



VILLAGE BOARD MEETING

TUESDAY, AUGUST 18, 2026 – 6:00 PM

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

To access the meeting electronically, click:

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

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

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

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

AGENDA

1. Call to Order & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Approve Meeting Minutes:
 - a) July 21, 2026; Regular Meeting
 - b) August 5, 2026; Special Meeting
4. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Ordinances & Resolutions: N/A
6. Discussion/Action Items
 - a) Employee Handbook; Fire Station Support
 - b) Village Administration Building; Request for Proposal Architecture/Engineering Services
 - c) Donation Proposal; Sister Bay Lion's Club; Flagpole
 - d) Strategic Planning; Public Administration Associates; Schedule for Implementation
 - e) Monthly Financial Report & Appropriations
7. Staff Reports
8. Committee Reports (See below committee listing)
9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
10. Next Meeting
 - a) September 15th, 2026; 6:00 PM
11. Adjourn

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

Public Notice

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

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

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

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

Posted Date: 08/13/2026

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, July 21, 2026, 6 P.M.
Unapproved

1. Call to Order & Roll Call

President Nate Bell called the meeting to order at 6:00 PM on Tuesday, July 21, 2026.

Present: President Nate Bell, Lousie Howson, Brigid White, Terry Kelly, Steve Bacsi, Skip Heidler, Patrice Champeau.

Staff: Administrator Benjamin Andrews, Finance Specialist/Treasurer Vlad Gannik, Village Clerk Julie Thyssen. Others: John Lijewski, Terry Wolf Zoom: Marina Manager Dave Lienau, Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier, Abby Doobie, Kristin Fine, Michael Miller, Sarah Bertges

2. Approve Agenda

Motion to approve the agenda was made by Kelly and seconded by White. Motion carried – all ayes.

3. Approve Meeting Minutes

a) June 16, 2026; Regular Meeting

The Board noted two corrections to the June 16, 2026 Regular Meeting minutes: changing "golf festival" to "goat festival," and clarifying that the approved color change applied to the rooftop, pergola, and stair access structure.

Motion to approve the minutes as amended was made by Bell and seconded by Bacsi. Motion carried – all ayes.

4. Comments, Correspondence and Concerns from the Public

John Lijewski, President of the Sister Bay Historical Society, addressed the Board regarding the Society's barn preservation and renovation project, proposed as the Center for History, Education, and Community. He described the facility's capacity for events, educational programs, and community gatherings, noting its similarity in size to the Crest Center. The project's total fundraising goal is \$6,000,000, of which \$4,500,000 is designated for construction and \$1,500,000 for endowment. Mr. Lijewski formally requested a village contribution of \$750,000, payable over three to five years, and noted alignment with the Village's 2025 strategic plan. He indicated that a formal proposal would be submitted to the Finance Committee by the following day. The Board directed that the matter be added to the Finance Committee agenda for their next meeting.

5. Ordinances & Resolutions

a. Resolution 2026-004; Adopting a Disconnection Policy 8:39

Andrews presented the Disconnection Policy, noting that it primarily codifies existing requirements under Wisconsin Administrative Code as regulated by the Public Service Commission (PSC). Two points of clarification were raised during discussion. First, regarding Section 2, the billing example referencing a 31-day period was explained as reflecting the Village's quarterly billing cycle, wherein bills are issued on the 10th of the month. Second, regarding Section 4B(1)(a), Heidler questioned why language in that subsection specifically referenced "residential customers" in the context of disconnection notices rather than all customers. Utilities Director Barnes indicated she would verify whether the code draws a distinction between residential and commercial customers for disconnection notice purposes, and it was agreed the language would be reviewed and clarified accordingly.

1 *Motion to approve Resolution 2026-004 as amended, with clarification on Section 4B(1)(a) to be*
2 *verified by the Utilities Director, was made by Bell and seconded by Heidler*

3
4 **b. Resolution 2026-005; Adopting a Leak Adjustment Policy**

5 Andrews noted that, unlike the other utility policies, the Leak Adjustment Policy is not regulated by
6 the PSC, as sewer is generally unregulated for municipalities. The policy was developed in response
7 to recurring requests for billing adjustments following events such as frozen pipes or undetected
8 leaks Barnes confirmed that approximately five to six such adjustment requests had been received
9 over the past five years, underscoring the need for formal policy. The Board concurred that a repeat-
10 offender provision was unnecessary.

11 *Motion to approve Resolution 2026-005 as amended was made by Champeau and seconded by*
12 *Heidler. Motion carried – all ayes.*

13
14 **c. Resolution 2026-006; Adopting a Deferred Payment Policy**

15 Andrews presented the Deferred Payment Policy as required under PSC administrative code. The
16 policy defines the process for offering deferred payment agreements (DPAs) to residential
17 customers, with discretionary extension to commercial customers. The policy includes the DPA form
18 as an attachment.

19 *Motion to approve Resolution 2026-006 was made by Heidler and seconded by White. Motion carried*
20 *– all ayes.*

21
22 **d. Resolution 2026-007; Adopting a Tax Certification Policy**

23 Andrews presented the Tax Certification Policy, also required under PSC administrative code, noting
24 the process is rarely invoked. It was clarified that delinquent balances are applied directly to the
25 property tax bill rather than placed as a formal lien.

26 *Motion to approve Resolution 2026-007 was made by Bell and seconded by Howson. Motion carried*
27 *– all ayes.*

28
29 **e. Resolution 2026-008; Approving the Receipt of 2025 Audit**

30 The Board received the physical copy of the 2025 Audit, which had been presented in final form the
31 previous month. It was confirmed the document is identical to the version previously reviewed,
32 without the draft watermark.

33 *Motion to approve Resolution 2026-008 accepting receipt of the 2025 Audit was made by Bell and*
34 *seconded by Bacsí. Motion carried – all ayes.*

35
36 **f. Resolution 2026-009; Adopting Tax Incremental Financing (TIF) Assistance Policy**

37 White explained that the policy was created to consistently evaluate TIF assistance requests,
38 especially for TID No. 2, which lacked a framework before. The policy focuses on housing and
39 infrastructure projects. Andrews noted that issuing TIF incentives requires such a policy, per the TID
40 No. 2 project plan. Key amendments were made: The cap in Section C was changed to 20% from 25%
41 for consistency, with both capped at 20% of total development cost or \$1,000,000. Language
42 distinguishing "project total cost" from "total development cost" was combined under 20%.
43 In Section E, costs incurring prior to project approval were clarified as non-eligible unless authorized
44 by the Board. After adoption, Andrews stated the policy would become an application on the Village
45 website.

46 *Motion to approve Resolution 2026-009 as amended was made by Kelly and seconded by White.*
47 *Motion carried – all ayes.*

48
49 **g. Resolution 2026-010; Adopting Technology and Device Policy**

50 Andrews explained the policy shifts away from village-issued devices to a stipend model for
51 members using personal devices via the designated cloud platform. Legal counsel advised adding

1 that departing officials must remove all confidential documents within seven days. Amendments
2 included: 1) Transition Provision: “current term” use of Surface Pros, aligning with an orderly
3 transition and hardware upgrade schedule, and 2) Cloud Platform, changed from “Microsoft 365” to
4 “Village’s official cloud platform” to future-proof policy.

5 *Motion to approve Resolution 2026-010 as amended was made by Howson and seconded by Heidler.*
6 *Motion carried – all ayes.*

7 8 **6. Discussion/Action Items**

9 **a. ClearGov; Budgeting Software**

10 Andrews presented a proposal to implement ClearGov cloud-based budgeting software to replace
11 the Village's long-standing Excel budgeting system. He explained that the current process relies on
12 complex spreadsheets that pose risks related to formula errors, institutional knowledge, and
13 inefficiency. After evaluating both Cassell and ClearGov, staff recommended ClearGov because it
14 offers integrated operating and personnel budgeting, capital improvement planning, digital budget
15 books, and public transparency tools.

16
17 Treasurer Gannik supported the recommendation, stating the software would standardize budgeting
18 processes, improve transparency, reduce reliance on individual staff knowledge, and provide time
19 savings after the initial implementation year. The Board discussed contract costs, annual price
20 increases, data ownership, and implementation timelines. The Finance Committee recommended a
21 January 1, 2027 implementation date to allow sufficient time for onboarding and staff training.
22 Board members agreed the long-term operational benefits justified the investment.

23 *Motion to approve the ClearGov service agreement with a January 1, 2027 start date as*
24 *recommended by the Finance Committee was made by Howson and seconded by White. Motion*
25 *carried – all ayes.*

26 27 **b. Sludge Storage Tank Aeration System Replacement**

28 Barnes reported that the primary sludge storage tank's aeration system sustained damage over the
29 winter due to ice-related pressure buildup. She recommended replacing the system using the
30 original contractor, August and Winter, at an unbudgeted cost of approximately \$113,000, to be paid
31 from the wastewater treatment plant replacement fund. Barnes also outlined operational changes
32 to prevent similar damage in the future.

33 *Motion to approve the Sludge Storage Tank Aeration System Replacement was made by White and*
34 *seconded by Kelly. Motion carried – all ayes.*

35 36 **c. HydroCorp; Non-Residential Renewal Program Agreement**

37 Andrews presented the annual renewal agreement with HydroCorp for commercial cross-connection
38 inspections. Because HydroCorp updated its contract language, legal counsel recommended adding
39 language preserving the Village's statutory municipal liability protections, and HydroCorp agreed to
40 the change. Barnes explained that commercial cross-connection inspections require specialized
41 certification, making the contracted service appropriate.

42 *Motion to approve the HydroCorp Non-Residential Renewal Program Agreement incorporating legal*
43 *counsel's recommended contract language was made by Kelly and seconded by Heidler. Motion*
44 *carried – all ayes.*

45 46 **d. Utilities 2016 Chevy Silverado; Surplus Property**

47 Andrews reported that the 2016 Chevrolet Silverado was declared surplus in accordance with the
48 Village's surplus property policy after no departments expressed interest in retaining it. Barnes
49 stated the truck is in good condition, with expected sale proceeds of at least \$10,000 to help offset
50 the cost of a new utility service truck already budgeted. The Board approved the surplus sale and
51 directed staff to sell the vehicle through the Village's surplus auction process. The Board also

discussed evaluating electric vehicles for future fleet replacements and agreed that a cost-benefit analysis should be incorporated into the Capital Improvement Plan process.

Motion to approve the surplus sale of the 2016 Chevrolet Silverado was made by and Kelly seconded by White. Motion carried – all ayes.

e. Monthly Financial Report & Appropriations

The Board reviewed the monthly financial report. A question was raised regarding a payment on page 190 to the Public Service Commission in the amount of \$4,434.37, dated June 24, 2026, coded as "sewer rate complaint." Barnes confirmed upon review that the invoice represents hours billed by PSC attorneys for review of a pending complaint case. Andrews noted that no final decision has been issued; a decision matrix outlining the review framework has been released. Staff was directed to follow up with legal counsel to determine whether the cost should have been split with the complaining party.

Additional questions were raised regarding engineering expenditures for the new marina building and a Cellcom billing increase, both of which were addressed by staff.

Motion to approve payment of bills in the amount of \$422,871.32 was made by Bell and seconded by Howson. Motion carried – all ayes.

7. Staff Reports

Staff reports were received. Discussion included the status of the historical signage project, with Andrews confirming that the Sister Bay Historical Society has agreed to take on the project. A formal agreement will be prepared. Regarding the water quality sign near the beach, Andrews indicated he would contact the county to clarify the ongoing operational cost, which had not been disclosed at the time the sign was installed. The Board expressed preference for a more visible and cost-effective solution, such as a visible indicator flag and QR code, over the current electronic sign arrangement at approximately \$600 per year.

8. Committee Reports

Committee reports for Marina, Finance, Library, and Green Theater were received. Bell requested that the Community Coordinator report, previously absent from Board packets for an extended period, be repositioned under Committee Reports rather than Staff Reports going forward. Regarding the Library Committee, it was reported that a fee dispute with the Sister Bay Association (SBA) related to the Marina Fest event had been discussed and appeared resolved. A separate matter regarding the removal of a shared dumpster following the relocation of maintenance staff was noted; it was confirmed that waste pickup service is provided at no cost to the library as a village building.

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

a. Special Village Board Meeting – August 5th, 2026

The Board confirmed a Special Village Board Meeting to be held on Wednesday, August 5, 2026 at 10:00 AM for the purpose of convening in executive session regarding the Sister Bay fiber optic litigation matter, with legal counsel in attendance.

b. Regular Village Board Meeting – August 18th, 2026

No discussion.

10. Executive Session

a. Wisc. Stats. 19.85(1)(g) – Fiber Optic Discussion

b. Wisc. Stats. 19.85(1)(c) – Employee Performance Evaluation

1 *Motion by Bell, seconded by Kelly, to convene in closed session pursuant to **Wis. Stats. § 19.85(1)(g)***
2 *to confer with legal counsel regarding strategy in the fiber optic litigation matter, and **Wis. Stats. §***
3 ***19.85(1)(c)** to consider the performance evaluation of an employee over whom the governmental*
4 *body has jurisdiction or exercises responsibility. Roll call. Motion carried – all ayes.*
5

6 **11. Next Meeting**

7 Special Village Board Meeting – August 5th, 2026

8 Regular Village Board Meeting – August 18th, 2026 at 6:00 PM
9

10 **12. Adjourn**

11 The Board remained in closed session. No action was taken. The meeting adjourned at 10:08 p.m.
12 while in closed session.
13

14 *Minutes respectfully submitted by Julie Thyssen, Village Clerk*

VILLAGE BOARD OF TRUSTEES SPECIAL MEETING MINUTES
Wednesday, August 5, 2026
Unapproved

1. Call to Order & Roll Call

President Nate Bell called the meeting to order at 10:00 AM on Wednesday, August 5, 2026.

