



**PARKS, PROPERTY & STREETS COMMITTEE
MEETING AGENDA**

MONDAY, APRIL 6, 2026, AT 1:00 PM

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

To access the meeting electronically, click: <https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCU5kKaH.1&omn=97063638580>

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

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AGENDA

1. Call to Order & Roll Call

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

2. Approve Agenda

3. Approve Minutes:

- a) March 2, 2026, Regular Meeting

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a) Northern Door Sports and Recreation; Proposal; Facility Reservations Management
- b) Peninsula Kayak Company; E-Bike Storage Shed and Beach Bike Rental Proposal
- c) Memorial Bench Policy Review
- d) RFP for Architecture/Engineering; Future Administration Building
- e) Facility Rental Fees; Pricing for Non-Profit Organizations
- f) Pavillion Rental; Fee Schedule

6. Staff Report, Board Update

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

8. Next Regular Meeting:

- a) May 4, 2026 at 1:00 PM

9. Adjourn

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

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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 Burress, 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

22 **5b. Peninsula Pacers; Mill Road Closure Request; Peninsula Century Fall Challenge Bike Ride**

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

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

31 *Motion carried – all ayes.*

32

33 **5c. Cold Storage Cost Estimates**

34 Linczmaier introduced Terry Hackl from TK Builders and Design, who presented cost estimates for
 35 cold storage building repairs. Hackl explained he had been working with Linczmaier for
 36 approximately six months after most local contractors were unresponsive to estimate requests.
 37 Hackl presented two estimate options: one using existing T1-11 siding material and another using
 38 SmartSiding. The current T1-11 siding is failing due to improper installation with horizontal framing
 39 and vertical panel placement, causing warping and leaks. For the T1-11 option, Hackl would add
 40 vertical supports at every seam, pre-stain material, and provide proper board installation against
 41 concrete to prevent moisture wicking.
 42 The SmartSiding option includes removing old sheeting, installing 7/16" OSB, and applying
 43 SmartSiding with 30-year warranty and 50-year product life. This maintenance-free option costs
 44 more initially but eliminates future staining requirements. The T1-11 option would need re-staining
 45 every 3-5 years after initial application.
 46 Both estimates include roof replacement with 30-year dimensional shingles due to severe curling
 47 and deterioration. A carport addition for the shuttle bus was included as a cost-plus allowance
 48 pending engineering requirements, as the current 13-foot eave height prevents a lean-to design that
 49 would accommodate the bus height.

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

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

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

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

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

19

20 **5d. Public Information Meeting - Village Administration Building**

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

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

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

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

36 Public Input Received:

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

39

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

47

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

1
2 Nick Deviley asked about Logerquist property costs (\$24,000 spent) and future intentions for that
3 site if Mill Road proceeds, suggesting potential sale to offset administration building costs.

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

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

9 **5e. Future Administration Building; Mill Street - Assessment Review - Planning for Next Steps**

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

16 Committee members provided feedback on the assessment:

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

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

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

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

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

32

33 **5f. Current Administration Building; Impact on Road Reconstruction Project**

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

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

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

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

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

5 **5g. Potential Walking Tour - Discuss Time/Date**

6 Committee discussed scheduling walking tours for 2026, referencing last year's successful June tour
 7 that included gazebo, benches, binocular viewers, historic signage, landscaping, marina facilities,
 8 little library, trees, post office improvements, asphalt work, and e-bike shed.
 9 Bhirdo suggested including the Logerquist site based on Linczmaier's report on structure conditions.
 10 Bell emphasized tours should be informational only without motions or formal actions, noting last
 11 year's difficulties for staff in tracking multiple simultaneous discussions and decisions.
 12 Committee agreed to placeholder scheduling for May with potential second tour in fall, with specific
 13 dates to be determined after new committee formation following spring elections.
 14

15 **5h. Facility Rental Fees; Pricing for Non-Profit Organizations**

16 Andrews presented draft policy allowing Door County-based nonprofit organizations to rent village
 17 facilities at daily rates rather than annual rates. The policy requires IRS documentation, state
 18 certification, or recent tax returns proving nonprofit status, plus Door County address verification.
 19 Bell emphasized the policy must specify the actual nonprofit organization as renter, not events "on
 20 behalf of" nonprofits, citing previous abuse of this distinction.
 21 Discussion arose regarding the Peninsula Symphonic Band, which performs once annually on the
 22 pavilion stage but would face prohibitive \$2,500 costs under current park rental fees. Committee
 23 members noted this fee was established for Waterfront Park usage, not specifically pavilion stage
 24 rental.
 25 Committee identified need to distinguish between pavilion stage rental and full park rental, as the
 26 pavilion has different usage patterns and requirements. The Peninsula Symphonic Band represents
 27 one of very few organizations requesting pavilion-only usage.
 28 Sister Bay Advancement Association's Soderberg-Guger noted their board needs to review insurance
 29 implications of taking events under their umbrella, as suggested for the Symphonic Band.
 30 Committee agreed to postpone policy adoption pending development of separate pavilion stage
 31 rental policy to address pricing disparities between full park rental and stage-only usage.
 32

33 **6. Staff Report, Board Update**

34 Andrews presented Linczmaier's staff report highlighting ongoing Christmas decoration removal,
 35 park maintenance facility move-in completion, and installation of storage systems at the new facility.
 36 The report included picnic table and memorial bench construction cost updates, village hall heating
 37 cost analysis for 2025, and cold storage project estimates from TK Builders.
 38 Historical signage cost estimates are being developed with contractor outreach ongoing. Gazebo
 39 stone counter and bench updates have one estimate received with two additional estimates
 40 expected by March end. Safety-related headache rack costs have been documented and allocated
 41 appropriately.
 42 For the Logerquist site, Linczmaier's assessment recommends one structural/facility repair per
 43 season, with detailed maintenance needs identified for future walking tour consideration.
 44 Community updates included proposed pickleball signage language reflecting adopted policies for
 45 official club reservations and first-come-first-served availability, with website reference for
 46 additional information. Reflective signage coordination with Door County Emergency Management
 47 clarified that they coordinate fire sign replacement efforts but won't provide signs directly to the
 48 village, serving instead as vendor resource during summer.
 49 *By consensus, the committee approved stamped concrete for historical signage installation.*
 50

51 **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



STAFF REPORT

Date: April 6, 2026

To: Parks, Property and Streets Committee

Re: Northern Door Sports and Recreation; Proposal; Facility Reservations Management

Author(s): Benjamin Andrews, Village Administrator

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

POLICY ISSUE(S)

- *“Should the Village of Sister Bay consider the service proposal from Northern Door Sports and Recreation for services related to facility reservation management?”*
- *“Should the Parks, Property, and Streets Committee seek additional information on pricing for review at a future committee meeting?”*
- *“Should the Parks, Property, and Streets Committee make a recommendation to the Village Board for the approval or rejection of the service proposal from Northern Door Sports and Recreation for services related to facility reservation management?”*

PRIOR ACTION/REVIEW

Rachel Stollenwerk of Northern Door Sports and Recreation approached the Village of Sister Bay regarding the services related to facility reservation management. On March 5th, I (Benjamin Andrews, Village Administrator), Louise Howsen, Parks Committee Chair, and Rachel met to discuss the potential services. During the meeting, it was determined that the best path forward would be for Northern Door Management to submit a proposal for the April 6th Parks, Property, and Streets Committee.

BACKGROUND INFORMATION

The Village of Sister Bay Staff currently manages facility reservation services in-house. Reservations include: (1) Waterfront Park; (2) Gazebo – Waterfront Park; (3) Pavilion – Waterfront Parks; (4) Marina Park; (5) Village Hall; (6) Fire Station; and (7) Tennis/Pickleball Courts – Village Sports Complex. The process for facility reservations is handled through paper forms and manual payment options, either in person or over the phone. Northern Door Recreation Management is proposing services to transition paper and manual processes to online, automated facility reservation management.

FINANCIAL INFORMATION

The proposed fees for service depend on how many facilities are administered through Northern Door Sports and Recreation’s online facility reservation management system; however, the service proposal does outline the fee options, which would be:

1. Annual Contract Fee
2. Revenue Share (% of Reservation Revenue)

FISCAL IMPACT:

1. Is There a Fiscal Impact? Yes
2. Is it Currently Budgeted? No
3. If Budgeted, Where: N/A
4. Amount: TBD

2025 RESERVATION SUMMARY

The total revenue in 2025 for reservations was \$11,528.96. Here is a summary of the reservation:

Tennis/Pickleball Courts 2025

25-Jan	1/10/2025	CR	Pickleball 7/25/25	\$	37.73	
25-Jan	1/13/2025	CR	Pickleball 2025 Season	\$	424.52	
25-Jan	1/17/2025	CR	Pickleball 2025 Season	\$	424.52	
25-Mar	3/25/2025	CR	Pickleball Courts - Summer 2025	\$	94.33	
25-Apr	4/23/2025	CR	Pickleball - 9/12/2025	\$	18.86	
25-May	5/7/2025	CR	Pickleball 6/27-6/28	\$	18.86	
25-May	5/31/2025	JE	Reclass of Reserovation- Pickleball 6/13	\$	18.86	
25-May	5/31/2025	JE	Reclass of Reserovation	\$	481.13	
25-Jun	6/17/2025	CR	Pickleball 6-22-25	\$	4.71	
25-Jun	6/27/2025	CR	Rental SC Pickleball 7-1-25	\$	18.86	
25-Jun	6/27/2025	CR	PARK RENTAL Pickleball 7-3-25	\$	9.43	
25-Jul	7/1/2025	CR	PARK RENTAL-Tennis Court 7/23/25	\$	9.43	
25-Jul	7/11/2025	CR	SC Tennis Ct 7/30 & 8/4	\$	18.86	
25-Jul	7/22/2025	CR	SC - Tennis Court 8/4/25 10-12PM	\$	18.86	
25-Jul	7/28/2025	CR	PARK RENTAL-Pickleball 7/29&7/30	\$	14.15	
25-Jul	7/29/2025	CR	PARK RENTAL-Pickleball 7/30/25	\$	9.43	
25-Jul	7/31/2025	CR	PARK RENTAL Pickleball 8/1/25	\$	9.43	
25-Aug	8/7/2025	CR	PARK RENTAL-Pickleball 8/9/25	\$	9.43	
25-Aug	8/11/2025	CR	PARK RENTAL-Pickleball 8/9/25	\$	9.43	
25-Aug	8/29/2025	CR	PARK RENTAL - 8/29/25 SC Tennis	\$	9.43	
25-Sep	9/15/2025	CR	PARK RENTAL Pickleball Set/Oct	\$	23.58	
25-May	5/5/2025	CR	PARK RENTAL - Pickleball 5/24/25	\$	9.43	
				\$	1,693.27	22 Total Rentals

