.00	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	WI TOWNS ASSOC/ TRAINING/	02/19/2026	67.65	67.65	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	CLOTHING/UNIFORM/ PW ERIK	02/19/2026	84.75	84.75	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	PW- TEKTON HAND TOOLS RAI	02/19/2026	14.04	14.04	02/26/2026		100
14309	ELAN FINANCIAL SERVICES	FEB 2026	SPECTRUM- W	02/19/2026	20.40	20.40	02/26/2026		610
14309	ELAN FINANCIAL SERVICES	FEB 2026	ADOBE -W	02/19/2026	86.04	86.04	02/26/2026		610
14309	ELAN FINANCIAL SERVICES	FEB 2026	CLERK MINUTES -W	02/19/2026	9.57	9.57	02/26/2026		610
14309	ELAN FINANCIAL SERVICES	FEB 2026	UTILITY- MEGAN GROUNDWAT	02/19/2026	66.35	66.35	02/26/2026		610
14309	ELAN FINANCIAL SERVICES	FEB 2026	UTILITY- TRACTOR SUPPLY/WA	02/19/2026	26.36	26.36	02/26/2026		610
14309	ELAN FINANCIAL SERVICES	FEB 2026	SPECTRUM- WW	02/19/2026	35.40	35.40	02/26/2026		620
14309	ELAN FINANCIAL SERVICES	FEB 2026	ADOBE -WW	02/19/2026	149.32	149.32	02/26/2026		620
14309	ELAN FINANCIAL SERVICES	FEB 2026	CLERK MINUTES -WW	02/19/2026	17.64	17.64	02/26/2026		620
14309	ELAN FINANCIAL SERVICES	FEB 2026	UTILITY- TIM WW TRAINING/WR	02/19/2026	66.35	66.35	02/26/2026		620
14309	ELAN FINANCIAL SERVICES	FEB 2026	SPECTRUM- C	02/19/2026	4.20	4.20	02/26/2026		630
14309	ELAN FINANCIAL SERVICES	FEB 2026	ADOBE -C	02/19/2026	17.71	17.71	02/26/2026		630
14309	ELAN FINANCIAL SERVICES	FEB 2026	CLERK MINUTES -C	02/19/2026	2.69	2.69	02/26/2026		630
14309	ELAN FINANCIAL SERVICES	FEB 2026	MARINA - HOTEL HILTON CREDI	02/19/2026	112.52-	112.52-	02/26/2026		690
14309	ELAN FINANCIAL SERVICES	FEB 2026	MARINA MEAL/TRAVEL/TRAININ	02/19/2026	32.50	32.50	02/26/2026		690
14309	ELAN FINANCIAL SERVICES	FEB 2026	MARINA MEAL/TRAVEL/TRAININ	02/19/2026	74.49	74.49	02/26/2026		690
14309	ELAN FINANCIAL SERVICES	FEB 2026	MARINA- UNITED TRAVEL/EDU	02/19/2026	145.34	145.34	02/26/2026		690
14309	ELAN FINANCIAL SERVICES	FEB 2026	MARINA- BUDGET RENT CAR- T	02/19/2026	432.48	432.48	02/26/2026		690
14309	ELAN FINANCIAL SERVICES	FEB 2026	MARINA- AIRPORT PARKING/ T	02/19/2026	45.00	45.00	02/26/2026		690
14309	ELAN FINANCIAL SERVICES	FEB 2026	MARINA- HOTEL HILTON/TRAINI	02/19/2026	1,604.35	1,604.35	02/26/2026		690
14310									
14310	CAPTAIN COMMODOES INC	I3276 Disposal	SLUDGE HAULING	01/01/2026	1,649.51	1,649.51	02/26/2026		620
14310	CAPTAIN COMMODOES INC	I3627	PRETREATMENT PORTA POTTY	02/18/2026	125.00	125.00	02/19/2026		620
14310	CAPTAIN COMMODOES INC	I3741	COMMODE RENTAL - DOG PAR	02/09/2026	125.00	125.00	02/19/2026		100

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14310	CAPTAIN COMMODOES INC	I3951	SLUDGE HAULING	03/06/2026	1,888.65	1,888.65	03/13/2026		620
14310	CAPTAIN COMMODOES INC	I3964	COMMODE RENTAL - DOG PAR	03/09/2026	125.00	125.00	03/13/2026		100
17506									
17506	CELLCOM	705791	CELLPHONES- PARKS	02/05/2026	268.75	268.75	02/19/2026		100
17506	CELLCOM	705791	CELLPHONES - ZONING	02/05/2026	79.76	79.76	02/19/2026		100
17506	CELLCOM	705791	CELLPHONE - MARINA	02/05/2026	71.70	71.70	02/19/2026		690
17506	CELLCOM	813215 Acct#0	CELLPHONES- PARKS	03/05/2026	268.75	268.75	03/13/2026		100
17506	CELLCOM	813215 Acct#0	CELLPHONES - ZONING	03/05/2026	79.76	79.76	03/13/2026		100
17506	CELLCOM	813215 Acct#0	CELLPHONE - MARINA	03/05/2026	71.70	71.70	03/13/2026		690
17506	CELLCOM	813688	CELLPHONES- W	03/05/2026	106.89	106.89	03/13/2026		610
17506	CELLCOM	813688	CELLPHONES- WW	03/05/2026	185.47	185.47	03/13/2026		620
17506	CELLCOM	813688	CELLPHONES- C	03/05/2026	22.01	22.01	03/13/2026		630
20007									
20007	DELTA DENTAL OF WIS	2508505	DENTAL INSURANCE - MARCH	02/18/2026	617.42	617.42	02/19/2026		100
20007	DELTA DENTAL OF WIS	2525484	DENTAL INSURANCE - APRIL 20	03/17/2026	617.42	617.42	03/19/2026		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020260	HEALTH INS. - EMPLOYER AMT	03/03/2026	22,816.35	22,816.35	03/06/2026		100
20438	DEPT OF EMPLOYEE TRUS	125300020260	HEALTH INS. - EMPLOYEE AMT	03/03/2026	4,026.41	4,026.41	03/06/2026		100
20438	DEPT OF EMPLOYEE TRUS	125300020260	DENTAL INS. - EMPLOYER AMT	03/03/2026	878.34	878.34	03/06/2026		100
20438	DEPT OF EMPLOYEE TRUS	125300020260	DENTAL INS. - EMPLOYEE AMT	03/03/2026	155.00	155.00	03/06/2026		100
20451									
20451	DOOR COUNTY HIGHWAY D	2026-3300003	SNOW AND ICE CONTROL	02/24/2026	7,699.92	7,699.92	02/26/2026		100
20451	DOOR COUNTY HIGHWAY D	2026-3300003	WINTER OPERATIONS- SNOWP	02/23/2026	109.92	109.92	03/06/2026		620
20451	DOOR COUNTY HIGHWAY D	2026-3300007	SNOW AND ICE CONTROL	03/13/2026	4,454.03	4,454.03	03/13/2026		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0214260	PRINT PAPER CHECK TO UPDA	02/17/2026	3,003.16	3,003.16	02/17/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0214260	PRINT PAPER CHECK TO UPDA	02/17/2026	3,003.16	3,003.16	02/17/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0214260	PRINT PAPER CHECK TO UPDA	02/17/2026	702.34	702.34	02/17/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0214260	PRINT PAPER CHECK TO UPDA	02/17/2026	702.34	702.34	02/17/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0214260	PRINT PAPER CHECK TO UPDA	02/17/2026	4,449.94	4,449.94	02/17/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0228260	PRINT PAPER CHECK TO UPDA	03/04/2026	2,919.71	2,919.71	03/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0228260	PRINT PAPER CHECK TO UPDA	03/04/2026	2,919.71	2,919.71	03/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0228260	PRINT PAPER CHECK TO UPDA	03/04/2026	682.83	682.83	03/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0228260	PRINT PAPER CHECK TO UPDA	03/04/2026	682.83	682.83	03/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0228260	PRINT PAPER CHECK TO UPDA	03/04/2026	4,387.17	4,387.17	03/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0314260	PRINT PAPER CHECK TO UPDA	03/18/2026	2,912.71	2,912.71	03/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0314260	PRINT PAPER CHECK TO UPDA	03/18/2026	2,912.71	2,912.71	03/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0314260	PRINT PAPER CHECK TO UPDA	03/18/2026	681.20	681.20	03/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0314260	PRINT PAPER CHECK TO UPDA	03/18/2026	681.20	681.20	03/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0314260	PRINT PAPER CHECK TO UPDA	03/18/2026	4,332.69	4,332.69	03/18/2026		100
30701									
30701	FRONTIER	920854678009	VH ELEVATOR PHONE	02/25/2026	7.00	7.00	03/06/2026		100
30701	FRONTIER	Feb269201590	PHONES-W	02/25/2026	134.44	134.44	03/06/2026		610
30701	FRONTIER	Feb269201590	PHONES-WW	02/25/2026	134.43	134.43	03/06/2026		620
30750									
30750	GOING CO INC	123997 3/1/202	VILLAGE GARBAGE	03/01/2026	11,342.28	11,342.28	03/13/2026		100
30750	GOING CO INC	123997 3/1/202	VILLAGE RECYCLING	03/01/2026	2,039.20	2,039.20	03/13/2026		100
30750	GOING CO INC	125523 3/1/202	GARBAGE - MAINT	03/01/2026	228.14	228.14	03/13/2026		100
30750	GOING CO INC	127747 3/1/202	GARBAGE -POST OFFICE	03/01/2026	69.02	69.02	03/13/2026		100
30750	GOING CO INC	303548	WWTP RUBBISH REMOVAL	03/01/2026	1,273.49	1,273.49	03/06/2026		620
30750	GOING CO INC	325803 3/1/202	RECYCLING - FIRE STATION	03/01/2026	243.94	243.94	03/13/2026		100
30751									
30751	GREAT-WEST TRUST COMP	PR0214260	Great West Deferred Comp. DEF	02/17/2026	185.00	185.00	02/17/2026		100
30751	GREAT-WEST TRUST COMP	PR0214260	Great West Deferred Comp. DEF	02/17/2026	125.00	125.00	02/17/2026		100
30751	GREAT-WEST TRUST COMP	PR0228260	Great West Deferred Comp. DEF	03/04/2026	185.00	185.00	03/04/2026		100
30751	GREAT-WEST TRUST COMP	PR0228260	Great West Deferred Comp. DEF	03/04/2026	125.00	125.00	03/04/2026		100
30751	GREAT-WEST TRUST COMP	PR0314260	Great West Deferred Comp. DEF	03/18/2026	185.00	185.00	03/18/2026		100

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30751 31809	GREAT-WEST TRUST COMP	PR0314260	Great West Deferred Comp. DEF	03/18/2026	125.00	125.00	03/18/2026		100
31809	HSABANK	February 2026	FEBRUARY 2026 EMPLOYER A	02/17/2026	5,847.56	5,847.56	02/19/2026		100
31809	HSABANK	March 2026	MARCH 2026 EMPLOYER AND	03/18/2026	5,847.56	5,847.56	03/19/2026		100
40963	INSPECTION SPECIALISTS	FEB 2026	BUILDING INSPECTION - FEB '2	03/04/2026	405.00	405.00	03/06/2026		100
41195	LAKE & POND SOLUTIONS	20692	DNR PERMIT FEE - WEED TREA	02/25/2026	205.00	205.00	02/26/2026		690
41205	WISCONSIN BUILDING SUP	Statement # 68	S2808 2X8X8 @ QUANTITY 18 /	02/01/2026	477.14	477.14	02/19/2026		100
41205	WISCONSIN BUILDING SUP	Statement # 68	DF15324P 1/2 X4X8 CDX	02/01/2026	58.38	58.38	02/19/2026		100
41212	ROBERT E LEE & ASSOC IN	90302	BLUFFSIDE/MAPLE/PARKVIEW	02/18/2026	1,987.00	1,987.00	02/26/2026		410
41212	ROBERT E LEE & ASSOC IN	90303	HWY 57 TRAILS	02/25/2026	6,013.44	6,013.44	02/26/2026		400
41218	AIRGAS	5522211043	AIRGAS RENT CYL	01/31/2026	71.20	71.20	02/19/2026		620
41218	AIRGAS	5522823861	AIRGAS RENT CYL	02/28/2026	66.85	66.85	03/13/2026		620
41307	MAAS' FLORAL + GREENHO	024104	FLOWERS - CHIS HECHT FUNE	02/18/2026	150.00	150.00	02/26/2026		100
41316	MARCO INC	41309869	GENERAL COPIES	02/19/2026	320.65	320.65	02/19/2026		100
41316	MARCO INC	41309869	ZONING COPIES	02/19/2026	12.72	12.72	02/19/2026		100
41316	MARCO INC	41309869	STR COPIES	02/19/2026	111.81	111.81	02/19/2026		100
41316	MARCO INC	41309869	PUBLIC WORKS COPIES	02/19/2026	10.06	10.06	02/19/2026		100
41316	MARCO INC	575122056	UTILITIES COPIES - W	02/05/2026	57.64	57.64	02/26/2026		610
41316	MARCO INC	575122056	UTILITIES COPIES - WW	02/05/2026	100.01	100.01	02/26/2026		620
41316	MARCO INC	575122056	UTILITIES COPIES - C	02/05/2026	11.87	11.87	02/26/2026		630
41316	MARCO INC	577294739	UTILITIES COPIES - W	03/01/2026	57.64	57.64	03/19/2026		610
41316	MARCO INC	577294739	UTILITIES COPIES - WW	03/01/2026	100.01	100.01	03/19/2026		620
41316	MARCO INC	577294739	UTILITIES COPIES - C	03/01/2026	11.87	11.87	03/19/2026		630
51410	NAPA STURGEON BAY	337990	12 x 2 1H BRAKE	02/12/2026	175.90	175.90	02/19/2026		100
51410	NAPA STURGEON BAY	337990	12 x 2 RH BRAKE	02/12/2026	179.90	179.90	02/19/2026		100
51410	NAPA STURGEON BAY	337990	ENGAGER BREAK AWAY KIT	02/12/2026	53.95	53.95	02/19/2026		100
51410	NAPA STURGEON BAY	338050	HUB DRUM KIT	02/12/2026	556.00	556.00	02/19/2026		100
61539	OFFICE DEPOT BUSINESS	453762390001	STR- ENVELOPES AND MAILIN	02/12/2026	99.41	99.41	03/06/2026		100
61539	OFFICE DEPOT BUSINESS	453762390001	TKH- ICE RINK ENVELOPES	02/12/2026	11.30	11.30	03/06/2026		205
61614	PENINSULA PULSE	38023	LIQ LIC NOTICES	03/01/2026	16.52	16.52	03/13/2026		100
61614	PENINSULA PULSE	38023	ZONING- PH NOTICE 2/20 & 2/2	03/01/2026	106.23	106.23	03/13/2026		100
61630	PIGGLY WIGGLY	Acct# 4090 3/1/	WATER/COOKIES BEN-MEET &	03/01/2026	25.45	25.45	03/06/2026		100
61630	PIGGLY WIGGLY	Acct# 4090 3/1/	UTILITY SUPPLIES	03/01/2026	20.67	20.67	03/06/2026		620
61630	PIGGLY WIGGLY	Acct# 4090 3/1/	UTILITY LAB SUPPLIES	03/01/2026	42.61	42.61	03/06/2026		620
61637	PITNEY BOWES INC	3322168431	GENERAL FUND METER RENTA	02/27/2026	21.99	21.99	03/06/2026		100
61637	PITNEY BOWES INC	3322168431	TAXES- METER RENTAL	02/27/2026	124.27	124.27	03/06/2026		100
61637	PITNEY BOWES INC	3322168431	ZONING METER RENTAL	02/27/2026	7.03	7.03	03/06/2026		100
61637	PITNEY BOWES INC	3322168431	STR- METER RENTAL	02/27/2026	11.86	11.86	03/06/2026		100
61637	PITNEY BOWES INC	3322168431	TKH METER RENTAL	02/27/2026	.44	.44	03/06/2026		205
61637	PITNEY BOWES INC	3322168431	UTIL METER RENTAL - W	02/27/2026	8.33	8.33	03/06/2026		610
61637	PITNEY BOWES INC	3322168431	UTIL METER RENTAL - WW	02/27/2026	13.89	13.89	03/06/2026		620
61637	PITNEY BOWES INC	3322168431	UTIL METER RENTAL - C	02/27/2026	1.64	1.64	03/06/2026		630
61637	PITNEY BOWES INC	3322168431	MARINA METER RENTAL	02/27/2026	4.32	4.32	03/06/2026		690
71891	SECURIAN FINANCIAL GRO	April 2026	LIFE INSURANCE PREMIUMS- A	03/09/2026	258.84	258.84	03/13/2026		100

