



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA

MONDAY, AUGUST 3, 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=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

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

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

AGENDA

1. Call to Order & Roll Call

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

2. Approve Agenda

3. Approve Minutes:

- a) July 6, 2026, Regular Meeting

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a) Sister Bay Advancement Association; Contract Review
- b) Village Facility Rental Agreement; Door County Century Bike Ride
- c) Village Administration Building; Request for Proposal; Evaluation of Proposals
- d) 2027 Parks and Streets Budget Review
- e) Sports Complex Facility Reservation Policy
- f) Donation Proposal; Sister Bay Lion's Club
- g) Mill Rd Triangle Questions

6. Staff Report

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

8. Next Regular Meeting:

- a) September 8, 2026 at 1:00 PM; Regular Meeting
- b) September 8, 2026 at 3:30 PM; Walking Tour Meeting – Logerquist

9. Adjourn

Public Notice – PARKS, PROPERTY & STREETS COMMITTEE MEETINGS ONLY

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

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

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, JULY 6, 2026
(Approval Pending)

1. Call to Order & Roll Call

July 6, 2026, 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, Nate Bell, and Mike Laszkiewicz

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

Public Present: Erin Peddle. Via Zoom: Steven Tory, Jake Gazley, Jeff Pfiefer

2. Approve Agenda

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

3. Approve Minutes

a. June 1, 2026, Regular Meeting

Motion to approve the June 1, 2026 minutes as presented by Howson, second by Ahrens. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

Andrews reported that a phone call was received on Thursday regarding the general condition of the dog Park. The caller expressed concerns about a missing large water tub and hose, the absence of a small plastic pool previously available for dogs, larger holes or digging areas within the dog park, and a need for additional mulch. The caller characterized the area as looking run down and unsafe.

Andrews also reported that a noise complaint was received via email on Sunday evening regarding an individual who had set up amplified music in the grassy area adjacent to Village Hall — not on the pavilion stage. The complaint indicated the music was audible from the beachfront and was ongoing at least until before sunset. Andrews noted that a similar complaint had been received the prior year involving the same individual. The email and associated photo were forwarded to the appropriate parties and to the Door County Sheriff's Department. Committee members noted the individual did not appear to be connected to village power and appeared to be operating on battery power.

5. Discussion/Action Items

a. Village Administration Building; Request for Proposal; Evaluation of Proposals

Andrews provided an overview of the RFP evaluation framework, which was originally established as part of the RFP process and uses a scored rubric across weighted categories.

The committee proceeded through all fifteen proposals alphabetically. Top Four Candidates Identified: Birschbach and Associates, Boldt Company, Somerville Incorporated, and WOLD Architects and Engineers.

The committee directed Andrews to conduct a follow-up apples-to-apples comparison of the four top candidates. The comparison should seek clarification from each firm on the following: IT infrastructure, AV systems, security, interior design, landscape design, and furniture — including whether each service is included in their proposed fee, would be subcontracted, or would be the owner's responsibility. Each firm should also provide a comprehensive list of exclusions.

The committee agreed that a final recommendation to the Village Board was not expected by the July 21, 2026 Board meeting, and that the August 3, 2026 Regular Committee meeting would be the target for finalizing a recommendation, with a goal of presenting to the full Village Board at the August Board meeting.

By consensus, the Commission directed staff to conduct a follow-up apples-to-apples comparison of the four identified top candidates — Birschbach and Associates, Boldt Company, Somerville Inc., and WOLD Architects and Engineers — including clarification on service inclusions and exclusions, and to return with a recommendation at the August 3, 2026 Regular Meeting.

b. DNR Encumbrance Resolution

Andrews presented an update on the DNR encumbrance matter, noting that the village assessor's estimated property values had been received and forwarded to the committee prior to the meeting. He summarized that the prior committee meeting had identified portions of Waterfront Park as candidates for encumbrance, with the requirement that the proposed area meet or exceed the original encumbered site in both acreage and market value. Based on the assessor's estimates, the proposed waterfront parcels — comprising sub-parcels of green space and dock area north of Village Hall — would far exceed the required market value threshold.

A motion to direct staff to proceed with obtaining a formal appraisal of the proposed waterfront parcels and to work with the DNR to prepare a revised encumbrance contract for Village Board execution was made by Laszkiewicz and second by Ahrens. Motion carried — all ayes.

c. Cold Storage Procurement

Linczmaier reported that Holden Shirey submitted a roofing bid of \$26,965 and that TK Design Build, Inc. which had visited the site and prepared a detailed bid including soffit and fascia painting, submitted a base bid of \$35,100. The committee acknowledged the price difference of approximately \$8,135 — roughly 30 percent — was too significant to overlook but recognized TK's additional site knowledge, local presence, and the quality of their submission.

The committee discussed whether the village's purchasing policy provides for a local vendor preference and agreed that staff should apply the applicable policy threshold. The committee directed staff to inform TK of the competing bid and offer the firm the opportunity to submit a revised bid not exceeding 10 percent above the Holden Shirey base bid (\$29,661.50). If TK meets that threshold, the bid would be recommended for Village Board approval. If TK does not revise their bid to within that range, the Holden Shirey bid would be forwarded to the Village Board for approval. Members emphasized the importance of acting promptly given the roofing season.

The Committee directed staff to apply the local vendor preference per village purchasing policy, notify TK Design Build, Inc. of the competing bid, and forward the responsive bid to the Village Board for approval at the next Board meeting.

d. Schedule Walking Tour

The committee discussed the scope and scheduling of a committee walking tour. The discussion evolved toward a more targeted approach, with the committee identifying the Logerquist property as the priority location due to ongoing discussions about the site's condition and future disposition.

The committee agreed to schedule a separate noticed meeting at the Logerquist property in September to allow all members to view the buildings and grounds firsthand.

The committee reached consensus to schedule a Parks, Property & Streets Committee meeting for September 8, 2026 at 1:00 PM at the regular location, with a separate noticed site walkthrough at the Logerquist property on the same date at 3:30 PM.

e. Sports Complex Bathroom Discussion

Andrews provided a timeline of the sports complex concession stand bathroom project, noting that a Community Investment Fund (CIF) grant of \$75,000 had been awarded but subsequently declined

1 when it was determined the amount was insufficient to fund the full project scope as designed at the
2 time. Additional design services were conducted, but the project did not advance.

3 Andrews indicated that the grant may be reapplied for, with a September 23, 2026 deadline for the
4 next round. An award announcement would follow on November 23, 2026. Andrews noted a pre-
5 application conversation with the community foundation contact, Jess Holland, confirmed
6 resubmission is permissible.

7 Jeff Pfeifer (Sister Bay Bays Baseball Association) joined the discussion by Zoom and provided context
8 from the Sister Bay Bay's perspective. He noted that the construction cost estimates received at the
9 time — including a review by local contractor John Sawyer — confirmed that winterizing the building
10 for year-round use was not feasible given the structure, and that a seasonal facility is appropriate and
11 acceptable since the complex is inaccessible in winter.

12 The committee expressed broad support for reapplying.

13 *The committee reached consensus to direct staff to reapply for the Community Investment Fund grant*
14 *for the sports complex bathroom project, with an updated scope and revised cost estimate, by the*
15 *September 23, 2026 deadline.*

16 17 **6. Staff Report**

18 Linczmaier presented the staff report. Howson complimented the format and quality of the report.

19 Members acknowledged and thanked the public works crew for their work over the July 4th holiday
20 weekend.

21 Ahrens asked about the timeline for asphalt restoration at the Orchard Drive culvert location. Andrews
22 noted the county had not yet provided a date, and that the county was likely completing culvert
23 installations throughout the community before paving. Ahrens expressed concern about gravel
24 washout in the interim given the volume of water that flows through that area.

25 The committee discussed the county water quality signage program, which had an unanticipated
26 ongoing fee of approximately \$600 per year that the village was not made aware of at the time of
27 installation. Andrews noted that a new county representative is now managing the program and had
28 offered to meet with the committee.

29 The committee discussed the memorial bench program. Andrews reported receiving a cost estimate
30 from local craftsman Bob, which the committee found favorable. The committee noted the existing
31 benches are over ten years old and that new benches would match current village materials. Andrews
32 noted he had not yet heard back from the historical society regarding finding an artist to repaint a
33 commemorative sign at the park.

34 Bell raised the condition of the multi-use trail between the dentist office and Eagle Mechanical, noting
35 several potholes in need of attention, particularly south of Eagle Mechanical.

36 The committee discussed pedestrian safety concerns near the Peach Barn on Highway 42, where
37 patrons are crossing mid-block rather than using a designated crosswalk. Andrews noted a sidewalk
38 extension project could be evaluated as a future capital item. Members also reiterated the long-
39 standing need for a sidewalk along Country Walk Drive.

40 41 **7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

- 42 ● Pedestrian pathway and sidewalk planning, including multi-use trail standards and extensions
43 along Country Walk Drive and in the vicinity of Peach Barn on Highway 42.
- 44 ● Staff to engage the village assessor to complete a formal appraisal of the proposed encumbrance
45 parcels and to work with the DNR to prepare a revised encumbrance contract for Village Board
46 review and execution.
- 47 ● Staff to contact TK Design Build with the competing bid figure and the 10 percent local preference
48 threshold, and to bring a final recommendation to the Village Board.
- 49 ● Staff to pull the original CIF grant application, schedule a pre-application meeting with Jess Holland
50 at the community foundation, update the project scope to a seasonal facility, obtain a revised cost
51 estimate, and submit a new application by September 23, 2026.

- Staff to follow up with the historical society regarding an artist to repaint the commemorative park sign.

8. Next Regular Meeting**a. August 3, 2026 at 1:00 PM**

The next regular meeting of the Parks, Property & Streets Committee was confirmed for Monday, August 3, 2026 at 1:00 PM.

9. Adjourn

Motion by Laszkiewicz, second by Ahrens to adjourn the meeting at 3:42 PM. Motion carried all - ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant.



STAFF REPORT

Date: August 3, 2026

To: Parks, Property and Streets Committee
Re: Sister Bay Advancement Association; Contract Review
Author(s): Benjamin Andrews, Village Administrator
Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

BACKGROUND INFORMATION

The Parks, Property, and Streets Committee annually reviews the Sister Bay Advancement Association Operating Agreement. Village Staff met with SBAA Staff to discuss the 2027 draft agreement and requested a red-lined version of the proposed changes.

The Parks Committee will have the opportunity to discuss the proposed changes and to make other recommendations for the agreement.

ATTACHMENT(S):

1. SBAA Village Agreement_2027 Proposal



June 4, 2026

Dear Village Board,

On behalf of the Sister Bay Advancement Association, thank you for your continued support and for the strong partnership between the Village of Sister Bay and the Sister Bay Advancement Association. We appreciate the opportunity to work together to enhance the community and support the events and initiatives that contribute to Sister Bay's vitality and success.

Attached is a proposed update for the 2027 Agreement. The proposed revisions are intended to simplify administration, provide greater continuity, and reflect the Association's current event programming. The key proposed changes are summarized below:

- **Renewal Language:** Update the renewal provision so the Agreement automatically renews annually unless reviewed, amended, or terminated by either party. The proposed language mirrors the renewal language contained in the Village and SBAA Shuttle Bus Operating Agreement.
- **Event List:** Update the list of annual events sponsored by SBAA to reflect the current event schedule and programming. The revised language also clarifies that events are subject to weather, public safety concerns, and other circumstances beyond the SBAA's reasonable control.

We appreciate the Village's consideration of these proposed updates and look forward to continuing our strong partnership for the benefit of the Sister Bay community.

Sincerely,

Sister Bay Advancement Association Board of Directors and Staff

Nora Zacek, SBAA President
Abby Doobie, SBAA Executive Director
Erin Peddle, SBAA Marketing & Events Coordinator

OPERATIONAL AGREEMENT BETWEEN THE VILLAGE OF SISTER BAY & THE SISTER BAY ADVANCEMENT ASSOCIATION

This **OPERATIONAL AGREEMENT** (the “Agreement”) is made and entered into by and between the VILLAGE OF SISTER BAY, a public body corporate and politic, duly created under the laws of the State of Wisconsin (the "Village"), and the SISTER BAY ADVANCEMENT ASSOCIATION, a Wisconsin non-profit, 501(c)6 non-stock corporation (the "Association").

RECITALS

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

WHEREAS, the Association, among other things, provides its members and the Village of Sister Bay with promotional services and events; and,

WHEREAS, the Village is willing to provide a financial contribution to the Association to assist in facilitating commerce, promote tourism and recreation and promote and support capital investment in the community under and pursuant to the terms, conditions, limitations and provisions of this Agreement, through the promotion of SBAA members and the amenities of the Village of Sister Bay.

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

ARTICLE I: TERM AND TERMINATION

Section 1.1-Term: The term of this Agreement shall be for a period commencing as of the effective date of signature hereof and ending December 31, 2026~~7~~.

Section 1.2 - Renewal: This Agreement shall ~~not automatically annually~~ renew but may be ~~renewed upon the mutual agreement of the parties~~ reviewed upon the request of an individual party hereto.

Section 1.3 - Termination: This Agreement may be terminated by either party hereto at any time upon 90-days' prior written notice to the other party. No further funding will be paid by the Village to the Association after the 90-day notice period terminates.

ARTICLE II: PROMOTIONAL SERVICES

Definitions:

Event: An event is defined as: A gathering of people around a common rallying point to

participate in an experience of narrowly defined scope. Recreational events (races, baseball games, endurance competitions, etc.), educational events (pottery, yoga, or art shows), entertainment events (concerts, movies, stand-up comedy, magic shows, parades, holiday celebrations), are all different types of events. Events are generally designed for the benefit of those within a community, or within close driving distance to the community.

Festival: A festival is defined as: A series of performances of music, plays, films/movies, etc., or gatherings for sampling a of a wide variety of culturally distinctive foods, crafts, or products in celebration or commemoration of a particular historical event, person or activity. They are usually organized in the same place once a year and are generally held at the same time of the year and can include a series of public events connected with a particular activity or idea. Festivals are generally designed to bring new people to the community from a long distance away.

Section 2.1 - General Statement of Services: The Association shall in a professional and businesslike manner promote artistic and cultural heritage through producing events in such manner as the Association shall determine, subject to the terms, conditions, limitations and provisions of this Agreement.

Section 2.2 - Promotion and Festival/Event Production: Subject to annual approval by the Village, the Association shall carry out promotion and production of festivals and events, including but not limited to shows, exhibits, plays, concerts, dances, storytelling sessions and festivals during the term of this Agreement. Such festivals and events may be held on property controlled or owned by the Village and at such locations as shall be approved by the Village's Parks, Properties and Streets Committee.