Gazebo Rental 2025

25-Jan	1/10/2025	CR	Gazebo - 7/13/25	\$	70.75	
25-Jan	1/13/2025	CR	Gazebo - July 23, 2025	\$	70.75	
25-Mar	3/25/2025	CR	Gazebo Rental - 7/20/2025	\$	75.00	
25-Jul	7/28/2025	CR	PARK RENTAL-Gazebo 7/31/25	\$	70.75	
25-Aug	8/5/2025	CR	PARK RENTAL-Gazebo 8/5/25	\$	70.75	
25-Aug	8/18/2025	CR	Gazebo 9/1/25	\$	70.75	
25-Sep	9/3/2025	CR	PARK RENTAL - Gazebo 10/4/25	\$	70.75	
25-Nov	11/12/2025	CR	PARK RENTAL-GAZEBO 6/27/26	\$	70.75	
25-Nov	11/24/2025	CR	PARK RENTAL-GAZ 7/19/26	\$	70.75	
				\$	641.00	9 Total Rentals

WATERFRONT PARK RENTAL 2025

25-Aug	8/18/2025	CR	Waterfront Park 9/12-9/13/2025	\$	1,792.45	
25-Aug	8/25/2025	CR	PARK RENTAL-Waterfront 9/7/25	\$	1,792.45	
				\$	3,584.90	2 Total Rentals

MARINA PARK RENTAL 2025

25-Jun	6/4/2025	CR	PARK RENTAL 7/4-7/6/2025	\$	2,358.49	
25-Jun	6/26/2025	CR	Marina Park Rental- 7-12-25	\$	50.00	
25-Oct	10/17/2025	CR	Marina Park Use Fee 10/9-10/11/2026	\$	1,415.10	
				\$	3,823.59	3 Total Rentals

PAVILION @ WATERFRONT RENTAL 2025

25-Jul	7/22/2025	CR	PARK RENTAL PAV 7/19/25	\$	70.76	
25-Apr	4/7/2025	CR	Performance Pavilion - 7/24/2025	\$	75.00	
				\$	145.76	2 Total Rentals

Sports Complex & Pavilion Rental 2025

25-Mar	3/25/2025	CR	PARK RENTAL - Sister Bay Baseball	\$	50.00	
25-Mar	3/25/2025	CR	PARK RENTAL - Sister Bay Little League	\$	50.00	
25-Apr	4/17/2025	CR	PARK RENTAL - Sister Bay Little League	\$	50.00	
25-Jun	6/2/2025	CR	SC PAV - WOODCREST COA	\$	150.00	
25-Jun	6/5/2025	CR	Ephraim Yacht Club Kickball - 6/25 and 7/30	\$	47.17	
25-Jun	6/30/2025	CR	SC-PAV & Ballfield 8/2/25	\$	188.67	
				\$	535.84	6 Total Rentals

2025 Fire Station Rentals

01/13/2025*	CR	BLDG RENTAL - FIRE STATION	\$	50.00	
02/03/2025*	CR	BLDG RENTAL - FIRE STATION 2/15/25	\$	47.16	
02/04/2025*	CR	BLDG RENTAL - FIRE STATION	\$	50.00	
02/24/2025*	CR	BLDG RENTAL - FIRE STATION - Wednesdays	\$	245.28	
02/24/2025*	CR	BLDG RENTAL - FIRE STATION - 6/9/2025	\$	50.00	
02/24/2025*	CR	BLDG RENTAL - FIRE STATION - 6/9/2025	\$	50.00	
02/24/2025*	CR	BLDG RENTAL - FIRE STATION - 6/7/2025	\$	50.00	
02/24/2025*	CR	BLDG RENTAL - FIRE STATION - 6/12/2025	\$	25.00	
02/24/2025*	CR	BLDG RENTAL - FIRE STATION - 6/22/2025	\$	50.00	
5/31/2025	JE	Reclass of Resesrvation	\$	440.00	
06/17/2025*	CR	FS-LR Timber RE 7-5-25	\$	47.16	
			\$	1,104.60	11 Total Rentals
		TOTAL		\$ 11,528.96	

PROS/CONS**PROS****Modernizes the Reservation Processes**

- Transitions current paper-based, manual reservation processes to an online, automated reservation platform, improving efficiency and accessibility.
- Provides real-time availability, instant booking, automated confirmations, and on-demand reservations.

Reduces Village Staff Workload

- Automates scheduling, approvals, payments, and notifications, helping reduce manual administrative work.
- Service provider handles cancellations, including questions, issues, and reservation inquiries.

Enhanced Financial and Reporting Capabilities

- Offers revenue and facility-usage reporting upon request.
- Supports flexible fee schedules, deposits, credit card payments, and automated reconciliation.

Improved User Experience for Residents

- Provides 24/7 self-service booking access.
- Supports electronic permits and waivers, improving convenience and compliance.

Local Provider with Community Familiarity

- Marketing efforts (social media, newsletters, seasonal promotions) may increase facility usage and visibility.

Flexible Fee Structure

- Provides two options: annual contract fee or revenue-share model.

Termination Flexibility

Contract can be terminated by either party with 15 days' written notice.

CONS**Fiscal Impact Not Yet Determined**

- The fiscal impact, budgeting, and amounts are currently blank/unknown without determining how many facilities would be covered under
- Future budget obligations may arise depending on the chosen fee structure (annual contract or revenue share).

Loss of in-house control over reservation processes

- Moving to an external service provider shifts operational control away from Village Staff, which may have unexpected difficulties if changes are made to the reservation costs of policies.

Responsibility For Facility Maintenance Remains on the Village

- The proposal notes that all questions or concerns related to facility maintenance remain the responsibility of the Village.

Potential need for staff adjustments or training

- Provider training is expected, but staff will still need to learn a new system and adjust internal workflows.

Partially Incomplete Contract Details

- The scope of facilities to be included is not explicitly defined, and the cost depends on the number of facilities included (there is likely to be a cost-benefit with scale).

May Reduce the Village's Net Revenue

- It would need to be determined if opting for the service would significantly impact the Village's net revenue for providing reservable facilities to users.

RECOMMENDED ACTION(S)

Village Staff recommends that the Parks Committee consider this meeting introductory and use this time to evaluate whether there is interest in the facility reservation proposal from Northern Door Sports and Recreation.

If there is interest, Village Staff would seek direction/recommendation on which facilities should be included under the facility reservations administration and would also seek additional clarification on costs from Northern Door Sports and Recreation for a future meeting.

POLICY ALTERNATIVE(S)

The Parks, Property and Streets Committee could take the following actions:

- Direction/Recommendation to Obtain Add' Cost Information
- Request Add' Information
- Recommend Approve to the Village Board
- Recommend Rejection to the Village Board
- Postpone Agenda Item for Future Meeting

ATTACHMENT(S)

1. Service Proposal for Facility Reservation Management from Northern Door Sports and Recreation.



Village of Sister Bay | Services Proposal

Northern Door Sports and Recreation stands out as the local provider deeply rooted in northern Door County, where we truly know the families, residents, and visitors who make this special peninsula their home or destination. Unlike distant or generic national services, our team lives and works here, understanding the unique rhythms of our tight-knit communities, seasonal influxes, and year-round needs. We are passionately committed to growing northern Door County as a premier place-maker for young families, seasonal residents, and everyone in between, growing vibrant, inclusive recreational opportunities that build lasting connections, support youth development, and enhance the quality of life that draws people to this beautiful area.

Parties

This agreement is made by and between the Village of Sister Bay ("Organizer") with an address of _____ and Northern Door Sports and Recreation LLC ("Service Provider") with an address of PO Box 728 Fish Creek, WI 54212.

In consideration of the mutual promises and covenants in this agreement, the Parties agree to the definitions, services and terms as follows:

Definitions

- Facility: Any physical location or venue that the organizer owns or manages, schedules, reserves, or tracks usage for.
- Member: Adult, child or Parent/Guardian of child that is reserving a facility
- Program: A scheduled offering with specific start and end dates/times that participants must register for.
- Membership: An enrollment for ongoing or periodic access/privileges.

Services

Service Provider agrees to perform the following administrative services for the Organizer:

- Setup and maintain an online portal for all facility reservations for which the Organizer requests.
- Manage all programs and memberships for which the Organizer requests.
- Provide software training to Staff and Administrators as appropriate.
- Provide timely response to reservation inquiries from the Organizer or Member.
- Process refunds or reservation changes approved by the Organizer.
- Provide revenue and/or facility usage reporting to the Organizer upon request.