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71891 71907	SECURIAN FINANCIAL GRO	March 2026	LIFE INSURANCE PREMIUMS-	02/17/2026	258.84	258.84	02/19/2026		100
71907	CLIFTONLARSONALLEN LL	L261135782	2025 AUDIT BILLING GENERAL	03/19/2026	9,376.92	9,376.92	03/19/2026		100
71907	CLIFTONLARSONALLEN LL	L261135782	2025 AUDIT BILLING-TID #2	03/19/2026	1,598.34	1,598.34	03/19/2026		510
71907	CLIFTONLARSONALLEN LL	L261135782	2025 AUDIT BILLING - WATER	03/19/2026	2,182.80	2,182.80	03/19/2026		610
71907	CLIFTONLARSONALLEN LL	L261135782	2025 AUDIT BILLING - WASTE	03/19/2026	3,787.80	3,787.80	03/19/2026		620
71907	CLIFTONLARSONALLEN LL	L261135782	2025 AUDIT BILLING - COLLECT	03/19/2026	449.40	449.40	03/19/2026		630
71907	CLIFTONLARSONALLEN LL	L261135782	2025 AUDIT BILLING - MARINA	03/19/2026	1,465.14	1,465.14	03/19/2026		690
71927	SISTER BAY/LIBERTY GRO	SBLGFD Weig	SBLGFD WEIGHT ROOM RENO	03/13/2026	10,000.00	10,000.00	03/13/2026		400
72000	SAFELITE AUTO GLASS	216596-Correct	F-250 REAR WINDOW REPLAC	01/12/2026	426.06	426.06	03/06/2026		100
73003	VERIZON BUSINESS	64832166	VILLAGE PHONE - LONG DISTA	03/12/2026	.29	.29	03/13/2026		100
82350	WI PUBLIC SERVICE	0402302054-0	ELECTRICITY - INFO BOOTH	02/27/2026	88.72	88.72	03/06/2026		100
82350	WI PUBLIC SERVICE	0402302054-0	ELECTRICITY - WATER	02/27/2026	2,209.57	2,209.57	03/06/2026		610
82350	WI PUBLIC SERVICE	0402302054-0	ELECTRICITY - WASTEWATER	02/27/2026	7,085.22	7,085.22	03/06/2026		620
82350	WI PUBLIC SERVICE	0402302054-0	ELECTRICITY - COLLECTION	02/27/2026	809.50	809.50	03/06/2026		630
82350	WI PUBLIC SERVICE	5831134980	STREET LIGHTS	02/25/2026	1,481.62	1,481.62	03/06/2026		100
82350	WI PUBLIC SERVICE	Feb260407165	WELL #3 - SISTER BAY	02/13/2026	439.12	439.12	02/26/2026		610
82350	WI PUBLIC SERVICE	Feb260407165	WELL #3 - LGUD	02/13/2026	146.37	146.37	02/26/2026		610
99996	ONE TIME VENDOR	Class B refund	CLASS B LICENSE REFUND	02/19/2026	100.00	100.00	02/19/2026		100
99999	ONE TIME VENDOR	Hansen SWL R	REFUND MARINA WL DEPOSIT	03/03/2026	200.00	200.00	03/06/2026		690
99999	ONE TIME VENDOR	Mark Gerard W	REFUND MARINA WL DEPOSIT	02/17/2026	200.00	200.00	02/19/2026		690
99999	ONE TIME VENDOR	Steven Hansen	REFUND MARINA WL DEPOSIT	02/17/2026	200.00	200.00	02/19/2026		690
100051	AMERICAN WATER WORKS	SO283634 - 01	MEMBERSHIP DUES 5/1/26-4/30	01/23/2026	462.00	462.00	02/26/2026		610
100091	BADGER METER INC	80229485	CELLULAR UNITS AND SERVIC	02/26/2026	71.78	71.78	03/06/2026		610
10009	BADGER METER INC	80229485	CELLULAR UNITS AND SERVIC	02/26/2026	38.22	38.22	03/06/2026		610
10009	BADGER METER INC	80229485	CELLULAR UNITS AND SERVIC	02/26/2026	124.56	124.56	03/06/2026		620
10009	BADGER METER INC	80229485	CELLULAR UNITS AND SERVIC	02/26/2026	14.78	14.78	03/06/2026		630
100241	CRANE ENGINEERING INC	508275-00	MAIN LIFT STATION WW CHECK	02/27/2026	12,173.41	12,173.41	03/19/2026		620
100246	CTW CORPORATION	42487	WELL #1 REPLACE BEARINGS,	03/06/2026	8,948.00	8,948.00	03/13/2026		610
100351	E & B SCALE SERVICES INC	8313	SCALE CALIBRATION-WWTP LA	03/10/2026	150.00	150.00	03/13/2026		620
100411	Ferrellgas	1132852137 A	PROPANE FIRE STATION	01/28/2026	2,710.90	2,710.90	03/13/2026		100
10041	Ferrellgas	1132852137 A	PROPANE FIRE STATION	01/28/2026	74.36-	74.36-	03/13/2026		100
10041	Ferrellgas	1132867622 A	PROPANE PWB (OLD BLDG)	01/29/2026	930.02	930.02	03/13/2026		100
10041	Ferrellgas	1132867622 A	PROPANE PWB (OLD BLDG)	01/29/2026	59.74-	59.74-	03/13/2026		100
10041	Ferrellgas	1132915205B1	PROPANE- ICE RINK	02/02/2026	2,591.63	2,591.63	03/13/2026		100
10041	Ferrellgas	1132915205B1	PROPANE- ICE RINK	02/02/2026	121.80-	121.80-	03/13/2026		100
10041	Ferrellgas	1132965300 A	PROPANE LIBRARY	02/06/2026	941.48	941.48	03/13/2026		100
10041	Ferrellgas	1132978981	WWTP PROPANE	02/09/2026	2,184.90	2,184.90	03/13/2026		620
10041	Ferrellgas	1133086165 A	PROPANE FIRE STATION	02/18/2026	2,440.14	2,440.14	03/13/2026		100
100466	GREAT LAKES TV SEAL INC	23949	2026 MAIN LIFT STATION CLEA	02/13/2026	988.17	988.17	03/06/2026		620
10046	GREAT LAKES TV SEAL INC	23949	2026 FIELDCREST & LITTLE SIS	02/13/2026	1,976.33	1,976.33	03/06/2026		630
10046	GREAT LAKES TV SEAL INC	23955	WWTP- HYDRO-EXCAVATE ICE	02/20/2026	2,174.50	2,174.50	03/06/2026		620
100491	HAWKINS INC	7334937	CHLORINE CYLINDER RENTAL	02/15/2026	10.00	10.00	02/19/2026		610

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10049	HAWKINS INC	7360654	CHLORINE CYLINDER RENTAL	03/15/2026	10.00	10.00	03/19/2026		610
100541									
10054	ITU ABSORB TECH	8690694	RAGS- W	03/03/2026	12.64	12.64	03/13/2026		610
10054	ITU ABSORB TECH	8690694	WWTP LAUNDRY SERVICE	03/03/2026	74.62	74.62	03/13/2026		620
10054	ITU ABSORB TECH	8690694	RAGS- WW	03/03/2026	21.95	21.95	03/13/2026		620
10054	ITU ABSORB TECH	8690694	RAGS- C	03/03/2026	2.60	2.60	03/13/2026		630
100731									
10073	NCL OF WISCONSIN INC	532036	LAB SUPPLIES	02/18/2026	322.00	322.00	03/06/2026		620
100781									
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 7144.01	02/25/2026	269.50	269.50	02/26/2026		001
100841									
10084	US POSTAL SERVICE	PO Box# 769 1	RENEWAL PO BOX- ADMIN	03/02/2026	198.00	198.00	03/06/2026		100
101121									
10112	WI RURAL WATER ASSOC	S7600	SYSTEM MEMBERSHIP RENEW	03/01/2026	340.00	340.00	03/06/2026		610
10112	WI RURAL WATER ASSOC	S7600	WRWA LOANER EQUIPMENT F	03/01/2026	100.00	100.00	03/06/2026		610
101166									
10116	WULF BROTHERS INC	26-27 WWTP H	WWTP HVAC MAINTENANCE	03/04/2026	1,365.00	1,365.00	03/06/2026		620
101207									
10120	DOOR COUNTY HARDWAR	101760 2/28/2	FASTNERS/FILTERS/SCREWS/S	02/28/2026	63.88	63.88	03/13/2026		100
10120	DOOR COUNTY HARDWAR	101760 2/28/2	GEN SUPPLIES- PW/ LAMPHOL	02/28/2026	35.94	35.94	03/13/2026		100
10120	DOOR COUNTY HARDWAR	101760 2/28/2	MISC PW MACHINERY/TRAILER	02/28/2026	22.99	22.99	03/13/2026		100
10120	DOOR COUNTY HARDWAR	101760 2/28/2	PARKS SUPPLIES/SCREWS/NAI	02/28/2026	68.94	68.94	03/13/2026		100
10120	DOOR COUNTY HARDWAR	101760 2/28/2	WWTP TOOLS/COUPLING	02/28/2026	9.98	9.98	03/13/2026		620
10120	DOOR COUNTY HARDWAR	502215 - Feb2	22360-AMMONIA AND BROOM	02/28/2026	13.58	13.58	03/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 - Feb2	22359- AMMONIA AND BROOM -	02/28/2026	18.58	18.58	03/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 - Feb2	21823- BLADE, BUCKET AND HA	02/28/2026	40.77	40.77	03/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 - Feb2	21960- FLOOR SCRUBBER, DIS	02/28/2026	12.23	12.23	03/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 - Feb2	21819- HOSE ADPRT	02/28/2026	9.59	9.59	03/06/2026		620
10120	DOOR COUNTY HARDWAR	502215 - Feb2	21960- FLOOR SCRUBBER, DIS	02/28/2026	21.22	21.22	03/06/2026		620
10120	DOOR COUNTY HARDWAR	502215 - Feb2	21960- FLOOR SCRUBBER, DIS	02/28/2026	2.52	2.52	03/06/2026		630
101216									
10121	HYDROCORP	CI-11420	COMMERCIAL CROSS CONNEC	02/27/2026	444.79	444.79	03/06/2026		610
10121	HYDROCORP	CI-11420	COMMERCIAL CROSS CONNEC	02/27/2026	11.21	11.21	03/06/2026		610
1001199									
10011	SPECTRUM ENTERPRISE	104064501030	ADMIN INTERNET	03/01/2026	160.00	160.00	03/13/2026		100
10011	SPECTRUM ENTERPRISE	171227201022	VH- INTERNET	02/21/2026	189.14	189.14	03/06/2026		100
10011	SPECTRUM ENTERPRISE	171227501022	MARINA INTERNET	03/03/2026	330.00	330.00	03/06/2026		690
10011	SPECTRUM ENTERPRISE	258965801022	INTERNET- ICE RINK	02/21/2026	170.00	170.00	03/06/2026		100
10011	SPECTRUM ENTERPRISE	258990901022	UTILITIES- APT EI - W	02/21/2026	40.80	40.80	03/06/2026		610
10011	SPECTRUM ENTERPRISE	258990901022	UTILITIES- APT EI - WW	02/21/2026	70.80	70.80	03/06/2026		620
10011	SPECTRUM ENTERPRISE	258990901022	UTILITIES- APT EI - C	02/21/2026	8.40	8.40	03/06/2026		630
10011	SPECTRUM ENTERPRISE	258997301022	NEW PARKS BLDG INTERNET	02/21/2026	120.00	120.00	03/06/2026		100
10011	SPECTRUM ENTERPRISE	259300701022	ADMIN PHONES	02/21/2026	183.85	183.85	03/06/2026		100
10011	SPECTRUM ENTERPRISE	261157601022	UTILITIES- APT FIBER - W	02/21/2026	.55	.55	03/06/2026		610
10011	SPECTRUM ENTERPRISE	261157601022	UTILITIES- APT FIBER - WW	02/21/2026	.96	.96	03/06/2026		620
10011	SPECTRUM ENTERPRISE	261157601022	UTILITIES- APT FIBER - C	02/21/2026	.11	.11	03/06/2026		630
10011	SPECTRUM ENTERPRISE	261157701022	MARINA PHONE	03/03/2026	1.62	1.62	03/06/2026		690
10011	SPECTRUM ENTERPRISE	261157901022	ICE RINK- PHONE	02/21/2026	1.62	1.62	03/06/2026		100
10011	SPECTRUM ENTERPRISE	261158001022	NEW PARKS BLDG- PHONE	02/21/2026	1.62	1.62	03/06/2026		100
1001209									
10012	AMAZON CAPITAL SERVICE	13KK-3WCK-J	CARHARTT FLEECE HAT BRITE	03/03/2026	19.99	19.99	03/06/2026		100
10012	AMAZON CAPITAL SERVICE	13KK-3WCK-J	GEARWRENCH 39 PIECE 1/2IN	03/03/2026	104.99	104.99	03/06/2026		100
10012	AMAZON CAPITAL SERVICE	1F39-TCLF-N	HEAVY DUTY ADJUSTABLE PIN	02/23/2026	71.50	71.50	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1F39-TCLF-N	YOMILINK 5000 LBS A-FRAME T	02/23/2026	55.43	55.43	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1F39-TCLF-N	AGRIEYES WIRELESS TRAILER	02/23/2026	69.99	69.99	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1HT1-D1CH-L9	OFFICE SUPPLIES-W	01/21/2026	16.14	16.14	02/19/2026		610
10012	AMAZON CAPITAL SERVICE	1HT1-D1CH-L9	SAMPLER HOSE-WW	01/21/2026	57.40	57.40	02/19/2026		620