For the next contract year, the Association agrees to continue to sponsor their annual events, including, but not limited to the following, **subject to weather, public safety concerns, and other circumstances beyond the Association's reasonable control:**

- The Easter Egg Hunt
- ~~-Door County Short Film Festival~~
- The Village-Wide Rummage Sale
- The Goat Parade
- Eleven regularly scheduled Concerts in the Park
- Family oriented event like The Brick Party by the Bay or Kite Day
- Four regularly scheduled Movies in the Park
- The Door County Festival of Fine Arts
- Marina Fest
- Fall Fest
- Capture the Spirit
- **Winter Wellness Weekend**
- ~~-The New Year's Eve Cherry Drop~~

Section 2.3 -Promotion Through Visitor Services: The Association shall operate a Visitor Center in a facility located in the Village of Sister Bay. Services rendered through the Visitor Center shall include but not be limited to production of publications, distribution,

administration, and other activities related to the operation and provision of services related to tourism development and enhancement and promotion of the SBAA's members and the Village of Sister Bay.

Section 2.4 - Membership: The Association shall include and market the amenities of the Village of Sister Bay in annual marketing materials such as the Sister Bay Brochure and the SBAA's website, SBAA social media platforms, and amenities to be identified will include the Sister Bay Marina, Sister Bay's Waterfront Park, the Sister Bay Music Pavilion, the Village Hall, the Sports Complex, the Ice Rink, the Library and other facilities owned or controlled by the Village of Sister Bay. Individual units of business owned or controlled by the Village may, at their discretion, become individual members of the Association and receive the same additional privileges and promotional services as other individual business members.

Section 2.5 - Leverage of Local Funds: The Association shall make every effort to maximize funds under its control to enhance and expand its own operations, staffing capabilities, market reach and penetration.

It is the Association's intention to continue to research and apply for grants and to solicit sponsorships that will support existing or new event development and/or promotion.

ARTICLE III: USE OF PUBLIC FACILITIES

Section 3.1 - Use of Public Facilities: In accord with the provisions of Section 2.2 of this Agreement, the Village shall, upon prior notice, make its facilities and improvements available for Association use. The Association shall, by March 1st, provide a list of dates for promotional events to be held in/on Village facilities by the Association. Reservations shall be made in advance with priority given to events hosted by the Association.

Section 3.2 - Waterfront Park, the Sister Bay Music Pavilion, and other Village Facilities: The use and availability of space and facilities in the Village of Sister Bay by the Association for events sponsored in whole or in part by the Association shall be subject to the following site-specific restrictions and limitations:

(a) Performances and Displays: Public performance events shall occur in accord with the Village's Ordinances.

Section 3.3 - Fees: For events sponsored in whole or in part by the Association under this Agreement, the Village shall provide access to, and use of, Village facilities without fee.

Section 3.4 - Wristbands: Festival attendees of legal drinking age who consume alcohol during Fall Fest shall be wrist banded while consuming alcohol on Village controlled property. (**Controlled Property** is defined as State or local rights of way, public parks/facilities, public parking lots, and properties for which there are control agreements with the Village.) Attendees must provide proof of identification to verify legal age. The Association shall be responsible for ensuring that all businesses and vendors serving alcohol in Fall Fest are provided with wristbands

Section 3.5 - Signage: For events sponsored in whole or in part by the Association under

this Agreement, the Village shall provide access to and the use of the designated temporary banner locations located throughout the Village without fee or charge. Where practical, the Village and the Association shall jointly produce and share costs of co-located banners where and when events produced by the Association and Village fall on similar days.

ARTICLE IV: INSURANCE AND INDEMNIFICATION

Section 4.1 - Insurance: The Association agrees, both generally and specifically with respect to the services to be provided hereunder, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such services. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the Village under this Agreement a policy or policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The Association shall further require all contractors, co-sponsors of events or others with whom it may partner in connection with the promotional services to be provided hereunder, to have, maintain general liability and worker's compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Agreement. The Association shall name the Village of Sister Bay as "additionally insured". In turn, the Village will procure and maintain its own insurance against such risks, in such amounts as are customarily insured for such services.

ARTICLE V: ANNUAL CONTRIBUTION

Section 5.1 - Annual Contribution:

- Direct Contribution: The Village will provide a direct annual contribution of twelve percent (12%) of the Village's ~~2025~~ 2026 room tax proceeds. The Finance Director will see that the applicable data is provided to the SBAA ~~Coordinator~~ Executive Director in as timely a fashion as possible.
- Other remuneration, including continued event support for traffic control, signage, solid waste removal from event grounds, Village Utilities on event grounds, (where available), and use of the Old School House Visitor Center will be provided by the Village to the SBAA. The Village will print maps and flyers/posters for the Annual Rummage sale.

Section 5.2 – Payment: The Association shall receive quarterly payments from the Village upon submission and review of quarterly Association financial reports. The Association shall provide documentation such as: quarterly budget reports, statements of expenses, or written reports of activities to date.

Section 5.3 – Annual Reporting: The Association shall report to the Village on an annual basis (which report must be submitted by February 1, 202~~6~~7), the success of the events sponsored by it in the previous year under this Agreement. This report shall include event revenues, expenses.

ARTICLE VI: MISCELLANEOUS PROVISIONS

Section 6.1 – Amendments: This Agreement supersedes all prior agreements. No modifications, alterations or amendments to this Agreement shall be binding upon either party hereto until such modifications, alterations or amendments is/are reduced to writing and signed

by both parties hereto.

Section 6.2 – Governing Law and Venue: This Agreement and the rights of the parties hereunder shall be interpreted and enforced in accord with the laws of the State of Wisconsin.

Section 6.3 – Compliance with Laws and Orders: In providing the promotional services to be provided under this Agreement the Association shall comply with all local, state and federal laws, ordinances and regulations, including, but not limited to local traffic laws and regulations, and federal copyright laws.

Section 6.4 – Notices: Notice to either party shall be given in the following fashion:

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

IF TO THE ASSOCIATION: SISTER BAY ADVANCEMENT
ASSOCIATION
P.O. Box 351
Sister Bay, WI 54234

Section 6.5 – No Third-Party Beneficiaries: This Agreement does not create any third-party benefits to any person or entity other than the parties hereto and is solely for the consideration herein expressed.

Section 6.6 – No Assignment: This Agreement may not be assigned by the Association to any third party.

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

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

Section 6.9 - No Joint Venture: No promotional event sponsored in whole or in part by the Association shall at any time be, or be considered, a joint venture by and between the Association and the Village.

Section 6.10 - Entire Agreement: This Agreement contains the entire agreement between the parties with respect to the transactions contemplated by this Agreement and matters related thereto and does hereby supersede and render null and void and of no further force or effect any and all prior agreements, drafts of agreements, and understandings between

the parties.

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

VILLAGE OF SISTER BAY

By: _____ Date: _____

Nate Bell, Village President

ATTEST:

Interim Village Clerk

SISTER BAY ADVANCEMENT ASSOCIATION

By: _____ Date: _____

Nora Zacek, President

By: _____ Date: _____

SBAA Vice President

Ben Andrews

From: Sarah Bertges <adminassist@sisterbaywi.gov>
Sent: Wednesday, July 22, 2026 4:52 PM
To: Ben Andrews; Louise Howson
Cc: Brian Fitzgerald; Sarah Bertges
Subject: Door County Century-Organized Bike Ride 9/11-9/13

Hello Louise and Ben,

Brian Fitzgerald would like to get on the Aug 3rd Parks agenda to gain approval for the Door County Century Bike Ride 9/11-9/13/2026. (Not to be confused with the Peninsula Pacers; Mill Road Closure Request; Peninsula Century Fall Challenge Bike Ride 9/17-9/20/2026 approved by the Parks Committee March 2, 2026.)

Brian will email additional information for the committee agenda packet by Monday July 27, 2026 that will include a map.

Please note- this is the first year Brian Fitzgerald will be organizing this event.

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)

Ben Andrews

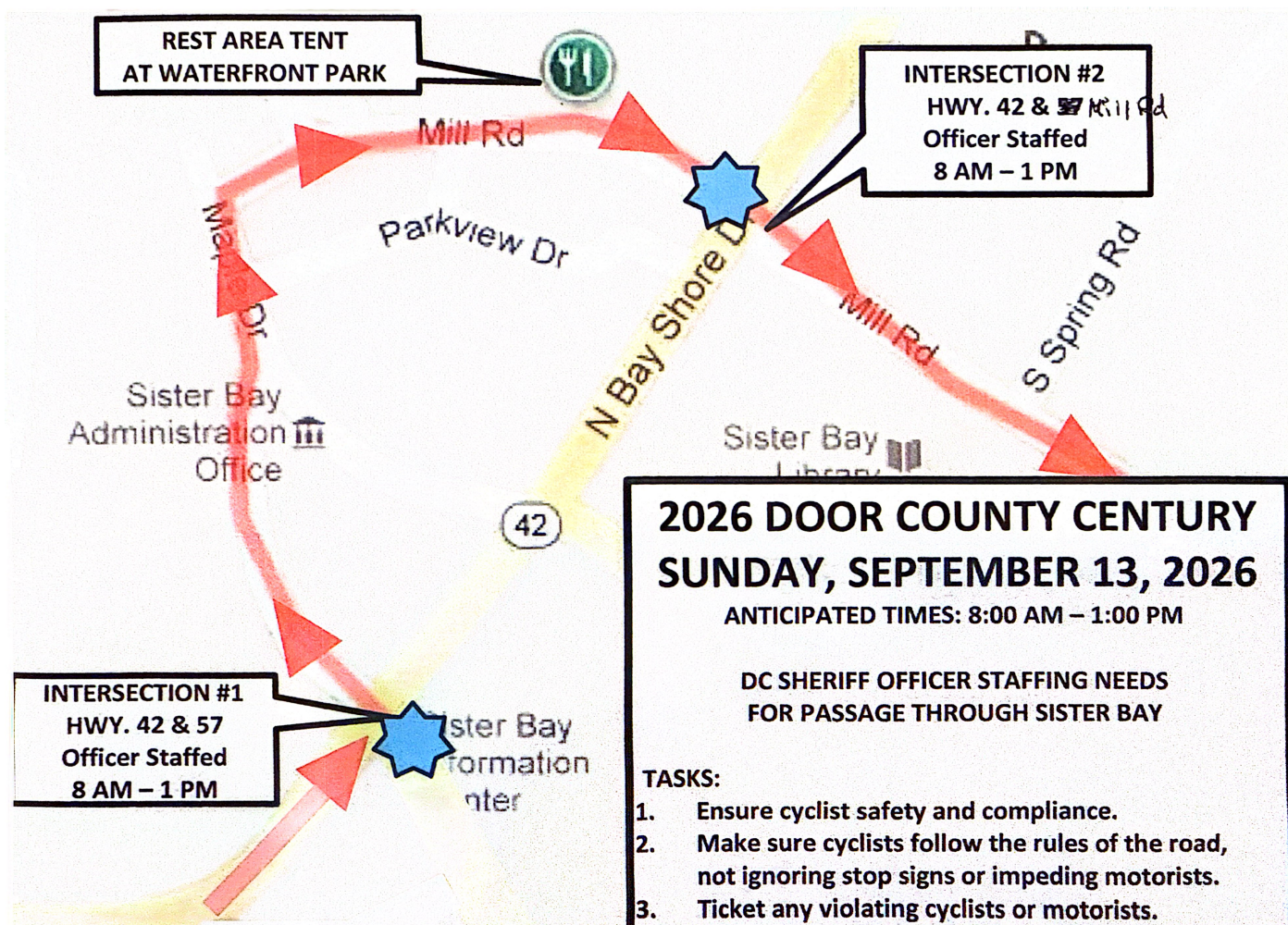
From: Brian Fitzgerald
Sent: Wednesday, July 29, 2026 7:47 AM
To: Sarah Bertges
Subject: Re: Fw: Door County Century-Organized Bike Ride 9/11-9/13
Attachments: CamScanner 7-29-26 07.31.pdf

Hi Sarah,

Attached is the ingress - egress plan that has been executed in the past and is based upon the Door County Sheriff's recommendation. Please confirm receipt and let me know if anything else is needed.

Thanks!

Brian





STAFF REPORT

Date: August 3, 2026

To: Parks, Property and Streets Committee

Re: Village Administration Building; Request for Proposal; Evaluation of Proposals

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

At the July 6, 2026 meeting, the Parks, Property, and Streets Committee reviewed all fifteen proposals submitted for the Village Administration Building project. The committee identified the top four firms—Birschbach & Associates, Boldt Company, Somerville, Inc., and Wold Architects & Engineers—and directed staff to conduct an apples-to-apples comparison of the finalist proposals.

The committee requested clarification from each firm regarding service inclusions/exclusions (IT infrastructure, AV systems, security, interior design, landscape design, and furniture/FF&E, etc.). The committee also noted that a final recommendation would be expected at the August 3, 2026 Regular Meeting.

OVERVIEW

Village Staff has completed the requested apples comparison using the submitted materials from all four finalist firms. The comparison includes architectural/engineering services, specialty systems, design disciplines, and fee structures.

CONCLUSION

Based on the completed comparison, Wold Architects & Engineers may be considered a strong option for the Village Administration Building project. Their combination of comprehensive services, strong municipal specialization, demonstrated understanding of project needs, and competitive pricing position them favorably relative to the other finalists.