Terms

- All questions and/or concerns related to the maintenance of a facility is the responsibility of the Organizer.
- Reconciliation of disputes that result in a credit card refund must be approved by the Organizer in writing.
- The Service Provider may make themselves available for communications regarding disputes as appropriate.
- This agreement will continue until one party notifies the other in writing that this agreement is terminated.
- Either party may terminate this agreement by giving 15 days advance written notice of termination.
- This Agreement represents the entire agreement between Organizer and Service Provider.
- This Agreement may only be amended by written instrument signed by both parties.
- This Agreement shall be governed by the laws of the State of Wisconsin.

Fee Options

- **Annual Contract Fee:** Flat annual fee. Organizer receives 100% of revenues less credit card transaction fees (deducted).
- **Revenue Share for Online Bookings:** Fee is calculated as a percentage of reservation revenues for reservations and payments made online.

The signature below of both the Organizer and the Service Provider activates this agreement and the definitions, services and terms as outlined above shall become binding upon both parties.

X: _____

X: _____

Date: _____

Date: _____

Representative
Village of Sister Bay

Representative
Northern Door Sports and Recreation

Northern Door Sports and Recreation | Services Overview

Small municipalities often face tight budgets, limited staff, and manual processes that strain resources when managing sports fields, parks, and recreational facilities without the support of an organized park or recreational district. Partnering with a specialized sports and recreational administrative service provider delivers a powerful, cost-effective solution by automating key tasks like on-demand reservations, real-time availability and booking, multi-use resource allocation, reservation approvals, automated confirmations, flexible fee schedules, secure online payments, and digital permits/waivers. These modern tools drastically reduce administrative workload, freeing up overburdened teams to further focus and invest in facility maintenance while minimizing errors, preventing double-bookings, speeding up collections, cutting paperwork, and boosting facility utilization and resident participation. The result is enhanced revenue capture, greater equity in access, improved resident satisfaction, and a professional, 24/7 self-service experience that modernizes operations without requiring additional hires or large upfront investments.

On Demand Reservations

On-demand reservations allow residents and organizations to book municipal sports fields, courts, community centers, or other recreational facilities instantly through an online portal at any time. This self-service feature eliminates the need for phone calls or in-person visits to staff, providing immediate access to booking options based on current availability. By streamlining the process, municipalities can increase facility usage, reduce administrative workload, and enhance community satisfaction with convenient, 24/7 access.



Multi-Use Resource Allocation

Multi-use resource allocation efficiently schedules shared facilities, equipment, or staff across multiple activities and user groups. It prevents conflicts, supports partial bookings, and adjusts dynamically for different needs. This maximizes usage, revenue, and fair access.



Real Time Availability and Booking

Real-time availability shows current open slots that update instantly as bookings change. Users can view and reserve spots online immediately, eliminating double-bookings or outdated info. This boosts participation and simplifies demand management.



Reservation Approvals

Reservation approvals route booking requests to staff for review and approval before confirmation, ensuring policy compliance. Automated notifications keep applicants informed of status or required changes. It maintains control over high-demand spaces and supports equitable allocation.



Automated Booking Confirmations

Automated confirmations instantly send users email or SMS with booking details, policies, and reminders. They reduce manual follow-up and confusion. This saves staff time and improves the user experience.



Customizable Fee Schedules + Deposits

Unlimited fee schedules support flexible, customizable pricing for any facility, user type, time, or event. The system handles tiered rates, discounts, and deposits automatically. It ensures accurate billing while meeting community pricing needs.

Online Waivers and Payments

Northern Door Sports and Recreation manages both electronic permits and waivers as well as online payments processing. This allows residents and organizations a streamlined process for ensuring compliance with municipality policies while eliminating administrative paper work for staff.



Electronic Permit and Waivers

Online permits and waivers allow users to complete and e-sign required forms during booking. The system can require them before confirmation and stores records for compliance. This digitizes paperwork, speeds approvals, and strengthens legal protections.



Online Payments Processing

Online payment processing lets users pay fees securely at booking via credit card. It generates receipts, handles refunds, and streamlines reconciliation. This improves cash flow and provides a modern, convenient experience.

Customer and Partner Support

Northern Door Sports and Recreation is unique in that it enhances facility use through strategic marketing efforts including seasonal promotions to our wide network of local families and individuals. Facility details can be highlighted and advertised through our online marketing channels where families or individuals can access information and reserve directly.



Scheduled Social Media Posts

Municipalities can connect directly with a wide audience on both Instagram and Facebook with scheduled social media that reminds and reinforces facility policies and availability.



Monthly Newsletters and Published Guide

Monthly email newsletters and our semi-seasonal published guide include sports recaps, current season updates and upcoming registrations to keep families informed both in and out of season.



In-Person Customer Service

We provide in-person and phone support to both our partners and their customers to field questions, comments and issues before they reach you.



STAFF REPORT

Date: April 6, 2026

To: Parks, Property and Streets Committee

Re: Peninsula Kayak Company; E-Bike Storage Shed and Beach Bike Rental Proposal

Author(s): Benjamin Andrews, Village Administrator

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

PURPOSE

Peninsula Kayak Company (PKC), an existing approved vendor for kayak rentals in Waterfront Park, is requesting approval to place a wooden storage shed to support a new e-bike rental concession at Sister Bay Beach. This staff report summarizes the proposal, outlines regulatory considerations, and provides a recommended course of action.

PRIOR ACTION/REVIEW

Previous Committee and Commission Actions

- In **March 2025**, the Committee reviewed park vendor proposals and accepted PKC as a kayak rental vendor, noting willingness to comply with Village conditions and interest in offering e-bike rentals.
- In **April 2025**, the Committee voted to reconsider accepting an e-bike concession proposal, contingent on:
 - confirmation that zoning code requirements would be met for a storage shed, and
 - confirmation from a licensed electrician regarding electrical charging compliance.
- In **July 2025**, the Plan Commission reconsidered PKC's shed request after the initial metal shed was denied under Village code. PKC returned with a wooden shed design, but the Commission expressed concerns about height, permanence, and maintenance responsibilities. The matter was referred back to the Parks Committee.

BACKGROUND INFORMATION



The shed would be constructed of wood (pine, treated lumber), natural-toned or dark-stained to reduce visibility, measure approximately 5 ft wide × 5 ft tall × 6 ft deep, accommodating four e-bikes with internal racks and locking hardware, feature an inverse-pitch shed roof design, remain unanchored and placed on the ground without poured concrete, making it technically non-permanent yet not easily movable once placed, and be delivered after mid-May beach setup and removed only with a trailer/winch due to weight. PKC proposes leaving it in place through the winter seasons unless directed otherwise.

Location

PKC initially placed a prior (metal) box in the RED location, but was told to relocate it due to a neighboring property complaint. The revised YELLOW location, closer to the parking lot, is assumed to be acceptable unless the Committee selects an alternative. The formal proposal places the shed on the berm between the sidewalk and the fence, with electrical access nearby.

POLICY ALTERNATIVE(S)

The Parks Committee could take the following actions:

- Approve
- Approve with modifications.
- Deny
- Table

ATTACHMENT(S)

1. Peninsula Kayak Company Sister Bay Beach Bike Rental Proposal
2. Email Communication
3. Committee Meeting Minute Excerpts



Peninsula Kayak Company
Sister Bay Beach Bike Rental Proposal

- Map of location for proposed bike storage
 - Our initial idea for a small portable covered storage facility for the E - bikes that can be dropped off in the beginning of the season and taken away at the end.
 - The covered storage is important for protecting and maintaining the structural integrity of the bikes in addition to keeping them safe.
 - The location of the box allows for electrical access and does not impede the general public whatsoever from enjoying the park to the fullest.
 - The bikes would be rolled out and stationed adjacent to the kiosk every morning and then returned to the storage box every evening.
 - Below is a map and the box could be placed on the berm between the sidewalk and the fence.
 - The storage 'box' will be made of wood, stained dark to make it less innocuous.



- Bike storage idea
 - Covered box (shed roof design)



- Bike rack inside box for safety, a lock cord to be fed through wheels to protect overnight
- Box will be approximately 5 feet wide x 5' tall, and six feet deep to accommodate for 4 e-Bikes.

- Map of routes/ Safety orientation around Sister Bay
 - Guests will first be instructed how to safely operate E - bikes
 - As part of the instruction, before guests depart staff will share map of the area including safe areas to bike around the Sister Bay area
- Our E - Bikes
 - We propose having 4 [Rad Runner 2](#) E - Bikes from Rad Power Bikes
- Accessories and options
 - All guests are required to wear helmets and water bottle holders and there are additional options for kid carriers as well
- Prices
 - \$30/hr. (additional hour \$25)
 - ½ day rental is \$80
 - Full Day rental \$150

For more information,

Robert Geitner and Dane Spitzer
(920)918-4314, or email KayakDoor@gmail.com

Thank you for your consideration,

Peninsula Kayak Company

Ben Andrews

From: Sarah Bertges
Sent: Wednesday, April 1, 2026 1:41 PM
To: Ben Andrews
Subject: Fw: Fw: PKC shed
Attachments: Sister Bay Beach Bike Rental Proposal.pdf

Sarah Bertges**Administrative Assistant****Village of Sister Bay**

PO Box 769

Sister Bay, WI 54234

(920) 854-4118

adminassist@sisterbaywi.govPopulation 1205 (*per 2024 DOA estimate*)

NEW Office Hours:

Monday – Thursday 8:00 AM – 4:00 PM

Friday 8:00 AM – 12:00 PM

(Fridays immediately preceding an election will be open until 5:00 PM for voter registration)

From: Rob Geitner <robgeitner@gmail.com>
Sent: Wednesday, April 1, 2026 1:36 PM
To: Sarah Bertges <adminassist@sisterbaywi.gov>
Subject: Re: Fw: PKC shed

Hi Sarah,

I am not sure if you got our original proposal from last year, which was approved, so I attached it. The original storage unit (bike box) was brand new, and a grey/charcoal colored aluminum shed. However, after we had it up for a few months, we were told that it had to be made of wood, so I assume the new bike box would be made of pine with the natural tone of treated lumber.