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10012	AMAZON CAPITAL SERVICE	1MPD-9X9R-T	PYRAMEX SAFETY RSZH34 SE	02/23/2026	112.32	112.32	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1MPD-9X9R-T	THOROGOOD CROSSTREX SE	02/23/2026	53.25	53.25	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1MPD-9X9R-T	ARIAT MEN'S M4 LOW RISE ST	02/23/2026	127.02	127.02	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1MPD-9X9R-T	PROMOTIONS & DISCOUNTS	02/23/2026	6.99-	6.99-	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1MPD-9X9R-T	SHIPPING & HANDLING	02/23/2026	6.99	6.99	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1N7K-GP1J-M	CYKVIS 3 IN 1 USB COMPUTER	02/23/2026	25.64	25.64	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1N7K-GP1J-M	FUTURHYDRO CHAIR MAT FOR	02/23/2026	126.00	126.00	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1N7K-GP1J-M	WAENLIR 48PCS MAGNETIC M	02/23/2026	18.04	18.04	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1N7K-GP1J-M	ARCCAPTAIN 60A PLASMA CUT	02/23/2026	289.98	289.98	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1N7K-GP1J-M	ARCCAPTAIN AG-60 PLASMA C	02/23/2026	31.34	31.34	02/26/2026		100
10012	AMAZON CAPITAL SERVICE	1RNT-QLLX-1	HOCKEY TAPE	02/06/2026	27.99	27.99	02/19/2026		205
10012	AMAZON CAPITAL SERVICE	1RNT-QLLX-1	HOCKEY HELMET HARDWARE	02/06/2026	13.98	13.98	02/19/2026		205
10012	AMAZON CAPITAL SERVICE	1RNT-QLLX-1	TAPE MEASURE	02/06/2026	5.00	5.00	02/19/2026		205
10012	AMAZON CAPITAL SERVICE	1RNT-QLLX-1	SCREWDRIVER BITS PLUS SHI	02/06/2026	47.97	47.97	02/19/2026		205
10012	AMAZON CAPITAL SERVICE	1RNT-QLLX-1	BROOMBALL SHOES	02/06/2026	99.99	99.99	02/19/2026		205
10012	AMAZON CAPITAL SERVICE	1RNT-QLLX-1	HOCKEY PUCKS	02/06/2026	96.50	96.50	02/19/2026		205
10012	AMAZON CAPITAL SERVICE	1RNT-QLLX-1	PINNIES	02/06/2026	33.31	33.31	02/19/2026		205
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	FRAGANZIA MULTI-PURPOSE C	02/06/2026	110.00	110.00	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	ANCHOR BRAND 4 SHELF FIRS	02/06/2026	237.76	237.76	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	FIRST AID ONLY 9302-25M 25-P	02/06/2026	318.89	318.89	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	3M E-A-R PUSH-INS 318-1000 P	02/06/2026	88.42	88.42	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	AMAZON BASICS 8-PACK 9V AL	02/06/2026	12.33	12.33	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	AMAZON BASICS 150-PACK AA	02/06/2026	33.99	33.99	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	AMAZON BASICS AAA ALKALIN	02/06/2026	9.07	9.07	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	FIRST AID ONLY 9302-25M 25-P	02/06/2026	202.93-	202.93-	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1WH1-XCQT-6	FIRST AID ONLY 9302-25M 25-P	02/06/2026	115.96-	115.96-	02/19/2026		100
10012	AMAZON CAPITAL SERVICE	1XJT-WHDT-9	AIRHEADS MINI CANDY BARS,	02/28/2026	83.57	83.57	03/06/2026		100
10012	AMAZON CAPITAL SERVICE	1XJT-WHDT-9	1QUARTET CORK BULLETIN BO	02/28/2026	24.99	24.99	03/06/2026		100
10012	AMAZON CAPITAL SERVICE	1XJT-WHDT-9	2WALLHERO VISION BOARD - L	02/28/2026	30.31	30.31	03/06/2026		100
10012	AMAZON CAPITAL SERVICE	1XJT-WHDT-9	AMAZON BASICS PUSH PINS T	02/28/2026	4.62	4.62	03/06/2026		100
1001236									
10012	CONWAY OLEJNICZAK & JE	Satement#667	VILLAGE MATTERS	02/28/2026	742.50	742.50	03/13/2026		100
10012	CONWAY OLEJNICZAK & JE	Satement#667	BERTRAM CONTRACT ISSUES	02/28/2026	405.00	405.00	03/13/2026		100
10012	CONWAY OLEJNICZAK & JE	Satement#667	ZONING MATTER	02/28/2026	1,102.50	1,102.50	03/13/2026		100
10012	CONWAY OLEJNICZAK & JE	Satement#667	LIBERTY GROVE/WWTP MATTE	02/28/2026	1,372.50	1,372.50	03/13/2026		620
1001242									
10012	ZUCCHETTI NORTH AMERI	38682	LODGICAL SUBSCRIPTION - MA	02/13/2026	194.00	194.00	02/19/2026		690
10012	ZUCCHETTI NORTH AMERI	39293	LODGICAL SUBSCRIPTION - MA	03/03/2026	194.00	194.00	03/06/2026		690
1001246									
10012	CHURCH ENTERPRISES LL	7208	2011 FORD RANGER -REPLACE	02/18/2026	421.17	421.17	03/13/2026		100
1001271									
10012	IDEXX DISTRIBUTION INC	3194439541	IDEXX-QC_COLIFORM AND E. C	02/16/2026	348.66	348.66	02/19/2026		610
1001288									
10012	WI SCTF	CS 02202026	CHILD SUPPORT - 02/20/2026 P	02/17/2026	262.61	262.61	02/19/2026		100
10012	WI SCTF	CS 03062026	CHILD SUPPORT - 03/06/2026 P	03/04/2026	262.61	262.61	03/06/2026		100
10012	WI SCTF	CS PR 032020	CHILD SUPPORT - 03/20/2026 P	03/18/2026	262.61	262.61	03/19/2026		100
1001304									
10013	FIRST UNUM LIFE INSURAN	April 2026	LTD INSURANCE APRIL 2026	03/17/2026	356.81	356.81	03/19/2026		100
10013	FIRST UNUM LIFE INSURAN	March 2026	LTD INSURANCE MARCH 2026	02/17/2026	356.81	356.81	02/19/2026		100
1001327									
10013	SAM JORDAN	Sam Jordan R	MILEAGE REIMBURSEMENT	02/18/2026	123.25	123.25	02/19/2026		690
10013	SAM JORDAN	Sam Jordan R	AIRPORT PARKING	02/18/2026	45.00	45.00	02/19/2026		690
10013	SAM JORDAN	Sam Jordan R	MEAL REIMBURSEMENT	02/18/2026	21.97	21.97	02/19/2026		690
10013	SAM JORDAN	Sam Jordan Re	MILEAGE REIMBURSEMENT	03/05/2026	123.25	123.25	03/13/2026		690
10013	SAM JORDAN	Sam Jordan Re	MEAL REIMBURSEMENT - MARI	03/05/2026	191.56	191.56	03/13/2026		690
10013	SAM JORDAN	Sam Jordan Re	AIRPORT PARKING	03/05/2026	55.00	55.00	03/13/2026		690
10013	SAM JORDAN	Sam Jordan Re	UBER REIMBURSEMENT- CHAR	03/05/2026	80.89	80.89	03/13/2026		690

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1001335									
10013	HUMAN RESOURCES CON	18069	SAMM- HR & BENEFITS ADMIN	12/17/2025	800.00	800.00	03/06/2026		100
10013	HUMAN RESOURCES CON	18170	HR CONSULTING-CALLS/ EMAIL	03/04/2026	480.00	480.00	03/06/2026		100
10013	HUMAN RESOURCES CON	18279	BENEFITS CONSULTING	02/18/2026	280.00	280.00	02/26/2026		100
10013	HUMAN RESOURCES CON	18335	SAMM- PAYROLL REVIEW	03/03/2026	80.00	80.00	03/06/2026		100
1001344									
10013	DOOR COUNTY CLERK OF	23FA62-PR 03	03/20/2026 PAYROLL WITHHOL	03/18/2026	30.00	30.00	03/19/2026		100
10013	DOOR COUNTY CLERK OF	23FA62-PR022	02/20/2026 PAYROLL WITHHOL	02/17/2026	25.00	25.00	02/19/2026		100
10013	DOOR COUNTY CLERK OF	23FA62-PR030	03/06/2026 PAYROLL WITHHOL	03/04/2026	25.00	25.00	03/06/2026		100
1001347									
10013	Rae-Cor Distributing	058435	URINAL SCREEN THE WAVE 3D	03/09/2026	70.95	70.95	03/13/2026		100
10013	Rae-Cor Distributing	058435	LINERS 30 X 36 BLACK 1 . 2200	03/09/2026	108.48	108.48	03/13/2026		100
10013	Rae-Cor Distributing	058435	GLOVES SEMPERFORCE NITRI	03/09/2026	216.40	216.40	03/13/2026		100
10013	Rae-Cor Distributing	058435	KITCHEN ROLL TOWEL BEDFO	03/09/2026	149.52	149.52	03/13/2026		100
10013	Rae-Cor Distributing	058435	MISC CHARGES	03/09/2026	4.95	4.95	03/13/2026		100
1001359									
10013	Pier & Waterfront Solutions LL	5130	BOARDWALK REPAIR	02/25/2026	23,450.00	23,450.00	02/26/2026		690
1001360									
10013	Manske Dieckmann Thompso	2025-043b-03	SCEMATIC BUILDING DESIGN	02/20/2026	13,400.00	13,400.00	02/26/2026		690
10013	Manske Dieckmann Thompso	2025-043d-01	CONSTRUCTION DOCUMENTS	02/26/2026	5,000.00	5,000.00	03/06/2026		690
1001363									
10013	Architectural Consulting Engin	5809	ENGINEERING NEW BUILDING	02/02/2026	1,000.00	1,000.00	03/06/2026		690
1001364									
10013	MetLife	Cust#268973 S	VISION 3/2026	03/09/2026	160.06	160.06	03/13/2026		100
1001371									
10013	Young Automotive, Inc	1046597	PRE-ALIGNMENT INSPECTION-	02/05/2026	47.78	47.78	02/19/2026		100
10013	Young Automotive, Inc	1046597	ALIGNMENT CHECK	02/05/2026	79.63	79.63	02/19/2026		100
10013	Young Automotive, Inc	1046597	FULL FOUR WHEEL FRONT EN	02/05/2026	79.63	79.63	02/19/2026		100
10013	Young Automotive, Inc	1046597	FEES	02/05/2026	14.70	14.70	02/19/2026		100
1001372									
10013	Stangel Inc.	10894	50 LB BAG SLIP-NOT ICE MELT	02/22/2026	600.00	600.00	03/06/2026		100
1001373									
10013	Martin Systems LLC	113313	PWB- FIRE ALARM MONITORIN	01/30/2026	564.26	564.26	03/06/2026		100
Grand Totals:					273,873.72	273,873.72			

Dated:

MARCH 19, 2026

Staff:

Volodymyr GARNIK

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 02/14/2026-03/20/2026

Follow the link below for more reports:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:adabb8a8-c5d4-4b18-9cae-10e1fdbb6a5f>



ADMINISTRATOR'S REPORT

Date: February 17, 2026

HWY 57 TRAIL PROJECT

- The most recent schedule that was identified for the project is [hyperlinked](#). According to REL's engineering staff, the acquisition process may be lengthy and could delay the project's anticipated construction start date (as listed). According to the schedule, the anticipated construction start would be **May 1st, 2027**.
- In accordance with the DOT Transportation Aid Program (TAP) executed grant agreement, the project must start by June 4th, 2028, and be completed by June 30th, 2030.