Present: President Nate Bell, Lousie Howson, Brigid White, Terry Kelly, Steve Bacsi, Skip Heidler.
Patrice Champeau was excused.

Staff: Administrator Benjamin Andrews, Village Clerk Julie Thyssen, Village Attorney Randy Nesbitt,
League of Wisconsin Municipalities Remzy Bitar

2. Approve Agenda

Motion to approve the agenda was made by Bell and seconded by Howson. Motion carried – all ayes.

3. Executive Session

a) Wisc. Stats. 19.85(1)(g) —

Motion to convene into Executive Session Wisc. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning a strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. i. Clinton v. Village of Sister Bay ii. PSC Rate Case Hearing. Roll call vote— all ayes.

b) Motion to Reconvene into Open Session

Motion to reconvene into open session was made by Kelly and seconded by Heidler. Roll call vote— all ayes.

c. Motion for Action, if Appropriate

Motion was made by Kelly and seconded by Howson to proceed to appeal the Clinton v. Village of Sister Bay to the Wisconsin Supreme Court. Motion carried – all ayes.

13. Adjourn

Motion to adjourn at 11:27 p.m. was made by Heidler, seconded by Bacsi. Motion carried – all ayes.

Minutes respectfully submitted by Julie Thyssen, Village Clerk



COMMENTS, CORRESPONDENCE, AND CONCERNS FROM THE PUBLIC

Date: August 18, 2026

To: Village Board

Re: August 2026

Author: Sarah Bertges, Administrative Assistant/Deputy Treasurer

Written comments, correspondence, and concerns addressed to the Village Board for the month are included in the following pages:

Ben Andrews

From: Peyton [REDACTED]
Sent: Saturday, July 25, 2026 8:28 PM
To: Julie Thyssen
Subject: Sister Bay Flag
Attachments: Sister Bay Flag No.1.png

Good evening, Ms. Thyssen. My name is Peyton Caster. I am not a resident of Sister Bay; however, I have travelled there on several occasions. I design flags in my free time, and I see that the Village of Sister Bay does not have any official flag listed online. As such, I have taken the liberty to design a flag for Sister Bay that is attached to this email. The flag I have designed incorporates the colors of the Swedish flag to represent Sister Bay's Scandinavian roots, specifically Swedish roots due to Sister Bay's iconic restaurant Al Johnson's. Furthermore, the Nordic cross displayed on the flag similarly represents flag conventions present in the flags of all of the Nordic countries. The wave pattern seen represents the waves of Lake Michigan on your shores. The colors also have additional meanings, with the white representing both the whitecap waves of Lake Michigan as well as the seasonal snowfall, the yellow also representing one of the many colors of the fall scenery Sister Bay is also iconic for, and finally the blue representing the deep blue water of the lake. I am an amateur flag enthusiast, and when visiting Sister Bay, I was struck by how easily the cultural and geographic elements of your village could be summed up into one rather simple but unique design to represent your quaint and beautiful town. I hope you enjoy my design; note that this is only the first iteration, and I would be happy to make adjustments as you see fit. I do not ask for any monetary compensation in return, and I would even be willing to send a physical copy of the flag at my own expense, provided I find a good vendor at a reasonable price. I am merely a flag enthusiast who believes your town deserves an adequate symbol to encompass its picturesque beauty.

Thank you for your time,

Sincerely,

Peyton Joseph Caster



Ben Andrews

From: Spectrum Business Unified Communications with RingCentral
<noreply@email.spectrumenterprise.ringcentral.com>
Sent: Friday, July 31, 2026 1:11 PM
To: Sarah Bertges
Subject: New Voice Message from Village of Sister Bay - WHITE GULL INN [REDACTED] on 07/31/2026 1:09 PM



Voice Message

Dear Sarah Bertges,

You have a new voice message:

From: Village of Sister Bay - WHITE GULL INN [REDACTED]
Received: Friday, July 31, 2026 at 1:09 PM
Length: 00:28
To: (920) 854-4118 * 101 Sarah Bertges

Voicemail Preview:

"Hey Sarah, this is Patrice, Jean Paul colleague. I just wanted to make the village aware of a problem. So, we have been the victim of some small thefts on South Highland Road. We've had two two events this week of people stealing things out of our yard. Um, I did make a police report, but I just kind of wanted to let the village know that that is going on. Thank you. Bye."
Listen to this message over your phone or log in to your [Spectrum Business Unified Communications with RingCentral account](#) with your main number, extension number, and password. You can also manage your voicemails in your Spectrum Business Unified Communications with RingCentral account.

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Ben Andrews

From: Maryanne O'Dowd [REDACTED] >
Sent: Monday, August 10, 2026 7:44 PM
To: Julie Thyssen
Subject: Ceremonial Proclamation Request from Friends of Door County Libraries
Attachments: Proclamation_FODCL_WinniePooh-looza_2026.docx

TO: Julie Thyssen, Village of Sister Bay

FROM: Maryanne O'Dowd, Board of Directors, Friends of Door County Libraries

The Friends of Door County Libraries respectfully request that your governing body consider adopting a ceremonial proclamation recognizing the 100th anniversary of the publication of A.A. Milne's Winnie-the-Pooh by symbolically renaming your community for one day, Wednesday, October 14, 2026, with a Winnie-the-Pooh-inspired honorary name. The date holds special significance: it is the exact centennial of the beloved book's publication.

This lighthearted, family-friendly proclamation is part of Winnie Pooh-looza, a multi-week, countywide celebration featuring events and programs organized by the Friends of Door County Libraries in partnership with Door County libraries, community organizations and local businesses.

To make the celebration unique and fun, participating municipalities are invited to choose the honorary name that best reflects their community's personality. Suggested names include: The Hundred Acre Wood, Pooh Village, Pooh Corner, Pooh Hollow, Pooh Grove, Pooh Woods, Christopher Robin's Corner, Piglet Place, Eeyore Crossing, Rabbit Ridge, Kanga Landing, Honey Harbor, The Hundred Acre Wood, Owl Hollow, Rabbit Hollow, Piglet Point, and Bee Friendly Village. Choose any of the suggested honorary names or another appropriate Winnie-the-Pooh-inspired name – bee creative!

The ceremonial renaming offers a simple, visible way to join the centennial celebration and invite residents and visitors to slow down, explore, and enjoy the places that make Door County "A Thoughtful Spot."

To make participation as easy as possible, we have enclosed a draft proclamation that your board may use or modify as desired.

Participating municipalities will be recognized through the Friends of Door County Libraries' social media channel and promotional and marketing materials. You are welcome to publicize participation in this celebration as well.

Thank you for considering this request and for your continued support of our libraries, literacy and programs that bring people of all ages together. We would be pleased to provide any additional information. Contact me at [REDACTED] with questions.

Attachment: Draft Ceremonial Proclamation

Maryanne Giustino O'Dowd

PROCLAMATION

Celebrating the 100th Anniversary of the Publication of *Winnie-the-Pooh*

October 14, 2026

One hundred years ago, on October 14, 1926, the world was introduced to a small bear with a very large heart. Today we celebrate the enduring legacy of A.A. Milne's beloved classic and the timeless values of friendship, kindness, curiosity and imagination that continue to inspire readers of all ages.

WHEREAS

On October 14, 1926, A.A. Milne published *Winnie-the-Pooh*, introducing readers to Winnie-the-Pooh, Christopher Robin and their friends in the Hundred Acre Wood; and

WHEREAS

For a century, this cherished literary classic has inspired generations through stories that celebrate kindness, friendship, imagination, compassion, curiosity and the simple pleasures of nature, reading and community; and

WHEREAS

Libraries play a vital role in fostering literacy, lifelong learning and a love of reading by connecting people of every generation with timeless books such as *Winnie-the-Pooh*; and

WHEREAS

The Friends of Door County Libraries have organized **Winnie Pooh-looza**, a countywide celebration commemorating the 100th anniversary of the publication of *Winnie-the-Pooh* through library programs, reading, writing, art, nature experiences and community events throughout Door County; and

WHEREAS

Door County is a place where quiet forests, winding trails, peaceful shorelines, welcoming libraries and vibrant communities invite people to slow down, wonder, reflect and reconnect—creating countless **Door County Thoughtful Spots**, where stories are shared, imaginations flourish and lifelong memories begin; and

WHEREAS

The _____ recognizes this literary milestone as an opportunity to celebrate the joy of reading, the importance of libraries, the beauty of nature and the power of stories to bring communities together;

NOW, THEREFORE, BE IT PROCLAIMED

that the _____

joins communities throughout Door County in celebrating the **100th Anniversary of the Publication of A.A. Milne's *Winnie-the-Pooh* on October 14, 2026.**

BE IT FURTHER PROCLAIMED

that, in recognition of this special occasion, the

shall be ceremonially known on **October 14, 2026** as

*(Suggested honorary names include **Pooh Village, Piglet Place, Eeyore Crossing, Owl's Roost, Rabbit Ridge, Kanga Corner, Roo's Run, or The Hundred Acre Wood.**)*

BE IT FURTHER PROCLAIMED

that residents and visitors are encouraged to celebrate by visiting their local library, reading a favorite story, spending time outdoors and discovering one of **Door County's Thoughtful Spots**—a place to pause, imagine, connect and appreciate the simple joys that have made *Winnie-the-Pooh* a beloved companion to readers for 100 years.

Adopted this _____ day of _____, 2026.

President / Chair

Clerk

(Official Seal)



STAFF REPORT

Date: August 18, 2026

To: Village Board

Re: Employee Handbook Review – Fire Department Support Policy

BACKGROUND INFORMATION

Village staff and the Personnel Committee have been reviewing proposed Employee Handbook policy language addressing Village employee participation in the Sister Bay–Liberty Grove Volunteer Fire Department. The purpose of the policy is to clearly outline expectations, eligibility, and procedures for employees who wish to serve as volunteer firefighters, while preserving continuity of essential Village operations.

Initial draft language was reviewed by the Personnel Committee on June 23, 2026, where staff collected detailed feedback from committee members, department managers, and the Fire Chief.

Following that meeting, staff incorporated the requested revisions and provided both a redline and clean version of the updated policy at the Personnel Committee's July 20, 2026 meeting.

Summary of Feedback Received

- The following key themes were identified through staff and committee review:
- Concern that requiring PTO for emergency responses during work hours may discourage participation; some suggested restoring historical practices providing one hour of paid time or similar incentive.
- Recommendation to strengthen policy language acknowledging the essential nature of volunteer fire service.
- Preference that employees only be required to notify the Village of their volunteer service rather than obtain approval.
- Desire for more flexible emergency-response language, allowing employees to leave immediately when notified of a call unless doing so threatens essential Village services.
- Suggestion that calls under one hour does not require PTO, noting consistency with some private-sector practices.
- Request for clarification regarding expectations for returning Village vehicles before responding.
- Recommendation to add a Non-Retaliation and Support of Volunteer Service clause.

All feedback was incorporated into the revised policy brought to the July 20 committee meeting.

COMMITTEE RECOMMENDATION

At its July 20, 2026, meeting, the Personnel Committee reviewed the updated draft and determined that the revisions appropriately addressed the feedback provided at the prior meeting.

The committee voted unanimously to:

1. Accept the updated policy language governing employee participation in the Sister Bay–Liberty Grove Volunteer Fire Department; and
2. Forward the policy to the Village Board for adoption as part of the Employee Handbook.

RECOMMENDED ACTION

Village Staff recommends the Village Board review the proposed Employee Handbook policy, incorporated into the Employee Handbook, and further consider adopting the revised Employee Handbook (aligned with the recommendation by the Personnel Committee).

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

“I move to adopt the revised Employee Handbook, as recommended by the Personnel Committee, for the Village of Sister Bay.”

ATTACHMENT(S)

1. Proposed Employee Handbook Excerpt (Fire Department Support Policy)

Be educated about FMLA and what it covers – it may cover anxiety, depression, postpartum depression, and other conditions, if they meet the definition of a “serious health condition”.

Wisconsin and Federal FMLA coverage runs concurrently with the employee being entitled to the protections provided by law which afford them the most favorable terms.

All paid PTO or other leave offered by the Village runs concurrently with FMLA leave. If an employee on FMLA leave exhausts all their leave balances, but needs additional leave, other Village employees can donate a portion of their accrued time off to the employee, but shall leave at least eighty (80) hours in their accrual bank for their own potential emergencies.

Generally, an employee cannot be terminated for taking leave; however, there may be exceptions. For example, if there were documented disciplinary or performance issues prior to the employee’s leave, or, the village had discussed reducing staff levels in the department prior to the leave.

Bereavement Leave

Bereavement leave is not mandatory in the State of Wisconsin, but the Village has decided to provide up to three (3) days of paid leave following the death of a close family member. For purposes of this benefit, ‘close family member’ includes the employee’s spouse or domestic partner, child or stepchild, or employee’s parents or the domestic partner’s parents.

Participation - Volunteer Fire Department

The Village of Sister Bay deeply values the contributions of employees who volunteer with the Sister Bay–Liberty Grove Fire Department. We are proud to support these efforts and are committed to offering flexibility and reasonable accommodations whenever possible, while still ensuring the safe, efficient, and uninterrupted delivery of essential Village services.

Eligibility. Village employees are encouraged to participate in the volunteer Fire Department, provided such service does not interfere with the employees’ ability to safely and effectively perform the essential functions of their Village position. Employees serving as members of the Sister Bay-Liberty Grove Fire Department shall notify their supervisor and the Village Administrator of their participation so scheduling, safety, and operational considerations may be discussed.

Response. The Village acknowledges that emergency incidents cannot be predicted and may occur during an employee’s scheduled workday.