As far as location, we had it here (box in RED), as that is where we were told it should go, but apparently the neighbor did not like it there so we were told it would need to be moved closer to the parking lot, and thus we assume you want it here (YELLOW box). We are open to you telling us where to put it, because after we place it we won't be able to move it easily.



As far as set up, like our beach set up, you normally give us the go ahead in the middle of May when we can set up the beach, and thus we assumed that is roughly when we'd set up the Bike box. The Bike box would be after the beach set up (for kayak rentals).

As far as take down, we take the beach down mid-September, weather dependent. However, the bike box we planned on leaving up, as the wood structure would be too heavy to move without renting a trailer and wench. It would not be considered permanent as we will not have it anchored in the ground in any way, nor will we be pouring any concrete. Let me know if you have any questions.

Thank you!

Robert

On Wed, Apr 1, 2026 at 12:57 PM Sarah Bertges <adminassist@sisterbaywi.gov> wrote:
Hello Rob,

We are needing additional information regarding the shed:

What are the materials used?

What is the date they are requesting to install the shed?
 When will they remove the shed?
 Do you have a proposed site on which you want to place the shed?

Thank you for your help with this,

Sarah Bertges

Administrative Assistant

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

(920) 854-4118

adminassist@sisterbaywi.gov

Population 1205 (per 2024 DOA estimate)

NEW Office Hours:

Monday – Thursday 8:00 AM – 4:00 PM

Friday 8:00 AM – 12:00 PM

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From: Louise Howson <louise.howson@sisterbaywi.gov>

Sent: Tuesday, March 31, 2026 12:03 PM

To: Sarah Bertges <adminassist@sisterbaywi.gov>; Ben Andrews <administrator@sisterbaywi.gov>

Subject: Re: PKC shed

Hello Sarah,

We need more information about the shed.

What are the materials used?

What is the date they are requesting to install the shed?

When will they remove the shed?

We should have a map showing the location where they are permitted to put the shed - can you see if you can find that and include it in the packet, and send it to Rob ?

Ben - is there any other information we need for the shed?

Louise Howson

Village Trustee

louise.howson@sisterbaywi.gov

From: Sarah Bertges <adminassist@sisterbaywi.gov>

Sent: Tuesday, March 31, 2026 8:37 AM

To: Ben Andrews <administrator@sisterbaywi.gov>; Louise Howson <louise.howson@sisterbaywi.gov>

Subject: Fw: PKC shed

Hello Louise & Ben,

Received this from Pen Kayak Co.
I will save in the April Parks Meeting Folder

Thank you,

Sarah Bertges

Administrative Assistant

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

(920) 854-4118

adminassist@sisterbaywi.gov

Population 1205 (per 2024 DOA estimate)

NEW Office Hours:

Monday – Thursday 8:00 AM – 4:00 PM

Friday 8:00 AM – 12:00 PM

(Fridays immediately preceding an election will be open until 5:00 PM for voter registration)

From: Rob Geitner <robgeitner@gmail.com>

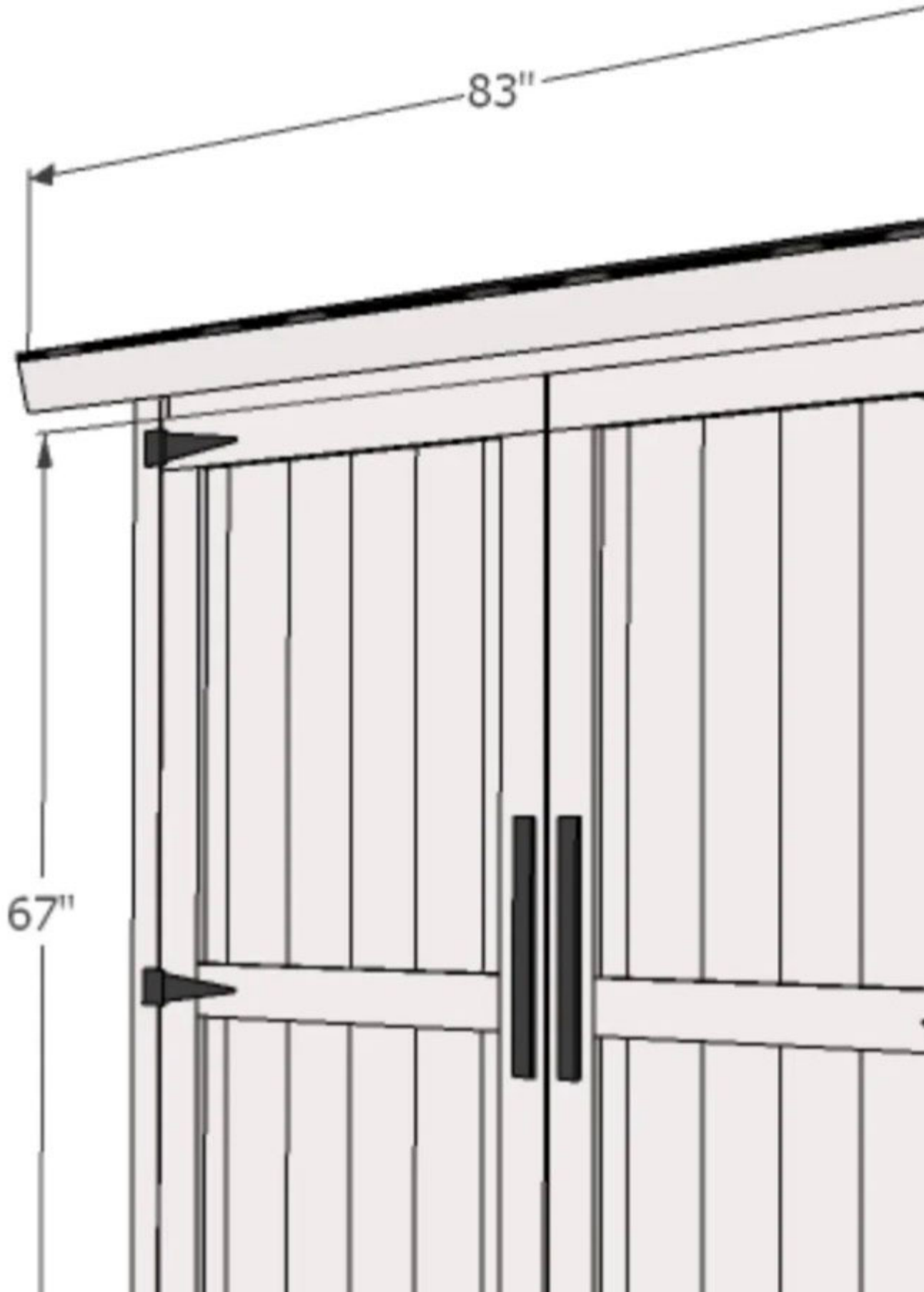
Sent: Monday, March 30, 2026 9:47 PM

To: Sarah Bertges <adminassist@sisterbaywi.gov>

Subject: PKC shed

Hi Sarah,

Here is a rough look at our shed design.



The roof slope will be inverse of this, but I could not find a basic image of a shed like that.

Below is what the pitch will look like, although the color will just be natural pine. Let me know if you have any questions.

Thank you, Robert





STAFF REPORT

Date: April 6, 2026

To: Parks, Property and Streets Committee (“Parks Committee”)

Re: Memorial Bench Policy Review

Author(s): Benjamin Andrews, Village Administrator

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

POLICY ISSUE(S)

“Should the Parks Committee consider bench costs, options (styles and materials), and locations before finalizing any policy changes?”

“Should the Parks Committee consider revising the Memorial Bench Policy to:

1. maintain the existing approach of evaluating applicants based on their significance to Sister Bay history; OR
2. Create a tiered system where prime waterfront locations would require meeting historical significance criteria, while other locations could be made available with less stringent requirements?”

PRIOR ACTION/REVIEW

Recent Parks Committee meetings included extensive discussion on the Memorial Bench Program, the pending bench requests, and the need to review and update the existing policy.

From the **November 3, 2025**, Parks Committee meeting: The Committee voted to enact a moratorium on accepting new bench applications until the policy is reviewed, a working GIS map of all bench locations is completed, the waiting list is updated, and two outstanding bench requests remain postponed.

From the **December 1, 2025**, Parks Committee meeting: The Committee reviewed the existing policy, noting the current moratorium and the two pending applications. New GIS mapping has been completed and displays existing benches. Discussion topics included: updating bench pricing to reflect actual costs, evaluating whether “historical significance” should remain a requirement, considering a tiered location system (prime waterfront vs. other park locations), and potential new bench locations along the future Highway 57 Trail. Staff were directed to gather current bench cost information and potential new materials or frame styles.

FINANCIAL INFORMATION

Committee request, total cost to construct memorial benches at staff's charge- out rate 2026 year: Total cost \$4,781 compared to hourly rate \$2,941.62.

RECOMMENDED ACTION(S)

Village Staff recommends reviewing the information provided and considering making the following decisions:

1. Determination of the Cost for Memorial Bench
2. Determination of Policy Preference

Depending on the determinations made, the Commemorative Bench Program Policy may need to be revised and reviewed at a future meeting. Once the policy is finalized, the Parks Committee will make a recommendation to the Village Board.