FUTURE ADMINISTRATION BUILDING; MILL STREET

- The Parks, Property, and Streets Committee ("Parks Committee") held a public informational meeting (PIM) on March 2nd, 2026, to discuss the future administration building. Additional details can be found in the unapproved meeting minutes.
- As a result of the PIM and Parks Committee discussion, Village Staff were directed to draft a Request for Proposal (RFP) document for architecture and engineering services to be reviewed at the April 6th, 2026, Parks Committee Meeting.

GREEN TIER LEGACY COMMUNITY ANNUAL REPORT

- The Green Tier Legacy Community (GTLC) Committee met in February and March to discuss and workshop the Annual GTLC Report, due March 31st, 2026 (FY2025), to the Department of Natural Resources.
- The intent of the annual report is to highlight sustainability achievements and track progress toward environmental, economic, and social goals.
- The Village has submitted GTLC Reports since 2022.



COMMITTEE REPORT

Date: March 2, 2026

To: Parks, Property and Streets Committee
Re: Parks & Streets Director's Report – March 2026
Author(s): Erik Linczmaier, Parks and Streets Director

1. Christmas Decorations Removal

Staff has begun removing Christmas decorations from the field. Warmer weather is required to free several large decorations currently frozen in snow and ice.

2. Parks Maintenance Facility Move-In

Staff continued moving into the new Parks Maintenance Facility. Construction of the Christmas decoration storage shelving, workstation, and part of the mini mezzanine has been completed.

3. Picnic Table Construction Cost (Committee Request)

Estimated total cost to construct a picnic table at the 2026 staff charge-out rate:

- Total project cost: \$938.19
- Cost at hourly rate: \$754.19

4. Memorial Bench Construction Cost (Committee Request)

Estimated total cost to construct memorial benches at the 2026 staff charge-out rate:

- Total project cost: \$4,781.00
- Cost at hourly rate: \$2,941.62

5. Bench Frame Color Options (Committee Request)

The single-pedestal contour bench frame is available in nine colors, including black. This model has a maximum length of six feet; current bench frames are eight feet long.



6. Village Hall Heating Costs – 2025 (Committee Request)

- Total heating cost: \$3,770.66
- Total electrical use cost: \$2,096.29
- Staff labor for upstairs rental space: \$1,944.00

7. Cold Storage Project Update

TK Builders (Terry Hackl) has completed the base estimate with the requested breakdown. The lean-to roof will be billed as cost-plus due to unknowns. Engineering plans are required for state approval. Terry will attend the March meeting to present the estimate.

8. Historical Signage Update

Griffin is offering a flagstone-stamped concrete slab design at no additional cost. Committee feedback is requested.

9. Gazebo Stone Counter and Benches Update

Three additional contractors were contacted: Franke Masonry, Colosimo's Construction, and Peterson Masonry. Only one estimate has been received so far; the remaining two are expected by the end of March.

10. Headache Rack Cost (Committee Request)

- Headache rack: \$239.99
- Installation hardware: \$139.99
- Total cost: \$379.98
- Charged to: Code 100-53313-408 (Miscellaneous – PW Machinery)





Village of Sister Bay
Sewer and Water Utilities Committee Operations Report

Sewer and Water Utilities Committee Meeting
March 10, 2026

Capacity Report

See the attached report for January 2026.

Well 1 Rehabilitation

Well 1 was reinstalled on February 26, 2026, and placed back into operation on March 2, 2026. The rehabilitation was performed by CTW. Well 2 rehabilitation is expected to start on March 5, 2026.

Main Lift Station Check Valve Replacement

Crane Engineering installed new check valves on pumps 2 and 3 at the Main Lift Station.

Sludge Storage Tank

The coarse bubble diffuser system that is suspended above the base of the sludge storage tank appears to have sustained ice damage that the department is working on getting fixed as soon as possible. The sludge loadout pump has the ability to operate as a mixer. Operators have changed the valving to allow for additional mixing utilizing the sludge loadout pump, which will also hopefully melt the ice shelf still present in the sludge tank. To complete the repair, we need to empty the sludge tank by transferring the sludge currently stored in sludge tank 1 to sludge tank 2, which we cannot do while the ice is still present. Once the sludge is moved we can then observe the damage and complete the necessary repairs.

WHOPRS Annual Tier II Reports

The WHOPRS Tier II Annual reports have been submitted for the chlorine gas located at Well 2 and the ferric chloride located at the WWTP.

2027 CWFP Intent to Apply

McMahon submitted three separate intent to apply (ITA) applications to the Clean Water Fund Program (CWFP) for the potential projects presented in the facilities study. The three projects have been reviewed and uploaded into the CWFP system and will be placed on the state fiscal year (SFY) 2027 CWFP Project Priority List (PPL). The three separate applications are listed below.

1. Upgrade WWTP – Oxidation Ditch, Sludge Pump, Effluent Reuse
2. Upgrade WWTP – Reed Bed Addition
3. WWTP Upgrade – Sludge Drying Facility

Megan Barnes, Utilities Director

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, MARCH 2, 2026
(Approval Pending)

1. Call to Order & Roll Call

March 2, 2026 December 1, 2025, meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Howson at 1:00 P.M.

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

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

Public Present: Shirley Adams, Kathy Shanahan, Terry Heckl, Kathy Wagner, JoAnne Morris, Dave Smith, Mary Smythe, S. Gullick, Richard Burrell, Sally Pfeifer, Barb Meyer, Yvonne Wiltse, Ellie Soderberg-Guger, Erin Peddle, Via Zoom: Village Clerk Julie Thyssen, JEG, VNienow, Skip Heidler, Utilities Director Megan Barnes, John Lijewski, Debra Fitzgerald, Chris Schmeltz, Joan Hutchinson, Jill W., Steve

2. Approve Agenda

Motion by Bell, second by Ahrens, to approve the agenda. Motion carried – all ayes.

3. Approve Minutes: February 2, 2026, Regular Meeting

Bhirdo raised clarification questions regarding the Knowles-Nelson Stewardship Program encumbrance discussion, specifically questioning who stated it was only "3 parking stalls" rather than 3 lots. Bhirdo inquired about DNR clarification status, and Andrews explained they received feedback that the previously requested appraisal needed revision, which they are currently working on with the appraiser. Bhirdo also asked about follow-up with Shane Kruger regarding the original agreement, and Andrews confirmed they had attempted contact via email and phone.

Motion to approve the February 2, 2026 minutes as presented by Laszkiewicz, Second by Howson.

Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

Ellie Soderberg-Guger from the Sister Bay Advancement Association announced that Sister Bay was nominated for "10 best small towns in the Midwest" and requested community support for voting. She also noted that the shuttle agreement between SBA and the village had gone into automatic renewal, and the SBA board has clarification questions requiring either a working session or agenda placement for discussion.

Mary Smythe spoke regarding sustainability design for the new administration building, requesting the committee consider LEED certification, preferably LEED Platinum. She noted Door County has more LEED Platinum buildings than any other Wisconsin county and suggested architect Burge Tammy as a potential consultant. Howson suggested this recommendation be forwarded to the Green Tier Legacy Community committee and village board.

Patrice Champeau, participating online, expressed hope that the old administration building would not be demolished, stating it is a unique piece of Sister Bay's historical triangle. She advocated for selling the property to save it, with proceeds going toward refurbishing the new village hall.

5. Discussion/Action Items

5a. Friends of the Ice Rink; Ice Rink Updates - February 2026

1 Myles Dannhausen, President of Friends of Sister Bay Ice Rink, reported they now have
 2 approximately \$2 million in pledges, cash contributions, and in-kind donations for the new ice rink.
 3 He noted this represents about \$3 for every \$1 the village is contributing, which will ultimately be \$5
 4 for every \$1 when completed. Dannhausen credited Andrews and staff for maintaining the current
 5 rink as long as possible this winter, getting 4-5 weeks total before it melted on February 13th. He
 6 explained that with the new system, ice would be available from mid-November through potential
 7 Gibraltar School spring break.

8 Dannhausen reported meeting with Andrews and having a Wednesday meeting scheduled with
 9 parks and utilities directors to review the property and construction planning. RFPs for specialized
 10 ice rink construction companies are expected back by March 6th, with a more formal plan and
 11 timeline anticipated for the April committee meeting.

12 Laszkiewicz inquired about the procurement process, and Dannhausen explained that Friends of the
 13 Ice Rink manages it through their lease and operating agreement, following competitive
 14 procurement best practices. Andrews confirmed alignment with auditors and best practices for
 15 competitive procurement.

16 Regarding project risks, Dannhausen identified the primary concern as whether builders can
 17 accommodate their summer timeline, though indications suggest most can fit the project into their
 18 schedules. He noted strong fundraising confidence and mentioned a grant writer working on
 19 promising supplemental funding opportunities. The project has attracted donors from multiple Door
 20 County municipalities and beyond, with only one of 30-40 contacted individuals declining to donate.

21 **5b. Peninsula Pacers; Mill Road Closure Request; Peninsula Century Fall Challenge Bike Ride**

22 Andrews presented the Peninsula Pacers' request for road closure on a portion of Mill Road for
 23 September 19th as part of their Peninsula Century Fall Challenge bike ride. The request mirrors last
 24 year's approved plan, with tents setup Thursday, facility rental Friday and Saturday, and removal
 25 Monday. The event anticipates approximately 800 riders, with a maximum cap of 1,000 participants.
 26 Bell emphasized the importance of maintaining the 1,000 participant limit to prevent the event from
 27 becoming overly disruptive, and Peninsula Pacers representative confirmed this cap remains in
 28 place.

29 *Motion to approve the Peninsula Pacers road closure request by Ahrens, second by Laszkiewicz.*

30 *Motion carried – all ayes.*

31 **5c. Cold Storage Cost Estimates**

32 Linczmaier introduced Terry Hackl from TK Builders and Design, who presented cost estimates for
 33 cold storage building repairs. Hackl explained he had been working with Linczmaier for
 34 approximately six months after most local contractors were unresponsive to estimate requests.
 35 Hackl presented two estimate options: one using existing T1-11 siding material and another using
 36 SmartSiding. The current T1-11 siding is failing due to improper installation with horizontal framing
 37 and vertical panel placement, causing warping and leaks. For the T1-11 option, Hackl would add
 38 vertical supports at every seam, pre-stain material, and provide proper board installation against
 39 concrete to prevent moisture wicking.

40 The SmartSiding option includes removing old sheeting, installing 7/16" OSB, and applying
 41 SmartSiding with 30-year warranty and 50-year product life. This maintenance-free option costs
 42 more initially but eliminates future staining requirements. The T1-11 option would need re-staining
 43 every 3-5 years after initial application.

44 Both estimates include roof replacement with 30-year dimensional shingles due to severe curling
 45 and deterioration. A carport addition for the shuttle bus was included as a cost-plus allowance
 46 pending engineering requirements, as the current 13-foot eave height prevents a lean-to design that
 47 would accommodate the bus height.

Budget discussion revealed approximately \$36,000 remains available after \$250,000 was spent on sewer lines for the new parks building. Estimates range from \$217,000-\$271,000, significantly exceeding available funds.

Committee members debated project timing and scope. Bell suggested completing only the roof this year and deferring siding to future budget cycles. Laszkiewicz emphasized the need for competitive bidding per procurement requirements for projects exceeding \$25,000 and questioned whether the full scope is necessary given the new large parks building.

Bhirdo argued against piecemealing the project, noting the village has \$2 million in undesignated funds available and stressing the importance of completing the bus carport as originally planned with the concrete pad extension. She advocated for using undesignated funds to complete the entire project.

Andrews clarified that any work over \$25,000 requires competitive bidding processes. After extensive discussion about budget implications and project prioritization, the committee reached consensus to pursue competitive bids for roofing and soffit painting, with carport design modifications to maintain roof continuity while potentially lowering the addition to accommodate future construction.

Consensus was reached to direct staff to seek competitive quotes for roof replacement and soffit painting, with carport design considerations for future implementation.

5d. Public Information Meeting - Village Administration Building

Andrews conducted a comprehensive presentation on the proposed new village administration building project, outlining the current building's deficiencies and future needs.

Current Building Issues: The century-old, 1,700 square foot building houses four full-time staff plus part-time code compliance officer on a severely constrained 0.2-acre site. Operational limitations include poor public visibility, no meeting space requiring use of the fire station, significant storage limitations, and security concerns including poor windows/doors, flooding, roof leaks, and asbestos presence. Mechanical systems are undersized with inadequate HVAC, insufficient heat, and outdated electrical systems. Accessibility issues include non-ADA compliant bathrooms, poor lighting and ventilation, and sound/privacy problems.

Project Phases: Phase 1 (current): feasibility and needs assessment; Phase 2: design, engineering, and compliance; Phase 3: construction procurement; Phase 4: construction. Timeline projects 2026 start to 2028-2029 completion.

Funding: \$3.25 million budgeted in capital improvement plan, originally intended for Logerquist site, now redirected to Mill Road site. Funding planned through bond proceeds with long-term debt service.

Public Input Received:

JoAnne Morris questioned whether adequate space exists at the Mill Road site for needed building requirements, noting the committee and village board remain split on location suitability.