If the Parks Committee were to recommend this firm, or any other firm to the Village Board, the following motion could be made: ***"I move to recommend Insert Name as the selected Architecture/Engineering firm in response to the Village's Request for Proposals for the Village Administration Building."***

ATTACHMENT(S):

1. Comparison Framework for the Four Finalist Firms
2. [Four Top Firms -with page numbers.pdf](#) [Hyperlinked]

General Information			Services:						
Firm:	Firm Profile:	Understanding of Needs:	Architecture	Structural	MEP	Electrical	Plumbing	Civil	Fire protection
Birschbach & Associates	• Small Wisconsin firm (5 staff), 47 years in business. • Full-service architecture with subcontracted MEP. • Very personalized, principal-led engagement.	• Detailed understanding of site, Scandinavian/Coastal Nordic aesthetic, Village operations, and timeline.	Included; In-house	Included; In-house	Included; Subcontracted	Included; Subcontracted	Included; Subcontracted	Not Included; Owner’s Responsibility	Limited; could be included for addition fee.
Boldt Company	• Full-service AE team within a large ESOP organization (15 design staff). • Strong MEP and structural depth; civil by Payne & Dolan. • Extensive municipal experience.	• Strong emphasis on workflow, public/staff separation, board chamber functionality (50–75 seats). • Focus on adjacency to Library.	Included; In-house	Included; In-house	Included; In-house	Included; In-house	Included; In-house	Included; Subcontracted	Not Included
Somerville, Inc.	• Large 100% employee-owned AE firm (47 employees). • In-house architecture, interiors, MEP, fire protection; civil/landscape via consultants. • Heavy Wisconsin municipal experience.	• Clear recognition of program (4,250–5,900 SF), security, ADA, technology, records, flexibility. • Uses structured visioning sessions.	Included; In-house	Included; Subcontracted	Included; In-house	Included; In-house	Included; In-house	Included; Subcontracted	Included
Wold Architects & Engineers	• Large national AE firm (330+ staff). • Deep municipal specialization; strong engineering bench. • Independent cost estimator included.	• Very detailed articulation of needs; understands records, elections, technology, civic presence. • Offers multiple municipal layout models.	Included; In-house	Included; In-house	Included; In-house	Included; In-house	Included; In-house	Included; In-house	Included

General Information	Services (Cont.):					
Firm:	IT	AV	Security	Interior design	Landscape design	Furniture / FF&E
Birschbach & Associates	Not Included	Not Included	Not Included	Limited; could be included for addition fee.	Not Included	Not Included
Boldt Company	Not Included	Not Included	Not Included	Not Included	Not Included	Not Included
Somerville, Inc.	Limited; Limited conduit/cable tray only; full IT not included	Limited; not included but available as subconsultant with 10% markup.	Not Included	Included	Limited; not included but available as subconsultant with 10% markup.	Not Included
Wold Architects & Engineers	Included; via technology/security designer.	Not Included	Included; via technology/security designer.	Included; fee of \$145-\$180 hourly rate	Not Included	Included; covered under the banner of interior design.

General Information	Services (Cont.):	Fee Structure:	Schedule:
Firm:	Exclusions:		
Birschbach & Associates	IT, AV, security systems, interior design, FF\&E, sprinkler & fire alarm design (extra), landscape design, civil engineering, multiple additional meetings, extra renderings	Design Fee: \$149,900 Construction Administration: Included (bi-weekly visits) Total (Base): \$149,900 Reimbursables: Minimal	Detailed schedule July 2026–Dec 2027, bi-weekly CA, aligned with DSPS review.
Boldt Company	IT/AV/low-voltage/security; reimbursables with markup; some civil services outside base fee.	Design Fee: \$219,405 Construction Administration: \$45,100 Total (Base): \$264,505 Reimbursables: 10% markup	Structured 2026–2028 schedule, strong bid-phase support.
Somerville, Inc.	FF\&E, full IT/telecom, full AV, signage/artwork, environmental graphics, survey, geotechnical, hazmat studies.	Design Fee: \$159,900 Construction Administration: \$45,100 Total (Base): \$205,000 Reimbursables: 10% markup	Design 2026–2027, bidding early 2027, completion 2028.
Wold Architects & Engineers	Printing/copies, mileage, some reimbursables, furnishings. Base fee excludes FF\&E procurement	Design Fee: \$120,000 Construction Admin: \$24,000 Total (Base): \$144,000–\$127,000 + reimbursables Reimbursables: ~\$7,000 estimated	Tailored schedule based on 2028 completion; experience with municipal sequencing.

General Information	QA/QC:	References:
Firm:		
Birschbach & Associates	Principal-driven oversight; small-team continuity.	Marshfield Utilities, Ephraim Public Works, Fort Atkinson FD.
Boldt Company	Integrated AE coordination and builder-informed constructability.	Ridges Sanctuary, Neenah Animal Shelter, City of Marinette joint facility.
Somerville, Inc.	Robust QC checklists and multi-stage reviews; <2% change order history.	Stevens Point City Hall, Sturgeon Bay Municipal Center, Denmark Library/Community Center.
Wold Architects & Engineers	BIM-based coordination, independent cost estimator, municipal QA systems.	Cross Plains Village Hall, Tower Lakes Village Hall, Deer Park Village Hall.



STAFF REPORT

Date: August 3, 2026

To: Parks, Property and Streets Committee

Re: 2027 Parks and Streets Budget Review

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

Attached is the proposed 2027 Budget for Parks Committee review.

ATTACHMENT(S):

1. Proposed Reductions and Additions for 2027 Budget
2. 2027 Budget Excerpts



STAFF REPORT

Date: August 3, 2026

To: Parks, Property and Streets Committee

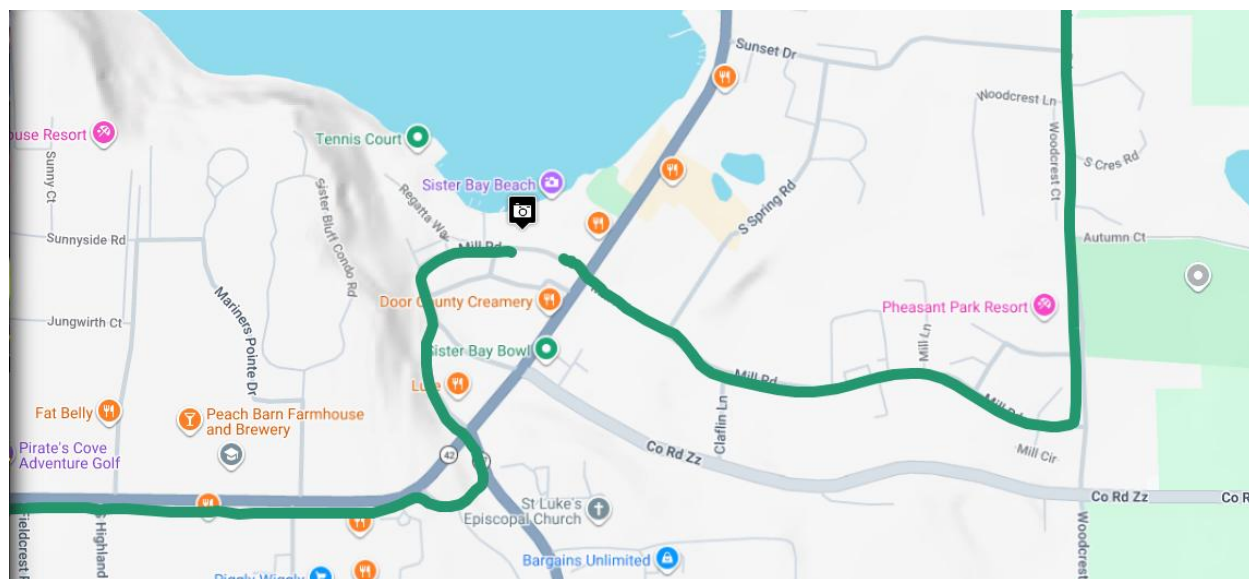
Re: Village Facility Rental Agreement; Door County Century Bike Ride

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

Door County Century is seeking approval for a Bike Ride route through the Village of Sister Bay. The bike ride would be held from September 11th, 2026, through September 13th, 2026. The request was submitted on July 22nd, 2026, and the map was provided on July 29th, 2026. The Parks Committee is requested to review the request and supplemental information provided when making a determination.



ATTACHMENT(S):

1. Email Correspondence, including proposed Map



ATTACHMENT

2027 Budget Reduction and Additions

Reductions

- Administration, contracted services code 100-51640-200 subtract \$5,000.00. Reason: \$5,000.00 was added to fix buildings air conditioning in 2026.
- DPW Medical & Safety, code 100-53312-351 subtract \$2,000.00. Reason: \$2,000.00 was added to purchase two additional AEDs for the village. The \$2,000.00 remaining in the code for 2027 will be enough to purchase an ADE for the Sports complex and cover remaining yearly expenses.
- Street Maintenance, general supplies code 100-53314-353 subtract \$2,000.00. Reason: The remaining \$2,000.00 will be enough to cover material and unforeseen expenses for 2027.
- Street Maintenance, education and training code 100-53314-332 subtract \$1,000.00. Reason: No need for this code to exist. All training is done through public works.
- Snow and Ice, minor equipment & tools code 100-53317-352 subtract \$10,000.00. Reason: \$10,000 was added to this code to purchase a new snow plow in 2026. The \$10,000.00 can be added to another code for the 2027 calendar year.
- Seasonal Decorations, general supplies code 100-53322-353 subtract \$5,000.00. Reason: The \$5,000 remaining will be enough to cover seen and unforeseen expenses in 2027.
- Seasonal Decorations, repairs & maintenances code 100-53322-361 subtract \$3,000.00. Reason: the remaining \$2,000.00 will be enough to cover seen and unforeseen expenses in 2027.
- Storm Sewer Maintenance, contracted services code 100-53441-200 subtract \$6,400.00. Reason: \$9,400.00 was put into code for culvert work in 2026. \$5,000.00 is a good amount to keep in this code for general maintenance (flushing) or unforeseen repairs (cracked, shifted or crushed).
- Parks, membership dues code 100-55200-331 subtract \$500.00. Reason: no reason for code to exist, dues are handled in public works codes.
- Parks, general supplies code 100-55200-353 subtract \$2,500. Reason: The remaining \$4,000.00 will be sufficient to cover cost (project wood, grass seed, hardware).
- Parks, repair and maintenance code 100-55200-361 subtract \$13,000.00. The remaining \$5,000.00 will be sufficient to cover cost.

Additions

- Village Hall, contracted services 100-51610-200 addition \$14,500.00. Reason: The Village Hall needs repairs. The front steps are crumbling; rear sidewalks are cracked and uneven and the exterior doors and frames need replacement.
- General Building, contracted services 100-51600-200 addition \$1,700.00. Reason: To provide more a buffer for unforeseen expenses.
- DPW, contracted services 100-53312-200 addition \$4,700. Reason: The \$300.00 currently in the account is insufficient. \$300.00 doesn't cover much of anything.
- Street Maintenance, contracted services 100-53314-200 addition \$1,000.00. Reason: To provide more of a buffer for unforeseen expenses and general road repair (Tarring)
- Parks, memorial benches 100-55200-355 addition \$16,800.00. Reason: The department's goal is to replace 12-benches that are past the 10-year lease agreement for 2027.



**Village of Sister Bay
2027 Annual Budget**

Approved November X, 2026

Budget Development and Management Policy

Purpose: The purpose of this policy is to describe the process by which the annual budget is created, presented and managed for the Village of Sister Bay.

General: The process for publication and legislative consideration of the annual budget is prescribed in Wisconsin Statutes 62.12 and 65.90. Those legislative pronouncements provide the overall framework for and minimum legal requirements of the Village budget. This policy outlines the annual budget process, including the preparation of the operating budget and a capital budget for the ensuing fiscal year. The capital budget should align with the five-year capital improvement plan. The Village Board recognizes that there must be a starting point for the budget in terms of tax revenue. Therefore, annually, typically in June, the Finance Committee is to set a budget directive. In the absence of such a directive, management will prepare their budgets assuming a maximum increase in revenue.

Development Procedures:

1. The Finance Director will review each department's budget, establish or estimate parameters for wage increases and requested personnel changes, review the Village's debt needs and capital plans, and review targets for revenue sources, tax growth, and other factors. The budget
2. Following the setting of budgetary parameters the Finance Director is responsible for coordination and initial review of department budget submissions. The budget submissions shall include proposed capital items for the 5 Year Capital Improvement Plan. Meetings will be held with
3. Following the initial review, and preferably by July, the Finance Director will compile the preliminary department budgets and present a draft to the Village Administrator. Should the need arise, the Finance Director and Village Administrator may meet with department heads again to
4. In July the various committees shall review the preliminary budgets and make changes, as appropriate. Preliminary budgets are also due from the Fire Board, Library, SBAA and any other partner agencies. For agencies that do not have a budget prepared by July, an estimate must be
5. Staff shall attempt to calculate the Village's portion of TID IN calculations based on preliminary numbers obtained from the Department of Revenue (DOR) in early mid-August. Any reference to the mill rate in the budget, and related budget documents shall use the terms "Operation"
6. The Draft Annual Budget shall be presented to the Finance Committee in late July or early August, as schedules allow. The Finance
7. The Draft Annual Budget, which includes the 5-Year Capital Improvement Plan, and adoption schedule, shall be presented to the Board of Trustees for review in September. Following this review, additional department adjustments or Finance Committee recommendations may follow.
8. The budget summary is properly noticed and published in accordance with state statutes. A public hearing on the budget is conducted not less
9. The budget is adopted by the Village Board through an appropriate resolution and two-thirds vote. Once adopted, the Finance Director is responsible for ensuring that the adopted version of the budget document is provided to all departments, Trustees, and made available to the
10. Per statute, the tax levy must be determined no later than December 15th. However, due to the Village's arrangement with Door County for tax bill preparation services, the tax levy should be established before Thanksgiving (or earlier) per the deadline set by the County.
11. The DOR publishes a finalized statement of assessment rates in November, which will likely be after the County's deadline for receiving the tax levy to prepare tax bills. Upon receipt of these numbers, the Finalized Mill Rate shall be brought back to the Board for review. The Board

Management Procedures:

1. Annual revenues will be estimated by an objective, analytical process with involvement of staff related to the revenue line item. User fees will be reviewed annually by departments and the appropriate standing committees will address recommended changes as part of the budget process to
 2. Enterprise fund payments in lieu of taxes shall be budgeted based on estimates and revised based on final numbers during the budget year.
 3. Revenues with high volatility should be budgeted conservatively. Revenues which are generally received, but of which there is not reasonable
 4. Proceeds from the sale of property or equipment shall not be budgeted as operating revenue unless such amounts can be accurately projected.
 5. The Village Board desires to stay informed as to major outlays. Though authorized by the Budget Resolution, sums expended in excess of \$50,000 for capital purchases should be reported to the respective committee charged with oversight for the section of the Budget from which
 6. Budget amendments and transfers between cost centers are initiated by the department (examples of cost centers in the general fund include general government, public safety, public works, health & human services, culture & recreation, and development). After approval by the Finance Director, the transfer recommendation is made to the Finance Committee, with final approval by the Board of Trustees. Any unbudgeted, emergency expenditures of funds in excess of \$5,000 will require the approval of the Village President and Village Administrator, as well as
 7. Department heads are authorized to move funds within a cost center of the budget in consultation with the Finance Director and/or Village
 8. The Capital Improvement Plan Fund (CIPF) is intended to help the Village plan for future expenditures by saving money for future expenditures. It is challenging to plan for every contingency that may arise. From time to time, what may have been anticipated as a future need in order to address an anticipated issue may no longer be a suitable solution to the issue. In such cases, the Board authorizes the Finance Committee to make recommendations on reversion of these funds into suitable CIP categories. The Village Board will review these recommendations and
 9. All unspent CIP funds will remain allocated and appropriated for those items which were originally allocated, or reallocated through
 10. All unspent funds in any budget section will revert to the unassigned fund balance unless such funds are assigned or committed by the Board.
 11. Village oversight committees are subject to review by the Village Board. They exist to monitor operations and to recommend policy changes
 12. The Village Board has authorized funds to be spent in recognition of employees' hard work and extraordinary efforts. The Village Board authorizes recognition funds to be spent in an equitable manner whether through direct pay to employees or at a recognition event for all
 13. The Village Board will budget for annual step increases for employees as referenced in the Village of Sister Bay's Employee Handbook. Upon a successful performance evaluation employees will be eligible to advance to the next step of the approved compensation schedule. For
 14. In lieu of a step increase for employees, Village staff will also provide for budget deliberations purposes, a Cost-of-Living Adjustment (COLA) wage increase for full-time and or year-round employees. The COLA applied will be the Consumer Price Index for all urban consumers
 15. The Tax Increment Financing District (TID) can use monies from other funds to pay for a variety of projects. Based on activity within the TID, the Village Board expects that the TID will generate increment and revenues to pay back some, or all, of those borrowed funds. Toward that
 - a. Repayment of the advance from the Capital Projects Fund to the TIF
 - b. Repayment of the project costs funded by the Capital Projects Fund
 - c. Repayment of the project costs funded by the General Fund
 - d. Repayment of the project costs funded by the Utility Fund
 - e. Repayment of the project costs financed by debt
 - f. Repayment of the project costs funded by the Marina
 16. The transfer is authorized if the TID will retain a positive fund balance and positive cash balance. The repaid cash balances will be allocated
- Audit:** This policy will be reviewed by the Finance Committee every three years following adoption, or sooner, at the discretion of the Village Board.