ATTACHMENT(S)

1. Commemorative Bench Program Policy and Donation Agreement (approved by the Village Board 04/20/21)





Village of Sister Bay Commemorative Bench Program Policy and Donation Agreement

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

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

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

Policy Statements:

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

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

Commemorative Bench Program Donation Agreement

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

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

(limit of 23 characters including spaces)

Donor Name: _____

Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Alternate Contact Name: _____

Alternate Contact Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Desired location for placement of memorial: _____

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

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

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

Signature

Date



STAFF REPORT

Date: March 2, 2026

To: Parks, Property and Streets Committee

Re: RFP for Architecture/Engineering; Future Administration Building

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: Ordinance Resolution Motion Discussion

POLICY ISSUE(S)

“Should the Parks Committee review and recommend approval to the Village Board for the RFP for architecture and engineering services?”

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: The Parks Committee reviewed next steps for the future Village Administration Building at the Mill Road site, discussing the roles of staff, committees, and the Village Board, as well as the need to clearly define building requirements before hiring architectural or engineering services. The Committee agreed that public engagement should begin soon and unanimously approved a motion directing staff to include a public informational meeting at the March 2026 Parks Committee meeting.

March 2, 2026: The public information meeting was held prior to this agenda item. The Parks Committee had the opportunity to review the information presented at the public information meeting (including public input) and to outline next steps. After discussion, the committee reached consensus to move forward with RFP development for architecture and engineering services, to be reviewed at the next meeting before issuance.

April 6, 2026: Village Staff prepared a draft RFP for architecture and engineering services to be reviewed by the Parks Committee.

BACKGROUND INFORMATION

The Village's procurement processes require competitive procurement of professional services. Approving the RFP is the appropriate process for moving forward with the project.

OBJECTIVE FOR AGENDA ITEM

The objective of this discussion is for the Parks, Property, and Streets Committee to review the RFP presented and make any modifications, before making a recommendation to the Village Board.

ATTACHMENT(S)

1. Administration Building Needs Assessment (Updated 2/24/2026)

REQUEST FOR PROPOSALS

ARCHITECTURAL/CONSTRUCTION DESIGN SERVICES
NEW VILLAGE ADMINISTRATION BUILDING
SISTER BAY, WIS.

DATE ISSUED

[DATE]

PROPOSAL DUE DATE AND TIME

[DATE], X:XX [AM/PM] CST



REQUEST FOR PROPOSALS ARCHITECTURAL/CONSTRUCTION DESIGN SERVICES

SUBMISSION DEADLINE: [DATE] by X:XX [AM/PM] CST, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay WI, 54234 or electronically (PDF) to administrator@sisterbaywi.gov. It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Benjamin Andrews, Village Administrator, at administrator@sisterbaywi.gov on or before 4:00 PM CST on [DATE]. All questions will be answered to the best of Village Staff's ability on [DATE]. The date selected to respond to questions, and all questions and answers posted to the Village website that same day by 4:00 PM to ensure all proposers have access to the same information. To view the questions and responses, visit www.sisterbaywi.gov and scroll towards the bottom of the home page to the *Bids & RFPs* tab.

PROJECT DESCRIPTION: Utilizing site information and the in-house needs development for a new administration building that will house the Village of Sister Bay Administrative Offices and Village Board Meeting Room, along Mill Road, in Sister Bay.

OVERVIEW/SOLICITATION: The Village of Sister Bay seeks proposals for architectural and design services to finalize the design of the proposed administration building and meeting room, and prepare a complete set of construction drawings that can be used to solicit construction bids.

The proposed building design is available on the Village's website at www.sisterbaywi.gov, under the *Bids & RFPs* tab.

The building site is the former Village Maintenance building on 2313 Mill Rd in the Village of Sister Bay. The site currently has a building that will be demolished prior to the project's construction phase. The building is situated next to the Sister Bay/Liberty Grove Library and a neighboring residential parcel.

The proposer shall also include in their proposal an on-site inspection of the subject property to ensure they are familiar with the site, grades, and character of the area; up to two in-person meetings with the oversight committee and up to four virtual meetings; and an in-person meeting to present the final plans and estimated cost of construction to the Village Board. The successful proposer shall also oversee the bid process.

A schedule of the construction design process shall be included in the proposal so the Village can compare the anticipated time required to prepare a final set of construction drawings. Although the Village is not expecting plans to be developed within a month,

they do want the proposer to be mindful of bidding and construction timelines to complete the construction of the facility by [YEAR].

Civil site design is *not* to be included in the proposal. The village will utilize its own engineer for such services.

There is no survey of the property showing existing building locations or grades, but a tour can be scheduled by phoning the Parks and Streets Director, Erik Linczmaier, at 920-421-3200 or emailing erik.linczmaier@sisterbaywi.gov. They will make arrangements for the tour if requested by phone or in writing.

I. Instruction to Proposers

- All respondents (proposers) must submit contact information, including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of this Request for Proposals are the sole responsibility of the respondent.
- All submissions are considered public record, and as such, may be searched or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondents should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal.

II. Submission Materials

The following should be incorporated into each submission:

Format: Electronic submissions preferred (PDF), but in-person delivery or mail delivery is acceptable, provided the proposal is delivered to the contact by the delivery due date and time.

General Information. Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its operating history, relevant staff, the total number of employees, and its capacity to serve the Village.

Project Proposal. At a minimum, provide information on approach, services, ideas, costs, and timeline.

Prior Experience. A narrative explaining prior experience with designing similar projects and compliance with state and federal laws, as well as examples.

References. A minimum of three references from similar projects designed is required.

III. Evaluation and Selection

Evaluation Process

The Village has established a proposal evaluation instrument that uses objective criteria and weights them on a 0-5 scale for each rating category. Each Parks, Property & Streets Committee member will serve as an evaluator, and an average will be calculated from the scores assigned by the members. The average score will be compared with the average scores of other submissions to determine who will be awarded a contract.

Selection Criteria

The following are the criteria used as rating categories:

1. Qualifications
2. Knowledge of State and Federal Laws and Trends
3. Experience, in particular, experience designing similar projects in Wisconsin
4. Level of Understanding of the Need Identified
5. References
6. Cost

If at any point in the review process, any proposal is found to be substantially non-responsive, it will be dropped from further consideration.

The Village, at its sole election, may require presentations by respondents clearly in consideration for the award. Other submissions, certifications, or affirmations may be required, as appropriate.

IV. Award

Upon final selection, all respondents will be notified by the Village via email.

The Village reserves the right to accept or reject any or all responses, to award on the basis of merit alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interests. A contract will be required to effectuate service.

V. Administrative Contact

Name:	Benjamin Andrews
Title:	Village Administrator
E-Mail:	administrator@sisterbaywi.gov
Mailing/Physical Address:	Village Administrator 2383 Maple Drive PO Box 769 Sister Bay, WI 54234



STAFF REPORT

Date: April 6, 2026

To: Parks, Property and Streets Committee

Re: Facility Rental Fees for Nonprofit Organizations – Policy Adoption

Author(s): Benjamin Andrews, Village Administrator

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

POLICY ISSUE(S)

“Should the Parks, Property and Streets Committee adopt a formal policy establishing a standardized fee structure for nonprofit organizations that use Village facilities, as directed by the Committee following discussion on February 2, 2026?”

BACKGROUND INFORMATION

At the February 2, 2026, meeting of the Parks, Property & Streets Committee, staff presented information on inconsistent facility rental rates charged to various nonprofit organizations. Some nonprofits paid the published daily rate, while others paid nominal annual fees unrelated to actual rental costs. The Committee reached consensus that qualifying nonprofit organizations based in Door County should pay an annual fee equal to one day’s published rental rate for the facility they use.

To implement this direction, staff prepared a DRAFT Facility Rental Fees for Nonprofit Organizations Policy. The draft policy establishes consistent eligibility requirements, documentation standards, verification procedures, and an appeal process. It also defines “Door County–based nonprofit organization” and “daily rate,” and outlines annual re-verification expectations.

PRIOR ACTION/REVIEW

December 2025: Committee reviewed facility rental rates and discussed issues related to resident discounts, cost recovery, and consistent treatment of frequent users and nonprofits.

February 2, 2026: Committee reached consensus on adopting a flat annual fee equal to one published daily rate for Door County–based nonprofits. Staff was directed to draft a policy.

March 2, 2026: Committee agreed to postpone policy adoption pending development of a separate pavilion stage rental policy to address pricing disparities between full park rental and stage-only usage.

RECOMMENDED ACTION(S)

Village Staff recommends that the Committee review the policy and determine whether any modifications are needed prior to adoption.

POLICY ALTERNATIVE(S)

The Parks, Property, and Streets Committee could take the following actions:

1. Approve Policy as Presented

“I move to approve the Facility Rental Fees for Nonprofit Organizations Policy as presented.”

2. Approve Policy with Modifications

“I move to approve the Facility Rental Fees for Nonprofit Organizations Policy with the following modifications [List Modification], and direct staff to incorporate the revisions.”

3. Postpone – Seek Add’ Information

“I move to postpone action on the Facility Rental Fees for Nonprofit Organizations Policy and direct staff to return with additional information regarding [List Information Sought] at a future meeting.”

4. Reject Policy (No Action Alternative)

“I move to reject the proposed Facility Rental Fees for Nonprofit Organizations Policy and take no further action at this time.”

ATTACHMENT(S)

1. Facility Rental Fees for Nonprofit Organizations Policy_DRAFT_02-26-2026



Village of Sister Bay Facility Rental Fees for Nonprofit Organizations Policy (Draft)

Adopting Body: Parks, Property and Streets Committee

Adoption Date: [Date]

Effective Date: [Date]

Revisions: N/A

Purpose: To establish a consistent, fair, and administratively simple fee structure for nonprofit organizations using Village facilities, while supporting cost recovery and equitable access.

Scope: This policy applies to all Village-owned reservable facilities listed in the published Facility Fee Schedule and on facility rental forms.

Definitions:

Nonprofit Organization (NPO): A tax-exempt organization.

Door County–Based NPO: Tax-exempt organization serving or located in Door County.

Daily Rate: Standard single-day rental rate, listed in the fee schedule and on facility rental forms.