Dick Burress, chair of the ad hoc building committee, explained their evaluation of 18 locations narrowed to two finalists, with Mill Road chosen 3-2 for practical reasons including existing sewer/water infrastructure and paving advantages. He expressed concerns about zoning setback requirements for municipal buildings adjacent to residential properties and emphasized the importance of public visibility for the municipal building location within Sister Bay rather than on annexed land. Burress suggested public bathrooms attached to the building and advocated for open office design rather than enclosed offices to maintain welcoming municipal atmosphere.

Mary Smythe asked about the Mill Road site size (1.27 acres), confirmed setback restrictions due to adjacent residential zoning, and inquired about population growth studies for long-term facility planning. She advocated for emergency shelter capabilities and emphasized LEED certification for long-term cost savings.

Nick Deviley asked about Logerquist property costs (\$24,000 spent) and future intentions for that site if Mill Road proceeds, suggesting potential sale to offset administration building costs.

Patrice Champeau requested the design reflect Sister Bay's historical character and Scandinavian roots, avoiding modern buildings that don't fit the village aesthetic.

John Lijewski from Sister Bay Historical Society offered their renovated 107-year-old barn facility with 120-person capacity as potential meeting space for large village gatherings, noting the village's historical support of their organization.

5e. Future Administration Building; Mill Street - Assessment Review - Planning for Next Steps

Andrews presented the staff-prepared needs assessment report based on February committee direction. The assessment identified space requirements for private workstations (offices with doors) for village clerk, treasurer, and administrator due to record security needs; flexible workstations for deputy treasurer, building inspector, and future staffing; public meeting areas including 50-75 person boardroom and smaller staff conference room; storage for records and equipment; and technology/security infrastructure.

Committee members provided feedback on the assessment:

Bell questioned the need for multiple private offices, suggesting a floating private office concept might be more efficient. He also questioned whether two meeting rooms are necessary, proposing the boardroom could serve dual purposes.

Bhirdo requested increasing the executive conference room capacity from 10 to 12 people to accommodate seven board members plus administrator, clerk, attorney, and potential additional staff. She advocated for a separate, secure server room rather than utility room placement and suggested interior lobby security cameras.

Ahrens inquired about state/federal election space requirements, with confirmation from Village Clerk Thyssen (via Bertges) that ADA compliance and two separate check-in/voting areas are required.

Laszkiewicz emphasized considering sustainability features and LEED standards during the engineering phase to balance capital costs with long-term operating expenses.

Andrews incorporated feedback and requested direction on next steps. After discussion, committee consensus supported moving forward with RFP development for architecture and engineering services, to be reviewed at the next meeting before issuance.

5f. Current Administration Building; Impact on Road Reconstruction Project

Andrews reported receiving the current administration building appraisal on February 10th, showing a fair market value of \$248,000. This appraisal will inform the decision whether to demolish or maintain the building as part of the Triangle Road reconstruction project.

Bell expressed his minority position favoring building retention and potential sale, viewing it as a public asset with potential business uses that could generate revenue versus parking spaces. He noted Joel Browner's expressed interest in purchasing the building and suggested deed restrictions to maintain the facade if sold.

Bhirdo and Laszkiewicz supported demolition, emphasizing the need to maximize parking for residents who will lose street parking due to curb and gutter installation. They expressed concern that selling the building for business use would create additional parking demands in an area already losing parking capacity.

Ahrens noted the building's structural limitations and inability to meet modern code requirements for parking and setbacks, making commercial use impractical.

Motion by Bhirdo to recommend to the village board that the administration building be demolished or otherwise removed from the site, allowing for engineering to proceed with the Triangle Road reconstruction project including maximum parking provision. Motion carried 4-1, with Bell opposed.

5g. Potential Walking Tour - Discuss Time/Date

Committee discussed scheduling walking tours for 2026, referencing last year's successful June tour that included gazebo, benches, binocular viewers, historic signage, landscaping, marina facilities, little library, trees, post office improvements, asphalt work, and e-bike shed. Bhirdo suggested including the Logerquist site based on Linczmaier's report on structure conditions. Bell emphasized tours should be informational only without motions or formal actions, noting last year's difficulties for staff in tracking multiple simultaneous discussions and decisions. Committee agreed to placeholder scheduling for May with potential second tour in fall, with specific dates to be determined after new committee formation following spring elections.

5h. Facility Rental Fees; Pricing for Non-Profit Organizations

Andrews presented draft policy allowing Door County-based nonprofit organizations to rent village facilities at daily rates rather than annual rates. The policy requires IRS documentation, state certification, or recent tax returns proving nonprofit status, plus Door County address verification. Bell emphasized the policy must specify the actual nonprofit organization as renter, not events "on behalf of" nonprofits, citing previous abuse of this distinction. Discussion arose regarding the Peninsula Symphonic Band, which performs once annually on the pavilion stage but would face prohibitive \$2,500 costs under current park rental fees. Committee members noted this fee was established for Waterfront Park usage, not specifically pavilion stage rental. Committee identified need to distinguish between pavilion stage rental and full park rental, as the pavilion has different usage patterns and requirements. The Peninsula Symphonic Band represents one of very few organizations requesting pavilion-only usage. Sister Bay Advancement Association's Soderberg-Guger noted their board needs to review insurance implications of taking events under their umbrella, as suggested for the Symphonic Band. Committee agreed to postpone policy adoption pending development of separate pavilion stage rental policy to address pricing disparities between full park rental and stage-only usage.

6. Staff Report, Board Update

Andrews presented Linczmaier's staff report highlighting ongoing Christmas decoration removal, park maintenance facility move-in completion, and installation of storage systems at the new facility. The report included picnic table and memorial bench construction cost updates, village hall heating cost analysis for 2025, and cold storage project estimates from TK Builders. Historical signage cost estimates are being developed with contractor outreach ongoing. Gazebo stone counter and bench updates have one estimate received with two additional estimates expected by March end. Safety-related headache rack costs have been documented and allocated appropriately. For the Logerquist site, Linczmaier's assessment recommends one structural/facility repair per season, with detailed maintenance needs identified for future walking tour consideration. Community updates included proposed pickleball signage language reflecting adopted policies for official club reservations and first-come-first-served availability, with website reference for additional information. Reflective signage coordination with Door County Emergency Management clarified that they coordinate fire sign replacement efforts but won't provide signs directly to the village, serving instead as vendor resource during summer. *By consensus, the committee approved stamped concrete for historical signage installation.*

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

- 1 - Safety procedures and policies
- 2 - Hecht Family Memorial Bench and volunteer days.
- 3 - Memorial bench program status
- 4 - e-bike rental requests
- 5 - Resident branch drop-off sites
- 6 - Parks district research for regional collaboration
- 7 - Flower pot angels
- 8 - Mill Road landscaping plan
- 9 - Marina Fest tree plantings
- 10 - Bus grant applications
- 11 - Dog park relocation to Logerquist site for tree planting timeline coordination (Bhirdo)
- 12 - DNR encumbrance resolution
- 13 - Ahrens requested Frontier Communications progress update on village connectivity plans.
- 14 - RFP development for architecture and engineering services, to be reviewed at the next meeting
- 15 before issuance.

16

17 **8. Next Regular Meeting**

18 The next regular meeting was confirmed for April 6, 2026 at 1:00 P.M.

19

20 **9. Adjourn**

21 *Motion by Laszkiewicz, second by Ahrens to adjourn the meeting at 4:11 P.M. Motion carried - all*

22 *ayes.*

23

24 Respectfully submitted by Sarah Bertges, Administrative Assistant.

25



Door County Coastal Byway

DCCB Council Meeting Minutes



Date / Time: Monday, January 26th 2026 – 9:00 a.m.
Location: Sevastopol Town Hall
 4528 State Highway 57, Sturgeon Bay WI 54235

Call to Order / Quorum. Chair Ann Miller called the meeting to order at 9:06 a.m. The following DCCB Council members were in attendance, in person or virtually, and will constitute a quorum:

Ann Miller – Town of Liberty Grove
 Linda Wait – Town of Sevastopol
 Laura Reetz – Town of Gibraltar
 Ben Andrews – Village of Sister Bay

Welcome, Ben, as the new representative for Sister Bay.

Approval of Agenda. Motion by Laura and second by Ben to accept the agenda. Motion carried.

Approve previous meeting minutes. Motion Linda and second by Ann to accept the minutes of November 10, 2025, and place on file. Motion carried.

Election of Officers (2-year terms for Chair, Vice Chair & Secretary/Treasurer). The current officers expressed that they are willing to continue in their respective roles. Motion by Laura and second by Ben to cast a unanimous ballot, as follows:

Chair :	Ann Miller
Vice Chair:	Al Birnschein
Secretary/Treasurer:	Linda Wait
Terms Expire:	January 2028

Second by Ben and motion carried.

Treasurer's Report - 2025 Annual Report & 2026 Budget. Linda reported:

11/10/2025	Balance Checking		Debits	Credits	\$4,005.01
1/26/2026	Balance Checking				\$4,005.01
1/26/2026	Balance Savings			\$.05	\$5,002.05
	Total Funds				\$9,007.06

Linda presented a summary of 2025 financials and a draft 2026 budget. There being no changes, the “2025 Financial Report & 2026 Budget” will be forwarded to the member municipalities for their information.

Motion by Ann and second by Ben to accept the treasurer's report. Motion carried.

Coloring book project. We have received our grant funds and they are being held in escrow by the Town of Sevastopol, as sponsor for the project. Motion by Linda and second by Ann to proceed with the re-printing of the coloring books and brochures and order the crayons. Motion carried. It was noted that DCCB funds will be expended first, then grant funds. Invoices will be submitted to the Town of Sevastopol for payment from our escrowed funds. Destination Door County may be adding a \$1,000 contribution toward the coloring book project.

Review next edition of Coloring Book / Ad Sponsors. Ann talked with an artist connected with Farm Bureau, who has software capable of improving line drawings. Some of the current coloring book pages are not exactly conducive to coloring and could be improved upon. We will take a look at pages that might be tweaked a bit.

Ann could also use some help when it comes time to re-visit our coloring book sponsors and also evaluate the cost of ads. Current prices for a standard ad are \$100 and the optional interactive digital ad is \$150.

Correspondence. Ann continues to receive some inquiries for information on the Byway and directs them to our website. She has a call to Ben Walczyk/Wis DOT regarding cleaning up some of the stone fences between Baileys Harbor and Sister Bay. We would need a permit to work in the highway right-of-way to do some brushing out of overgrown vegetation; some neighbors have expressed an interest in helping.

Ann indicated that although we did advertise in the past through Madden Media, the costs have gone up and probably out of our budget at this point. We will still be in the Wisconsin Rustic Roads publications and hoping for more exposure there. Ann also has a meeting with Liat Bonneville/Wis DOT Scenic Byways on promoting our byways.

Linda did receive 2026 funding checks from the Village of Ephraim and the Village of Sister Bay.

And if anyone is interested, the National Scenic Byways Program offers courses on promotion, marketing, expenses and other educational opportunities.

Next Meeting Date / Agenda Items.

Monday, March 16th 2026 – 9:00 a.m. – Village of Sister Bay Fire Station located at 2258 Mill Road, Sister Bay. Agenda item: coloring books.

Payment of Bills. Our Paper Boy rack service for 2026 will be \$825, with a deposit of \$150 already paid. The balance of \$675 will be due around February 1st. Motion by Ann and second by Laura to approve payment. Motion carried. Ann will get about 7 cases of the brochures over to Paper Boy by April 1st for distribution. Linda will add to the Sevastopol Town Board February agenda authorization to disburse grant funds as invoices are received.

Adjourn. Motion by Ann and second by Ben to adjourn. Motion carried and meeting adjourned at 9:36 a.m.

Respectfully submitted,
Linda Wait, Secretary/Treasurer
[draft 1/29/2026]

FINANCE COMMITTEE MEETING MINUTES

Monday, February 23, 2026, 1:00 PM

Approved

1. Call to Order

Chair Bhirdo called the Finance Committee meeting to order on Monday, February 23, 2026 at 2:00 PM.

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

Staff: Administrator Benjamin Andrews, Financial Specialist/Treasurer Vlad Gannik, Utilities Director Megan Barnes, Village Clerk Julie Thyssen

Other: Nick and Mary Deviley

2. Roll Call

Committee members present: Bhirdo, White, Laszkiewicz, Howson, and Woerfel.

3. Approve Agenda

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

4. Approve Meeting Minutes

a. February 9, 2026 – Regular Meeting

Bhirdo requested amendments to the minutes including striking a line about committee agreement on future budget documentation and clarifying the TID incentive request section to note that Deviley provided documentation confirming properties within TID 2 after initially being told he was not in the TID.

Motion by Howson, second by Laszkiewicz to approve the February 9, 2026 meeting minutes as amended. Motion carried - all ayes.

5. Comments, Correspondence, and Concerns from the Public

No public comments were made.

6. Discussion/Action Items

a. 2026 Budget; Review Allocation for SAIL

Andrews provided research on municipal donations to SAIL (Senior Advocacy for Independent Living). The findings showed that Sister Bay and Liberty Grove are the only municipalities within the county that contribute to SAIL, with both allocating \$10,000 for 2026. Some communities like Gibraltar have no donation policies, while Ephraim has a partial donation policy. SAIL's service area includes Bailey's Harbor, Ephraim, Liberty Grove, and Sister Bay.

Andrews explained that SAIL charges \$150 for nine visits over a period of time, with other donations potentially covering costs for those unable to afford the fee. Laszkiewicz inquired about the funding structure and whether Sister Bay's contribution would provide priority access for village residents. Andrews clarified this would be a general sustaining donation, not service-specific.

The committee took no action on this item.

b. Hwy-57 Trail-Utilities Infrastructure Discussion

Andrews presented the Highway 57 multi-use trail utility extension project, explaining that while initially planned for spring 2026, the trail project will likely be delayed. This presents an opportunity to extend utilities along the corridor before trail construction to avoid future disruption and relocation costs.

The utility extension was partially budgeted with \$650,000 allocated (\$400,000 for collection and \$250,000 for water distribution). The total project cost estimate from Robert E. Lee Engineers is \$921,600, not including the lift station, which could cost between \$1,000,000 and \$2,500,000 depending on design requirements.