- Emergency Response. Employees responding to emergency incidents during scheduled work hours may leave work without prior approval when notified by the Fire Department, provided they promptly notify their supervisor as soon as practicable. Temporary restrictions may be imposed only when the employee's absence would create an immediate threat to public safety, critical infrastructure operations, or the continuation of essential Village services.
- Use of Leave. Employees may receive paid leave for fire calls that require less than one hour of absence during their scheduled work time. For fire calls that extend beyond one hour, employees may use unpaid leave or available paid time off (PTO). This section does not guarantee paid leave for volunteer fire responses beyond the one-hour provision noted above.

- Return to Work. Employees must notify their supervisor as soon as reasonably possible when responding to a call during work hours and provide an estimated time of return.

Training, Meetings, and Non-Emergency Activities. Employees may attend fire-department-related training, drills, meetings, or community education activities outside their regular work hours without restrictions. Training during work hours requires supervisor approval. Supervisors are encouraged to reasonably accommodate these requests where workloads permit.

Safety and Fatigue Management. Because fire response activities may occur overnight or may be physically demanding, the following applies to ensure safety in Village operations:

- If an employee has responded to an overnight call or incident resulting in significant fatigue, they must notify their supervisor before beginning their shift.
- Supervisors may require the employee to use PTO or, if warranted for safety, allow unpaid time off.
- Employees must not report for duty if their ability to safely perform their job duties may be impaired.

Workers' Compensation and Liability. Under Wisconsin law, volunteer firefighters are covered by workers' compensation while performing fire department duties; coverage is provided by the Fire Department, not the Village. This coverage applies only during official fire department activities and does not substitute for the Village's expectations regarding attendance, communication, and safe work practices during the employee's Village duties.

Use of Village Resources. Employees may not use Village vehicles, facilities, equipment, or unqualified paid work time for volunteer fire department activities unless specifically authorized by their supervisor or the Village Administrator. Any such authorization must ensure that Village operations and assets are protected and that no conflict of interest exists. When appropriate, employees may be permitted to drive Village vehicles to the fire station, and they should make reasonable efforts to notify their immediate supervisor of the vehicle's location.

Compensation and Dual-Role Considerations. The Village does not supplement or offset stipends, honorariums, or other compensation provided by the Fire Department. Time spent performing fire department duties is not considered Village work time and is not eligible for Village overtime, compensatory time, or benefits beyond the authority of the employee handbook policy language.

Conduct, Ethics, and Conflicts of Interest. Employees serving as volunteer firefighters remain subject to all Village policies, including the Code of Ethics, Conduct Standards, Confidentiality, and Drug and Alcohol-Free Workplace provisions of this handbook. Employees must avoid real or perceived conflicts of interest, including using Village employment to influence fire department decision-making or vice versa.

Review and Administration. Any questions regarding this section should be directed to the employee's immediate supervisor, who may consult the Village Administrator for clarification. The Village Board retains the authority to modify this policy in writing, in accordance with the procedures outlined in this handbook.

Non-Retaliation. The Village recognizes volunteer emergency responders as a critical component of public safety. No employee shall be disciplined, denied promotion, suffer adverse employment action, or otherwise be retaliated against solely because of lawful participation in the Sister Bay-Liberty Grove Fire Department, attendance at emergency incidents, required training, or fulfillment of Fire Department obligations, provided the employee complies with the requirements of this policy.



STAFF REPORT

Date: August 18, 2026

To: Village Board

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

The Village of Sister Bay issued a [Request for Proposal \(RFP\) for Architecture/Engineering Services](#) (hyperlinked) for the new Village Administration Building. A total of fifteen firms submitted proposals in response to the RFP. Here is a hyperlink to [all Submissions](#).

At its July 6, 2026 meeting, the Parks, Property & Streets Committee reviewed all fifteen submissions. Following the initial review, the Committee identified four [top-ranked firms](#) (Hyperlinked):

- Birschbach & Associates
- The Boldt Company
- Somerville, Inc.
- Wold Architects & Engineers

The Committee then directed staff to conduct an “apples-to-apples” comparison of these four finalists. This comparison included obtaining clarifications related to service inclusions/exclusions for IT infrastructure, audiovisual systems, security, interior design, landscape architecture, and furniture/FF&E, as well as confirming any subcontracted versus owner-responsible elements. Each firm was also asked to provide a comprehensive list of exclusions.

The Committee scheduled its final recommendation for the August 3, 2026 meeting, with a presentation to the Village Board planned for August

OVERVIEW

Village Staff completed the requested comparison using the submitted materials of the four finalist firms. This review evaluated the completeness of architectural and engineering services offered, specialty system support, design disciplines, and overall fee structures.

RECOMMENDATION

After completing its review over two meetings, the Parks, Property & Streets Committee recommended Wold Architects & Engineers to the Village Board as the preferred firm for Architecture/Engineering Services for the Village Administration Building.

Recommended Motion

If the Village Board were in favor of selecting the Parks Committee-recommended firm, the following motion could be made:

“I move to select Wold Architects & Engineers as the Architecture/Engineering firm in response to the Village’s Request for Proposals for the Village Administration Building.”

POLICY ALTERNATIVE(S)

1. Accept the Parks Committee Recommendation
2. Select a Different Finalist Firm
3. Request Additional Information or Clarification
4. Postpone Action

NEXT STEPS

If the Village Board selects a firm, the next steps would be to notify the firm of formal selection and begin the contract negotiation process.

ATTACHMENT(S):

1. Comparison Framework for the Four Finalist Firms
2. Wold Architects & Engineers Proposal
3. Proposed AIA Contract (Preliminary)

Comparison Framework for the Four Finalist Firms

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

Comparison Framework for the Four Finalist Firms

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.

Comparison Framework for the Four Finalist Firms

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.

Wold Architects & Engineers Proposal

1. Qualifications

Wold Architects and Engineers is a privately owned planning, architecture, engineering, and interior design firm founded in 1968, with over 330 staff, including 60 licensed architects, 19 licensed engineers, and 14 interior designers.

The firm reports extensive municipal-sector experience, including village halls, city halls, public safety facilities, council chambers, secure records environments, and election functions. Wold places 15th in the BD+C Giants 400 Report for local government architecture firms.

Key project personnel:

- Matt Bickel, AIA, LEED AP – Project Architect & Government Practice Leader
- Kirsta Ehmke, AIA – Project Manager
- Jonathan Kuzynowski, AIA – Lead Designer
- Amy Vertacnik, LEED GA – Interior Designer
- Matt Verdun, PE – Mechanical Engineer
- Brad Johannsen, PE – Electrical Engineer
- Kent Adams, PE, SE – Structural Engineer
- Jonathan Murray, LEED AP – Cost Estimator
- Dan Kruth, RCDD – Technology/Security Designer

The team is supported by in-house engineering, BIM coordination, and cost-estimating resources. Wold states readiness to begin work immediately and maintain staffing through completion.

2. Knowledge of State and Federal Laws and Trends

Wold states that they will design the project in full compliance with:

- Wisconsin Commercial Building Codes
- Wisconsin Energy Code
- Federal ADA and ANSI A117.1 accessibility requirements
- Life-safety and fire protection provisions
- Public-sector bidding requirements
- Local zoning and municipal permitting processes

The proposal notes extensive experience navigating code reviews, agency coordination, and public-sector documentation and bidding. Compliance is described as integrated throughout all phases of planning and design, not treated as a late-stage task.

3. Experience (Including Similar Wisconsin or Municipal Projects)

Wold reports over 700 municipal projects, 190+ space needs studies, and 40+ city/village hall projects.

Representative projects similar in scope to Sister Bay include:

- Village of Tower Lakes, IL – New 5,000 SF Village Hall & Police Facility (2025)
- Village of Cross Plains, WI – New Village Hall & Police Facility (17,275 SF, 2026)
- Village of Deer Park, IL – New Village Hall (4,100 SF, 2020)
- Village of Long Grove, IL – Village Hall Addition & Remodel (4,200 SF, 2025)
- City of Carver, MN – New City Hall (10,500 SF, 2019)

These facilities include administrative offices, public service counters, council chambers, secure records functions, election-related spaces, and integration with adjacent civic or community buildings.

Wold has also served Wisconsin local governments including Cross Plains, Ashwaubenon, Janesville, Outagamie County, Waukesha County, and others.

4. Level of Understanding of the Need Identified

Wold's proposal reflects a clear understanding of Sister Bay's stated needs, including:

- Private and flexible staff workstations
- Public-facing service counters
- Secure records storage (election, financial, HR, community records)
- A 50–75 person board chamber
- Accessible circulation and public interfaces
- Technology infrastructure and secure staff/public separation
- A civic presence suitable for the Mill Road site and adjacent library

Design Approach

Wold outlines a multi-phase collaborative process:

- Core planning group establishment and stakeholder engagement
- Scenario testing, space needs verification, and conceptual options
- Schematic design through construction documents using BIM/Revit
- Cost estimating at key milestones (with independent estimator included)
- Proactive coordination to reduce late-stage changes
- Bid-phase support and construction contract administration

The firm highlights a commitment to user-friendly public service layout, considering both “central counter” and “hub-and-spoke” municipal organization models.

Wold also emphasizes continuity through construction and long-term support after occupancy.

5. References

The proposal includes references with similar municipal project experience:

- Village of Cross Plains – Carly Persson, Village Administrator
- Village of Tower Lakes – Andy Hay, Village President
- Village of Deer Park – Beth McAndrews, Village Administrator
- Village of Long Grove – Chris Sparkman, Village Manager
- Outagamie County – Clint Kriewaldt, Sheriff
- City of Janesville – Ryan Murphy, Fire Chief

6. Cost

Wold proposes a fixed professional services fee of \$120,000, based on 6% of an assumed \$2 million construction cost.

Estimated reimbursable expenses: \$7,000

Maximum contract amount: \$127,000

Fee breakdown:

- Schematic Design / Design Development: \$42,000
- Construction Documents: \$48,000
- Procurement / Bidding: \$6,000
- Construction Administration: \$24,000

Reimbursables (10% markup) include mileage, printing/copying, phone, postage, etc. Bid-set printing is directly billed to the Village.

Hourly rates range from \$100 (administrative) to \$235 (practice leader).



VILLAGE OF SISTER BAY

Request for Proposals
Architectural/Construction Design Services
New Village Administration Building

June 12, 2026



WOLD ARCHITECTS & ENGINEERS



June 12, 2026

Benjamin Andrews
Village Administrator
2383 Maple Drive PO Box 769
Sister Bay, WI 54234

RE: Request for Proposals — Architectural/Construction Design Services, New Village Administration Building

Dear Mr. Andrews and Members of the Selection Committee:

Wold Architects and Engineers appreciates the opportunity to submit our proposal to the Village of Sister Bay for architectural and engineering design services for your new Village Administration Building. We understand this project is not simply about creating more office space. It is about giving Village staff, elected officials, and residents a civic building that makes local government easier to access, safer to operate, more efficient to maintain, and better prepared for the future.

The Village has already identified a clear set of needs: private and flexible workstations, public-facing service counters, secure storage for election, financial, human resources, community, and retained records, a governing board chambers space for 50 to 75 people, reliable technology infrastructure, accessible public and staff areas, and security measures that separate public access from confidential Village operations. The Mill Road site also brings important context. Located near the Sister Bay/Liberty Grove Library and neighboring residential parcels, the building should feel appropriately civic and welcoming while respecting the scale, character, and daily patterns of the surrounding area.

What Wold can do for Sister Bay is help turn that needs assessment into a practical, buildable, and community-appropriate facility. We will work with the Village to confirm how each department functions today, how residents move through the building, where staff need privacy and security, how public meetings should operate, and where flexibility should be built in for future staffing or service changes. We will use that understanding to test planning options, evaluate trade-offs, and help the oversight committee and Village Board make confident decisions before the project advances into construction documents.

The Wold team brings extensive experience with village/city halls, municipal offices, public safety facilities, board and council chambers, records and elections functions, secure public service interfaces, ADA accessibility, and technology-ready meeting spaces. That experience allows us to bring proven ideas to the table without forcing a one-size-fits-all solution. Sister Bay needs a building that reflects the way your Village works, the expectations of your residents, and the long-term value of a public investment intended to serve the community for decades.

We also understand that this project must move with purpose. The Village is not asking for plans in a month, but you are asking for a team that can manage the design process responsibly so bidding and construction can align with the goal of completing the facility by 2028. Wold will provide a clear schedule, coordinate design milestones with Village decision-making, work closely with the Village's civil engineer, develop cost information at appropriate points, prepare coordinated construction drawings, present final plans and estimated construction cost to the Village Board, and support the bid process through award.

Most importantly, we will help the Village make the right decisions at the right time. Through site review, staff and committee meetings, planning options, cost discussions, and clear documentation, Wold will help Sister Bay move from a list of needs to a facility that improves daily operations, supports secure records and elections functions, welcomes the public, accommodates accessible participation in local government, and fits the community it serves.

We are excited by the opportunity to partner with the Village of Sister Bay on this important civic project. Thank you for your consideration. We would welcome the opportunity to discuss how Wold can help the Village create a thoughtful, efficient, and lasting home for its administration and public meeting functions.

Sincerely,
Wold Architects and Engineers

Matt Bickel, AIA, LEED AP
Government Practice Leader, Project Architect

Wold Architects and Engineers
220 N. Smith St, Suite 310
Palatine, IL 60067
t 847 241 6100 | woldae.com

**PLANNERS
ARCHITECTS
ENGINEERS**

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GENERAL INFORMATION



WOLD ARCHITECTS & ENGINEERS

220 N Smith St, Suite 310, Palatine, IL 60067 | woldae.com | 847 241 6100

OUR PURPOSE IS TO MAKE A DIFFERENCE IN THE COMMUNITIES WE SERVE



#15 top 160 local government
architecture firms

BD+C GIANTS 400 REPORT RANKINGS

contact person

Matt Bickel, AIA, CID, LEED AP
Government Practice Leader
mbickel@woldae.com
847 609 0310

corporate ownership | Privately Owned

years in business | 58

legal status | Corporation

office locations | Illinois, Minnesota,
Indiana, Colorado, Tennessee

about us

Founded in 1968, Wold Architects and Engineers is a privately owned corporation providing planning, architecture, engineering, interior design, facility assessment, cost management, bidding support, and construction administration services. For more than 58 years, Wold has focused on helping public-sector clients plan, design, and implement facilities that support the people who serve their communities. Our municipal experience includes village halls, city halls, administrative offices, public safety facilities, board and council chambers, records and elections spaces, public service counters, ADA improvements, secure staff and public interfaces, and long-range facility planning.