Internal Revenue Service: Internal Revenue Service

Policy Statement: An eligible Door County–based NPO pays an annual use fee equal to one (1) published daily rate for the facility they use, without the required payment of a security deposit.

Eligibility: An eligible Door County–based NPO is responsible for and must submit the following documentation to the Village of Sister as part of the facility rental intake process to be considered eligible for the facility rental benefits outlined in the policy:

1. Documentation of NPO Status
2. Documentation of NPO Presence in Door County, WI

Documentation could include, but is not limited to:

1. IRS Determination Letter
2. State Certificate of Exempt Status (CES)
3. Most Recent Return of Organization Exempt from Income Tax (Form 990)

Verification: Village Staff will review the NPO's submitted documentation and determine whether the eligibility criteria are met.

1. If the eligibility criteria are determined to be met, Village Staff will proceed with processing the facility rental in accordance with the policy.
2. Village Staff may request additional information from the NPO if the submitted documentation is unclear.
3. If the eligibility criteria are not met, Village Staff will inform the NPO of the determination in writing and list the eligibility criteria(s) that were not met.

Appeal of Determination: If the Village Staff determines that the NPO does not meet the criteria and the determination has been issued in writing, the NPO may appeal the determination, in writing, and the appeal should be based on the eligibility criteria listed within the policy. The NPO has the right and responsibility to submit additional documentation and/or rationale in support of the appeal. The appeal would be heard at the Parks, Property, and Street Committee of the Village of Sister Bay, when appropriate. The Parks, Property, and Street Committee's decision to grant the NPO's appeal is final.

Administration: NPOs seeking to benefit from the policy must submit documentation annually. Village Staff will review documentation and determine eligibility in accordance with the policy.



STAFF REPORT

Date: April 6, 2026

To: Parks, Property and Streets Committee

Re: Pavillion Rental – Waterfront Park; Fee Schedule

Author(s): Benjamin Andrews, Village Administrator

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

POLICY ISSUE(S)

“Should the Parks Committee make a recommendation to the Village Board regarding the Pavilion Fee at Waterfront Park?”

BACKGROUND INFORMATION

At the February 2026 Parks Committee meeting, there was a discussion regarding the Facility Rental Fees and Pricing for Non-Profit Organizations. As part of the discussion, it was brought up that the Pavilion at Waterfront Parks is not included in the 2026 Fee Schedule. This agenda item is intended to provide the Parks Committee with an opportunity to discuss the fee schedule and recommend to the Village Board that the applicable fees be included in it.

FINANCIAL INFORMATION

Per the Village Facility Rental Agreement for the Pavilion at Waterfront Park, the use fee is as follows:

- \$2500/event (non-profit organizations)
- \$3500/event, plus tax (for profit or individual)

RECOMMENDED ACTION(S)

Village Staff recommends that the Parks Committee evaluate the facility rental use fees and make a recommendation to the Village Board on the appropriate fees to include in the fee schedule.

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

“I move to recommend to the Village Board that the Fee Schedule be revised to include Pavilion user fees in the amount of... [Amount (\$)] for nonprofit organizations ... and [Amount (\$)] for individuals and for-profit organizations.”

POLICY ALTERNATIVE(S)

The Parks Committee could take the following actions:

- Fee Schedule Recommendation to Village Board
- No Action Alternative
- Postpone

ATTACHMENT(S)

1. 2026 Fee Schedule – Draft
2. Facility Rental Agreement – Pavillion at Waterfront Park

ATTACHMENT A
VILLAGE OF SISTER BAY FEE SCHEDULE

Effective January 1, 2026

(Fees Are Per Code Unless Listed Herein)

ZONING AND DEVELOPMENT

Preliminary Subdivision Plats	\$1000 plus \$50 per lot
Final Plat (County has recording fees too)	\$1000
Residential Condominium Plat	\$500 plus \$50 per lot
Final Plat (County has recording fees too)	\$1000
Commercial Condominium Plat	\$500 plus \$50 per business unit
Final Plat (County has recording fees too)	\$1000
Certified Survey Maps	\$500
Final Map (County has recording fees too)	No Charge
Driveway/Approach Permits	\$150
Land Disturbance	\$500 plus \$1000 retainer to ensure completion
Plan Comm. Site Plan and Building Plan Review	\$1500
Plan Comm. Preliminary/Courtesy Review	\$500
Change Plans After Initial Review	\$200 each new staff review required/\$500 each new Plan Comm review required
Landscaping Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Parking Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Festival and Tent Permit	\$25
Sign Permit	\$100
Sandwich Board Sign – Text changes	\$100
Sandwich Board – No Text change	\$200
Special Event or Fundraising	\$100 (no fee to VOSB non-profit organizations)
Special Plan Commission or Board Meeting	\$750 min (fee based on actual costs)
STR Plan Commission Request	\$500
Official Map Amendment	\$1500
Plan Amendment	\$2000
Zoning Code Text Amendment	\$1500
Conditional Use Permit - Residential	\$500
Conditional Use Permit -Commercial	\$1000
Amendment to Conditional Use Permit	\$500
Reconsideration of Plan Commission	\$1000
Planned Unit Development	\$2,000 min + \$50 per unit
Appeal to Zoning Board of Appeals	\$1000
Appeal STR Decision to Board	\$500
Standard Zoning Permit	\$500
Zoning Permit Accessory Use Structure	\$100
Floodplain Zoning Permit	\$500
Engineering Analysis	Cost
Village Property Status Reports	\$50
Development Agreement/Agreement Amendment	\$500
Fee in Lieu of Parking	\$1000 per stall per year
Road Cut Fee	\$300 plus \$2000 retainer to ensure completion
Work in Right-of-Way	\$300 plus \$2000 retainer to ensure completion
Razing Permit	\$200
Project Started or Completed w/o Permit	Double permit fee
Property Addressing	Contact county directly
Telecommunications Appeal to Village Board	Same as an appeal to the Zoning Board of Appeals

BUILDING INSPECTION FEES

Contractor: Brett Guilette

A. RESIDENTIAL - 1 & 2 Family

1. New Structure 1 & 2 Family Homes:
Fees include building, electric, plumbing, HVAC and erosion
(Fees based on sq. ft. of all living area, full basement, deck, and garage)

0 - 1499 sq. ft.	\$850.00
1500 – 1999 sq. ft.	\$1000.00
2000 – 2499 sq. ft.	\$1100.00
2500 – 3000 sq. ft.	\$1150.00
>3000 sq. ft.	\$1150.00 + \$.15 per sq. ft. > 3000 sq. ft.
- Manufactured Dwellings (modular) \$500.00 + any additions or garage per
#3 State Seal \$40.00 (all new homes)
Community Development Fee \$300/occupancy unit
2. Additions/Remodeling/ Alterations:

Building	\$.12 per sq. ft. (all areas) \$75.00 minimum
Electric, Plumbing, HVAC	0 to 500 sq. ft. \$50.00 (each)
	501 to 1000 sq. ft. \$60.00
	(each) 1001 to 1300 sq. ft. \$75.00
	(each) 1301 to 2000 sq. ft. \$100.00
	(each) 2001 to 2500 sq. ft. \$125.00
	(each)
	> 2500 sq. ft. \$.05 per sq. ft. (each)
Erosion	\$40.00 additions only (below grade > 400 sq. ft.)
Community Development Fee	\$300/additional occupancy unit
3. Electric Service \$75.00 Residential
4. Manufactured Homes \$300.00 (fee includes slab, electric service,
occupancy) (HUD homes or house trailers)
Community Development Fee \$300/additional occupancy unit
5. Temporary Occupancy \$50.00
6. Early Start \$50.00 (footing and foundation only)

B. ACCESSORY STRUCTURES - Detached Garages, Storage Buildings & Decks (all sizes)

Building	\$0.12 per sq. ft.	\$50.00 minimum
Electric, Plumbing, HVAC	\$0.05 per sq. ft.	\$40.00 minimum (each)

C. COMMERCIAL - Non-State Reviewed Plans

1. New buildings, additions, alterations, remodels:

Building	\$0.14 per sq. ft. \$75.00 minimum
Electric, plumbing, HVAC	0 to 600 sq. ft. \$60.00 (each)
	601 to 1250 sq. ft. \$75.00 (each)
	1251 to 1700 sq. ft. \$100.00 (each)
	1701 to 2100 sq. ft. \$125.00 (each)
	2100 to 2500 sq. ft. \$150.00 (each)
	>2500 sq. ft. \$0.06 per sq. ft. (each)
Storage buildings, warehouse, detached garage	\$.12 per sq. ft.
Community Development Fee	\$500/occupancy unit
2. Temporary Occupancy, Change of Use, Occupancy. \$50.00
3. Early Start \$100.00
4. Electric Service \$100.00
5. Erosion Control \$75.00

6. Plan Review (plans that do not require state review) \$100.00

D. COMMERCIAL - State Reviewed Plans Only

Building	\$0.20 per sq. ft.	\$200.00 minimum
Electric, Plumbing, HVAC	\$0.10 per sq. ft.	\$75.00 minimum (each)
Community Development Fee	\$500/occupancy unit	

E. MISCELLANEOUS

Re-inspection fee		\$60.00
Failure to call for inspection		\$60.00
Double fees are due if work is started before permit is issued		
Extension to permit (permits are valid for 24 months)		25% of original
fees Agricultural buildings	\$.05 per sq. ft.	\$50 minimum

(Fees continued on next page...)