Utilities Director Barnes joined remotely and confirmed she is working with engineers on lift station design. She explained that gravity service can reach approximately 400 feet south of Eagle Mechanical, but anything beyond requires the lift station.

Laszkiewicz expressed concern about approving an unbudgeted expense representing a significant budget variance two months into the fiscal year. He questioned the project's merit without a comprehensive process including public hearings and clear cost understanding.

Property owner Nick Deviley addressed the committee, explaining he initiated discussions with Barnes about bringing laterals to his properties. He expressed concern about potential special assessment costs, estimating \$750,000 over his quarter-mile frontage, which would result in \$75,000 annually over ten years plus taxes. Deviley indicated this would not be financially feasible and he might pursue private installation instead.

White raised questions about special assessment methodology, asking whether costs would be divided by total project linear footage or calculated per section. Barnes explained that assessments typically consider which properties benefit from specific infrastructure, with lift station costs allocated only to properties requiring that service.

Committee members White and Woerfel noted they own properties along the proposed route and would abstain from voting due to potential conflicts of interest.

Discussion revealed that properties requiring lift station service would bear both main line and lift station assessment costs, while properties served by gravity would only pay for main line infrastructure. This could result in significantly higher costs for properties south of Eagle Mechanical.

Woerfel suggested considering TID financing since most affected properties are within TID 1 and TID 2, noting that such infrastructure investments align with TID purposes and could generate increased property values and tax increment.

Laszkiewicz identified three concerns: lack of established special assessment methodology, unknown total project costs significantly exceeding the \$650,000 budgeted amount, and the need for a robust public process including stakeholder input.

Action Items:

- Staff will work with consultants to finalize engineering and develop financing alternatives
- Andrews and Barnes will collaborate on developing special assessment calculations and TID financing options
- Information will be brought back to Finance Committee for further review

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

2 -TIF Incentive Policy

3 -Utility Extension

4 -Fiber optic bond discussion was added to future agenda items per board direction.

5 -A TID 101 presentation by Baird was discussed for scheduling after April 20, 2026 to accommodate the
6 new board composition.

7
8 **8. Next Meeting**

9 **a. Monday, March 9, 2026 at 2:00 PM**

10 The next Finance Committee meeting is scheduled for Monday, March 9, 2026 at 2:00 PM

11
12 **9. Adjourn**

13 *Motion by Laszkiewicz, second by White to adjourn at 3:19 PM. Motion carried - all ayes.*

14
15 Minutes by Julie Thyssen, Village Clerk

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES

Thursday, MARCH 04, 2026

(Unapproved)

1. Call to Order & Roll Call

The March 04, 2026 meeting of the Green Tier Legacy Community Committee was called to order by Chairperson Louise Howson at 1:01 P.M.

Present: Louise Howson, Mary Smythe, Lisa O'Hearn, and Jill Wiebe. Paula Anschutz was absent.

Staff: Benjamin Andrews Village Administrator, Sarah Bertges Administrative Assistant

2. Approval of the Agenda

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

3. Approval of the Minutes February 19, 2026

Wiebe requested an amendment to add target dates of November 2026 for the reusable tote project mentioned in items 5c and 6 of the February 19, 2026 minutes.

Motion to approve the minutes as amended by Wiebe, second by O'Hearn. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

No public comments were received and no members of the public were present online.

5. Discussion/Action Items

a. Work Session; Annual GTLC Report due March 31, 2026

Andrews presented the draft Green Tier Legacy Committee annual report, sharing his screen to display the comprehensive document organized in spreadsheet format with multiple tabs. Andrews explained that he and Howson had met with the DNR to discuss submission requirements and gather additional information. Various sections of the report had been assigned to staff members for review and updates with 2025 data.

Andrews noted that committee members had received a link to review the document and could add comments. He recommended establishing a deadline of March 18th for all comments to be submitted, allowing staff to finalize the document during the week of March 16th for final review at the March 25th meeting prior to the March 31st submission deadline.

The committee conducted a comprehensive review of each section of the report:

Narrative Tab: Howson inquired about proper timing for including early 2026 activities. Andrews clarified that activities occurring before the report submission could be included. Howson noted her involvement with the shuttle bus program and confirmed its continued operation in 2025 with improved fuel efficiency from the new vehicle.

Transportation (TS) Narrative: The committee reviewed trail study updates from the Door County Trail Group and noted the addition of e-bikes at the beach for summer 2026. The shuttle bus program was appropriately included in multiple relevant sections.

Land Use (LU) Narrative: Discussion covered connections between the comprehensive plan and Green Tier requirements. Howson suggested future consideration of the ice rink project, noting water usage reduction from eliminating flooding methods but increased electricity usage from chillers. Andrews noted plans to update lighting around the facility to be more efficient and night sky compliant. Wiebe recommended removing negative language about volunteer event attendance. O'Hearn identified a typographical error that needed correction.

Water Quality and Conservation (WQC) Narrative: Andrews confirmed that Utilities Director Megan had reviewed and updated relevant sections. Discussion covered the street sweeping program, with clarification that the village contracts with the county for twice-yearly sweeping. Wiebe inquired whether snow plowing could be considered street cleaning, but Andrews indicated the intent was specifically for removing hazardous materials and toxins.

Solid Waste (SW) Narrative: Extended discussion occurred regarding recycling and composting initiatives. The committee learned that no shredding event was held in 2025 due to cost concerns, with the Sunshine House providing alternative services. Administrator Assistant Bertges reported difficulty scheduling electronics recycling events, with availability not until August 2026. Discussion covered exploring earlier scheduling and alternative providers for future events.

Significant discussion focused on composting initiatives coordinated by the Climate Change Coalition. A participant noted that Mike Schneider had volunteered to conduct pickups in Sister Bay, working with Mighty Wind Farm for processing. O'Hearn mentioned ongoing discussions with the Sister Bay Historical Society about expanding composting at the farmer's market for 2026.

Wiebe suggested adding the composting site map to the village website, noting that the current Green Tier webpage information was outdated. The committee agreed to update website content with current information.

Health Equity and Social Action (HESA) Narrative: Review identified potential misplaced comments between sections and discussed the Blue Zones program research that has been ongoing. Several typographical corrections were identified for the farmer's market description, including updating to the new "Open Air Market" name.

Andrews explained that the document's "past data" tab contained information exported from previous submissions, providing baseline information for comparison and ensuring continuity with prior reports.

The committee agreed to the proposed timeline with March 18th deadline for comments and March 25th meeting for final review before submission.

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

The committee identified several items for future consideration:

- Finalization of the 2025 Green Tier report narrative
- Continued discussions about Earth Day activities and plant giveaway planning
- Composting facility exploration, including potential field trip to Egg Harbor to study their municipal composting operations
- Discussion of village property on Woodcrest Road for potential composting site adjacent to community garden
- Development of sustainability policies for village landscaping projects, particularly for the new administration building, with emphasis on native plantings and environmental considerations

7. Schedule Next Meeting

The next meeting was scheduled for March 25, 2026 at 1:00 PM. O'Hearn noted she would be absent from that meeting but had provided Sarah with draft Earth Day recycling poster materials for committee review.

8. Adjournment

A motion was made by Smythe, second by Wiebe to adjourn the March 04, 2026 meeting of the Green Tier Legacy Community Committee at 1:53 P.M. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

Submitted by: Christina Johnson

For January, I am pleased to report solid participation in several of our programs this month. We had a full class for our Door County Reads: Owl Arts Pottery Class - Make your Own Spoon Rest, where 1 teen and 15 adults participated. Our Briar Club Music Hour with David Watkins for Door County Reads also brought in 23 people to our branch (15 adults, 2 teens, and 6 toddler to kindergarten aged kids) who all enjoyed the curated 1950s vintage record music and history listening event. A truly welcome for all ages early evening event!



We also coordinated with local senior living facility Activity Director Jan Wood and hosted this same event off-site on a different day in the morning by bringing it to the elder residents at Serenity Springs Scandia Village in Sister Bay where 24 of our local elders (many who had been library patrons) gathered in the event space on campus and enjoyed letting the music bring them to life. It was a beautiful example of when music awakens one's soul -- even if one has dementia, movement, or speaking issues somehow music traverses those barriers and toe tapping, body moving, and humming and singing along with the old tunes of one's youth comes back with attention, energy, and joy.

The above Door County Reads opportunities with much appreciation were funded by the Door County Library Foundation. In addition to these, our monthly branch programs brought in solid member turn out this past month as well, including for our book club with 10 people and our genealogy club with 6 people.

We have also continued our annual providing of Winter Seed Sowing Kits with prepared milk jugs, instructions, seed packets, and soil in partnership with our Seed Library Volunteer, Lu Maloney. In January, 15 kits were claimed. We have another 15 out for February and can easily make more if the interest is there. Stop by our branch in Sister Bay soon before Winter wraps-up, and to get the seed selections you would like.



Door County Library
Count Patron Pick-up Community
Visits Service Puzzle Tally Notes

		New Years Holiday		
Thu. 01-Jan-2026	314	157		
Fri. 02-Jan-2026	177	89		
Sat. 03-Jan-2026				
Sun. 04-Jan-2026	176	88		
Mon. 05-Jan-2026	224	112	1	
Tue. 06-Jan-2026	116	58		
Wed. 07-Jan-2026	112	56	1	
Thu. 08-Jan-2026	124	62	2	
Fri. 09-Jan-2026	142	71	2	
Sat. 10-Jan-2026				
Sun. 11-Jan-2026	229	115	3	
Mon. 12-Jan-2026	170	85	1	Book Club (10A)
Tue. 13-Jan-2026	129	65		
Wed. 14-Jan-2026	211	106		
Thu. 15-Jan-2026	140	70		
Fri. 16-Jan-2026	179	90		
Sat. 17-Jan-2026				
Sun. 18-Jan-2026	152	76	1	Woolly Stitches (3A)
Mon. 19-Jan-2026	495	248		Off-site: DCR @ Serenity Springs Scandia Village DJ David Watkins Briar Club Music Hour 1950s music on 78rpm (24A)
Tue. 20-Jan-2026	138	69	2	DCR @ SIS: Spoon Rest Making Pottery Class (16A)
Wed. 21-Jan-2026	140	70		
Thu. 22-Jan-2026		0		*Closed due to extreme cold*
Fri. 23-Jan-2026	216	108		
Sat. 24-Jan-2026				
Sun. 25-Jan-2026	185	93		
Mon. 26-Jan-2026	248	124	3	DCR @ SIS: Briar Club Music Hour w/David Watkins (23=6pk+2YA+15A)
Tue. 27-Jan-2026	178	89		Northern Door Genealogy Society (6A)
Wed. 28-Jan-2026	150	75		
Thu. 29-Jan-2026	135	68	1	
Fri. 30-Jan-2026	231	116		
Sat. 31-Jan-2026				
Total	4711	2356	1	17

15 Winter Seed Sowing Kits
 60 Penguin coloring pages
 118 = 98 January Craft kits claimed + 20 carryover Dec screen free craft kits claimed

25 Number of Open Days

Monthly/YTD Circs and Renewals - January 2026

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,254	707	2,961	2,254	707	2,961
Appleton	42,567	12,761	55,328	42,567	12,761	55,328
Black Creek	1,671	595	2,266	1,671	595	2,266
Clintonville	3,543	878	4,421	3,543	878	4,421
Door Cty - Baileys Harbor	1,054	271	1,325	1,054	271	1,325
Door Cty - Egg Harbor	850	227	1,077	850	227	1,077
Door Cty - Ephraim	331	100	431	331	100	431
Door Cty - Fish Creek	585	98	683	585	98	683
Door Cty - Forestville	560	147	707	560	147	707
Door Cty - Sister Bay	2,379	580	2,959	2,379	580	2,959
Door Cty - Sturgeon Bay	7,953	2,132	10,085	7,953	2,132	10,085
Door Cty - Washington Island	695	127	822	695	127	822
Florence	853	66	919	853	66	919
Fremont	1,242	396	1,638	1,242	396	1,638
Gillett	484	106	590	484	106	590
Hortonville	5,198	1,320	6,518	5,198	1,320	6,518
Iola	1,495	473	1,968	1,495	473	1,968
Kaukauna	8,863	2,107	10,970	8,863	2,107	10,970
Kewaunee	2,898	968	3,866	2,898	968	3,866
Kimberly	11,222	3,255	14,477	11,222	3,255	14,477
Lakewood	2,052	478	2,530	2,052	478	2,530
Lena	480	154	634	480	154	634
Little Chute	8,380	2,482	10,862	8,380	2,482	10,862
Manawa	1,506	412	1,918	1,506	412	1,918
Marinette Cty - Coleman	1,144	226	1,370	1,144	226	1,370
Marinette Cty - Crivitz	2,058	469	2,527	2,058	469	2,527
Marinette Cty - Goodman	222	41	263	222	41	263
Marinette Cty - Marinette	3,334	666	4,000	3,334	666	4,000
Marinette Cty - Niagara	599	228	827	599	228	827
Marinette Cty - Peshtigo	674	177	851	674	177	851
Marinette Cty - Wausaukee	921	250	1,171	921	250	1,171
Marion	1,904	424	2,329	1,904	424	2,329
New London	4,024	969	4,993	4,024	969	4,993
Oconto	1,947	562	2,509	1,947	562	2,509
Oconto Falls	2,544	495	3,039	2,544	495	3,039
Oneida Tribal - Green Earth	4		4	4	-	4
Oneida Tribal - Oneida	223	110	333	223	110	333
Scandinavia	407	158	565	407	158	565
Seymour	2,489	778	3,267	2,489	778	3,267
Shawano Cty - Birnamwood	2,146	293	2,439	2,146	293	2,439
Shawano Cty - Bonduel	1,070	298	1,368	1,070	298	1,368
Shawano Cty - Mattoon	116	47	163	116	47	163
Shawano Cty - Shawano	7,291	1,565	8,856	7,291	1,565	8,856
Shawano Cty - Tigerton	463	67	530	463	67	530
Shawano Cty - Wittenberg	428	180	608	428	180	608
Shiocton	721	127	848	721	127	848
Suring	956	287	1,243	956	287	1,243
Waupaca	9,204	2,241	11,445	9,204	2,241	11,445
Weyauwega	1,482	573	2,055	1,482	573	2,055
Total	155,486	42,071	197,558	155,486	42,071	197,558

OWLSnet Wireless Statistics - January 2026

* This report counts individual (unique) devices connected to the library's wireless service.