Village of Sister Bay 2027 Annual Budget

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Governmental Funds Summary Description	12/31/2022 Actual	12/31/2023 Actual	12/31/2024 Actual	12/31/2025 Actual	3/31/2026 Actual	6/30/2026 Actual	2026 Budget	2027 Budget
Beginning Fund Balance	3,998,183	5,255,566	6,438,261	12,741,577	8,488,352	8,488,352	8,137,384	4,236,415
Revenues								
TAXES	4,522,968	4,836,982	5,196,018	6,129,210	(91,724)	2,566,958	4,830,419	4,860,408
INTERGOVERNMENTAL REVENUES	453,110	608,716	269,109	340,751	421,210	528,661	1,280,680	1,298,066
LICENSES AND PERMITS	164,228	162,171	270,789	216,882	22,365	168,368	260,125	228,700
FINES, FORFEITURES, AND PENALTIES	1,793	9,161	3,214	9,296	536	646	2,500	4,000
PUBLIC CHARGES	99,869	37,792	84,214	54,328	13,683	23,371	39,700	34,200
MISCELLANEOUS REVENUES	567,414	534,789	764,516	729,119	250,904	401,768	1,033,378	1,233,190
DEBT PROCEEDS	-	-	7,300,000	-	-	-	5,550,000	5,550,000
GENERAL FUND - OTHER FINANCING SOURCES	714,939	1,032,916	1,974,452	2,405,743	194,430	388,860	1,673,595	1,650,695
Total Revenues	6,524,321	7,222,526	15,862,312	9,885,330	811,404	4,078,632	14,670,397	14,859,259
Expenditures								
GENERAL GOVERNMENT	660,606	690,965	728,065	728,065	227,442	410,498	653,672	999,079
PUBLIC SAFETY	211,451	185,221	199,088	199,088	50,066	98,914	204,502	222,900
PUBLIC WORKS	636,022	753,060	751,180	751,180	165,850	376,591	745,675	862,231
HEALTH & HUMAN SERVICES	5,556	3,970	9,610	9,610	334	667	9,727	9,854
CULTURE & RECREATION	341,849	409,193	474,824	474,824	91,020	221,929	436,587	571,761
CONSERVATION & DEVELOPMENT	62,200	230,668	196,067	196,067	75,244	109,149	298,057	269,075
CAPITAL OUTLAY	2,231,576	2,144,837	5,073,134	5,073,134	692,363	954,977	5,958,579	9,257,832
DEBT SERVICE	1,176,147	1,621,917	6,380,252	6,380,252	1,295,035	1,295,035	2,455,588	1,505,752
OTHER FINANCING USES	-	-	-	-	-	-	-	-
Total Expenditures	5,325,408	6,039,831	13,812,221	13,812,221	2,597,355	3,467,761	10,762,389	13,698,484
Ending Fund Balance	5,197,092	6,438,261	8,488,352	8,814,686	6,702,401	9,099,223	12,045,392	5,397,190
		6,438,261						



Village of Sister Bay 2027 Annual Budget

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53000	Public Works	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-53311-000-000	HIGHWAY & STREET MAINTENANCE								
100-53311-200-000	CONTRACTED SERVICES	-	-	-	-	-	-	-	-
100-53311-890-000	CAPITAL OUTLAY	-	-	-	-	-	-	-	-
100-53312-000-000	PUBLIC WORKS								
100-53312-111-000	FULL-TIME WAGES	78,208	82,411	60,543	104,754	35,391	68,670	149,734	149,734
100-53312-112-000	FULL-TIME OVERTIME WAGES	1,451	2,565	1,595	3,871	1,111	1,404	2,288	2,288
100-53312-113-000	COMP TIME	4,565	3,012	2,668	722	224	608	-	-
100-53312-114-000	UNWORKED WAGES	33,786	35,551	41,410	38,139	8,822	15,899	7,300	7,300
100-53312-121-000	PART-TIME WAGES	5,315	4,186	8,607	13,329	1,529	3,783	2,824	2,824
100-53312-131-000	RETIREMENT	7,288	8,194	6,978	10,324	3,278	6,232	10,970	10,970
100-53312-132-000	SOCIAL SECURITY	9,004	8,895	8,409	12,535	3,467	6,806	12,457	12,457
100-53312-133-000	HEALTH	20,673	33,413	30,800	41,816	18,721	30,276	43,756	43,756
100-53312-134-000	DENTAL	1,568	2,372	2,026	2,426	1,148	1,848	2,586	2,586
100-53312-135-000	LIFE	223	164	102	243	87	146	402	402
100-53312-136-000	DISABILITY	605	814	309	521	212	351	578	578
100-53312-137-000	HSA	11,921	19,044	19,674	21,545	7,648	13,131	9,858	9,858
100-53312-138-000	EAP	638	656	689	689	115	345	689	689
100-53312-140-000	VISION	-	341	342	334	131	210	301	301
100-53312-141-000	UNIFORM/CLOTHING ALLOWANCE	2,171	2,805	2,346	2,568	481	1,196	2,900	2,900
100-53312-142-000	RECRUITMENT/TESTING/PHYSICALS	612	306	346	64	-	771	500	500
100-53312-143-000	RECOGNITION	3,650	3,650	3,550	3,150	-	-	3,650	3,650
100-53312-144-000	MILEAGE	256	-	-	34	-	-	600	600
100-53312-145-000	EXPENSE ALLOWANCE	200	54	-	197	-	-	300	300
100-53312-190-000	OTHER PERSONNEL SERVICES	300	841	600	13	-	-	600	600
100-53312-200-000	OTHER CONTRACTED SERVICES	211	480	95	271	564	578	300	5,000
100-53312-202-000	WATER/SEWER/STORM	52,375	52,609	52,375	52,591	-	13,094	55,000	55,000
100-53312-204-000	CELL PHONE	2,015	2,028	2,215	3,411	806	1,615	2,500	2,500
100-53312-303-000	EQUIPMENT RENTAL	-	1,500	2,094	4,000	-	-	-	-
100-53312-310-000	COMPUTER SOFTWARE				892	358	358		
100-53312-312-000	IT SUPPORT	577	712	1,868	2,691	710	1,160	2,300	2,300
100-53312-321-000	OFFICE SUPPLIES	127	444	88	81	152	152	250	250



Village of Sister Bay 2027 Annual Budget

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53000	Public Works	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-53312-324-000	PRINTING & COPING				164	18	26		
100-53312-331-000	MEMBERSHIPS/DUES	-	-	-	-	-	-	370	370
100-53312-332-000	EDUCATION/TRAINING	1,663	2,827	1,090	1,498	100	100	1,800	1,800
100-53312-333-000	CONFERENCES/MEETINGS	-	245	822	1,008	-	-	2,400	2,400
100-53312-351-000	MEDICAL/SAFETY SUPPLIES	3,029	3,920	2,329	1,744	326	2,938	4,000	2,000
100-53312-352-000	MINOR EQUIPMENT AND TOOLS	3,289	8,083	8,837	4,313	1,286	1,922	3,500	3,500
100-53312-353-000	GENERAL SUPPLIES	1,651	3,528	1,880	1,668	461	738	2,500	2,500
100-53312-403-000	SHOP/BUILDING SUPPLIES	3,850	1,147	1,442	1,079	1,354	1,687	2,100	2,100
100-53312-512-000	WORKERS COMPENSATION	9,721	11,737	10,568	9,597	1,918	4,317	15,335	15,335
		260,942	298,530	276,697	342,281	90,418	180,362	344,648	347,348
100-53313-000-000	PUBLIC WORKS - MACHINERY								
100-53313-111-000	FULL-TIME WAGES	-	-	-	-	-	-	-	-
100-53313-121-000	PART-TIME WAGES			-	-	-	-		
100-53313-131-000	RETIREMENT	-	-	-	-	-	-	-	-
100-53313-132-000	SOCIAL SECURITY	-	-	-	-	-	-	-	-
100-53313-133-000	HEALTH	-	-	-	-	-	-	-	-
100-53313-134-000	DENTAL	-	-	-	-	-	-	-	-
100-53313-135-000	LIFE	-	-	-	-	-	-	-	-
100-53313-136-000	DISABILITY	-	-	-	-	-	-	-	-
100-53313-301-000	GAS, OIL, & FLUIDS	14,575	14,986	14,945	12,024	1,507	6,309	14,000	14,000
100-53313-361-000	REPAIRS AND MAINTENANCE	12,897	19,953	13,402	16,758	3,537	13,270	15,000	15,000
100-53313-363-000	VEHICLE MAINTENANCE & REPAIRS	1,819	6,944	3,281	4,547	222	461	5,000	5,000
100-53313-408-000	MISCELLANEOUS	244	1,026	940	8,661	1,004	1,087	2,000	2,000
100-53313-511-000	VEHICLE & EQUIPMENT INSURANCE	2,772	2,477	2,568	2,572	920	1,563	3,380	3,380
		32,306	45,386	35,136	44,562	7,189	22,691	39,380	39,380
100-53314-000-000	PUBLIC WORKS - STREET MAINTENANCE								
100-53314-111-000	FULL-TIME WAGES	26,979	43,939	40,083	31,413	8,213	12,841	42,325	42,325
100-53314-112-000	FULL-TIME OVERTIME WAGES	111	587	75	606	1,163	1,163	377	377
100-53314-121-000	PART-TIME WAGES	1,321	1,906	1,868	144	105	105	584	584
100-53314-131-000	RETIREMENT	1,722	3,115	2,777	2,226	675	1,008	3,100	3,100
100-53314-132-000	SOCIAL SECURITY	1,962	3,432	3,001	2,326	685	1,021	3,614	3,614



Village of Sister Bay 2027 Annual Budget

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53000 Public Works		12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-53314-133-000	HEALTH	5,653	10,151	12,872	10,874	3,252	4,719	15,014	15,014
100-53314-134-000	DENTAL	406	719	885	624	186	271	903	903
100-53314-135-000	LIFE	68	75	50	32	10	14	72	72
100-53314-136-000	DISABILITY	166	135	162	122	36	54	162	162
100-53314-137-000	HSA	207	248	126	765	-	-	3,088	3,088
100-53314-140-000	VISION	-	102	138	81	19	27	102	102
100-53314-200-000	OTHER CONTRACTED SERVICES	1,982	2,457	11,786	10,663	-	1,910	4,000	5,000
100-53314-303-000	EQUIPMENT RENTAL	-	-	-	-	-	-	2,000	2,000
100-53314-312-000	INFORMATION TECHNOLOGY	330	4,412	3,593	-	-	-	3,000	3,000
100-53314-325-000	NOTICES & ADS	281	-	-	-	-	-	-	-
100-53314-332-000	EDUCATION/TRAINING	-	-	-	-	-	-	1,000	-
100-53314-352-000	MINOR EQUIPMENT AND TOOLS	3,745	1,497	6,813	-	-	-	1,000	1,000
100-53314-353-000	GENERAL SUPPLIES	1,702	7,435	1,512	680	591	1,091	4,000	2,000
100-53314-361-000	REPAIRS & MAINTENANCE	383	2,574	4,005	-	-	-	500	500
100-53314-406-000	CRACK FILLER	-	-	16	-	-	-	500	500
100-53314-407-000	PATCH MATERIAL	441	462	360	-	-	120	1,500	1,500
100-53314-408-000	MISCELLANEOUS	-	-	-	-	-	-	500	500
		47,458	83,245	90,123	60,558	14,934	24,344	87,341	85,341
100-53316-000-000	PUBLIC WORKS - STREET CLEANING								
100-53316-111-000	FULL-TIME WAGES	-	-	-	-	-	-	-	-
100-53316-112-000	FULL-TIME OVERTIME W	-	-	-	-	-	-	-	-
100-53316-121-000	PART-TIME WAGES	-	-	-	-	-	-	-	-
100-53316-131-000	RETIREMENT	-	-	-	-	-	-	-	-
100-53316-132-000	SOCIAL SECURITY	-	-	-	-	-	-	-	-
100-53316-133-000	HEALTH	-	-	-	-	-	-	-	-
100-53316-134-000	DENTAL	-	-	-	-	-	-	-	-
100-53316-135-000	LIFE	-	-	-	-	-	-	-	-
100-53316-136-000	DISABILITY	-	-	-	-	-	-	-	-
100-53316-200-000	OTHER CONTRACTED SERVICES	608	1,497	4,220	4,248	-	4,010	5,000	5,000
		608	1,497	4,220	4,248	-	4,010	5,000	5,000