Wold's role extends beyond designing a building. We help communities define needs, evaluate options, build consensus, manage budgets, prepare coordinated construction documents, and support implementation through bidding and construction. This approach is especially relevant to Sister Bay's new administration building, where the design must balance public access, staff efficiency, secure records storage, elections functions, technology infrastructure, accessibility, future growth, and a civic presence appropriate to the Mill Road site.

Wold has approximately 332 employees across offices in Minnesota, Illinois, Indiana, Colorado, and Tennessee, including registered architects, graduate architects, registered engineers, graduate engineers, interior designers, and administrative support staff. This depth allows us to provide the Village with the attention of a dedicated project team while drawing on broader multi-disciplinary resources when specialized input is needed. Our in-house mechanical and electrical engineering staff are especially valuable for municipal buildings where technology, security, comfort, maintenance, and long-term operating costs must be considered early in design.

OUR FIRM-WIDE TEAM

330+

DEDICATED
STAFF

60

LICENSED
ARCHITECTS

19

LICENSED
ENGINEERS

14

INTERIOR
DESIGNERS

OVER THE PAST DECADE,
WOLD HAS OVERSEEN THE
DESIGN AND CONSTRUCTION
OF OVER \$10 BILLION
IN PUBLIC SECTOR PROJECTS.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy 1601 Utica Ave S, Ste 700 10 West End St Louis Park MN 55416		CONTACT NAME: Jeannette Parrott PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: jparrott@holmesmurphy.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: RLI Insurance Company	
		INSURER B: Travelers Casualty & Surety Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
 Wold Architects Inc.
 dba Wold Architects & Engineers
 220 Smith Street, Ste 310
 Palatine IL 60067

WOLARCP

COVERAGES

CERTIFICATE NUMBER: 744022234

REVISION NUMBER: REPLACEMENT

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contr Liab per ☒ Policy & XCU GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:	Y	Y	PSB0004011	9/1/2025	9/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Incl in Ex Occur GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	Y	PSA0001561	9/1/2025	9/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ \$0	Y	Y	PSE0003066	9/1/2025	9/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	PSW0002147	9/1/2025	9/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B A	Architect/Engineer Prof Liab Prop/EDP-Blanket Contents	Y	Y	107898498 PSB0004011	9/1/2025 9/1/2025	9/1/2026 9/1/2026	Ea Claim: \$5,000,000. Replace Cost/Special Aggr: \$7,000,000. \$11,475,000.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

FOR PROPOSAL PURPOSES

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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PROPOSED PROJECT TEAM

statement of availability

Wold has the capacity to serve the Village of Sister Bay immediately and throughout the full design and bidding process. We will tailor our staffing to the Village’s schedule, meeting structure, and desired 2028 completion goal, providing hands-on leadership, clear milestone communication, coordinated architectural and engineering documents, and practical guidance from needs assessment through bid support.



LEADERSHIP



matt bickel
Project Architect



jonathan kuzynowski
Lead Designer



kirsta ehmk
Project Manager

WOLD TEAM



amy vertacnik
Job Captain



matt verdun
Mechanical Engineer



brad johannsen
Electrical Engineer



dan kruth
Security & Technology

SUB-CONSULTANTS



kent adams
Structural Engineer



jonathan murray
Cost Estimator



PROJECT ARCHITECT

MATT BICKEL, AIA, CID, LEED AP

wisconsin license # | 13214-5

north dakota state university |
Bachelor of Architecture

north dakota state university |
BS, Environmental Design

As Project Architect, Matt will serve as the overseer of Wold's resources and staff, while simultaneously infusing the team dedicated to your project with the collective insight, wisdom, enthusiasm for the Village of Sister Bay design, and expertise that comes with his design experience.

village of barrington hills

Village Hall Remodel

village of cross plains

New Village Hall & Police Facility

village of deer park

New Village Hall

village of long grove

Village Hall Addition & Remodel

village of palatine

Village Hall Addition & Remodel

village of tower lakes

New Village Hall & Police Facility

city of palos heights

City Hall Remodel



LEAD DESIGNER

JONATHAN KUZYNOWSKI, AIA, NCARB, LEED GA

judson university |
Master of Architecture

judson university |
Bachelor of Architecture

As Lead Designer, Jonathan coordinates with the design team and client to maintain the goals and schedule of the project. Jonathan's experience coordinating with clients and the design team keeps everyone on track with the per-defined goals.

village of barrington hills

Village Hall Remodel

village of carpentersville

Fire Station No. 93 Remodel

village of long grove

Village Hall Addition & Remodel

village of tower lakes

New Village Hall & Police Facility

city of crystal lake

Fire Station No. 1 Remodel

city of janesville

New Fire Station No. 3

city of oak creek

New Fire Station No. 3



PROJECT MANAGER

KIRSTA EHMKE, AIA

university of illinois, chicago |
Masters of Architecture

university of kansas |
BFA, Industrial Design

Kirsta brings a wealth of government project experience and is well versed in guiding our team to reach every project milestone. She will ensure Wold's resources align with the effort required to meet the strategic planning objectives and attain Village expectations. Kirsta has delivered many successful outcomes to our clients – on time and under budget.

**village of
carpentersville**
Fire Station No. 93 Remodel

village of deer park
Vehe Barn Remodel

village of palatine
Village Hall Addition &
Remodel

city of crystal lake
City Hall Remodel, Police
Department Remodel, Fire
Station No. 1 Remodel

waukesha county
Courthouse Addition &
Remodel



INTERIOR DESIGNER

AMY VERTACNIK, LEED GA, WELL AP

rocky mountain college of art and design |
BFA, Interior Design - Sustainability Specialization

tulane university |
BSPH, Public Health

Amy works with clients to foster design continuity and help match the functional and aesthetic components of a project. Her interior architecture background ensures the facility program needs are met and space utilization is effective within a space. As the interior designer for this project, Amy will collaborate closely with stakeholders to develop and refine design options throughout each phase, from initial concepts to final selections of finishes and furnishings.

**village of barrington
hills**
Village Hall Remodel

city of crystal lake
Community Center Feasibility
Study

city of janesville
New Fire Station No. 3

berrien county
911/EOC Relocation

dane county
Clerk Office Election Center

tazewell county
New Justice Center Annex



MECHANICAL ENGINEER

MATT VERDUN, PE, LEED AP

northern illinois university |
BS, Mechanical Engineering

As Lead Mechanical Engineer, Matt will work closely with our in-house and external consultants to ensure the Village's goals are achieved. Matt applies Wold's culture of responsiveness and communication to the engineering process to elevate our commitment to the client's experience.

village of cross plains
New Village Hall & Police Facility

village of palatine
Village Hall Addition & Remodel

city of crystal lake
City Hall Remodel

lake county
New Regional Operations & Communications Facility

scott county
Emergency Communications Center, Sheriff's Patrol Headquarters

waukesha county
Courthouse Addition & Remodel



ELECTRICAL ENGINEER

BRAD JOHANNSEN, PE, LEED AP

university of iowa |
BS, Electrical Engineering

Brad will work with you throughout the design process. He ensures quality through all phases of construction and guarantees uninterrupted service delivery for the life of the facility through efficient and reliable power systems. Brad experience in the public sector gives him a deep understanding of the high level expectations of sustainable and seamless electrical systems.

village of palatine
Village Hall Addition & Remodel

city of carver
City Hall Replacement

town of erie
Town Hall Addition & Renovation

arapahoe county
Admin Remodel

berrien county
911/EOC Relocation

waukesha county
Courthouse Addition & Remodel



SECURITY & TECHNOLOGY

DAN KRUTH, *BICSI, RCDD*

Dan has been involved in Technology for over 30 years. His roles as Project Manager, Design Engineer, and Account Manager have all specialized in structured cabling design for technology systems. His experience includes advanced data infrastructure, outside plant communications, fiber optics, grounding and bonding, security, video surveillance, fire alarm, access control, VOIP, WiFi, public address systems, and Distributed Antenna Systems. Dan has held a Registered Communications Distribution Designer (RCDD) accreditation for 19 years. His passion drives his attention to detail and focuses on seamless project success throughout the project.

village of barrington hills

Village Hall Remodel

village of cross plains

New Village Hall & Police

village of long grove

Village Hall Addition & Remodel

tazewell county

New Justice Center Annex

waukesha county

Courthouse Addition & Remodel





STRUCTURAL ENGINEER

KENT ADAMS, PE, SE

bradley university |
BS, Civil Engineering

Kent Adams has over 38 years of structural engineering experience and has acted as senior project engineer for numerous projects with Johnson Wilbur Adams, Inc. He has performed and been responsible for design of municipal, recreational, educational, residential, and commercial projects throughout the United States. Kent's responsibilities as a structural engineer include scheduling, code review, design and analysis, review of design documents, verification of construction conformance with design documents and quality control and assurance for all of the structural activities for a project.

village of palatine
New Village Hall Renovation

lake county
New Regional Operations & Communications Facility

scott county
Sheriff's Patrol Headquarters



COST ESTIMATOR

JONATHAN MURRAY, LEED AP

university of wisconsin - stout |
BS, Construction

Jonathan is an experienced senior cost consultant who has completed hundreds of projects during the design phase. He has experience working in multiple market segments including municipal, federal, multifamily, K-12, higher education, data centers, historic renovations, commercial, and industrial. His strengths include strong leadership, team orientated, and a commitment to delivering projects that exceed client expectations.

village of palatine
New Village Hall Renovation

city of brooklyn park
City Hall

city of corcoran
City Hall & Police Department Remodel

city of lonsdale
City Hall & Police Department



PROJECT PROPOSAL

OUR UNDERSTANDING

Based on our review of the Request for Proposals and insights gathered during our site visit, the Wold team has begun identifying key priorities for the Village of Sister Bay as you move forward with planning and constructing a new Administration Building. We look forward to collaborating with the Core Planning Group to further develop these ideas, engage in a thoughtful planning process, and help establish a strong vision, build consensus, and achieve successful outcomes.

identity & values

The new building's design should respond to the unique character, history, and heritage of the Village and evoke a sense of community pride.

wise investments

Space provided for Village Administration should meet their operational needs while representing good value for the taxpayers. Finishes and systems should balance aesthetics and on-going site and building maintenance.



flexible, adaptable, & secure

Municipal government and the delivery of public services is ever changing. The needs of today include increased security, adaptable technology, and flexible work environments that support staff efficiency, well-being, and retention.

community connections

It is important to create strong linkages to the adjacent public library and business district; as well as views to the natural environment. Pedestrian pathways, overflow parking strategies, and outdoor public space should be explored.

APPROACH & WORK PLAN

creatively leverage

We understand this project is about more than simply delivering a new administration building. It is an opportunity to create an efficient, secure, and welcoming civic facility that supports daily Village operations, serves the public effectively, accommodates governing board functions, and provides flexibility for future staff growth. Our team looks forward to helping the Village of Sister Bay realize a building that reflects the character of the community while meeting its operational, technology, and accessibility needs for years to come.

collaborative process

We have a client-focused collaborative process that leverages our expertise for your benefit and making sure it works for you. We have assembled a work plan that emphasizes communication and collaboration in the early stages of planning and programming to allow our team to fully understand your goals and to demonstrate as many options for implementing these projects as possible.

innovative design

There is no cookie cutter approach to the design of the project. We will work with the staff and users of the Village Administration Building to create a unique solution. Utilizing modernized design concepts to improve health, wellness, safety, and security of all staff, and to enhance services being provided to the community.

quality documentation

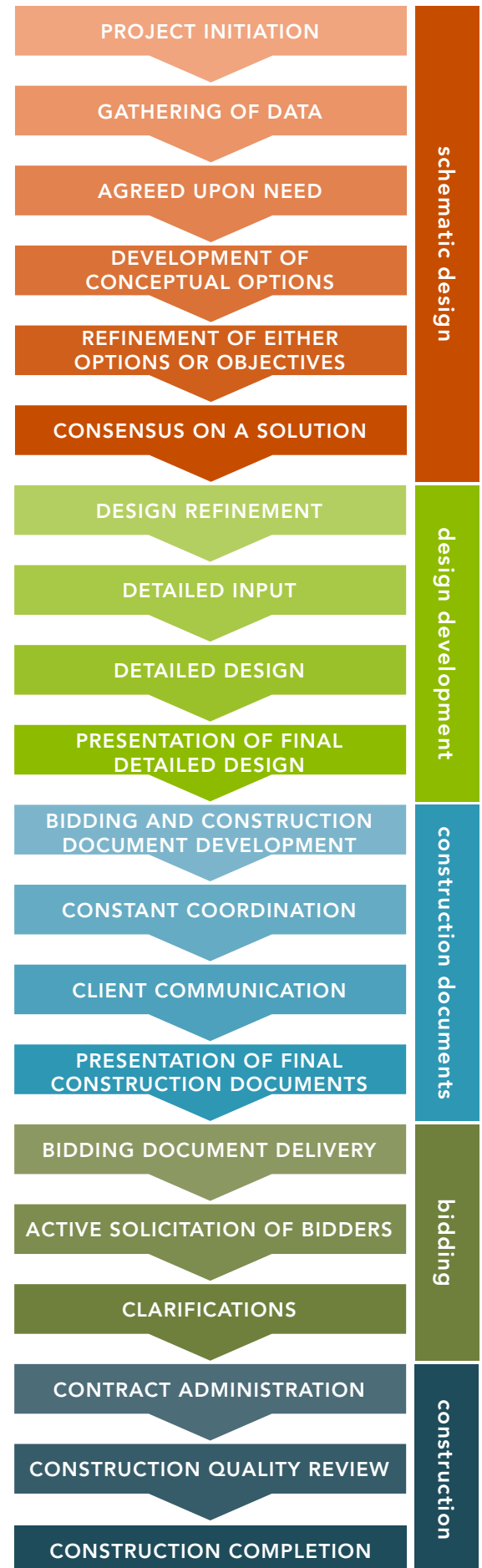
We will follow up that initial planning exercise with a construction documentation process forged by over 58 years of focusing on public sector architectural and engineering services. We know how to detail and specify materials so that they can be affordable, maintainable, long-lasting, and aesthetically-pleasing. We review all of our projects with a thorough quality review to ensure that these standards are met before they are issued for public bidding.

leading the construction process

During construction, Wold Architects and Engineers has a strong presence in administering the construction contract to ensure that the quality of materials and construction that you expect is implemented. Pay applications and any Change Order requests are thoroughly reviewed by our team to ensure that you are paying only for fair value of the work being performed.