* Devices that automatically connect to any wireless network within range may be counted, even though the user is not actively using the wireless service.

+ Unique devices are counted only once within this monthly reporting period.

++ The average number of unique devices connected per day within this monthly reporting period.

Library	Unique Devices ⁺	Average Devices Connected Per Day ⁺⁺
Algoma	172	17
Appleton	3,827	322
Black Creek	227	18
Clintonville	518	49
Door County - Baileys Harbor	108	9
Door County - Egg Harbor	291	23
Door County - Ephraim	74	5
Door County - Fish Creek	140	11
Door County - Forestville	78	6
Door County - Sister Bay	269	19
Door County - Sturgeon Bay	807	60
Door County - Washington Island	58	4
Florence	56	11
Fremont	113	13
Gillett	192	19
Hortonville	253	24
Iola	225	18
Kaukauna	1,258	120
Kewaunee	124	11
Kimberly	484	45
Lakewood	242	23
Lena	218	21
Little Chute	781	57
Manawa	157	12
Marinette County - Coleman	90	5
Marinette County - Crivitz	139	10
Marinette County - Marinette	371	26
Marinette County - Niagara	34	3
Marinette County - Peshtigo	225	15
Marinette County - Wausaukee	180	14
Marion	278	28
New London	355	33
Oconto	228	16
Oconto Falls	197	14
Oneida Tribal - Green Earth	17	1
Oneida Tribal - Oneida	62	9
Scandinavia	61	5
Seymour	101	14
Shawano County - Bonduel	294	31
Shawano County - Mattoon	44	6
Shawano County - Shawano	852	77
Shawano County - Tigerton	238	29
Shawano County - Wittenberg	223	26
Shiocton	46	5
Suring	264	23
Waupaca	706	71
Weyauwega	117	9
Totals:	15,794	1,387

OWLSnet MyPC Statistics - January 2026

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	1,694	49	35
Black Creek	705	27	26
Clintonville	10,117	252	40
Door County - Baileys Harbor	673	16	42
Door County - Egg Harbor	1,399	32	44
Door County - Ephraim	254	6	42
Door County - Fish Creek	286	5	57
Door County - Forestville	330	12	28
Door County - Sister Bay	2,741	71	39
Door County - Sturgeon Bay	21,241	455	47
Door County - Washington Island	974	25	39
Florence	658	22	30
Fremont	3,374	71	48
Gillett	2,956	43	69
Hortonville	4,928	132	37
Iola	4,361	75	58
Kaukauna	17,287	337	51
Kewaunee	1,690	51	33
Kimberly	9,074	240	38
Little Chute	14,882	257	58
Lakewood	4,183	65	64
Lena	593	30	20
Manawa	2,648	72	37
Marinette County - Coleman	109	5	22
Marinette County - Crivitz	1,935	62	31
Marinette County - Marinette	12,991	241	54
Marinette County - Niagara	797	18	44
Marinette County - Peshtigo	1,448	27	54
Marinette County - Wausaukee	1,550	45	34
Marion	426	21	20
Oconto	6,767	104	65
Oconto Falls	5,431	131	41
Oneida Tribal - Green Earth	156	5	31
Oneida Tribal - Oneida	2,805	83	34
Scandinavia	0	0	0
Seymour	2,681	89	30
Shawano County - Bonduel	2,850	46	62
Shawano County - Mattoon	0	1	0
Shawano County - Shawano	21,705	425	51
Shawano County - Tigerton	2,666	49	54
Shawano County - Wittenberg	733	15	49
Shiocton	47	2	0
Suring	1,414	36	39
Waupaca	27,952	524	53
Weyauwega	2,202	81	27
Totals:	203,716	4355	47

OWLSnet Overdrive Usage - January 2026

Library	Ebook Uses	Audiobook Uses	Magazine Uses
Algoma	299	424	136
Appleton	7,638	12,053	3,155
Black Creek	194	259	51
Clintonville	383	557	172
Door Cty - Baileys Harbor	223	189	152
Door Cty - Egg Harbor	225	228	168
Door Cty - Ephraim	36	56	32
Door Cty - Fish Creek	180	161	45
Door Cty - Forestville	61	84	2
Door Cty - Sister Bay	518	523	278
Door Cty - Sturgeon Bay	1,349	2,058	559
Door Cty - Washington Island	54	102	28
Florence	130	247	32
Fremont	113	161	16
Gillett	132	178	9
Hortonville	664	1,030	180
Iola	125	155	19
Kaukauna	1,220	1,760	274
Kewaunee	307	472	51
KIM-LIT - Kimberly	1,199	1,500	242
KIM-LIT - Little Chute	876	1,080	220
Lakewood	348	311	60
Lena	28	240	24
Manawa	126	227	21
Marinette Cty - Coleman-Pound	118	211	10
Marinette Cty - Crivitz	301	431	47
Marinette Cty - Goodman-Dunbar	8	25	6
Marinette Cty - Marinette	711	1,013	323
Marinette Cty - Niagara	99	171	10
Marinette Cty - Peshtigo	248	239	32
Marinette Cty - Wausaukee	281	131	18
Marion	98	201	18
New London	429	797	73
Oconto	334	546	103
Oconto Falls	411	614	82
Oneida Tribal - Green Earth		23	
Oneida Tribal - Oneida	20	59	11

Library	Ebook Uses	Audiobook Uses	Magazine Uses
OWLS office			
Scandinavia	46	30	16
Seymour	375	631	61
Shawano Cty - Birnamwood	45	122	16
Shawano Cty - Bonduel	98	177	15
Shawano Cty - Mattoon	5	8	11
Shawano Cty - Shawano	1,137	1,377	403
Shawano Cty - Tigerton	44	55	4
Shawano Cty - Wittenberg	58	129	24
Shiocton	54	110	19
Suring	66	109	8
Waupaca	1,029	1,440	369
Weyauwega	191	296	19
Totals:	22,634	33,000	7,624

MARINA COMMITTEE MEETING MINUTES
Wednesday March 11th, 2026
(Approval Pending)

Agenda Item No. 1. The March 11th, 2026 meeting of the Marina Committee was called to order by White at 4:01 P.M.

Present: Brigid White, Patrice Champeau, Kevin Grant, Pat Duffy

Staff: Marina Manager - Dave Lienau, Assistant Manager - Sam Jordan, Village Administrator – Benjamin Andrews

Others: Eric Lundquist, Thor Johnson, Marley Inksetter

Agenda Item No. 2. Approval of the Agenda

A motion was made by Grant, seconded by Duffy that the Agenda for the March 11th, 2026 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Agenda item No. 3. Approval of the Minutes

A motion was made by White, seconded by Grant that the minutes of the February 10th, 2026 Special Joint Meeting of the Marina and Finance Committees be approved by the committee. Motion carried – All ayes.

A motion was made by Champeau, seconded by Grant that the minutes of the February 10th, 2026 Meeting of the Marina Committee be approved by the committee. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting. White asked if anyone would like to make a public comment, and no one responded.

Agenda Item No. 5. Discussion/Action Items

a.) Commercial Contract – Change of Ownership

Lienau spoke to the marina's history working with commercial slip-holders, Eric Lundquist & Thor Johnson. Lundquist & Johnson summarized their intentions for the change in ownership.

A motion was made by Champeau, seconded by Grant to approve a transfer in ownership of the Sister Bay Boat Tours commercial contract from Eric Lundquist to Thor Johnson. Motion carried – All ayes.

b.) Boathouse Project

Andrews updated the committee noting that the village board approved the proposed payment section of the operational agreement which is now being evaluated by the Historical Society for signing. Laurie Zelnio spoke with an update from the Historical Society.

1
2 **c.) Boardwalk Renovation**
3

4 Lienau updated the committee on the current progress of the boardwalk rehabilitation project
5 noting that the top of the boardwalk is completely removed, and several parts of its underlying
6 structure are being replaced before the Ipe wood arrives. Lienau added that the water
7 connection from the main marina building has been made under the boardwalk to D & J Docks
8 to alleviate the marina of the cost of a second sewer connection.
9

10 **d.) New Building Update**
11

12 Andrews updated the committee noting that the soil borings have been completed to ensure the
13 current site is suitable for the proposed building. Following this, the architects will be able to
14 finalize construction documents. Lienau followed noting that the committee's comments have
15 been provided to the architects for the next iteration of the building design.
16

17 **e.) Review of Financials**
18

19 Lienau highlighted that the year-to-date revenue is at about \$536,000 noting that 75% of the
20 seasonal revenue is collected and that the marina is ahead of schedule for transient revenue.
21

22 **f.) Assistant Manager's AMM Certification**
23

24 Jordan spoke to his experience at the Advanced Marina Management course he recently
25 attended in Charleston, SC. This course is the final part of multi-year curriculum that allows
26 him to become a Certified Marina Operator.
27

28 **Agenda Item No.6. Matters to be placed on a future agenda or referred to a committee,**
29 **official, or employee**
30

31 *It was the consensus of the committee that that following items be included on a future committee*
32 *meeting agenda:*

- 33 - Refer to the Village Board: Commercial Contract – Change in Ownership of Sister Bay Boat
34 Tours
35

36 *Next marina committee meeting is tentatively scheduled for Wednesday April 8th, 2026, at 4:00PM via*
37 *Zoom only.*
38

39 **Adjournment:** *A motion was made by Grant, seconded by Champeau to adjourn the March 11th, 2026*
40 *meeting of the Marina Committee at 4:32 P.M. Motion carried – All ayes.*
41

42 Respectfully submitted,

43 

44 Samuel Jordan

45 Assistant Marina Manager

**VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, FEBRUARY 24, 2026
UNAPPROVED**

1. Call to Order & Roll Call

Chair Denise Bhirdo called the Plan Commission meeting to order on Tuesday, February 24, 2026, at 5:30 P.M., and roll call was taken.

Present: Plan Commission Chair Denise Bhirdo, and Commission members Steve Bacci, Nate Bell, Laurel Harff, Skip Heidler, and Patrice Champeau via Zoom.

Staff Member(s): Village Administrator Benjamin Andrews, Administrative Assistant Sarah Bertges.

Others: Kurt Harff. VIA ZOOM: Ellie Soderberg-Guger, Jonathan Leeb, Louise Howson, "JEG", "RGAZL".

2. Approve of Agenda

Motion to approve the agenda as presented was made by Bell, second by Heidler. Motion carried -all ayes.

3. Approve Meeting Minutes: January 27, 2026

Two items of concern with the January 27, 2026 minutes were identified prior to approval. The first concerned the language on page 3, line 33, where the minutes recorded a motion to "table." Bhirdo noted that the Commission had moved away from tabling items, as doing so requires a subsequent motion to take the item off the table. Andrews confirmed that the motion had in fact been one to postpone, and that "table" may have been used as an informal synonym. The minutes were to be corrected to reflect "postpone."

The second item concerned page 4, line 33, regarding the standard zoning permit application. Bhirdo noted that additional information had been received on January 27, 2026, the day of the last Plan Commission meeting, and questioned whether the 45-day clock ran from the original application date of January 19 or from the date of the supplemental submission, which would have pushed the deadline to March 13. Andrews clarified that per the village's ordinance, the 45-day clock is triggered by receipt of the complete application, determined within 5 days of submission, and that the relevant date was January 19, making the deadline March 5.

Motion by Bacci to approve the January 27, 2026 minutes as amended. Second by Heidler. Motion carried- all ayes.

4. Comments, Correspondence and Concerns from the Public

Bhirdo noted that an email had been received from Steve Musinsky pertaining to the zoning map to be discussed later in the meeting. The substance of the email was already reflected in her notes and would be incorporated into the official record. No members of the public present or joined via Zoom raised their hands to comment.

5. Discussion/Action Items

a. Standard Zoning Permit Application; Review/Approve Modifications To Existing Tower; 2530 S Bay Shore Drive

Andrews provided a follow-up report from the January 27, 2026 meeting, where the Commission had postponed action on a zoning permit application for modifications to an existing cellular tower at 2530 S Bay Shore Drive, pending an opinion from village legal counsel. Andrews reported that the village attorney confirmed two key points: first, that a decision must be rendered within 45 days of a complete application—received January 19, making the deadline Thursday, March 5—or the

1 application would be automatically approved; and second, that the village does have authority to
2 impose requirements beyond state law concerning panel size, which triggers the conditional use
3 criteria in the village ordinance and would allow for a public hearing. In preparation, a public hearing
4 had been scheduled for March 4, 2026, at 5:30 PM. Legal counsel recommended that the public be
5 given an opportunity to provide input and testify as part of the review process.

6 Bell provided technical background, noting that multiple entities were involved in the project—
7 Cellcom as the tower owner, Vertical Bridge as the company holding a 20-year lease on the tower, and
8 Terra Consulting acting on behalf of Verizon as the installer. Bell explained that this arrangement is
9 common industry practice. He stated that the upgrade would benefit Sister Bay, as Verizon customers
10 would connect directly to Verizon's network rather than Cellcom's, likely improving service quality. He
11 further noted that this would likely improve the functionality of the village's SCADA system, which
12 uses Verizon-based equipment and has experienced lower priority during busy holiday weekends on
13 Cellcom's network. Bell expressed a concern that the Lundquist tower serves as the backbone for
14 Verizon, AT&T, T-Mobile, and Cellcom communications, and that any failure of that tower would affect
15 all carriers simultaneously. He also observed that Cellcom retains reserved space on the tower under
16 the lease and that the tower would revert to Cellcom in approximately five more years.