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53000	Public Works	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-53317-000-000	PUBLIC WORKS - SNOW & ICE								
100-53317-111-000	FULL-TIME WAGES	-	-	-	-	-	-	-	-
100-53317-112-000	OVERTIME WAGES	-	-	-	-	-	-	-	-
100-53317-121-000	PART-TIME WAGES	-	-	-	-	-	-	-	-
100-53317-131-000	RETIREMENT	-	-	-	-	-	-	-	-
100-53317-132-000	SOCIAL SECURITY	-	-	-	-	-	-	-	-
100-53317-133-000	HEALTH	-	-	-	-	-	-	-	-
100-53317-134-000	DENTAL	-	-	-	-	-	-	-	-
100-53317-135-000	LIFE	-	-	-	-	-	-	-	-
100-53317-136-000	DISABILITY	-	-	-	-	-	-	-	-
100-53317-200-000	OTHER CONTRACTED SERVICES	22,588	22,294	18,163	39,164	12,154	22,589	35,000	35,000
100-53317-352-000	MINOR TOOLS & EQUIPMENT		178	7,080	9,999	150	10,908	12,000	2,000
100-53317-404-000	SALT	1,000	1,570	650	-	1,080	1,080	2,000	2,000
100-53317-405-000	SAND		388	-			-		
		23,588	24,430	25,893	49,163	13,384	34,577	49,000	39,000
100-53318-000-000	PUBLIC WORKS - STREET SIGNS								
100-53318-111-000	FULL-TIME WAGES	-	-	-	-	-	-	-	-
100-53318-131-000	RETIREMENT	-	-	-	-	-	-	-	-
100-53318-132-000	SOCIAL SECURITY	-	-	-	-	-	-	-	-
100-53318-133-000	HEALTH	-	-	-	-	-	-	-	-
100-53318-134-000	DENTAL	-	-	-	-	-	-	-	-
100-53318-135-000	LIFE	-	-	-	-	-	-	-	-
100-53318-136-000	DISABILITY	-	-	-	-	-	-	-	-
100-53318-200-000	OTHER CONTRACTED SERVICES	1,137	3,954	1,641	1,800	243	243	3,000	3,000
100-53318-312-000	INFORMATION TECHNOLOGY		2,329	-	-	-	-	-	-
100-53318-353-000	GENERAL SUPPLIES	523	3,548	339	2,003	-	399	2,500	2,500
100-53318-361-000	REPAIRS & MAINTENANCE	1,414	387	-	-	-	-	1,000	1,000
		3,074	10,218	1,980	3,803	243	641	6,500	6,500
100-53319-000-000	PUBLIC WORKS - CURB & GUTTER								
100-53319-200-000	OTHER CONTRACTED SERVICES	-	-	-	-	-	-	-	-
100-53319-890-000	OUTLAY - INFRASTRUCTURE	-	-	-	-	-	-	-	-



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53000	Public Works	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
		-	-	-	-	-	-	-	-



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53000	Public Works	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-53322-000-000	PUBLIC WORKS - SEASONAL DECORATIONS								
100-53322-111-000	FULL-TIME WAGES	140	13,179	13,872	8,671	3,196	3,778	13,023	13,023
100-53322-112-000	FULL-TIME OVERTIME	-	-	208	226	-	-	-	-
100-53322-113-000	COMP TIME-SESONAL DEC		324	-	-	-	-	-	-
100-53322-121-000	PART-TIME WAGES	-	1,047	522	-	-	-	350	350
100-53322-131-000	RETIREMENT	9	925	972	618	230	272	954	954
100-53322-132-000	SOCIAL SECURITY	11	1,028	1,050	634	229	271	112	112
100-53322-133-000	HEALTH	-	4,433	3,657	3,604	1,286	1,467	4,620	4,620
100-53322-134-000	DENTAL	-	325	260	220	75	85	278	278
100-53322-135-000	LIFE	-	12	12	9	3	4	22	22
100-53322-136-000	DISABILITY	-	79	44	37	13	15	50	50
100-53322-137-000	HSA	-		-	738	-	-	950	950
100-53322-140-000	VISION		52	45	31	8	9	32	32
100-53322-200-000	OTHER CONTRACTED SERVICES	-	1,575	3,240	3,465	-	1,665	4,000	4,000
100-53322-353-000	GENERAL SUPPLIES	16,591	7,635	4,237	3,587	-	4,791	10,000	5,000
100-53322-361-000	REPAIRS & MAINTENANCE	12	-	3,021	17	-	-	5,000	2,000
		16,763	30,614	31,140	21,858	5,040	12,356	39,391	31,391
100-53420-000-000	PUBLIC WORKS - STREET LIGHTING								
100-53420-201-000	ELECTRIC/GAS	22,122	24,547	23,794	20,805	3,373	8,914	23,000	23,000
100-53420-353-000	GENERAL SUPPLIES	252	675	984	839	-	-	1,000	1,000
		22,374	25,223	24,778	21,644	3,373	8,914	24,000	24,000
100-53431-000-000	PUBLIC WORKS - SIDEWALK MAINTENANCE & REPLACEMENT								
100-53431-353-000	GENERAL SUPPLIES	-	-	17	-	-	-	1,000	1,000
		-	-	17	-	-	-	1,000	1,000
100-53441-000-000	PUBLIC WORKS - STORM SEWER MAINTENANCE								
100-53441-111-000	FULL-TIME WAGES	2,480	1,438	5,909	4,342	1,064	2,051	6,511	6,511
100-53441-112-000	FULL-TIME OVERTIME	45	-	-	-	-	-	-	-
100-53441-121-000	PART-TIME WAGES			42	-	-	-	-	-
100-53441-131-000	RETIREMENT	164	98	409	302	77	148	477	477
100-53441-132-000	SOCIAL SECURITY	173	103	421	318	78	150	556	556



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53000 Public Works		12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-53441-133-000	HEALTH	564	397	1,842	1,108	300	549	2,310	2,310
100-53441-134-000	DENTAL	33	21	123	62	17	31	139	139
100-53441-135-000	LIFE	11	8	10	4	1	2	11	11
100-53441-136-000	DISABILITY	15	9	23	16	5	9	25	25
100-53441-137-000	HSA	94	12	-	-	-	5	475	475
100-53441-140-000	VISION	-	2	18	8	2	3	16	16
100-53441-200-000	OTHER CONTRACTED SERVICES	3,381	4,324	4,993	-	-	-	11,400	5,000
100-53441-201-000	ELECTRIC/GAS	1,241	985	778	-	-	-	1,200	1,200
100-53441-312-000	IT SUPPORT	1,000	2,993	3,093	-	-	-	3,150	3,150
100-53441-361-000	REPAIRS & MAINTENANCE	3,911	361	6,155	-	508	508	5,000	5,000
		13,115	10,751	23,812	6,161	2,051	3,456	31,270	24,870
100-53520-000-000	PUBLIC WORKS - PUBLIC TRANSPORTATION								
100-53520-121-000	PART-TIME WAGES	9,991	4,615	10,831	15,106	389	3,367	15,282	15,282
100-53520-122-000	PART-TIME OVERTIME	-	-	-	-	-	-	-	-
100-53520-131-000	RETIREMENT	-	-	-	-	-	-	-	-
100-53520-132-000	SOCIAL SECURITY	877	353	829	1,156	30	258	1,169	1,169
100-53520-133-000	HEALTH BENEFITS	-	-	-	-	-	-	-	-
100-53520-134-000	DENTAL BENEFITS	-	-	-	-	-	-	-	-
100-53520-135-000	LIFE BENEFITS	-	-	-	-	-	-	-	-
100-53520-136-000	DISABILITY BENEFITS	-	-	-	-	-	-	-	-
100-53520-142-000	RECRUITMENT/TESTING	-	-	502	72	-	-	400	400
100-53520-200-000	OTHER CONTRACTED SERVICES	360	4,250	-	559	-	792	2,100	2,100
100-53520-301-000	GAS, OIL & FLUIDS	4,124	1,842	2,552	3,355	62	62	4,500	4,500
100-53520-351-000	MEDICAL/SAFETY SUPPLIES	47	-	-	-	-	-	75	75
100-53520-353-000	GENERAL SUPPLIES	370	-	665	1,756	-	-	350	350
100-53520-363-000	VEHICLE MAINTENANCE & REPAIRS	3,274	1,122	405	629	-	-	1,350	1,350
100-53520-408-000	MISCELLANEOUS	-	-	323	-	-	-	960	960
100-53520-511-000	INSURANCE	298	299	308	1,452	398	761	1,200	1,200
100-53520-512-000	WORKERS COMP	372	349	339	368	97	189	515	515
		19,713	12,830	16,753	24,451	976	5,429	27,901	27,901
100-53620-000-000	PUBLIC WORKS -REFUSE AND GARBAGE COLLECTION								



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53000	Public Works	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-53620-208-000	GARBAGE	159,628	168,490	170,415	173,510	23,828	65,314	180,000	180,000
100-53620-353-000	GARBAGE RECEPTACLES	-	-	4,795	-	-	-	-	-
		159,628	168,490	175,210	173,510	23,828	65,314	180,000	180,000
100-53635-000-000	PUBLIC WORKS - RECYCLING								
100-53635-207-000	RECYCLING	24,138	28,732	33,744	33,535	4,415	12,848	35,000	35,000
		24,138	28,732	33,744	33,535	4,415	12,848	35,000	35,000
100-53640-000-000	PUBLIC WORKS - WEED AND NUISANCE CONTROL								
100-53640-200-000	OTHER CONTRACTED SERVICES	-	-	-	-	-	300	8,500	8,500
100-53640-211-000	WEED CONTROL	12,315	13,115	11,676	3,849	-	1,350	7,000	7,000
		12,315	13,115	11,676	3,849	-	1,650	15,500	15,500
	Total Public Works Expenditures	636,022	753,060	751,180	789,623	165,850	376,591	885,931	862,231
	Wages	164,393	194,760	188,189	221,323	61,207	113,669	240,598	240,598
	Benefits & Personnel	71,244	107,383	106,398	122,448	42,503	71,704	128,798	128,798
	Services	304,101	331,335	339,134	347,869	45,382	135,220	377,000	376,300
	Operating & Maintenance	83,121	104,333	103,633	83,993	13,425	49,167	119,105	96,105
	Non-Operating	13,164	14,862	13,784	13,990	3,333	6,830	20,430	20,430
	Capital Outlay	-	-	-	-	-	-	-	-
		636,022	752,672	751,138	789,623	165,850	376,591	885,931	862,231



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55000	Culture, Recreation & Education	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-55110-000-000	CRE - LIBRARY								
100-55110-111-000	FULL-TIME WAGES	1,150	1,262	1,061	809	53	80	1,628	1,628
100-55110-112-000	FULL-TIME OVERTIME WAGES	86	-	37	124	-	-	100	100
100-55110-121-000	PART-TIME WAGES	302	454	169	227	80	80	165	165
100-55110-131-000	RETIREMENT	80	86	76	66	4	6	119	119
100-55110-132-000	SOCIAL SECURITY	109	125	90	84	9	11	139	139
100-55110-133-000	HEALTH	238	317	350	381	116	125	577	577
100-55110-134-000	DENTAL	20	23	24	25	7	8	35	35
100-55110-135-000	LIFE	1	1	1	1	0	0	3	3
100-55110-136-000	DISABILITY	7	7	4	4	1	1	6	6
100-55110-137-000	HSA BENEFITS -LIBRARY		26	-	-	-	-	119	119
100-55110-140-000	VISION	-	4	4	4	1	1	4	4
100-55110-200-000	OTHER CONTRACTED SERVICES	37,892	42,476	39,229	41,817	9,672	20,144	41,888	41,888
100-55110-201-000	ELECTRIC/GAS	-	-	-	1,783	996	84	1,600	1,600
100-55110-510-000	INSURANCE			1,744	1,900	2,109	2,109	2,000	2,000
		39,886	44,781	42,788	47,224	13,049	22,650	48,383	48,383
100-55190-000-000	CRE - OTHER CULTURE & ORGANIZATIONS								
100-55190-200-000	MISC OTHER CULTURE	973	2,000	15,394	568	-	-	2,500	2,500
100-55191-000-000	HISTORICAL SOCIETY	30,000	5,000	5,000	15,000	15,000	15,000	15,000	15,000
100-55192-000-000	COASTAL BYWAYS	1,300	500	500	500	500	500	500	500
100-55198-000-000	SAIL DOOR COUNTY					10,000	10,000	10,000	10,000
		32,273	7,500	20,894	16,068	25,500	25,500	28,000	28,000
100-55193-000-000	CRE - SBAA SUPPORT								
100-55193-111-000	FULL-TIME WAGES	4,655	6,685	8,587	8,733	1,584	3,096	14,307	14,307
100-55193-112-000	FULL-TIME OVERTIME WAGES	4,606	4,486	2,941	945	-	-	5,600	5,600
100-55193-113-000	COMP TIME	-	-	-	-	-	-	-	-
100-55193-121-000	PART-TIME WAGES	1,508	1,244	1,100	620	-	-	1,000	1,000
100-55193-122-000	PART-TIME OVERTIME WAGES	-	178	341	-	-	-	-	351
100-55193-131-000	RETIREMENT	531	760	795	673	114	223	720	720
100-55193-132-000	SOCIAL SECURITY	623	885	940	768	118	230	1,100	1,100
100-55193-133-000	HEALTH	1,195	3,441	2,680	1,565	374	699	3,000	3,000
100-55193-134-000	DENTAL	113	246	129	93	20	39	278	278
100-55193-135-000	LIFE	5	11	10	10	2	3	20	20