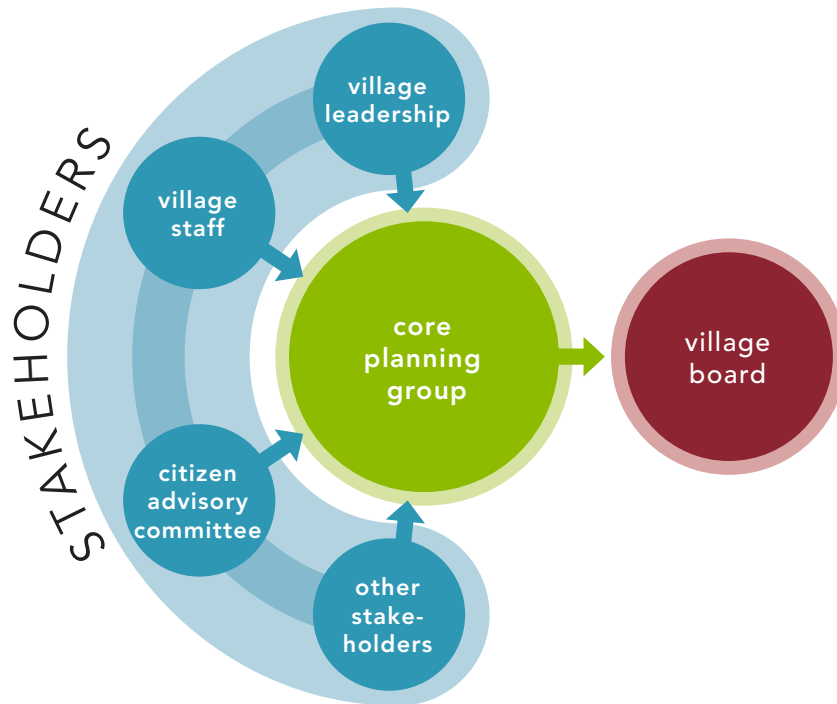
your ongoing ally

Finally, following the successful close-out of the project, we want you to know that Wold has a history of standing behind our projects forever. If you are ever questioning or unhappy regarding any of the construction that we designed and oversaw, we are more than happy to help solve any issues that pop-up – even beyond the warranty – to help you remain satisfied with the superior project experience that we offer.



ORGANIZE THE PROCESS

STAKEHOLDER ENGAGEMENT



organize the planning group

We believe it is important to start the project with a meeting attended by key stakeholders and users where all are given the opportunity to voice their priorities and concerns in the presence of other participants. We consider this group of people to be the Core Planning Group and will remain consistent throughout the study. This initial meeting covers topics such as project management, lines of communication, project milestones schedule, meetings, review of the work plan, and identification of key issues and goals of the project team representatives, such as:

- Establish Village directives/involvement
- Establish format, protocols, and applicable standards
- Develop “user-friendly” format to suit needs and minimize impacts
- Identify base-line assumptions and minimum standards
- Identify all personnel whose input is required or desired
- Identify applicable building codes and standards
- Develop a list of baseline standards as they pertain to program modifications

The most important outcome we wish to achieve at the kick-off meeting is to set the tone that the planning for the facilities assessment will be a collaborative effort. The Wold team will provide guidance for navigating the study process, as well as subject matter expertise and the resources to complete the study. However, we will rely on the members of the Core Planning Group to establish the criteria and guiding principles for what an ideal facility will be.

participatory planning process

The goal of the Wold team on every project is to make the entire process of planning for public facilities predictable and enjoyable. Our approach to program development includes a process for engaging the users and stakeholders in an interactive process that produces a high level of ownership of the final report and its recommendations. Preliminary and validation meetings assure that all needs are accurately defined, and any policy issues are identified early on. The final Space Needs and Program Analysis document is crucial to proving the feasibility of the facility solution and to the success of the eventual facility design.

generate discussion

Our space needs assessments are structured as “dialogue documents,” illustrating the interface between organizational structures and the resulting space implications. The documents are clearly written and highlight the decision-making criteria used to identify the key design issues. These provide a clear method for the delivery of renovations, additions, or new facilities.

This process answers these fundamental questions:

- What are fundamental objectives for your facilities?
- What operational and space data is available?
- What should the future be?
- How big should the spaces be?
- How much future expansion should be anticipated and when will it be needed?
- How much future expansion should be built-in now vs. added later?
- What are your goals for technology?
- How will emerging technology impact infrastructure needs?
- How will emerging management structures impact space needs?
- How much should be budgeted for today? For tomorrow?

DESIGN PROCESS

FOR VILLAGE HALL FACILITIES

Functional responses will start and end with listening to how the Village currently operates and what would be the ideal way to operate. We understand the need to provide quality village services. Wold has a history of designing facilities to support state-of-the-art operational approaches where functionality is a high priority in achieving client goals. We will do this by:

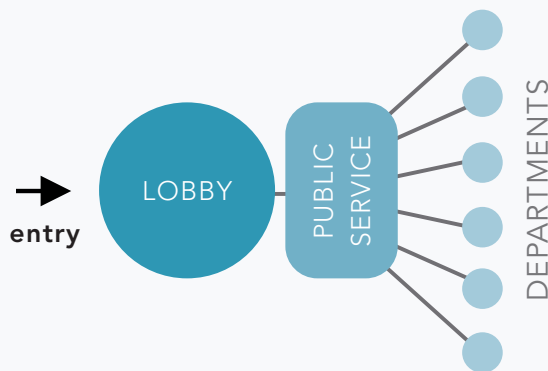
- Planning your village hall to fit into your operational needs, overall Village functions and mission. We listen to your goals and respond with design solutions.
- Challenging operational approaches to determine functional models for the Village of Sister Bay at appropriate settings.
- Testing the design against operational models during a scenario development process so that no stone is left unturned, and the village receives a highly functional solution that meets your objectives.

we believe village hall design begins with a similar mission:

Supporting the village's customer service mission while enhancing staff interaction. With this as our focus, we can begin to design with function driving internal organization. Village hall design typically follows one of two organizational models. One generates from a central focus, sometimes referred to as a central service counter design. The second follows a linear focus which is often referred to as a "Hub and Spoke" design. Clear customer orientation is critical in Village hall design to avoid the "government runaround." The content below illustrates these two organizational models.

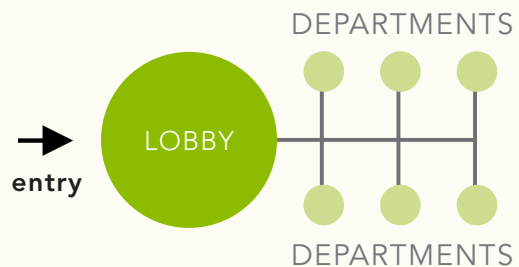
central

In the central service counter model, the public only has to find one counter to get services. The large open lobby provides circulation space for public functions such as the board rooms and provide overflow and gathering space for board meetings. Often flanking the service counter are smaller meeting rooms that are used for informal meetings with customers, contractors, or board members meeting with constituents.



linear

In the more linear "Hub & Spoke" design the "Hub" provides the entry focus and relationship to the board room while the "Spokes" (corridors) provide the connection to large Village departments. Critical to the linear design is clear orientation. Signage may play a role in effective orientation. Sub-lobbies connected to the "Spokes" (corridors) play a role in creating a node or focus for the department.





Rendering



Construction Solution

EMBRACING THE DIGITAL AGE

SOFTWARE PACKAGES AND COMPUTERIZED SYSTEMS

web-based project portal

Seamless communication is critical for a transparent and inclusive process from community engagement to interdisciplinary coordination. Wold recognizes the need to stay connected with community, consultants, owners, users, and stakeholders. Wold hosts a web-based project portal that allows secure, client-specific access to project information through a dedicated cloud service. From early planning to final close-out, the web portal promotes efficient, user-friendly connectivity for all involved.

- Project team contact information
- Meeting minutes
- Design presentations
- Project phase deliverables
- Construction photos
- Observation reports

building information modeling (bim)

Building Information Modeling (BIM) software is used on all Wold projects. It is the latest technology-based tool employed by progressive architects and engineers for design and the production of digital contract documents. Commonly referred to as a three-dimensional modeling software, BIM is in fact a high powered database of all of the hundreds of elements that make up a complete set of construction drawings. BIM manages all of the information related to a specific project in a single file that can be accessed simultaneously by the entire design team, thus, the likelihood for human error is reduced.

Over the past 10 years, we have made a significant investment in technology and training related to adapting our approach to the use of BIM software – specifically Autodesk’s Revit. Revit has significant advantages over traditional drafting with regard to thorough coordination of work by several team members simultaneously. With the efficiency Revit affords us in the production of contract documents, we are able to spend more time on planning and design and can easily produce three-dimensional images and virtual walkthroughs for your review. Enhanced three-dimensional imaging and virtual walkthroughs mean fewer surprises. By providing more accurate visuals of what the final product will look like long before construction begins, you can be assured that your staff will have greater ownership of their new spaces and will be satisfied when it comes time to move in.

Finally, at the end of the project you will have a complete three-dimensional model of your future building - inside and out - to use as a tool to help communicate with the community.

proactive coordination

Owner project requirements are the cornerstone on which the design is founded. It is our challenge to transform these idealistic thoughts into realistic, energy efficient, cost effective solutions. We believe this can be best achieved through an integrated design process that will allow for optimization of time, money, and creativity.

Our consultants will also be using BIM (Revit) to integrate all mechanical, electrical, and structural elements into one model. This proactive coordination effort helps us produce quality construction documents that result in less issues during construction.

BUDGET MANAGEMENT

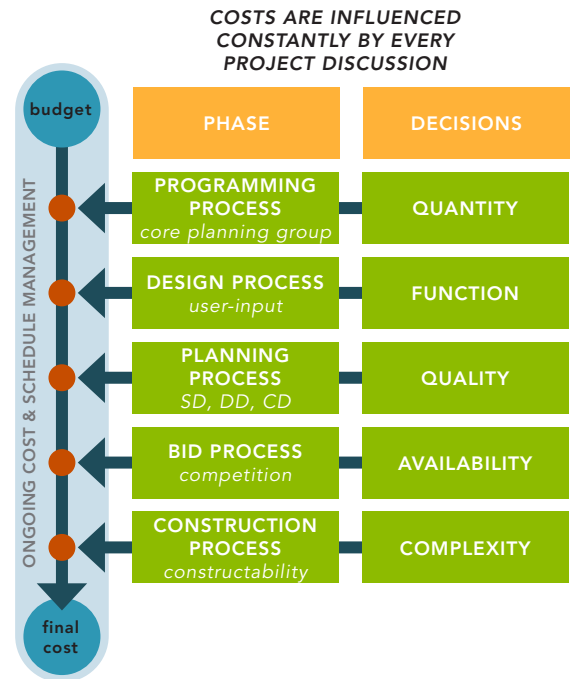
DETERMINING AND MAINTAINING YOUR SCHEDULE & BUDGET

budget management

The Wold team approaches budget management as an ongoing task, from the start of planning and programming through the completion of the construction. We know that the planning for public facilities sets the framework for future costs. Eighty percent of the cost for a project is determined by the first 20% of the decisions. Therefore, we take the initial planning very seriously, because it is the key to future financial factors.

Specific cost and budget analyses ensure adherence to original budgets for the project. Construction and installation documents and management provides the direction for seamless process management moving toward occupancy.

Within our fixed fee, we include the services of an independent cost estimating consultant, Rockwise Strategies, to perform cost evaluations at key milestones of the project. This effort is completed in alignment with our own internal estimates, so collaboration on an agreed cost estimate can occur, and the Village of Sister Bay can be confident the project is on budget and able to move forward.



wold does not charge our clients to resolve unexpected surprises

One of the benefits of our approach is the avoidance of cumbersome accounting for changes to the work. Therefore, there are no fees associated with change orders. It is especially important once construction begins for the Village and Design Team to have a collaborative relationship. We believe our role in the partnership is extremely important to resolve construction claims.

Because of Wold's exclusive focus on public projects, we have learned the importance of identifying all risks and variables prior to bidding. Developing high quality, well-coordinated construction documents results in a history of minimal change orders on Wold projects. Typically, at project closeout, change orders to all construction contracts are less than 1%, with the majority of those changes being Owner requests for added value or additional scope.



THE VILLAGE RELIED ON WOLD'S EXPERTISE TO HELP GUIDE US THROUGH EVERY STEP OF THE PROCESS – FROM EVALUATING OUR EXISTING FACILITY AND SPACE NEEDS, THROUGH DESIGNING AND CONSTRUCTING OUR NEW VILLAGE HALL AND POLICE BUILDING. WOLD'S SUPPORT THROUGH THE CONTRACTOR SELECTION/BIDDING PROCESS AND THE PROJECT MANAGEMENT OF THE BUILD WERE CRITICALLY IMPORTANT. OVERALL, THE PARTNERSHIP AND COLLABORATION WERE WONDERFUL! WE WOULD WORK WITH THEM AGAIN AND HIGHLY RECOMMEND THEM TO OTHER COMMUNITIES.