COMMERCIAL PLAN REVIEW FEES**Contractor: E-Plan Exam****(Per Contract Dated 12/22/22, Amended 1/17/23)**

COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION				
1. New construction, additions, alterations and parking lots fees are computed per this table.				
2. New construction and additions are calculated based on total gross floor area of the structure.				
3. A separate plan review fee is charged for each type of plan review.				
Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$300	\$180	\$100	\$100
2,500 - 5,000	\$350	\$250	\$100	\$100
5,001 - 10,000	\$600	\$350	\$150	\$150
10,001 - 20,000	\$800	\$450	\$200	\$200
20,001 - 30,000	\$1,200	\$600	\$250	\$250
30,001 - 40,000	\$1,600	\$900	\$400	\$400
40,001 - 50,000	\$2,100	\$1,200	\$550	\$550
50,001 - 75,000	\$2,900	\$1,600	\$800	\$800
75,001 - 100,000	\$3,600	\$2,200	\$1,100	\$1,100
100,001 - 200,000	\$6,000	\$2,900	\$1,400	\$1,400
200,001 - 300,000	\$10,500	\$6,700	\$3,300	\$3,300
300,001 - 400,000	\$17,500	\$9,800	\$4,800	\$4,800
400,001 - 500,000	\$18,500	\$12,000	\$6,300	\$6,300
Over 500,000	\$20,000	\$13,500	\$7,100	\$7,100
Note:	1. A Plan Entry Fee of \$200.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$200.00 plan entry fee per each plan set.			
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.			
Early Start	The plan review fee for permission to start construction shall be \$125.00 for all structures less than 2,500 sf. All other structures shall be \$200.00. The square footage shall be computed as the first floor of the building or structure.			
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			

Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			
COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING				
1. New construction, alterations and remodeling fees are computed per the following table				
2. New construction fee is calculated based on square footage of the area constructed.				
3. Alterations and remodeling fee is based on the number of plumbing fixtures.				
Area (Square Feet) (New Construction & Additions)	Plumbing Plan Review Fee		Number of Fixtures (Alteration, Remodeling, and Site Work)	Plumbing Plan Review Fee
Less than 3,000	\$300		<15	\$200
3,001 - 4,000	\$400		16-25	\$300
4,001 - 5,000	\$550		26-35	\$450
5,001 – 6,000	\$650		36-50	\$550
6,001 – 7,500	\$700		51-75	\$800
7,501 – 10,000	\$850		76-100	\$900
10,001 – 15,000	\$900		101-125	\$1,050
15,001 – 20,000	\$950		126-150	\$1,150
20,001 – 30,000	\$1,100		>151	\$1,150
30,001 – 40,000	\$1,250		Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures	
40,001 – 50,000	\$1,550			
50,001 – 75,000	\$2,100			
Over 75,000	\$2,500			
Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft.				
Note:	1. A Plan Entry Fee of \$200.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			

CITATIONS (VIOLATIONS OF MUNICIPAL CODE)

County fees may change, depending on county revising their fee schedule

	Basic Deposit (Forfeiture)	Penalty Surcharge (26%)	Jail Surcharge & Crime	Automation, Court Support & Justice Info Fees	Court Costs (Clerk's Fee)	Total Deposit
Disorderly Conduct	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Parking Citations (First Offense)	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Parking Citations (Second Offense)	\$75.00	\$19.50	\$23.00	\$89.50	\$25.00	\$232.00
Park Regulation Violations	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Zoning Violations (Citation increases by \$50 for second and subsequent offenses of the same code section)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Sign Violations	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Land Division Violations	\$50-200.00	\$Varies	\$23.00	\$89.50	\$25.00	\$Varies
Nuisance Code Violations (First Offense)	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Nuisance Code Violations (Second Offense)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Other Violations	\$25.00	\$6.50	\$23.00	\$89.50	\$25.00	\$169.00
Negligent or Willful Septage Discharge (Basic forfeiture increases by \$250 for every subsequent violation thereafter)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
Failure to Clean Septage Receiving Screen	\$100	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Short-Term Rental Violation Forfeitures per Ord No. 2023-006 plus surcharges and fees above						

LICENSES & MISCELLANEOUS FEES

<u>License</u>	
Dog License– Unaltered	\$10
Dog License - Spayed or Neutered	\$5
Dog License Late Fee (after March 31)	\$25
Operator’s License – 1 year	\$15
Operator’s License – 2 year	\$25
Short-Term Rental License	\$1500 initial license; \$1000 if licensed in previous year, plus \$150 each time an application must be returned for completion or additional information
Mobil Food Vendor License	\$500
Cigarette, Electronic Vaping Device & Tobacco Retailers	\$50
Temporary Class “B” Beer (Picnic) License	\$10
Class “A” Beer License	\$100
“Class A” Liquor License	\$500
Class “B” Beer License	\$100
“Class B” Liquor License	\$500
Class “C” Wine License	\$100
300-Seat “Class B” Liquor License	\$500 (subject to licensing criteria and initial issuance fee*)
*Initial Issuance Fee – Reserve Liquor Licenses	\$20,000
Liquor License Publication Fee	\$30

Fees & Taxes

Register of Deed Recording Fees	County fees plus \$75 minimum (varies by document type, pages, County recording fees, staff time, mileage)
Copies of Recorded Documents	County fees plus staff time and mileage – minimum of \$2 first page, \$1 each additional page above county fee
Notary Services	\$5/document
Public Records Copying Fee	\$0.25/page, plus postage, if applicable (research fee may be applied if the record is not readily available)
Fax Charge	\$0.25/page
Public Records Requests	\$0.25/page, plus postage and staff time (hourly rate, deposit required)
Special Assessment Letter Request – Village	\$30
Special Assessment Letter Request – Utilities	\$30
Sales Tax	5.50%
Room Tax	8.00%
Premier Resort Area Tax	0.05%
Nonsufficient Fees Charge	\$25

Rental Fees (Security deposit may be required; tax is additional)

Facility Rentals:

Village Hall	\$200/day
Gazebo – Waterfront Park	\$150/day
Pavillion – Waterfront Park	\$2500/event (non-profit organizations) \$3500/event, plus tax (for profit or individual)
TKH Building	\$75/day
Sports Complex Pavilion	\$150/day
Sports Complex Ball Fields	\$50/day
Sports Complex Tennis/ Pickleball Courts	\$20 2 hr. time Fire
Station – Lg. Meeting Rm	\$50/day
Fire Station – Sm. Meeting Rm	\$25/day

Park/Special Rentals: (Cost is Friday-Monday to accommodate tent rental companies)

Waterfront Park (May, June, Sept, Oct.)	\$2500
Waterfront Park (July & August)	\$3500
Marina Park (May, June, Sept, Oct.)	\$2000
Marina Park (July & August)	\$2500
Ice Rink Tournaments	\$1500 plus \$1000 retainer for clean-up and repair
Tents left beyond timeframe	\$1000/day

SEWER & WATER

As prescribed by the Public Service or Commission or adopted by the Sewer and Water Utility Committee in the preceding summer. Refer to Committee minutes for most recent rate schedule.

MARINA

Launch Fees:

Daily Launch Pass	\$10.00
Non-Commercial Seasonal Launch Pass	\$100.00
Commercial Seasonal Launch Pass	\$300.00

Dockage Rates:

Seasonal Slip - Sister Bay Property Owner	\$156.50/ft. of slip
Seasonal Slip – Non-Sister Bay Prop. Owner	\$165.50/ft. of slip
In-Season Transient dockage (Based on Length of boat) - May 13-Oct. 14	\$3.05 + tax/per foot 20'-39' \$3.16 + tax/per foot 40'-49' \$3.28 + tax/per foot 50'-59' \$3.40 + tax/per foot 60'-69' \$3.50 + tax/per foot 70'+
Late Season Transient dockage – Lmtd. Avail. Su-Th ONLY, weekends are regular rates Sept. 15 - Oct. 13	\$35.00/day (Su-Th ONLY)
Failure to Remove Boat at Close of Season (Oct. 13 is Marina Closing)	\$2.50/ft. per day, 20' minimum

Commercial Vendor Fees:

1.5 x Seasonal Property Owner Rate for 2025

Miscellaneous:

Sanitary Pump Out	\$25.00 (up to 60 gallons) – PAY IN ADVANCE
Ice – 7.5 lb. bag	\$3.00 + tax
Ice – 10 lb. block	\$4.00 + tax
Water & Gatorade	\$2.00 + tax
Candy	\$2.00 + tax
Washer/Dryer Use	Washer \$2.00/load; Dryer \$2.00 load
Laundry Detergent, Fabric Sheets	\$1.00 + tax

All fees are due upon receipt of service unless alternate arrangements have been made with the Marina Manager. Late payment charge of 1%, but not less than \$0.50, applies and will be assessed on a monthly basis.

ICE RINK

All rentals and concessions require tax to be added.

Skate rental	\$8
Skate sharpening	\$9
Equipment rental	\$5
Gatorade & hot drinks	\$3
Soda	\$4
Water	\$2
Candy	\$4
Popcorn	\$2
Deluxe Pizza	\$11
Pizza (other)	\$10



**VILLAGE OF SISTER BAY
Village Facility Rental Agreement**

PAVILION AT WATERFRONT PARK – 2362 Mill Road

(OR OTHER OUTDOOR MUSIC EVENT ON VILLAGE PROPERTY)

Applicant/Organization Name: _____

(The village reserves the right to perform a criminal background check on the applicant to ensure public safety is upheld.)

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: _____

(Note: The village likely will not approve the application if the event is on a holiday or conflicts with an approved SBAA event)

Location Requested: _____

Type of Event & Name of Event:

Security Deposit*: \$1000 **Use Fees:** \$2500/event (non-profit organizations)
\$3500/event, plus tax (for profit or individual)

**Security deposits are deposited into a Trust Account and returned after satisfactory inspection of the grounds and/or facilities. The committee reserves the right to require a higher security deposit.*

THIS APPLICATION MUST BE SUBMITTED AT LEAST FOUR MONTHS PRIOR TO THE EVENT TO ALLOW ADEQUATE TIME FOR THE PARKS, PROPERTY & STREETS COMMITTEE TO REVIEW THE REQUEST. ONLY UNDER EXEMPTION BY THE COMMITTEE WILL THIS APPLICATION PERIOD BE REDUCED. THE COMMITTEE RESERVES THE RIGHT TO WAIVE ANY OF THE REQUIREMENTS BELOW.