17 Heidler questioned the practical significance of antenna size as a triggering criterion, noting that the
18 tower already carries antennas of comparable dimensions and that such equipment is barely
19 distinguishable at 150 feet. Bell acknowledged the tower's visual impact, noting that transmission lines
20 have a greater visual impact than the panels themselves, but clarified that aesthetics are not a
21 legitimate basis for approval or denial under applicable law. Andrews confirmed that under the 2018
22 ordinance and subsequent legal guidance, aesthetics are not among the listed criteria for evaluation.
23 Heidler also noted that a coverage map, which is required as part of the application under village
24 ordinance section 66.0505-5-B-16 (page 99 of the packet), had not been included in the submitted
25 materials. Peter Schau, representing Terra Consulting, responded that state law preempts local
26 requirements in defining a complete application for this type of collocation, and that a propagation
27 map is not required under state statute. Bhirdo acknowledged the point but directed that the
28 discrepancy between the village's ordinance and state law be noted and placed in the Plan
29 Commission's tickler file for future review. Andrews confirmed the ordinance was last revised in 2018
30 and may not reflect subsequent changes to state or federal law. Bell suggested that a review involving
31 an FCC-specialized attorney may be warranted, given the complexity of the regulatory landscape.

32 Schau further addressed the Commission's broader deliberations, noting that state and federal law
33 classify this application as a class 2 collocation-permitted use—and that public hearings for such
34 applications are exceedingly rare. He stated that in his experience, a public hearing for a permitted
35 collocation use had not occurred in Wisconsin since 2014, and that any denial would need to be
36 supported by substantial evidence.

37 The Commission turned to a question raised by Bhirdo regarding page 24 of the packet, which stated
38 that Verizon must remove existing equipment at four heights—143.5 feet, 129 feet, 115 feet, and
39 156.5 feet—before installing the proposed equipment. Schau clarified that the equipment to be
40 removed is existing, non-operational equipment that the tower owner has tasked Verizon with
41 removing as part of their tower work. Bell also identified on page 114 that the existing Sprint platform
42 and associated equipment were to be removed as part of the installation. Heidler noted that, since
43 the full application serves as the basis of the agreement, the individual items within it are technically
44 already binding. However, the Commission agreed that drawing explicit attention to the removals in
45 the motion was worthwhile to ensure clarity.

46 The Commission debated the merits of proceeding with the March 4 public hearing. Bacsí observed
47 that no members of the public had appeared at the current meeting, despite the matter being publicly
48 available, suggesting low attendance. Bell stated he personally favored a public hearing as a matter of
49 good governance, but acknowledged it may not be practical given the narrow scope of permissible
50 considerations and the imminent 45-day deadline. Champeau noted the public's primary concern
51 would likely be the aesthetics criterion that cannot legally be considered in the decision, and

suggested that most residents would welcome improved service. The Commission ultimately concluded that forgoing the public hearing was the most prudent use of staff resources.

Motion by Bell to approve the zoning permit application as presented, subject to: (1) removal of existing equipment at the levels identified on page 24 of the application (143.5 feet, 129 feet, 115 feet, and 156.5 feet); (2) removal of the existing Sprint platform and associated equipment as identified on page 114; and (3) to forego the scheduled public hearing. Second by Heidler. Motion carried- all ayes.

b. Ord. 2026-002; Adopting A New Zoning Map For The Village Of Sister Bay

The Commission reviewed the draft zoning map dated February 13, 2026. Several issues and proposed corrections were raised during the discussion.

CBRF/Glen Estates Parcel (R1/R2 Designation): Bhirdo identified that a parcel currently labeled "Proposed R1" on the map near Fieldcrest Road is incorrectly annotated. The parcel in question, the Glen Estates property, should be designated R2. Bhirdo also indicated the Commission should verify whether an adjacent rear parcel, for which a Phase 2 development had been proposed, should similarly be redesignated to R2. Andrews confirmed that the correction would align with the future land use map.

Fieldcrest Road Parcel – 10585 Fieldcrest (R1 Designation): Heidler identified a parcel at 10585 Fieldcrest that was designated CS1 on the draft map but should be changed to R1, consistent with the future land use map's designation for that area. Heidler noted that the adjacent parcel fronting Highway 42 should remain B1.

Woodland Overlay – Fieldcrest Road Area: Heidler raised concerns about the Woodland Overlay District as applied to properties along Fieldcrest Road, noting that satellite imagery shows these parcels to be largely unforested orchards with little or no tree canopy. He questioned the logic of including half of a parcel within the overlay when the entire parcel lacks trees. Bell expressed broader concern that the Woodland Overlay, as presented, is too arbitrary and inaccurate across the village, citing areas with significant tree canopy that are not included, while open orchard land is included. After discussion, the Commission reached a consensus to pull the overlay boundary back to the property lines along Fieldcrest, removing areas that are clearly unforested, while retaining coverage on a single elongated rectangle parcel (parcel 18100073128-41C) that satellite imagery confirms is half forested and has no assigned address.

Woodland Overlay – 2536 Fieldcrest Road (Don Howard Property): A small exclusion box had been drawn within the Woodland Overlay at 2536 Fieldcrest Road around an existing residential structure. The Commission determined this exclusion was unnecessary and that the parcel should be shaded within the Woodland Overlay, as homes may exist within the overlay district.

Bayshore Drive Condominiums (R2 Designation): Heidler noted that a property on South Bay Shore Drive near the marina, which contains four individually owned condominium units for which a fourth unit had recently been permitted, was shown as multifamily on the future land use map. Heidler expressed the view that the property should remain zoned R2, consistent with its existing use and recent permitting history. Discussion followed regarding whether changing the designation would constitute spot zoning. Bhirdo indicated that the property's grandfathered status is likely why it has remained as-is, and the item was flagged for a future land use map discussion. Andrews was directed to note this item for future consideration.

Sister Bay Yacht Club PUD: Bhirdo raised the question of whether the Sister Bay Yacht Club had originally been established under a Planned Unit Development (PUD) designation during its development under prior ownership. Bhirdo requested that staff clarify the yacht club's status before the public hearing.

2629 South Bay Shore Drive (R1 Designation): Heidler identified parcel 2629 South Bay Shore Drive, a 1.1-acre property, as currently designated CS1 on the draft map but noted it does not meet the minimum acreage requirements for CS1 zoning. He recommended redesignating it as R1, consistent with the future land use map's residential designation for that property.

2649 South Bay Shore Drive (R3 Designation): Heidler identified parcel 2649 South Bay Shore Drive (parcel 18100073128-13B, owned by Charles Wood) as a 5.2-acre property currently designated CS1, which also does not meet the dimensional requirements for that district. He recommended it be redesignated R3.

Following the discussion, the Commission reached consensus on all proposed corrections. A motion was made to amend the draft zoning map to incorporate all identified changes.

Motion by Bhirdo to amend the draft zoning map dated February 13, 2026, to include the following corrections: (1) seek clarification on the Sister Bay Yacht Club PUD status prior to the public hearing; (2) reduce the Woodland Overlay boundary along Fieldcrest Road to align with property lines, excluding unforested orchard parcels, while retaining the half-forested rectangle parcel without an address; (3) include 2536 Fieldcrest Road (Don Howard property) within the Woodland Overlay; (4) redesignate 10585 Fieldcrest Road as R1; (5) redesignate the Glen Estates parcel and its access easement as R2; (6) redesignate 2629 South Bay Shore Drive as R1; and (7) redesignate 2649 South Bay Shore Drive as R3. Second by Heidler. Motion carried 5-1 with Bell opposed.

Andrews advised that he coordinate with Bay Lakes Regional Planning to update both the zoning map and the future land use map following the meeting and distribute updated drafts to Commission members for review prior to the public hearing. Discussion ensued regarding whether the public hearing for the future land use map should be scheduled concurrently. Bell expressed a preference for both documents to proceed to the village board together. The Commission agreed that scheduling both items for the same public hearing would be the most efficient approach and that the notice could cover both. Andrews confirmed there is no procedural prohibition on combining the hearings. Andrews also noted he would send follow-up correspondence to the property owners who received public hearing notices for the tower application, advising them that the public hearing had been canceled.

6. Matters To Be Placed On A Future Agenda Or Referred To A Committee, Official Or Employee

The following items were identified for future action:

- Review of village ordinance section 66.0505-5-B (application content requirements) for consistency with current state and federal telecommunications law, potentially with involvement of an FCC-specialized attorney.
- Determination of the Sister Bay Yacht Club's PUD status.
- Future land use map inconsistencies identified by Heidler are to be communicated to Andrews for incorporation into the updated draft prior to the public hearing.
- The nonconforming use implications for the South Bay Shore Drive condominium property (grandfathered R2) are to be placed on a future agenda in connection with a future land use map review.

7. Next Meeting

The next regular monthly meeting of the Plan Commission is scheduled for Tuesday, March 31, 2026, at 5:30 PM, in the Large Meeting Room of the Sister Bay-Liberty Grove Fire Station.

8. Adjournment

Motion to adjourn at 6:51 PM.

Motion by Heidler second by Harff. Motion carried -all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

Sewer and Water Utilities Committee Meeting Minutes
Tuesday, March 10, 2026 at 1:00 P.M.
Via Video Conference
(Approval Pending)

1. Call Meeting to Order

Chairperson Denise Bhirdo called the Sewer and Water Utilities meeting to order on Tuesday, March 10, 2026, at 1:00 PM.

2. Roll Call

A roll call was conducted, with the following members present: Chairperson Denise Bhirdo and members Nate Bell, and Kurt Harff

Staff present: Utilities Director Megan Barnes, Village Administrator Ben Andrews, Utilities Clerk Kara Kroll

Others: Chad Olsen

3. Approval of Agenda

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

4. Approval of Minutes of the February 10, 2026 Meeting, As Published

Motion by Bell, second by Harff to approve the minutes of the February 10, 2026 meeting as presented. Motion carried – all ayes.

5. Comments, Correspondence and Concerns from the Public

There were no members of the public present and no correspondence to report.

6. Discussion/Action Items

a. Facilities Study Discussion and Recommendation

Utilities Director Megan Barnes presented the three options from the facility study for addressing biosolids management: Option 1 - construct a sludge drying facility (\$17.8 million), Option 2 - construct a reed bed system, and Option 3 - continue hauling to Sturgeon Bay with potential future requirements for onsite storage tanks.

Chair Bhirdo expressed support for exploring regional cooperation with other municipalities for the sludge drying facility, stating that if Sister Bay were to proceed alone, reed beds would make more sense, if multiple communities could participate, the dryer option would be preferable despite the higher cost.

Bell agreed that reed beds were the practical choice for Sister Bay alone, though he acknowledged the sludge dryer would be "cooler" if cost were no object. He expressed concern about the complexity of

coordinating multiple municipalities but supported pursuing regional discussions with a defined timeline.

Administrator Andrews reported that he had reached out to administrators and operators in Ephraim, Fish Creek, and Baileys Harbor, with most indicating willingness to have conversations about regional cooperation. He noted that such an arrangement would require long-term commitments, typically 15-20 years, to cover expenses.

Barnes confirmed that Ephraim, Fish Creek, and Baileys Harbor had expressed interest in discussions. She noted these communities had received similar reed bed recommendations in their own facility studies, and Ephraim was particularly interested because they had not received principal and forgiveness for their planned upgrades and believed regional cooperation might improve their chances of receiving such funding.

The committee discussed setting a six-month timeline for regional discussions, after which they would proceed with reed beds if no agreement could be reached. Barnes confirmed she had been sharing cost estimates of approximately \$15-17.8 million with the other communities.

Consultant Chad Olsen identified the West Central Wisconsin Biosolids Facility near River Falls as an example of regional sludge processing that has operated for at least a decade.

Motion by Bell, second by Harff to adopt the facility study. Motion carried – all ayes.

The committee agreed to pursue regional discussions for the sludge drying facility while maintaining reed beds as the fallback option if Sister Bay proceeds alone. This item will be placed on the March board meeting agenda for discussion.

b. Non-Potable Reuse System - Expansion Tanks WWTP

Barnes reported that the expansion tanks for the non-potable reuse system have ruptured bladders that cannot be repaired because replacement parts are no longer manufactured. She presented a quote of \$19,180 for complete replacement of both tanks, with a six-week lead time. The expense would come from replacement funds.

The committee discussed whether board approval was necessary given the lead time, with Andrews and Barnes concluding that while some emergency repairs could proceed without board approval, this repair could wait for formal approval.

Motion by Bhirdo, second by Harff to recommend the quotation for replacement of the two expansion tanks as presented to the Village Board for approval. Motion carried with Bell opposed.

c. Wastewater Treatment Plant Operations Report

Barnes provided an update on the ongoing ice issues in the sludge storage tank, explaining that the plant has been battling thick ice accumulation for three weeks. The cold weather caused more ice formation than usual, and ice formed over aeration spots, increasing pressure and apparently breaking a coupling between the main diffuser line and diffuser arms.

She explained that this is a periodic issue due to the uncovered sludge tank, though this year's accumulation was more severe. The plant is currently using the sludge loadout pump as a mixer and has had a company jet hot water into the empty storage tank to remove ice. The tank switch should occur early the following week once the remaining ice is cleared.

7. Matters to be placed on a future agenda or referred to a committee, official, or employee

The facility study discussion and regional cooperation efforts will be placed on the March Village Board meeting agenda.

8. Adjournment

Motion by Bhirdo, second by Bell to adjourn at 1:32 PM. Motion carried – all ayes.

The next meeting of the Sewer and Water Committee will be conducted at 1:00 P.M. on Tuesday April 14, 2026 via Video Conference.

Respectfully Submitted,

Kara Kroll
Utilities Clerk