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55000 Culture, Recreation & Education		12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-55193-136-000	DISABILITY	41	62	38	22	7	12	40	40
100-55193-137-000	HSA SBAA SUPPORT		60	-	19	0	0	-	-
100-55193-140-000	VISION	-	38	34	13	2	4	40	40
100-55193-145-000	EXPENSE ALLOWANCE	35	139	-	-	-	-	-	-
100-55193-200-000	SUPPORT	32,349	57,483	64,134	68,270	-	17,961	70,000	70,000
100-55193-208-000	GARBAGE	1,391	1,469	-	1,358	-	-	1,500	1,500
100-55193-303-000	EQUIPMENT RENTAL	1,791	1,791	1,762	2,201	-	-	2,000	2,000
100-55193-353-000	GENERAL SUPPLIES	82	201	197	187	-	59	200	200
100-55193-362-000	GROUPS REPAIR & MAINTENANCE	29	435	-	-	-	-	200	200
100-55193-401-000	CUSTODIAL SUPPLIES	-	-	-	-	-	-	300	300
		48,954	79,612	83,688	85,476	2,221	22,327	100,305	100,656
100-55190-000-000	CRE - OTHER CULTURE & ORGANIZATIONS								
100-55194-000-000	DOOR COUNTY HUMANE SOCIETY	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
100-55195-000-000	DOOR COUNTY SOIL & WATER	1,000	1,000	1,000	-	-	-	-	-
100-55196-000-000	YOUTH CENTER SUPPORT	(4,377)	-	-	-	-	-	-	-
100-55197-000-000	NORTHERN DOOR CHILDREN'S CENTER			5,000	-	-	-		
		1,623	6,000	11,000	5,000	5,000	5,000	5,000	5,000
100-55200-000-000	CRE - PARKS								
100-55200-111-000	FULL-TIME WAGES	45,703	57,854	85,636	72,531	9,702	28,127	104,005	104,005
100-55200-112-000	FULL-TIME OVERTIME WAGES	2,314	2,631	4,189	2,557	-	131	4,500	4,500
100-55200-113-000	COMP TIME	45	-	98	-	-	-	-	-
100-55200-114-000	UNWORKED WAGES	228	-	-	-	-	-	-	-
100-55200-121-000	PART-TIME WAGES	7,301	6,695	7,128	9,397	383	988	789	2,035
100-55200-131-000	RETIREMENT	3,128	4,120	6,205	5,174	697	2,033	7,601	7,601
100-55200-132-000	SOCIAL SECURITY	3,977	4,764	6,952	6,223	756	2,176	8,767	8,767
100-55200-133-000	HEALTH	7,430	17,265	27,649	20,064	2,207	6,774	34,648	34,648
100-55200-134-000	DENTAL	684	1,259	1,865	1,183	117	382	2,101	2,101
100-55200-135-000	LIFE	36	63	85	111	9	23	227	227
100-55200-136-000	DISABILITY	244	547	330	247	39	99	398	398
100-55200-137-000	HSA	1536.31	704	-	330	1	1	7,125	7,125
100-55200-140-000	VISION	0	191	293	159	12	40	241	241



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55000 Culture, Recreation & Education		12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-55200-200-000	OTHER CONTRACTED SERVICES	4,341	10,867	14,924	12,500	-	5,338	12,500	12,500
100-55200-201-000	ELECTRIC/GAS	1,503	1,960	1,946	1,962	2,148	4,203	2,250	2,250
100-55200-202-000	WATER/SEWER/STORM	4,008	4,255	4,300	4,512	-	1,106	4,000	4,000
100-55200-205-000	INTERNET				-	60	407		
100-55200-312-000	IT SUPPORT	132	-	-	-	-	-	-	-
100-55200-331-000	MEMBERSHIPS/DUES	-	480	-	208	-	-	500	-
100-55200-333-000	CONFERENCES/MEETINGS	-	475	-	-	-	-	1,000	1,000
100-55200-351-000	MEDICAL/SAFETY SUPPLIES	-	547	33	-	-	-	-	-
100-55200-352-000	MINOR EQUIPMENT AND TOOL	2,687	1,809	663	1,882	-	189	2,000	2,000
100-55200-353-000	GENERAL SUPPLIES	1,619	11,178	5,785	14,000	187	2,093	6,500	4,000
100-55200-355-000	MEMORIALS SUPPLIES	241	961	145	1,159	-	593	4,000	20,000
100-55200-358-000	FLOWER POTS	4,340	4,058	5,448	4,435	-	894	5,500	5,500
100-55200-361-000	REPAIRS AND MAINTENANCE	4,488	7,124	14,326	22,999	-	3,346	18,000	5,000
100-55200-362-000	GROUPS MAINTENANCE	5,260	11,616	10,672	7,824	2,770	3,022	5,000	5,000
100-55200-369-000	EQUIPMENT MAINTENANCE	-		-	302	-	275	1,500	1,500
100-55200-402-000	CHEMICALS	44	20	-	-	-	-	100	100
		101,291	151,442	198,671	189,760	19,088	62,240	233,252	234,498
100-55201-000-000	CRE - DOG PARK								
100-55201-200-000	OTHER CONTRACTED SERVICES	1,270	1,210	1,320	1,245	375	750	1,320	1,320
100-55201-202-000	WATER/SEWER	199	205	205	246	-	39	275	275
100-55201-353-000	GENERAL SUPPLIES	626	419	489	-	-	-	500	500
100-55201-362-000	GROUPS MAINTENANCE	-	-	-	-	-	-	-	-
		2,095	1,834	2,014	1,491	375	789	2,095	2,095



Village of Sister Bay 2027 Annual Budget

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55000	Culture, Recreation & Education	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-55202-000-000	CRE - WATERFRONT PARK								
100-55202-200-000	OTHER CONTRACTED SERVICES	-	4,679	-	-	-	-	-	-
100-55202-353-000	GENERAL SUPPLIES	1,067	1,087	174	-	-	-	-	-
100-55202-362-000	GROUNDS MAINTENANCE	1,870	20,016	-	-	-	-	-	-
		2,937	25,782	174	-	-	-	-	-
100-55203-000-000	CRE - PAVILION								
100-55203-366-000	BUILDING MAINTENANCE	-		-	-	-	-	-	-
		-	-	-	-	-	-	-	-
100-55204-000-000	CRE - SLEDDING HILL								
100-55204-392-000	MISCELLANEOUS	-		-	-	-	-	-	-
		-	-	-	-	-	-	-	-
100-55300-000-000	CRE -RECREATION PROGRAMS & EVENTS								
100-55300-111-000	FULL-TIME WAGES	-	835	570	129	-	-	651	651
100-55300-112-000	FT OT WAGES			109	(114)	-	-		
100-55300-121-000	PART-TIME WAGES	-	-	-	-	-	-		
100-55300-131-000	RETIREMENT	-	57	47	1	-	-	48	48
100-55300-132-000	SOCIAL SECURITY	-	61	45	0	-	-	56	56
100-55300-133-000	HEALTH	-	145	291	59	-	-	231	231
100-55300-134-000	DENTAL	-	11	18	4	-	-	14	14
100-55300-135-000	LIFE	-	0	1	0	-	-	1	1
100-55300-136-000	DISABILITY	-	1	3	1	-	-	2	2
100-55300-137-000	HSA	-		114	-	-	-	48	48
100-55300-140-000	VISION	-	2	3	1	-	-	2	2
100-55300-144-000	MILEAGE	-	-	410	557	-	460	750	750
100-55300-145-000	EXPENSE ALLOWANCE	-	55	80	186	-	-	600	600
100-55300-200-000	CONTRACTED SERVICES	-	2,387	-	-	-	-	-	-
100-55300-358-000	FIREWORKS	-	6,893	8,583	6,068	135	14,814	9,000	9,000
100-55300-392-000	MISCELLANEOUS	9,214	282	206	-	-	-	200	200
		9,214	10,728	10,480	6,890	135	15,273	11,603	11,603



Village of Sister Bay 2027 Annual Budget

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55000	Culture, Recreation & Education	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-55400-000-000	CRE - SPORTS COMPLEX/RECREATION FACILITIES								
100-55400-111-000	FULL-TIME WAGES	15,733	17,532	14,437	12,272	2,644	5,456	19,534	19,534
100-55400-112-000	FULL-TIME OVERTIME WAGES	265	162	346	618	-	111	188	188
100-55400-121-000	PART-TIME WAGES	3,090	5,303	6,323	6,385	206	923	2,101	2,101
100-55400-131-000	RETIREMENT	1,027	1,203	1,020	858	190	401	1,430	1,430
100-55400-132-000	SOCIAL SECURITY	1,369	1,637	1,544	1,427	208	476	1,668	1,668
100-55400-133-000	HEALTH	2,380	5,311	4,696	3,639	827	1,658	6,930	6,930
100-55400-134-000	DENTAL	224	381	348	221	49	101	417	417
100-55400-135-000	LIFE	12	14	14	11	3	6	33	33
100-55400-136-000	DISABILITY	90	178	56	43	11	22	75	75
100-55400-137-000	HSA	72	-	190	55	-	-	1,425	1,425
100-55400-140-000	VISION	-	57	56	31	5	11	47	47
100-55400-200-000	OTHER CONTRACTED SERVICES	540	48	1,007	2,527	-	1,083	9,300	9,300
100-55400-201-000	ELECTRIC/GAS	7,316	6,210	6,828	7,317	7,409	9,948	7,500	7,500
100-55400-202-000	WATER/SEWER/STORM	10,501	8,416	7,629	9,667	-	809	10,000	10,000
100-55400-203-000	PHONE	326	391	443	419	31	125	400	400
100-55400-205-000	INTERNET					380	380		
100-55400-351-000	MEDICAL & SAFETY			69	76	-	-		
100-55400-352-000	MINOR EQUIPMENT	557	851	-	34	-	-	1,000	1,000
100-55400-353-000	GENERAL SUPPLIES	768	260	809	1,282	-	127	1,500	1,500
100-55400-361-000	REPAIRS & MAINTENANCE	2,206	5,534	4,032	276	-	1,115	5,000	5,000
100-55400-362-000	GROUNDS MAINTENANCE	2,086	3,279	9,645	4,786	1,848	7,890	5,000	5,000
100-55400-366-000	BUILDING MAINTENANCE	2,810	572	18	-	-	-	2,000	2,000
		51,373	57,339	59,509	51,945	13,812	30,639	75,548	75,548
100-55403-000-000	CRE - BIKE TRAIL								
100-55403-201-000	ELECTRIC	1,373	1,624	2,047	2,065	160	1,030	2,000	2,000
100-55403-353-000	GENERAL SUPPLIES	185	-	-	-	-	-	500	500
100-55403-361-000	REPAIRS AND MAINTENANCE	-	-	-	-	-	-	2,500	2,500
		1,558	1,624	2,047	2,065	160	1,030	5,000	5,000



Village of Sister Bay 2027 Annual Budget

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55000	Culture, Recreation & Education	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
	Total Other Culture & Recreation Expenditures	291,202	386,642	431,265	405,920	79,340	185,449	509,186	510,784
	Wages	86,986	105,321	133,072	115,233	14,653	38,993	154,568	156,166
	Benefits & Personnel	25,209	44,252	57,488	44,310	5,907	16,024	81,085	81,085
	Services	103,983	145,681	159,405	156,257	21,231	63,408	167,033	167,033
	Operating & Maintenance	42,101	79,887	63,056	67,720	4,940	34,416	74,000	74,000
	Non-Operating	32,923	11,500	18,244	22,400	32,609	32,609	32,500	32,500
	Capital Outlay	-	-	-	-	-	-	-	-
		291,202	386,642	431,265	405,920	79,340	185,449	509,186	510,784



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56000	Conservation & Development	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-56110-000-000	FORESTRY								
100-56110-111-000	FULL-TIME WAGES	-	6,652	123	771	468	873	1,628	1,628
100-56110-121-000	PART-TIME WAGES	-	632	128	-	-	-	280	280
100-56110-131-000	RETIREMENT	-	452	9	54	34	63	119	119
100-56110-132-000	SOCIAL SECURITY	-	512	-	56	34	64	139	139
100-56110-133-000	HEALTH	-	1,956	-	222	132	231	577	577
100-56110-134-000	DENTAL	-	136	-	13	7	13	35	35
100-56110-135-000	LIFE	-	5	-	1	1	1	3	3
100-56110-136-000	DISABILITY	-	38	-	3	2	4	6	6
100-56110-140-000	VISION	-	19	-	2	1	1	4	4
100-56110-200-000	CONTRACTED SERVICES	-	35	14,396	-	-	-	5,000	5,000
		-	10,438	14,656	1,121	679	1,251	7,791	7,791
100-56200-000-000	ENVIRONMENTAL PROTECTION - GREEN TIER								
100-56200-144-000	MILEAGE	-	-	-	-	-	-	250	250
100-56200-200-000	SERVICES & GENERAL SUPPORT	-	-	-	-	-	-	1,000	1,000
100-56200-311-000	WEBSITE	-	-	23	-	-	23	250	250
100-56200-325-000	ADVERTISING & NOTICES	-	-	448	495	-	-	750	750
100-56200-332-000	EDUCATION	-	-	-	-	-	-	150	150
100-56200-353-000	GENERAL SUPPLIES	-	-	-	-	-	180	100	100
		-	-	471	495	-	203	2,500	2,500
100-56300-000-000	PLANNING								
100-56300-121-000	PART-TIME WAGES	725	-	-	-	-	-	-	-
100-56300-132-000	SOCIAL SECURITY	55	-	-	-	-	-	-	-
100-56300-200-000	CONTRACTED SERVICES	438	-	14,396	13,226	-	-	37,800	37,800
		1,218	-	14,396	13,226	-	-	37,800	37,800
100-56400-000-000	ZONING								
100-56400-111-000	FULL-TIME WAGES	-	-	32,764	80,658	11,620	21,535	46,991	46,991
100-56400-112-000	FULL-TIME WAGES OT	-	-	-	829	-	-	-	-
100-56400-114-000	UNWORKED WAGES	-	-	-	1,888	435	611	-	-
100-56400-121-000	PART-TIME WAGES	725	-	-	19,575	1,105	8,692	19,776	19,776
100-56400-131-000	RETIREMENT	-	-	3,106	6,737	868	1,594	3,213	3,213
100-56400-132-000	SOCIAL SECURITY	55	-	3,444	8,138	1,006	2,364	3,413	3,413
100-56400-133-000	HEALTH	-	-	3,215	6,376	2,475	4,183	6,842	6,842
100-56400-134-000	DENTAL	-	-	206	369	142	240	390	390
100-56400-135-000	LIFE	-	-	222	422	29	50	180	180
100-56400-136-000	DISABILITY	-	-	293	447	47	82	126	126
100-56400-137-000	HSA	-	-	1,678	3,737	449	746	1,188	1,188
100-56400-140-000	VISION	-	-	26	42	19	31	51	51
100-56400-142-000	RECRUITMENT	-	-	344	-	-	-	500	500
100-56400-143-000	RECOGNITION	-	-	-	240	-	-	450	450
100-56400-144-000	MILEAGE	-	-	-	116	30	50	500	500
100-56400-200-000	CONTRACTED SERVICES	8,283	-	1,160	-	-	-	-	-
100-56400-204-000	CELL PHONE	-	-	-	551	199	440	1,500	1,500
100-56400-209-000	LEGAL	-	-	-	-	2,453	2,835	5,000	5,000
100-56400-310-000	COMPUTER SOFTWARE/HARDWARE	-	-	25,290	4,980	-	4,980	8,000	8,000
100-56400-312-000	IT SUPPORT	-	-	578	99	-	-	500	500
100-56400-321-000	OFFICE SUPPLIES	-	-	3,522	1,337	99	719	4,000	4,000
100-56400-322-000	POSTAGE	-	-	1,811	2,831	186	298	3,500	3,500
100-56400-324-000	PRINTING & COPYING	-	-	1,258	108	-	277	1,500	1,500
100-56400-325-000	PUBLIC NOTICES	-	-	242	718	301	464	1,000	1,000
100-56400-331-000	MEMBERSHIP DUES	-	-	-	-	-	-	500	500
100-56400-332-000	EDUCATION/TRAINING	-	-	103	150	-	260	500	500
100-56400-333-000	CONFERENCES/MEETINGS	-	-	-	-	-	-	500	500
100-56400-512-000	WORKERS COMPENSATION	-	-	120	96	6	12	701	701
		9,063	-	79,384	140,446	21,471	50,464	110,821	110,821