- ANDY HAY, VILLAGE PRESIDENT OF TOWER LAKES



SCHEDULE MANAGEMENT

DETERMINING AND MAINTAINING YOUR SCHEDULE

Regardless of construction delivery method (GC vs. CM), our role in managing schedules does not change. We will work closely to develop necessary phasing strategies, tracking decisions, and ensure trade contractor performance.

design

- Build a project milestone schedule to manage all disciplines from the onset
- Weekly coordination meetings
- Weekly updated drawings to SharePoint
- Checklist for typical coordination issues
- Established/tested detailing for contract documents
- Peer review of Contract Documents
- All-day team coordination prior to documents being issued
- Utilize only Addendum #1 to elevate the document's quality

bidding

- Proactive contact of potential bidders to generate interest
- Minimize addenda
- Assist in bid openings and contract preparations as needed

construction

- Review submittal requirements, schedule of values, and owner expectations with contractors
- Pre-construction forum
- Shop drawing review
- Mandatory Contractor pre-installation conferences for critical areas

- Job site presence with observation reports
- On-site involvement to review compliance of critical aspects
- Attendance at all construction meetings/review of construction schedules
- Proactive tracking of Contractors (weekly progress schedules)
- Availability to contractors to review specific conditions in the field where needed
- Begin commissioning process to ensure design compliance

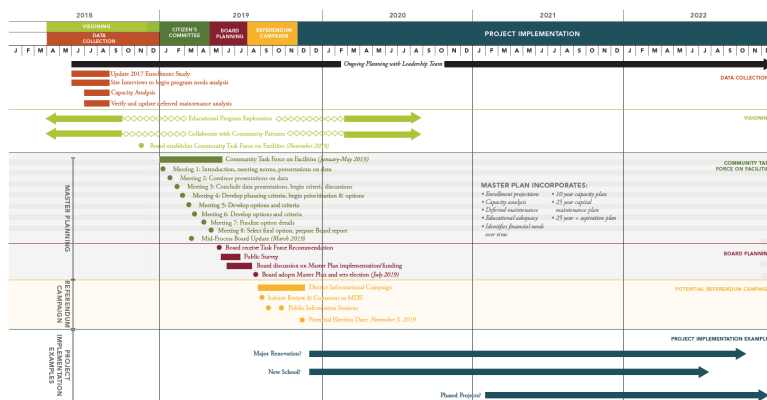
substantial completion

- Goal: Have contractor complete the punch list in 60 days
- Continue construction meetings to keep contractor focused
- Monitor punch list issues and redevelop punch lists as needed to simplify the process
- Identify user issues and sort out responsibility through regular meetings with Village staff
- Keep the pressure on the contractor to complete the task at hand

post-occupancy

- Attend first-day opening to assist where needed
- Proactive 11-month walk-through to review warranty items
- Post-occupancy evaluation with Owner to review strategies
- Ongoing availability to coordinate and resolve issues

example:



We have translated the urgency of your schedule to all other aspects of our work. Schedule delays not only cause strain on the budget, they also strain political relationships between the administration and staff and the taxpayers who supported the projects.

The key to successful schedule management is the whole-hearted partnering of the entire project team. Our team has a proven record of serving and listening to clients and responding to their needs.

establishing a milestone schedule

We will work with you to establish each project's milestones and determine your schedule based on your Village's unique needs and expectations. Our project managers are responsible for managing the schedules and will monitor the performance and input of all participants to assure that information is available and tasks are completed on time.



**PRIOR
EXPERIENCE**

PROJECT EXPERIENCE

we know municipalities

Wold has worked with a variety of municipal clients, both large and small. We understand the issues that today's municipalities face, and we respond by helping our public sector clients plan the most effective facility solutions. Our goal at Wold is to provide an exceptionally high level of service to our clients, not only during projects but between the projects. We see ourselves as always available to add value to our client's facility management and maintenance. This attitude has resulted in most of our clients continually relying on Wold for project after project. The following are a list of some of our municipal clients we have had the privilege of working with.



city of ashwaubenon

Municipal Master Plan

village of barrington hills

Village Hall Remodel

city of blaine

City Hall Renovations

town of buena vista

Space Needs Assessment

village of buffalo grove

Village Hall Administration Remodel

city of burnsville

City Hall Addition & Remodel

city of carver

City Hall Replacement

city of circle pines

New City Hall

city of colorado springs

Council Chambers Remodel

city of corcoran

City Hall Master Plan

village of cross plains

New Village Hall

city of crystal lake

City Hall Remodeling

village of deer park

New Village Hall

city of dekalb

Long-Range Space Needs Analysis

dekalb township

Township Office Addition & Remodel

city of eagan

New City Hall

town of erie

Town Hall Addition & Remodel

city of excelsior

City Hall Space Needs Study

village of glenview

Village Hall Space Utilization Feasibility

city of golden valley

Municipal Facilities Assessment

city of inver grove heights

Space Needs Study

city of kimball

City Hall Facility Master Plan

city of lakeville

City Hall Addition & Renovation

city of little falls

Space Needs Assessment

city of lone tree

Facilities Master Plan

city of lonsdale

City Hall Renovations

city of minneapolis

City Hall Renovation

city of mounds view

Community Center & City Hall Renovation

village of palatine

Village Hall Addition & Renovation

city of palos heights

City Hall Remodel

city of prior lake

New City Hall

city of river falls

City Hall Study

village of tower lakes

New Village Hall & Police Facility



VILLAGE HALL & POLICE FACILITY

TOWER LAKES, ILLINOIS

total sf | 5,000 sf
construction cost | \$3 M
completed | 2025
project type | New Construction

references

Andy Hay, Village President
 president@towerlakes-il.gov
 847 736 9640

Wold partnered with the Village of Tower Lakes to deliver a new 5,000-square-foot Village Hall and Police Facility that provides a modern, efficient home for local government and public safety services.

Designed to replace the community's outdated existing building on the same site, the new facility responds to both current operational needs and long-term growth while creating a stronger civic presence for the Village.

The building reflects Tower Lakes' distinctive "lake house" character and includes a new Board Room/Community Room that supports Village meetings, public functions, and broader community use. The result is a flexible, community-focused municipal facility that enhances daily operations while providing a welcoming gathering space for residents.

Solar panels were planned as part of the design and installed on the roof to support the Village's initiatives for sustainable, energy efficient operations.



VILLAGE HALL & POLICE FACILITY

CROSS PLAINS, WISCONSIN

total sf | 17,275 sf

construction cost | \$7 M

completed | Fall 2026 (Anticipated)

project type | New Building

reference

Carly Persson, Village Administrator

cpersson@cross-plains.wi.us

608 798 3241 ext 105

Wold Architects and Engineers was hired by the Village of Cross Plains to plan and design a new facility for co-relocation of their joint Village Hall and Police Department operations.

Wold partnered with the Core Planning Group to develop guiding principles and worked collaboratively with Village staff to define space needs for the new building. Through town hall meetings, the broader community was engaged to provide input on the building's image and identity.

The design for new facility includes considerations for community access to Village Hall and Police Department services, as well as a large multi-purpose community room (and Village Board Room). A key feature of the building is its proximity to the Ice Age National Scenic Trail and other outdoor amenities. The building will have public toilet rooms accessible from the exterior and available to users of the trail and nearby parks.

Construction started in October 2025 and is on track for completion in Fall 2026.



VILLAGE HALL

DEER PARK, ILLINOIS

total sf | 4,100 sf
construction cost | \$1.1 M
completed | 2020
project type | New Construction

reference

Beth McAndrews, Village Administrator
 bmcandrews@vodp.net
 847 726 1648

Wold partnered with the Village of Deer Park to advance the planning and development of a new Village Hall that would better serve staff operations and community needs while respecting the character of the historic Vehe Barn site.

Working closely with Village leadership, Wold evaluated options for accommodating Village functions on the property and helped guide the decision toward construction of a new standalone Village Hall adjacent to the barn. This approach allowed the Village to preserve the historic Vehe Barn as a cherished community asset while creating a purpose-built civic facility tailored to staff needs, Board meetings, and day-to-day public service functions.

Thoughtfully positioned within the site context, the new building complements the historic setting while establishing a clear and lasting civic presence for the community. Completed in July 2020, the Village Hall provides Deer Park with a functional, efficient, and context-sensitive municipal building that enhances operations, supports local governance, and serves the community well into the future.

Wold continues to partner with the Village to design and implement improvements to the adjoining Vehe Barn.



VILLAGE HALL ADDITION & REMODEL

LONG GROVE, ILLINOIS

total sf | 4,200 sf

construction cost | \$1.8 M

completed | 2025

project type | Addition/Remodel

references

Chris Sparkman, Village Manager
csparkman@longgroveil.gov
847 634 9440

Stemming from a client referral from the neighboring community of the Village of Deer Park, Wold was hired by the Village of Long Grove to complete an initial space needs analysis and pre-design. Upon the completion of the pre-design study, our team was retained to continue with the design of an addition and remodeling of the Village Hall.

Housed in a historic structure dating back to the 1860s, and relocated in the 1970s to its current site, the Village Hall needed a modern facelift. Our team helped identify key areas for improvement which included accessibility to all office spaces, a larger board room to better serve community needs, increased separation between evening and daytime functions, and enhanced employee workspaces, which included dedicated conference spaces and a break room.

Our team meticulously crafted plans to meet the Village's needs while respecting the building's rich heritage and Long Grove's commitment to preserving its history for future generations. Working alongside the Village Board, Wold developed a strategy to enhance the existing structure's longevity and charm, while seamlessly integrating new additions, including new siding, windows, and more.



CITY HALL

CARVER, MINNESOTA

total sf | 10,500 sf
construction cost | \$4.5 M
completed | 2019
project type | New Construction

references

Brent Mareck, City Manager
 bmareck@cityofcarver.com
 952 448 8737

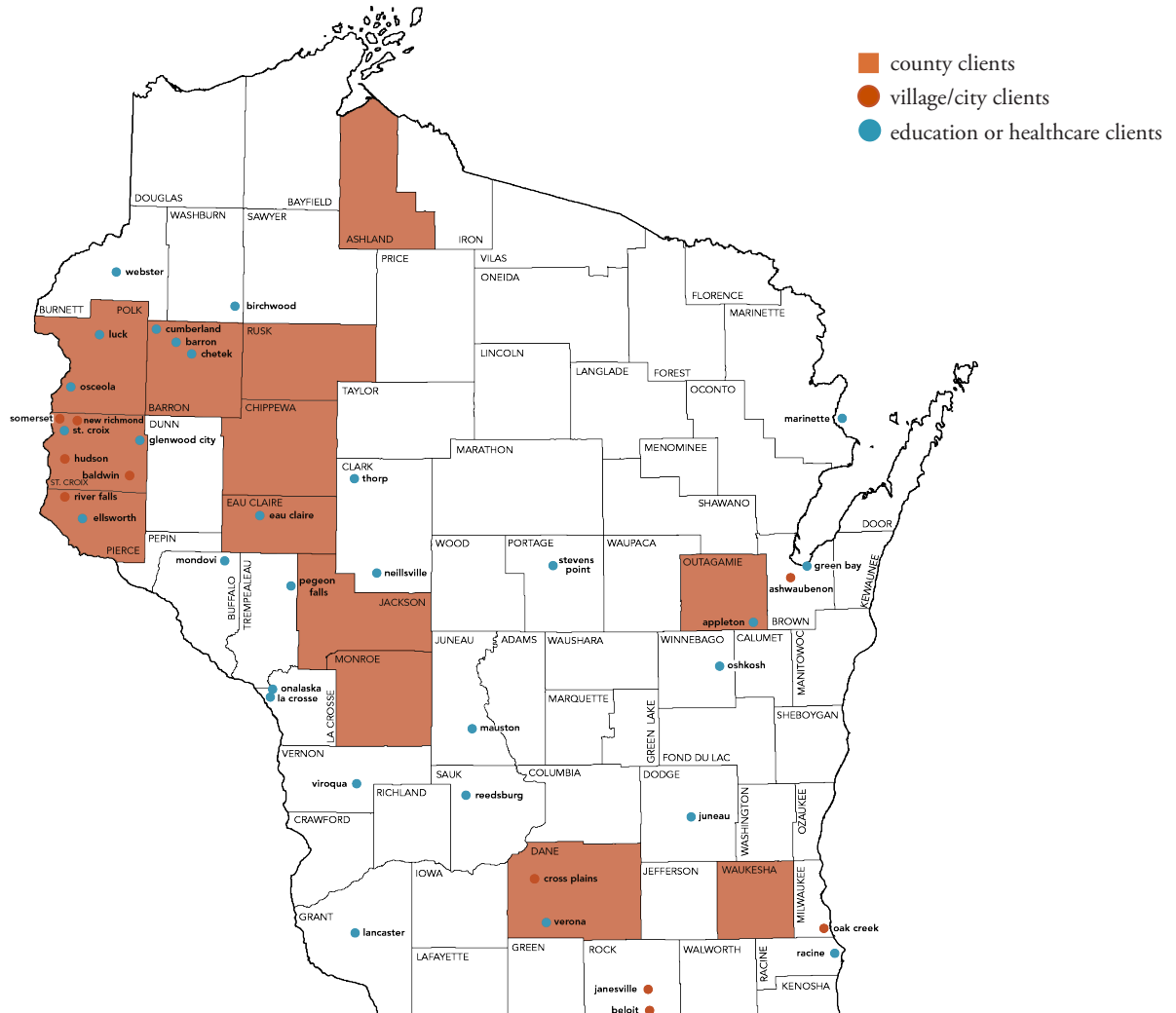
Wold partnered with the City of Carver to design a new City Hall that replaces the City's aging former facility with a building better suited to current operations, community use, and long-term civic needs.