Video: The applicant (organizer) shall submit three links to videos showing the performance to be presented. The committee reserves the right to deny the application if there is concern the event will be ill-attended, too large for the event area, or for other reason of public interest or concern.

Video Link 1: _____
Video Link 2: _____
Video Link 3: _____

References: The applicant is to provide references from three public locations where they have previously performed. Submit name, event date performed, phone and email address. Use additional pages, if necessary.

Reference 1: _____

Reference 2: _____

Reference 3: _____

Hours: Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM (be advised this includes set up and tear down).

Hours Requested: _____

Security: Events with an anticipated attendance in excess of 200 persons shall provide private security or arrange for public security. Security is to be paid for by the applicant.

Security Company/Company Website/Contact Name and Phone Number:

Restrooms: Public restrooms are located at the corner of Mill Road and N Bay Shore Dr. However, port-a-potties must be provided for events with an anticipated attendance larger than 100 people. Applicant shall pay for the porta-potties. Placement of the portable units must be coordinated with the Village Parks & Streets Director. Falsifying anticipated attendance may result in the applicant not being able to rent village property in the future.

Decorations: Applicant may not stake anything into the ground without first consulting with the Parks & Streets Director - this includes banner or other sign stakes. Damage to underground utilities caused by the applicant or attendees at an event hosted by the applicant, will be retained from the security deposit. Damages will be billed at 125% of the total cost of repair. All signage may not be erected prior to the day of the event and must be removed within one hour of the close of the event. Security deposits will not be returned if sign removal is required by village staff.

Alcohol: Alcohol is strictly prohibited from being sold during your event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold. Fencing may be required around the area where alcohol is to be sold or consumed to prevent access by minors.

Food: Food trucks or tents are not allowed unless approved by the Committee. All food stations require approval by Door County Public Health.

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

Parking: Parking shall be only in lawful, authorized parking areas on the street or in designated parking lots (Autumn Court lot, Mill Road lot, Sports Complex). Vehicles may not be parked on lawns or where prohibited per village ordinance. No overnight parking is permitted. Security or event staff must monitor parking to ensure compliance. Citations may be issued if village ordinances are not adhered to.

Noise: Outdoor music may not exceed decibel levels as set by the Village of Sister Bay. A decibel meter may be available to verify that levels are acceptable, but if it is not available, applicant is responsible for bringing their own meter and monitoring noise throughout the event. If you are found in violation of the village's decibel limit, you are required to adjust sound levels or stop the music immediately. Citations may be issued if village

ordinances are not adhered to. No amplified music may be played after 9:00 P.M. or the security deposit will be forfeit.

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

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

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

Emergency: IN THE EVENT OF AN EMERGENCY, dial 911. Contact the Parks & Streets Director to determine where an AED is located.

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

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

Applicant Signature: _____ Date: _____

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

Name: _____

Phone: _____



Date Received: _____

Parks Cmte Meeting Date: _____

Date Approved: _____

Use Fee Collected: _____

Sec. Dep. Check #: _____

Facility Inspection: _____

Sec. Dep. Return Date: _____



PARKS & STREETS DIRECTOR'S REPORT

Date: April 6, 2026

Board/Committee: Parks Committee Meeting

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff have removed the bulk of the village Christmas decorations. The decorations have been inspected and repaired; ready for storage.
2. Staff started to construct the final mini mezzanine in the new shop.



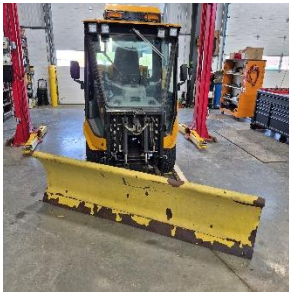
3. Staff completed the construction and fabrication of a Water Buffalo trailer.



4. Staff repurposed the LED light bars that were installed in the old park maintenance building and installed them in the cold storage building.



5. A used snowplow was purchased to be modified to fit the MT7 Trackless. Staff have started the process of modification.



6. Snowstorm Elsa took about nine and half days to fully clean up. Staff worked hard alongside the county to help make everything safe for travel during and after the storm.



7. I have been working with Joseph Saelens, the Door Emergency Management Coordinator, to submit a claim to the Wisconsin Emergency Management (WEM) website for the 2025 August windstorm that rolled through the village. This claim will help recoup up to 70% of the Village expenses during the clean-up efforts. There will be a similar claim that can be submitted to the WEM for winter storm Elsa later in the year.
8. The Department has subcontracted Dan Warmbrodt to come in and manage the Post Office, Village Hall and Marina's raised flower beds. Dan will be in charge of managing the overall health of each flower bed as well as selecting the seasonal flowers for each location.



ADMINISTRATOR'S REPORT

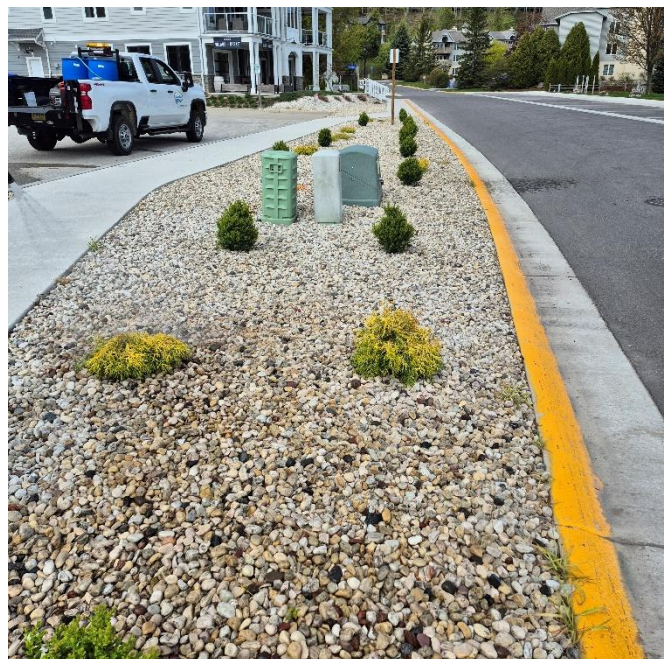
Date: April 6, 2026

DNR Encumbrance Resolution:

Village Staff have been in coordination with the Appraisal Firm and the Department of Natural Resources to resolve the DNR's encumbrance of the parking lot (lot 11) on Mill Road. The revised appraisal report was ordered, received, and is currently awaiting final review from the DNR Representative for the project.

Mill Rd. Landscaping Project:

In the spring of 2025, Door Landscape installed Boxwood and Yellow Juniper bushes in the stone beds running along Mill Rd. These bushes didn't fare well in the full sun and heat from the rocks. Three-quarters of all the Boxwoods are showing heavy signs of stress. Efforts throughout last summer were stepped up to help. This included additional watering throughout the week and additional fertilizer. Staff were spending around 2 to 3 hours a week watering the area. Investment: The Village spent \$5,199.28 to have Door Landscape install the bushes. Staff will evaluate alternatives and move forward with the new landscaping.



Tree Planting – Marina Fest:

The committee requested that additional information be provided to decide on the tree species recommended by Bridenhagen Tree & Landscape and the tree placement near the boat rental kiosk. After reviewing the information provided, staff will proceed with the recommended tree species from Bridenhagen and move the proposed trees to be planted near the Boat rental kiosk, farther south, so they do not interfere with the Marina Fest pancake tent.

HWY 57 Trail Project:

REL has updated the project timeline for the Hwy 57 Trail Project. The anticipated construction start is May 1st, 2027:

PROJECT I.D.	4610-00-00/70			
HIGHWAY	Highway 57 Trail			
Title				
LIMITS	Northwoods Drive North to Highway 42			
COUNTY	Door County			
TASK	DUE DATE	COMPLETE?	DATE	COMMENTS
Survey	8/1/2025	X		
Field Evaluation/Photos	8/1/2025	X		
Native American Coord - Tribal Letter	7/18/2025	X	8/14/2025	
Section 106 Coordination (Arch/History)	9/17/2025	X	9/24/2025	Sent to WisDOT and Placed in Box
Public Information Meeting	10/1/2025	X	9/22/2025	30 day response time - Completed prior to Signed Env
DNR ERR	9/17/2025	X	10/29/2025	received
Draft Environmental Document	11/1/2025	X		
Utility and R/W Impacts	11/1/2025	X		
Signed Environmental Document	5/1/2026			
TMP 60% Approval	4/1/2026			
Slope Intercepts Finalized for Plats	4/1/2026			
Preliminary Plat	4/1/2026			
Draft DSR	11/1/2025	X		
60% Submittal	11/1/2025	X		
Signed DSR Report	5/1/2026			
Plans to Utilities	5/1/2026			
Utility Work Plans Due	6/1/2026			
Utility Work Plan Acceptance & Spec	7/1/2026			
Real Estate Acquisition Starts	6/1/2026			Pending Design Need for Real Estate
Utilities Cleared, USR Signed	9/1/2026			Region
90% Review (Pre-PS&E)	9/1/2026			Region Review
DNR Permits	9/1/2026			
Real Estate Cleared (ROW Cert Signed)	9/1/2026			
Railroad Cleared (RR Cert signed)	9/1/2026			
PS&E	11/1/2026			6 weeks prior to Ad
Ad Date	1/5/2027			3 weeks prior to opening Let Date 2/9/27
Construction Start	5/1/2027			