Village of Sister Bay
2027 Annual Budget

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56000	Conservation & Development	12/31/2022	12/31/2023	12/31/2024	12/31/2025	3/31/2026	6/30/2026	2026	2027
Account	Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
100-56600-000-000	DEVELOPMENT - URBAN DEVELOPMENT								
100-56600-200-000	OTHER CONTRACTED SERVICES	592	143,764	1,000	4,044	6,500	10,152	25,000	25,000
		592	143,764	1,000	4,044	6,500	10,152	25,000	25,000
100-56700-000-000	DEVELOPMENT - ECONOMIC DEVELOPMENT & TOURISM								
100-56700-200-000	OTHER CONTRACTED SERVICES	5,899	15,280	24,536	2,765	-	-	10,000	10,000
100-56701-000-000	INFORMATION BOOTH	2,015	1,988	1,647	1,882	209	694	2,000	2,000
100-56702-000-000	TOURISM ZONE CHARGES	35,724	50,959	51,814	65,228	42,059	42,059	65,000	65,000
100-56703-000-000	DCEDC	5,000	5,000	3,777	-	-	-	3,777	3,777
100-56705-000-000	BAY LAKES REGIONAL PLANNING	2,689	3,239	4,386	4,386	4,326	4,326	4,386	4,386
		51,327	76,465	86,160	74,260	46,594	47,079	85,163	85,163
Total Conservation & Development Expenditures		62,200	230,668	196,067	233,591	75,244	109,149	269,075	269,075
	Wages	1,450	7,284	33,016	103,721	13,629	31,712	68,675	68,675
	Benefits & Personnel	111	3,119	12,544	26,974	5,277	9,718	17,986	17,986
	Services	15,211	159,079	55,487	20,586	9,152	13,427	85,300	85,300
	Operating & Maintenance	-	-	33,276	10,718	587	7,201	21,250	21,250
	Non-Operating	45,428	61,186	61,745	71,592	46,600	47,091	75,864	75,864
Total Conservation & Development Expenditures		62,200	230,668	196,067	233,591	75,244	109,149	269,075	269,075



STAFF REPORT

Date: August 3, 2026

To: Parks, Property and Streets Committee

Re: Sports Complex Facility Reservation Policy

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

The Village of Sister Bay has contracted with Northern Door Sports and Recreation (NDSR) to implement an online reservation system for sports complex facilities. The online rental reservation platform is now being configured and is expected to streamline public access to reservable courts, fields, and recreational amenities.

As part of aligning Village policies with the online reservation process, NDSR has drafted a Sports Complex Facility Reservation Policy for review and approval by the Parks, Property, and Streets Committee. The proposed policy is intended to replace the existing Sports Complex Pickleball Policy, which currently governs reservations for pickleball and tennis courts.

NDSR has also submitted a Sports Facilities Club Reservation Form designed for recurring, seasonal reservations by non-profit organizations. Both documents are provided for committee consideration.

SUMMARY OF POLICY

The proposed Sports Complex Facility Reservation Policy establishes a system-wide framework for managing reservations at the Sister Bay Sports Complex. It introduces standardized fees and time limits for each facility, outlines procedures for both individual and organized club reservations, and requires that all public reservations be made online through the new NDSR system. The policy also sets expectations for walk-up play, clarifies proof-of-reservation requirements, and defines a no-cancellation/no-refund rule except in cases where the Village cancels due to maintenance, weather, or special events. Overall, the policy replaces the pickleball-specific model with a comprehensive approach that ensures consistency, fairness, and alignment with the upcoming online reservation platform.

The current pickleball policy focuses narrowly on tennis and pickleball court reservations and mentions a “dedicated reservation form,” which does not actually exist or is duplicative.

NDSR recommends a single system-wide policy because:

- The online reservation platform will serve all facilities.
- It ensures consistency in fee schedules, durations, and reservation requirements.
- It eliminates fragmented policies and improves public clarity.

As noted by staff, tennis/pickleball courts, the picnic shelter, and the ice rink are logical first facilities for inclusion in the online system, while soccer and baseball field reservations may continue under traditional team-season approval processes.

RECOMMENDATION

Village Staff recommends the Parks, Property, and Streets Committee review and consider approval of the *Sports Complex Facility Reservation Policy* and Reservation Form drafted by NDSR.

If the Parks Committee were in favor of this action, the following motion could be made:

“Motion to approve the Sports Complex Facility Reservation Policy and the Sports Facilities Club Reservation Form as presented, replacing the existing Sports Complex Pickleball Policy, and to authorize Northern Door Sports and Recreation (NDSR) and Village staff to proceed with implementing the policy within the new online reservation system.”

ATTACHMENTS

1. VSB Court Reservations Policy
2. VSB Sports Facilities Club Reservation Form

Village of Sister Bay Sports Complex Facility Reservation Policy

The Village of Sister Bay reserves the right to manage court and field reservation timeslots and availability to ensure fair access for all users. The Parks, Property & Streets Committee may adjust designated reservation periods based on demand, seasonal needs, or special events.

Sports Complex Location: 2155 Autumn Court, Sister Bay WI 54234

Fee Schedule (as of 6/4/2026)

Facility	Fee	Occurrence
Tennis Court	\$10	Per Hour, Limit 2 Hours (1, 2 hour slots, up to 4 players)
Pickleball Court	\$10	Per Hour, Limit 2 Hours (1, 2 hour slots, up to 4 players)
Soccer Field	\$20	Per Hour, Limit 4 Hours (1, 2, 4 hour slots)
Baseball Diamond	\$20	Per Hour, Limit 4 Hours (1, 2, 4 hour slots)
Picnic Shelter	\$20	Per Hour, Limit 4 Hours (1, 2, 4 hour slots)
Ice Rink Building	\$25	Per Hour, Limit 8 Hours (2, 4, 8 hour slots)

The Village may open or limit reservable slots during peak periods or as determined by the Parks, Property & Streets Committee.

1. Official Club Reservations (Dedicated Seasonal Play)

Official clubs that wish to reserve recurring weekly court or field time for a full season must:

- Be a registered non-profit organization.
- Be approved and recognized by the Village of Sister Bay.
- Submit a reservation application annually by April 1st of the current year.
- Provide proof of organized club status and liability insurance

*Application Process: Clubs must complete the official **Sports Facilities Club Reservation Form** and receive approval from the Parks, Property & Streets Committee.*

2. Individual and Group Reservations (High Demand Hours)

During periods of high demand, the Village may designate specific timeslots as reservable by individuals or groups.

- Reservations can be made by individuals or small groups for durations of time as designated by the Village. Payment must be made at the time of reservation. Reservations must be made online.
- The Village may open or limit reservable slots during peak periods or as determined by the Parks, Property & Streets Committee.
- Reservations can be made up to 7 days in advance, but must be booked with at least 24 hours lead time. Same-day reservations are not permitted.
- A maximum of two facility reservations per individual per week is permitted.

Reservations must be made online. Online account required. For assistance in making an online reservation contact Northern Door Sports and Recreation at 920-633-8022 or visit the office location at 10464 Highway 57, Sister Bay WI 54234.

3. Walk-Up Play, and Usage Rules

- Walk-up play is allowed on all courts or fields at any time when they are not actively reserved and in use.
- Reservation holders must be present and ready to play at the start of their reserved time slot and provide proof of reservation (digital confirmation, printed receipt, or Village-issued verification) upon request.
- If a reservation holder arrives late, no accommodation will be made. The court or field will remain available for walk-up play until the reservation holder arrives and provides valid proof of reservation. Walk-up players must vacate the court or field once the reservation holder presents proof of their reservation.
- At the end of the reserved time slot, the reservation holders must vacate the court or field if walk-up players are waiting to use it.
- Unreserved courts or fields at any time are available for first-come, first-served drop-in play.

4. Reservation Cancellation and Refund Policy

- There is no cancellation process for reservations.
- If you cannot use your reserved time, you will be considered a no-show.
- No refunds will be issued for no-shows or unused reservation time.

Reservations may be canceled by the Village with reasonable notice in cases of maintenance, weather, or special events. In this instance, refunds will be issued.

If nets, lines, fencing or other facility structures need to be addressed for maintenance and/or repair contact Sister Bay Village Parks at 920-421-3200.

NON-PROFIT SPORTS FACILITY RESERVATION APPLICATION

Must be submitted by April 1st of current year • Proof of 501(c)(3) & insurance required

REQUIREMENTS: Attach current 501(c)(3) letter + Certificate of Liability Insurance (\$1M+ naming municipality additional insured). Payments for seasonal recurring reservations must be made in full on or before the first date of play.

SECTION 1: NON-PROFIT ORGANIZATION

Legal Org Name:

EIN / Tax ID:

Contact Name:

Title:

Org. Address:

Email:

Phone:

SECTION 2: RECURRING SEASONAL FACILITY RESERVATION REQUEST

Season Start Date: Season End Date:

Day & Time (include setup/cleanup):

Weekday	Start Time	End Time	Facility Requested (i.e. tennis/pickleball) and Quantity

Liability Insurance Certificate Attached? ☐ Yes (required for approval) ☐ Will provide if approved

SECTION 4: CERTIFICATION & AUTHORIZED SIGNATURE

By signing, applicant certifies: (1) Organization is a valid non-profit. (2) Information is accurate. (3) Will comply with all facility rules, leave space clean, and be responsible for any damage. (4) Required insurance will be provided. (5) Municipality may cancel/modify for conflicts, maintenance, or policy. (6) This is a request only — approval does not guarantee specific courts/times until confirmed in writing or via booking system.

Authorized Signature: Date: Printed Name & Title:

SUBMIT TO: Village of Sister Bay Administrative Office • Email: administrator@sisterbaywi.gov
This form may be used alongside other online reservation systems for actual court booking after approval.

MUNICIPAL USE ONLY: Received: Staff: Approved: ☐ Yes ☐ No ☐ Pending Fee/Waiver: \$ Notes:

Form Rev. 2026.06 | Village of Sister Bay



STAFF REPORT

Date: August 3, 2026

To: Parks, Property and Streets Committee

Re: Donation Proposal; Sister Bay Lion's Club

Author(s): Benjamin Andrews, Village Administrator

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

OVERVIEW

The Sister Bay Lions Club has submitted a proposal to donate funds for the purchase and installation of a new flagpole on Village property near Waterfront Park, located behind the Village Hall. The proposed flagpole would be either 35 feet or 40 feet in height.

BACKGROUND

Village code identifies 35 feet as the standard allowable height for structures. Installation of a 40-foot flagpole would require additional review or action by the Village to ensure compliance with local regulations. The Lions Club has also expressed interest in potentially placing a commemorative plaque at the site and may seek the Village's assistance with landscaping improvements in the future.

Included with this staff report are:

1. The proposal submitted by the Sister Bay Lions Club
2. A cost estimate for the flagpole purchase and installation
3. A map showing the general location of the proposed flagpole

The donation would enhance the Village's public spaces and provide a patriotic amenity in a highly visible location near the waterfront. Installation of a 35-foot flagpole would allow the project to move forward without requiring additional procedural steps related to height allowances in the Village's code. A 40-foot pole remains possible but would introduce regulatory complications and potentially delay installation.

The Lions Club's interest in a future plaque and landscaping assistance can be managed through standard review processes at a later date.

RECOMMENDATION

Village Staff recommends that the Parks Committee recommend acceptance of the donation to the Village Board. Staff further recommend supporting a 35-foot flagpole to ensure compliance with Village code and to streamline approval and installation.

If the Parks Committee were in favor of this action, the following motion could be made:

“I move to recommend that the Village Board accept the Sister Bay Lions Club’s donation for the purchase and installation of a new flagpole near Waterfront Park behind the Village Hall, with the flagpole to be 35 feet in height to remain consistent with Village code, and to acknowledge that any future requests related to plaques or landscaping will be reviewed through standard Village processes.”



SISTER BAY LIONS CLUB

P.O. BOX 81 SISTER BAY, WI 54234

7/7/2026

Village of Sister Bay
2383 Maple Drive
Sister Bay, WI 54234

Village of Sister Bay Representatives:

The Sister Bay Lions Club, founded in 1952, has proudly served the Village of Sister Bay for more than 70 years. Since our chartering, members have remained dedicated to supporting projects that improve the quality of life for the Sister Bay community. Community service has always been central to our mission and legacy.

In continuing that tradition, the Sister Bay Lions Club would like to offer a donation to the Village of Sister Bay for the purchase and installation of a new flagpole on Village property. We would also be pleased to assist in facilitating the installation. The proposed flagpole would be either 35 or 40 feet in height, with the final location to be determined in coordination with the Village. Ideally, the flagpole would be placed near the waterfront behind the Village Hall, where it could serve as a visible and respectful landmark for all who visit the area.

We kindly ask for the Village's consideration of this project and for your acceptance of our donation. The Sister Bay Lions Club values its partnership with the Village and looks forward to continuing its long-standing commitment to meaningful community enhancements.

Thank you for your time and consideration. We would be happy to discuss details or answer any questions at your convenience.