After determining that the existing City Hall was no longer viable, the City advanced plans for a replacement facility guided by recommendations from a previous citizens' committee, which studied multiple site options and ultimately supported construction of the new building within Carver's historic downtown. This direction helped ensure the new City Hall would remain closely connected to the heart of the community while reinforcing the character and vitality of the downtown district.

The design reflects the character of downtown Carver, incorporating storefront-inspired architecture that complements the surrounding historic district and reinforces the building's civic presence. In addition to supporting City staff and government functions, the project includes a large main-level meeting room with a commercial kitchen, creating flexible space for public meetings and community events. With strong connections to the street and views toward the river, the new City Hall serves as both an efficient municipal facility and a welcoming civic gathering place.

COMPLIANCE WITH STATE & FEDERAL LAWS

WOLD'S WISCONSIN CLIENTS



Wold understands that compliance is not a separate task added at the end of design; it must be integrated into every phase of planning, documentation, bidding, and construction administration. For the Village of Sister Bay's new Administration Building, our team will design in accordance with applicable Wisconsin state requirements, local ordinances, federal accessibility requirements, life safety provisions, energy code requirements, public bidding expectations, and the permitting and review processes required for a public municipal facility.

Our experience working throughout Wisconsin and the broader Midwest has given us a practical understanding of how to move public-sector projects through code review, agency coordination, bidding, and construction while maintaining the owner's operational goals. Wold has provided planning, design, and construction-phase services for Wisconsin municipal and public-sector clients including village halls, public safety facilities, administration spaces, elections and records functions, public meeting spaces, and community-facing government facilities.

For Sister Bay, our compliance approach will begin with early confirmation of applicable codes, jurisdictional requirements, permitting path, accessibility standards, and life safety criteria. We will review the Village's needs assessment through that lens, including public-facing service counters, secure records and elections storage, staff work areas, board chambers, restrooms, entrances, circulation, technology infrastructure, and separation between public and staff-only areas. This early review allows the Village to make informed decisions before the design is fully developed, reducing the risk of late changes, budget impacts, or delays.

Wold's in-house architectural, mechanical, electrical, and interior design staff are accustomed to coordinating code-related requirements across disciplines. We will address accessibility, egress, fire protection coordination, mechanical and electrical systems, energy performance, security, public meeting technology, and long-term maintainability as part of an integrated design process. Our goal is to provide the Village with a facility that is compliant, practical to operate, and adaptable over time.



REFERENCES

ADDITIONAL REFERENCES

Wold is proud to have partnered with several municipal and local government agencies to complete projects of similar scale and complexity. We value the lasting relationships we have established with each clients' administration, elected officials, and staff through our stakeholder engagement process. We encourage the Village of Sister Bay to contact our references to hear first hand how the Wold team worked to understand each community's unique dynamics and to develop solutions uniquely suited to the goals and values they identified.

village of cross plains

Carly Persson, Village Administrator
608-798-3241, ext. 105
cpersson@cross-plains.wi.us

city of janesville

Ryan Murphy, Fire Chief
608 755 3053
murphyr@ci.janesville.wi.us

village of tower lakes

Andy Hay, Village President
847 736 9640
ahay@towerlakes-il.gov

village of deer park

Beth McAndrews, Village Administrator
847 726 1648
bmcandrews@vodp.net

outagamie county

Clint Kriewaldt, Sheriff
920 832 5605
clint.kriewaldt@outagamie.org

village of long grove

Chris Sparkman, Village Manager
847 634 9440
csparkman@longgroveil.gov

village of ashwaubenon

Joel Gregozeski, Village Manager
920 492 2301
jgregozeski@ashwaubenon.gov

“

WOLD INITIALLY HELPED US
TO EVALUATE OUR CURRENT
OPERATIONS AND TO
DEVELOP OUR LONG-TERM
SPACE NEEDS.

THEIR EXPERTISE AND
COLLABORATIVE APPROACH
WERE EXTREMELY VALUABLE
IN PLANNING AND
CONSTRUCTING OUR NEW
FACILITY. WOLD WAS A
FANTASTIC PARTNER!

– SHERIFF CLINT KRIEWALDT,
OUTAGAMIE COUNTY

”





COSTS

PROPOSED FEE

FIXED FEE AND SAMPLE CALCULATION

Wold proposes establishing a fixed fee for professional services at the project onset. We provide a comprehensive package of professional design and management services for each of our clients. All engineering and cost estimating services are provided in our fee. We believe that establishing a fixed fee for each project, based on an agreed construction cost, eliminates the potentially negative dialog that often happens regarding extra services. Our basic services contract with you goes well beyond what some other architectural firms would provide. Our commitment to you is to agree on a fixed fee and not request additional fees unless the scope of the project changes significantly.

We consistently propose fixed fees based on 6.0% of the approved construction cost for new construction projects of the approximate size and complexity we anticipate for the Village of Sister Bay. We do not charge fees on project soft costs, which include fees, testing, and equipment, and contingencies unless we are asked to design any portion of these. In addition, we follow the AIA standard distribution between phases, resulting in 75% of the fees being applied to pre-bid phases.

reimbursable expenses

Customary reimbursable expenses would be in addition to our fixed fee proposal and typically run between \$3,000 and \$4,000 per million in construction for projects like this. Customary reimbursable expenses include:

- Mileage in connection with the work
- Printing and copying
- Phone charges
- Postage and mailing
- Reprographics (work bid set)

These customary reimbursable expenses would be billed with a 10% mark up for administrative costs. Bid set printing is not included as a reimbursable expense, but would be directly billed to you to allow you to save on sales tax or provided by your construction manager. Based on the project costs outlined above, we would propose maximum reimbursable expenses as listed to the right.

FEE CALCULATION

fee basis (est. construction cost + contingency)	\$2,000,000
fee rate	x 6.0%
proposed professional services fixed fee	\$120,000
maximum reimbursable expenses	\$7,000
maximum contract amount	\$127,000

SCOPE OF WORK AND RATE

schematic design/ design development	\$42,000
construction documents	\$48,000
procurement/bidding	\$6,000
construction administration	\$24,000
total professional fees	\$120,000
estimated maximum reimbursables	\$7,000
maximum contract amount	\$127,000

Fees and reimbursable expenses will be billed monthly in alignment with the overall progression of our efforts.

wold hourly rates

Practice Leader	\$235
Project Manager	\$200
Lead Interior Designer	\$200
Lead Mechanical Engineer	\$200
Lead Electrical Engineer	\$200
Architectural Staff	\$145-\$180
Interior Staff	\$145-\$180
Engineering Staff	\$150-\$185
Low Voltage Systems Designer	\$150-\$185
Administrative Staff	\$ 100



illinois | indiana | minnesota | colorado | tennessee

 AIA® Document B101® – 2017**Standard Form of Agreement Between Owner and Architect**

AGREEMENT made as of the Seventh day of August in the year Two Thousand Twenty-Six

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Village of Sister Bay
2383 Maple Drive, PO Box 769
Sister Bay, Wisconsin 54234

and the Architect:
(Name, legal status, address and other information)

Wold Architects and Engineers
50 South Sixth Street, Suite 2250
Minneapolis, Minnesota 55402
Telephone Number: 612-772-9025

for the following Project:
(Name, location and detailed description)

New Village Administration Building.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Refer to Exhibit A: RFP for more information.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Refer to Exhibit A: RFP for more information.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

To be determined.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

To be determined.

.2 Construction commencement date:

To be determined.

.3 Substantial Completion date or dates:

To be determined.

.4 Other milestone dates:

To be determined.

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

(Paragraph Deleted)

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall agree on any terms, conditions and services related to the Owner's Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Benjamin Andrews, Village Administrator
Village of Sister Bay
2383 Maple Drive, PO Box 769
Sister Bay, Wisconsin 54234

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

To be determined.

.2 Civil Engineer:

To be determined.

Init.

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Matt Bickel, Government Practice Leader
Wold Architects and Engineers
220 North Smith Street, Suite 310
Palatine, Illinois 60067

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Johnson Wilbur Adams, Inc.
330 S. Naperville Road, Suite 300
Wheaton, Illinois 60187

.2 Mechanical Engineer:

Wold Architects and Engineers
220 North Smith Street, Suite 310
Palatine, Illinois 60067

.3 Electrical Engineer:

Wold Architects and Engineers
220 North Smith Street, Suite 310
Palatine, Illinois 60067

§ 1.1.11.2 Consultants retained under Supplemental Services:

§ 1.1.12 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than One Million Dollars (\$ 1,000,000) for each occurrence and Two Million Dollars (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than One Million Dollars (\$ 1,000,000) each accident, One Million Dollars (\$ 1,000,000) each employee, and One Million Dollars (\$ 1,000,000) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than One Million Dollars (\$ 1,000,000) per claim and Two Million Dollars (\$ 2,000,000) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may

include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider, if requested by the Owner, sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's

approval. The Architect shall after consultation with the Owner be primarily responsible for the preparation of the necessary bidding information and bidding forms. The Architect shall also assist the owner in the preparation of the General Conditions of the Contract for Construction, and form of agreement between the Owner and Contractor. All bidding documents and contractual agreements shall be in compliance with the requirements of Wisconsin's public bidding and contracting law as those laws apply to public entities.

§ 3.4.6 The Architect shall work with the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project. The Architect shall have the primary responsibility to complete the required documents and ensure that they are properly filed on behalf of the Owner. The Architect shall observe those applicable laws, statutes, ordinances, codes, rules and regulations in force and publicly announced as of the date of this agreement or as of the date of subsequent compensation amendments whichever is the latter.

§ 3.4.7 Owner understands that relatively few guidelines are available with respect to compliance with Americans with Disabilities Act (ADA). Architect is aware of developments in this field, including ADA guidelines that are incorporated in the building code, and legal decisions, but cannot guarantee or warrant that Architect's opinion of appropriate compliance measures will be found valid.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders, if requested by Owner;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.5.3.4 In the event the lowest bid (or bids) exceeds the budget for the Project, the Architect, in consultation with and at the direction of the Owner, shall provide such modifications in the Contract Documents as necessary to bring the cost of the Project within the budget, unless Owner directs the Architect to bid a project estimated over budget.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates at the end of the one year contractor’s construction warranty period.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	N/P
§ 4.1.1.2 Multiple preliminary designs	N/P
§ 4.1.1.3 Measured drawings	Owner

§ 4.1.1.4	Existing facilities surveys	Owner
§ 4.1.1.5	Site evaluation and planning	N/P
§ 4.1.1.6	Building Information Model management responsibilities	N/P
§ 4.1.1.7	Development of Building Information Models for post construction use	N/P
§ 4.1.1.8	Civil engineering	N/P
§ 4.1.1.9	Landscape design	N/P
§ 4.1.1.10	Architectural interior design	Basic Services
§ 4.1.1.11	Value analysis	N/P
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	Basic Services
§ 4.1.1.13	On-site project representation	N/P
§ 4.1.1.14	Conformed documents for construction	N/P
§ 4.1.1.15	As-designed record drawings	N/P
§ 4.1.1.16	As-constructed record drawings	N/P
§ 4.1.1.17	Post-occupancy evaluation	N/P
§ 4.1.1.18	Facility support services	N/P
§ 4.1.1.19	Tenant-related services	N/P
§ 4.1.1.20	Architect's coordination of the Owner's consultants	N/P
§ 4.1.1.21	Telecommunications/data design	Basic Services
§ 4.1.1.22	Security evaluation and planning	N/P
§ 4.1.1.23	Commissioning	N/P
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	N/P
§ 4.1.1.25	Fast-track design services	N/P
§ 4.1.1.26	Multiple bid packages	N/P
§ 4.1.1.27	Historic preservation	N/P
§ 4.1.1.28	Furniture, furnishings, and equipment design	Can be provided for additional fee. Refer to Section 11.1.B
§ 4.1.1.29	Other services provided by specialty Consultants	N/P
§ 4.1.1.30	Other Supplemental Services	N/P

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services agreed upon in writing between the Owner and Architect. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

(Paragraph Deleted)

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within () months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as agreed upon in writing by the Owner and Architect.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

☒ [X] Litigation in a court of competent jurisdiction

☐ [] Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 No mediation or legal action arising out of or relating to this Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement and signed by the Owner, Architect, and any other person or entity sought to be joined. Consent to mediation or legal action involving an additional person or entity shall not constitute consent to mediation or legal action of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to mediate and other agreements to mediate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

(Paragraphs Deleted)

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 This Agreement may be terminated by the Owner upon seven (7) days written notice to Architect in its sole discretion. The Architect may terminate this Agreement only in the event of substantial non-performance by the Owner. In the event the Architect proposes to terminate this Agreement, the Architect shall notify the Owner in writing stating with specificity the alleged non-performance and further stating that the proposed termination shall be effective if the non-performance remains uncorrected for a period not less than 15 days following said notice. Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

(Paragraphs Deleted)

(Paragraph Deleted)

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose “confidential” or “business proprietary” information after 7 days’ notice to the other party, when required by law, arbitrator’s order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties’ intentions and purposes in executing the Agreement.

§ 10.10 Owner irrevocably assigns to Architects all rights to claim Section 179D federal tax credits under Energy Policy Act of 2005 as amplified and clarified in IRS Notice 2008-40. Owner shall cooperate with Architect to establish Architect’s eligibility for these federal tax credits. Architect shall be responsible for the costs of the independent third party energy study and certification.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect’s Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Paragraph Deleted)

Fixed Fee for Basic Services:	\$120,000.00
Maximum Reimbursable Expenses:	\$7,000.00
Maximum Contract Amount:	\$127,000.00

(Paragraph Deleted)

Refer to Exhibit B: Wold’s Proposal for more information.