Sincerely,

Dick Staver
Sister Bay Lions Club



flymefflag.com

2190 S. Ashland Ave, Ste C
Green Bay, WI 54304

920.435.3524 custom@flymefflag.com

Estimate

Quote Number

Date

5133

6/12/2026

Name / Address

Sister Bay Lions Club
PO Box 81
Sister Bay, WI 54234

Ship To

Sister Bay Lions Club
Across from:
10698 N. Bay Shore Dr.
Sister Bay, WI 54234

Item	Description	Qty	Price Each	Amount
EDE-ECX40CL	320205 - ECX40 Clear Anodized Aluminum 40' External Halyard 2-Piece Flagpole (7" Base); 7" Flash Collar, 5/16" Poly Rope; 122 mph without flag, 91 mph with a 8' x 12' flag flying	1	5,110.00	5,110.00T
CON-GB8	8" Gold Ball (Included)	1	0.00	0.00T
INSTALL/COMM	Installation	1	5,400.00	5,400.00T
EDE-ESSZ	3-1/2" Nickel-Plated Zinc Swivel Snap	2	5.00	10.00T
EDE-EVCG	Gray Vinyl Snap Cover	2	3.80	7.60T
SCH-N 8X12	8' X 12' U.S. Nylon Flag	1	199.00	199.00
SCH-WI 5X8	5' X 8' Wisconsin Flag	1	125.00	125.00
EDE-350043	Cleat Cover Box with Cylinder Lock - Silver	1	212.00	212.00T
JY8-899	XI Disc Solar Flagpole Down Light (266 Led) - White	1	169.00	169.00T
POL-EXTENSION	Flagpole Topper / Solar Light Extension	1	20.00	20.00T
Note: Please provide the Tax Exempt Certificate to have tax removed from the final invoice.				

Subtotal

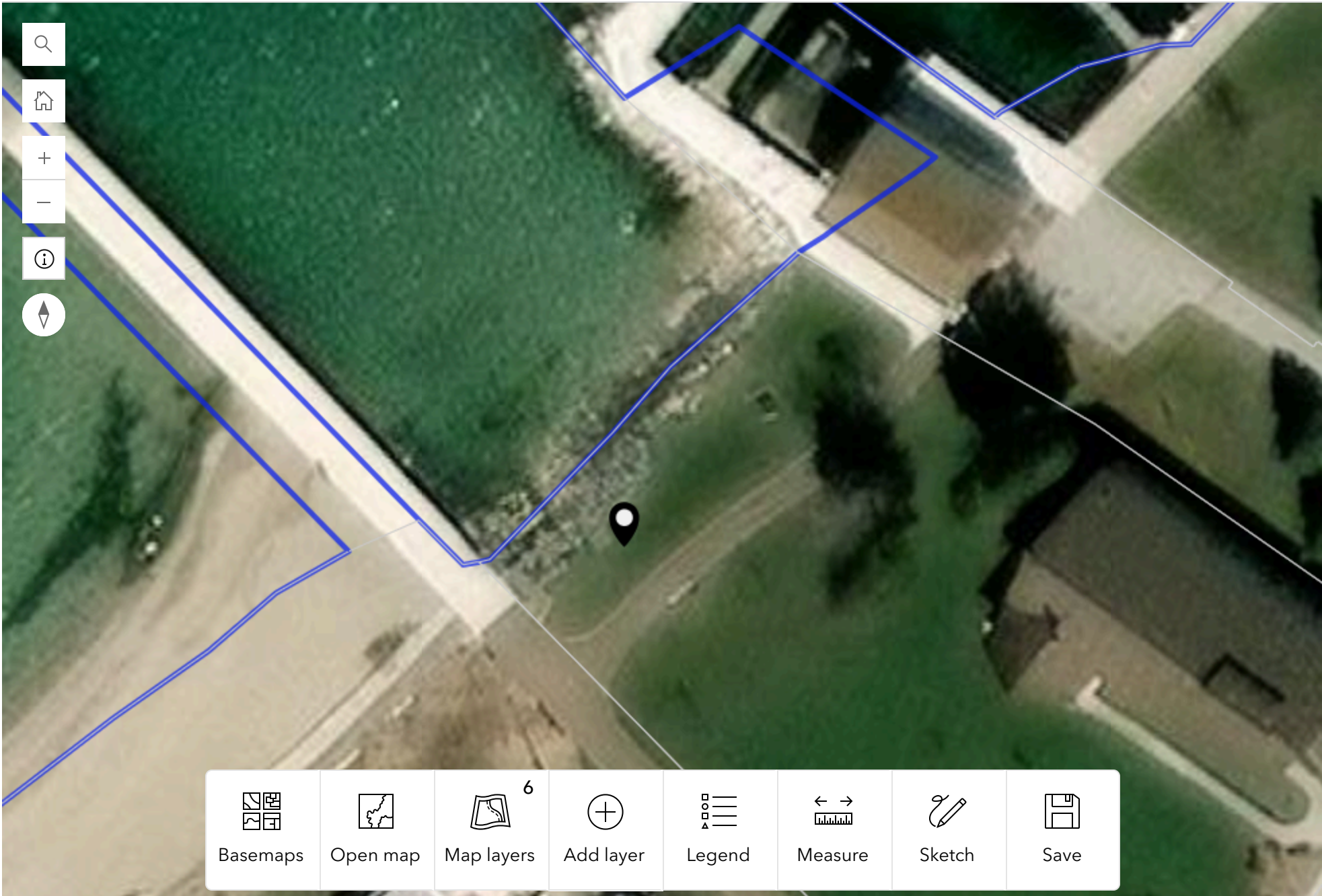
\$11,252.60

Sales Tax (5.5%)

\$601.07

Quotes are valid for 30 days.

Total**\$11,853.67**



Mill Rd Triangle Questions (5.g)

From: Erik Linczmaier <erik.linczmaier@sisterbaywi.gov>
Sent: Wednesday, July 29, 2026 2:37 PM
To: Sarah Bertges
Cc: Ben Andrews
Subject: Mill Rd Triangle Questions

Hi Sarah,

Jennifer from REL reach out to me today asking a couple of questions.

- What is the anticipated timeline for demolition of the administrative building?
- Can you confirm the Village would like all existing overhead utilities buried?
- Is the Village interested in including street lighting as part of this project? On Mill Road, we included limited lighting to replace the existing lights mounted on utility poles and to improve pedestrian safety.

When you have a moment could you look back at the minutes to try and find the answers to these questions. The last question will more than likely have to go and be presented to the parks committee unless you find something that otherwise. Thanks



PARKS & STREETS DIRECTOR'S REPORT

Date: August 3, 2026

OPERATIONS UPDATES

Cold Patching:

- Staff completed filling potholes throughout the Village.

Shouldering:

- Staff started to fill in low spots along roadway edge.

Freedom Fest:

- Staff set up and disassembled the firework trailer.
- Staff work hard over that weekend to keep the Parks looking great.

Infrastructure- Seismic shift:

- Infrastructure on the hill located near Gateway Park has been shifting and moving a lot this summer year.
- This Infrastructure includes Gateway Dr south bound lane on top of the hill with its adjacent curb. The sidewalk on the west side of Hwy 42 near 2380 S Bay shore Dr with its adjacent curb.
- I have reached out to Skyler from Stantec to gain a better understanding of what may be occurring.
 - Refer to *Figure (s) 1- Infrastructure; Seismic Shift for Visual*

Paint striping:

- Bay Strip has completed all but one section they were hired to perform.
- The intersection of Country Walk Dr and Hwy 42 should be done soon.

OPERATIONS UPDATES (CONT.):**Burr Oak in Distress:**

- The second closest Burr Oak near the boathouse along the Marina's walkway has been showing signs of stress. I reached out to the DNR for help. They believe the tree is experiencing Chlorosis. Chlorosis is a common nutritional disorder. Soil testing is needed to see what nutrients are lacking.
 - Refer to *Figure (s) 2- Burr oak in Distress*
 - Refer to *Document (s) 1- Chlorosis*

Village Sign painting:

- Peninsula Painting has begun working on the signs.
- They have completed the Marinas and Sports Complex sign and will be starting work on the Welcome Sign and Waterfront Park Sign.
 - Refer to *Figure (s) 3- Village Sign painting*

PROJECT AND PROGRAM UPDATES**Waterfront Gazebo Stone bench and counter:**

- The miscommunication that occurred between the contractor that was hired to construct the bench and countertop resulted in the project being delayed.
- Staff will be reaching out to Franke Masonry to see if this company can be brought on board to take on the project.

REPORT FIGURES***Figure (s) 1- Infrastructure; Seismic Shift for Visual***

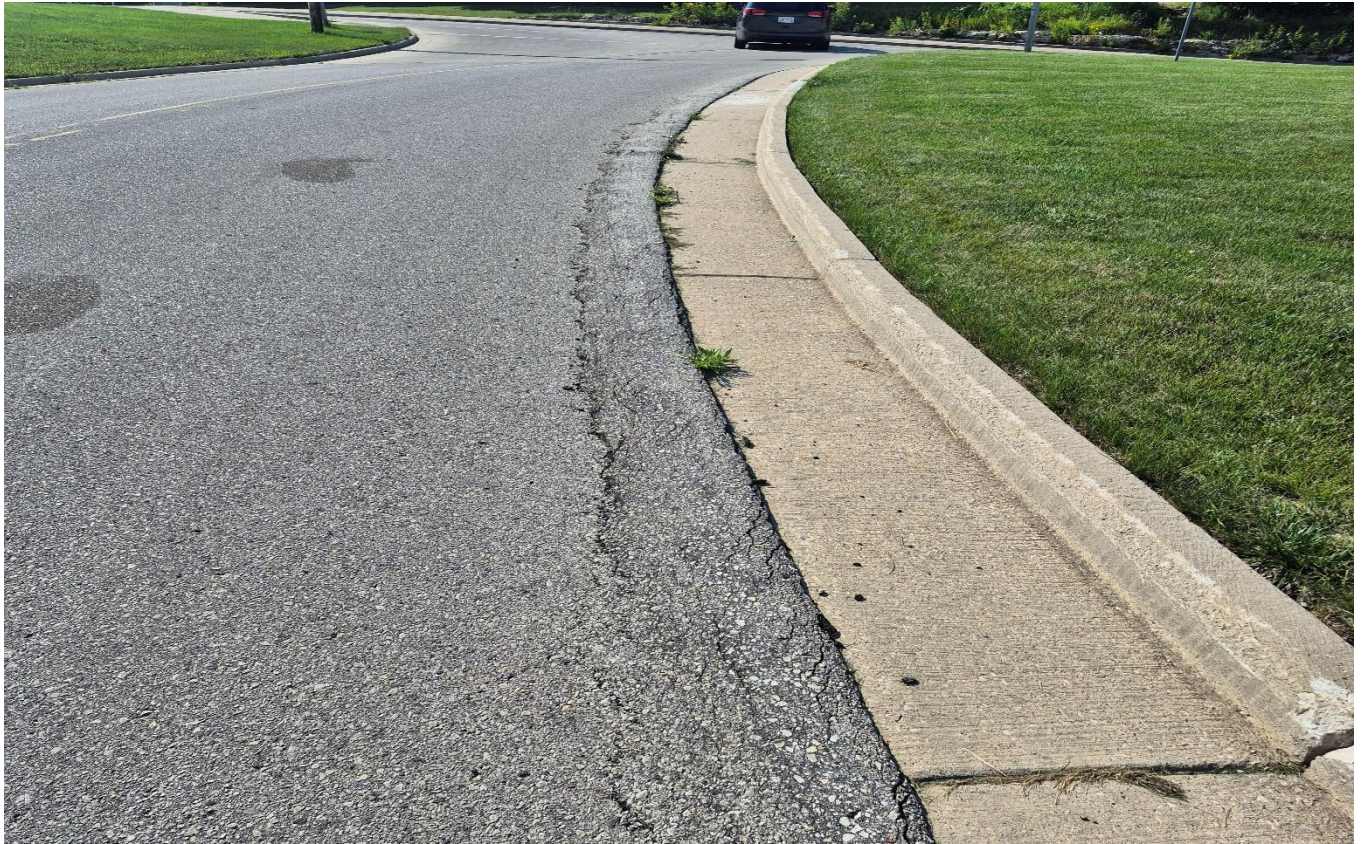


Figure (s) 2- Burr oak in Distress



Figure (s) 3- Village Sign painting



REPORT DOCUMENT

Document (s) 1- Chlorosis



Provided to you by:

Chlorosis

Brian Hudelson, UW-Madison Plant Pathology

What is chlorosis? Chlorosis is a common nutritional disorder of many woody ornamentals in Wisconsin, particularly in the southern and eastern parts of the state. Pin oaks are most commonly affected by chlorosis, although many other trees and shrubs (e.g., white oaks, red maples, white pines and rhododendrons) are also very susceptible.



Yellowing of foliage characteristic of chlorosis.

What does chlorosis look like? Symptoms of chlorosis are easy to distinguish from those of other diseases. Affected leaves turn yellow, except for the veins, which remain green. In severe cases, foliage may turn brown and die. Symptoms can occur on isolated branches, or over an entire tree.

What causes chlorosis? Chlorosis occurs when a tree or shrub is lacking certain micronutrients, in many cases iron or manganese. Lack of micronutrients in a tree may reflect a lack of these nutrients in the soil due to poor fertility. Often however, there are sufficient micronutrients, but they cannot be absorbed by a plant's roots. Poor absorption of micronutrients is common in Wisconsin because of the high pH (alkalinity) of many soils.

How do I save a tree or shrub with chlorosis? Chlorosis is rarely fatal and can be treated. For treatments to be effective, you must determine the exact cause of the chlorosis. Have the soil around an affected plant tested for micronutrients and for pH prior to applying any treatment. If the soil test indicates a lack of specific micronutrients, fertilize with these micronutrients. For example, chelated iron compounds can be used to increase the amount of iron in soil. If the soil test indicates a high soil pH, lower the pH by applying sulfur or ammonium sulfate. See University of Wisconsin Garden Facts XHT1151, Reducing Soil pH, for details. Contact your county Extension agent for information on soil testing and for tips on a treatment once you have determined the specific cause of your chlorosis problem.

How do I avoid problems with chlorosis in the future? Plant trees and shrubs that are less susceptible to chlorosis. Also, make sure your trees and shrubs receive sufficient water (approximately one inch per week), as this will help plants with micronutrient uptake. During dry periods, use a drip hose or soaker hose to apply supplemental water. Remove turf from around the bases of trees and shrubs out to at least the drip lines, and apply shredded hardwood, pine or cedar mulch in these areas to help maintain soil moisture. On heavy clay soils, use one to two inches of mulch. On other soils, use three to four inches of mulch. Be sure to keep mulch four inches from the trunks of trees. If you decide to plant susceptible trees or shrubs, watch them closely for the yellowing characteristic of chlorosis, and apply corrective treatments as soon as symptoms appear. Treatments should always be based on the results of soil micronutrient and pH tests.

For more information on chlorosis: Contact the University of Wisconsin Plant Disease Diagnostics Clinic (PDDC) at [608-262-2863](tel:608-262-2863) or pddc@wisc.edu.

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