(Paragraph Deleted)

§ 11.2 For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Hourly or Fixed Fee agreed upon in writing.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Hourly or Fixed Fee agreed upon in writing.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be as follows:

(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

Hourly or Fixed Fee agreed upon in writing.

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	fifteen	percent (	15	%)
Design Development Phase	twenty	percent (	20	%)
Construction Documents Phase	forty	percent (	40	%)
Procurement Phase	five	percent (	5	%)
Construction Phase	twenty	percent (	20	%)
Total Basic Compensation	one hundred	percent (	100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category

Rate (\$0.00)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- 1 Mileage based on Federal rates in connection with the project and Owner requested out-of-state travel;
- 2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- 3 Permitting and other fees required by authorities having jurisdiction over the Project, including government agency review and permit fees;
- 4 Printing, reproductions, plots, and standard form documents;
- 5 Postage, handling, and delivery;
- 6

(Paragraph Deleted)

If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;

- 7 All taxes levied on professional services and on reimbursable expenses;

Init.

- .8 Site office expenses;
- .9 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective;
- .10 Other similar Project-related expenditures; and
- .11 **Expense of computer aided design and drafting equipment time when used in connection with the Project.**

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants and be billed at actual cost to Architect plus ten percent (10 %) of the expenses incurred up to a maximum aggregate value of \$7,000.00.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero dollars and zero cents (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

Local rate of interest as set by Wisconsin Statute.

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect

(Paragraph Deleted)

(Paragraph Deleted)

.2 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

(Paragraph Deleted)

☐ Other Exhibits incorporated into this Agreement:

(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

.3 Other documents:

(List other documents, if any, forming part of the Agreement.)

Exhibit A: RFP dated May 5, 2026

Exhibit B: Wold's Proposal dated June 12, 2026.

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

ARCHITECT (Signature)

(Printed name, title, and license number, if required)

Exhibit A

REQUEST FOR PROPOSALS

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

DATE ISSUED

5/5/2026

PROPOSAL DUE DATE AND TIME

June 12, 2026, 12:00 PM CST



REQUEST FOR PROPOSALS ARCHITECTURAL/CONSTRUCTION DESIGN SERVICES

SUBMISSION DEADLINE: June 12, 2026, 12:00 PM CST, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay WI, 54234 or electronically (PDF) to administrator@sisterbaywi.gov. It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Benjamin Andrews, Village Administrator, at administrator@sisterbaywi.gov on or before 4:00 PM CST on May 22, 2026. All questions will be answered to the best of the Village Staff's ability on May 29, 2026 and all questions and responses will be posted to the Village website that same day by 4:00 PM to ensure all proposers have access to the same information. To view the questions and responses, visit www.sisterbaywi.gov and scroll towards the bottom of the home page to the *Bids & RFPs* tab.

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

OVERVIEW/SOLICITATION: The Village of Sister Bay seeks proposals for architectural and engineering services to design the proposed administration building and to prepare a complete set of construction drawings for use in soliciting construction bids.

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

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

A schedule of the construction design process shall be included in the proposal so the Village can compare the anticipated time required to prepare a final set of construction drawings.

Although the Village is not expecting plans to be developed within a month, they do want the proposer to be mindful of bidding and construction timelines to complete the construction of the facility by 2028. Civil site design has not been included in the proposal as an attachment, but will be conducted/provided as part of the design process. The village will utilize its own engineer for such services.

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

I. Instruction to Proposers

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

II. Submission Materials

The following should be incorporated into each submission:

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

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

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

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

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

III. Evaluation and Selection

Evaluation Process

The Village has established a proposal evaluation instrument that uses objective criteria and weights them on a 0-5 scale for each rating category. Each Parks, Property & Streets Committee member will serve as an evaluator, and an average will be calculated from the scores assigned by the members. The calculated scores will be considered as part of the evaluation process, however, the Village reserves the right to contract with the right to select any proposal which in the opinion and sole discretion of the Village will be in the best interest of and/or most advantageous to the Village.

Selection Criteria

The following are the criteria used as rating categories and are listed in no particular order or preference:

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

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

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

IV. Award

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

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

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

V. Administrative Contact

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

**Village of Sister Bay
Administration Building Needs Assessment**

Administration Building Needs Assessment

Number of Current Staff:

Staff	Status	Office Space	Functions
Village/Zoning Administrator	FT	Private Workstation (1)	• General Admin • Zoning Admin
Finance Specialist/Treasurer	FT	Private Workstation (1)	• General Admin • Financial Admin
Village Clerk	FT	Private Workstation (1) *Currently flexible workstation	• General Admin • Elections Admin
Administrative Assistant/Deputy Treasurer	FT	Public Facing Workstation (1)	• General Admin • Zoning Admin • Financial Admin • Parks-Facility Admin
Code Compliance Officer	PT	Flexible Workstation (1)	• Code Compliance • Zoning Admin
Building Inspection	Contracted	Flexible Workstation (1)	• Building Inspection

*FT – Full Time **PT – Part Time

Services (Functions) Provided:

- Zoning Administration
- Elections Administration
- General Administration
- Financial Management
- Parks-Facility Administration
- Code Compliance
- Building Inspection

Records/Technology:

- Community Records
- Financial Records
- Election Records
- Human Resources Records
- Retained Records
- Primary Servers

Requirements for Office Space

- **Office Spaces**

- Private Workstations: 4
 - Private Workstation #1: Village Clerk
 - Utilization: functions related to Elections and General Administration.
 - Records: Secures Election Records.
 - Private Workstation #2: Finance Specialist/Treasurer
 - Utilization: functions related to Financial and General Administration.
 - Records: Secures Financial Records.
 - Private Workstation #3: Village/Zoning Administrator
 - Utilization: functions related to General, Zoning, and Financial Management.
 - Records: Secures Human Resources Records.
 - Private Workstation #4: Undesignated
 - Future Staffing Growth (if Applicable) OR could be utilized for temporary record storage.
- Flexible Workstations: 3
 - Workstation #1: Code Compliance Officer.
 - Utilization: functions related to Code Compliance and Zoning Administration.
 - Workstation #2: Building Inspection (contacted)
 - Also, accommodation is offered by other Professional Service Contractors that may be on-site; OR could also be utilized for future staffing growth (if applicable).
 - Utilization: functions related to Building Inspection, and temporary use for other professional services.
 - Workstation #3: Undesignated
 - Accommodates future staffing (if applicable); OR could be utilized for temporary record storage.
- Public Facing Workstations: 2
 - Public Facing Workstation #1: Administrative Assistant/Deputy Treasurer
 - Utilization: functions related to General, Zoning, and Parks-Facility Administration.
 - Public Facing Workstation #2: Village Clerk or Code Compliance Officer (as needed)
 - Utilization: functions related to Election Administration and Code Compliance.

- **Meeting Rooms**
 - Conference Rooms: 1
 - Seating up to 8
 - Audio/Visual Technology for Conferencing
 - Utilization: Village Manager's Meeting and Other Multi-Staff Meetings.
- **General Areas:**
 - Staff Bathroom: 1
 - Kitchenette: 1
 - Copy Area: 1
- **Storage**
 - Community Records Storage: 1
 - Utilization: Secures Community Records
 - 6-8 lg. file cabinets.
 - Utility/Supply Storage: 1
 - Utilization: Stores office equipment and server room (if applicable).
 - Retained Records Storage: 1
 - Utilization: Secures Retained Records (records that must be maintained but are no longer utilized as part of day-to-day operations for Village Staff).
 - Server Room: 1 (if applicable)
 - Could be included as part of utility/supply storage or a separate space.
- **General Public Areas**
 - Lobby: Accommodates 3-5 people.
 - Bathroom: 2
 - Entrance: 1
- **Governing Board Chambers Area**
 - Governing Board Chambers: 1
 - Includes dais for governing board members.
 - Seats 50-75 persons.
 - Include telecommunications capacity for conferencing and an amplified sound system.
 - Elections Storage Room:
 - Utilized for securing and storing election equipment.

Technology & Infrastructure:

- **IT Needs**
 - Server room or IT closet requirements:
 - Includes utility/supply storage or as a separate server room space.
 - Network and Wi-Fi coverage:
 - Private and public Wi-Fi available.
 - Ethernet connections are available at each workstation/office.
- **Telecommunications**
 - Video conferencing capabilities should be available in each conference room, with the capacity for screen sharing from Village devices while in the room.
- **Security**
 - Access control:
 - Access to the Administration Building would be controlled with a fob.
 - Storage of sensitive/confidential files (Financial, Elections, Human Resources) would be limited to access for specific Office Spaces.
 - Surveillance cameras:
 - It would be ideal to install a security camera on the exterior of the building.
 - Public Facing Spaces:
 - Public facility spaces would be ideal to have sliding windows (lockable) for closing when not staffed.

Accessibility & Compliance

- ADA compliance considerations:
 - Pedestrian access areas should be ADA-compliant (including correct slope and potential entrance/exit doors with a mechanical door opener).
 - Counters, both public-facing and for Village Staff, should be at an accessible height.
 - Ramps should be included for elevated areas, such as the Governing Board Chamber dais (if applicable).
 - All restrooms would be constructed to meet ADA compliance, including space and height requirements.
 - Clearing space for hallways should be an accessibility requirement.
 - Signage would include braille and tactile characters.

Additional Comments

- Other needs or considerations from governing bodies and/or the public input...

SUMMARY OF NEEDS ASSESSMENT					Typical Sq. Footage:	
Location:	Title:	Designate Personnel:	Services/Functions:	Requirements:	Min.	Max.
Office Space	Private Workstation #1	Village Clerk	Elections and General Administration	- Secures Election Records - Ethernet Connection	150	200
Office Space	Private Workstation #2	Finance Specialist/Treasurer	Financial and General Administration	- Secures Financial Records. - Ethernet Connection	150	200
Office Space	Private Workstation #3	Village/Zoning Administrator	General, Zoning, and Financial Management	- Secures Human Resources Records - Ethernet Connection	150	200
Office Space	Private Office #4	<i>Undesignated</i>	<i>Undesignated - Future Staffing Growth (if App) OR Temp. Storage</i>	- Ethernet Connection	150	201
Office Space	Flexible Workstation #1	Code Compliance Officer	Code Compliance and Zoning Administration	- Ethernet Connection	100	150
Office Space	Flexible Workstation #2	Building Inspection/Professional Services	Building Inspection	- Ethernet Connection	100	150
Office Space	Flexible Workstation #3	<i>Undesignated</i>	<i>Undesignated - Future Staffing Growth (if App) OR Temp. Storage</i>	- Ethernet Connection	100	150
Office Space	Public Facing Workstation #1	Administrative Assistant/Deputy Treasurer	General, Zoning, and Parks-Facility Administration	- Ethernet Connection - Sliding windows (lockable)	75	100
Office Space	Public Facing Workstation #2	Village Clerk or Code Compliance Officer (as needed)	Election Administration and Code Compliance	- Ethernet Connection - Sliding windows (lockable)	75	100
Office Space	Conference Room	N/A	N/A	- Seating up to 8 - Audio/Visual Technology for Conferencing	175	225
Office Space	Staff Bathroom	N/A	N/A	- ADA Compliance Consideration	60	75
Office Space	Kitchenette	N/A	N/A	- ADA Compliance Consideration	50	100
Office Space	Copy Area	N/A	N/A		75	100
Office Space	Community Records Storage	N/A	N/A	- 6-8 lg. file cabinets.	250	300
Office Space	Utility/Supply Storage	N/A	N/A		100	150
Office Space	Retained Records Storage	N/A	N/A		200	300
Office Space	Server Room (if app.)	N/A	N/A		30	50
General Public	Lobby	N/A	N/A	- Standing Window Area(s) - Accommodates a waiting area for 3-5 people	300	400
General Public	Entrance	N/A	N/A		200	250
General Public	Bathroom #1	N/A	N/A	- Could be identified as uni-sex or men's room	100	150
General Public	Bathroom #2	N/A	N/A	- Could be identified as uni-sex or women's room	100	150
Governing Board Chambers	Governing Board Chambers	N/A	N/A	- Includes dais for governing board members, - Seats 50-75 persons, - includes telecommunications capacity for conferencing and amplified sounds. - Audio/VisualTechnology for Conferencing	1,500	2,000
Governing Board Chambers	Elections Storage Room	N/A	N/A	- Secured from public access	100	150
				TOTALS:	4,250	5,900

Future Village Administration Building



5/5/2026

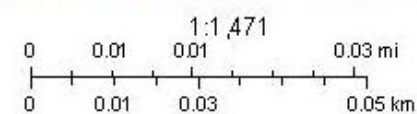




Exhibit B

VILLAGE OF SISTER BAY

Request for Proposals
Architectural/Construction Design Services
New Village Administration Building

June 12, 2026



WOLD ARCHITECTS & ENGINEERS



June 12, 2026

Benjamin Andrews
Village Administrator
2383 Maple Drive PO Box 769
Sister Bay, WI 54234

RE: Request for Proposals — Architectural/Construction Design Services, New Village Administration Building

Dear Mr. Andrews and Members of the Selection Committee:

Wold Architects and Engineers appreciates the opportunity to submit our proposal to the Village of Sister Bay for architectural and engineering design services for your new Village Administration Building. We understand this project is not simply about creating more office space. It is about giving Village staff, elected officials, and residents a civic building that makes local government easier to access, safer to operate, more efficient to maintain, and better prepared for the future.

The Village has already identified a clear set of needs: private and flexible workstations, public-facing service counters, secure storage for election, financial, human resources, community, and retained records, a governing board chambers space for 50 to 75 people, reliable technology infrastructure, accessible public and staff areas, and security measures that separate public access from confidential Village operations. The Mill Road site also brings important context. Located near the Sister Bay/Liberty Grove Library and neighboring residential parcels, the building should feel appropriately civic and welcoming while respecting the scale, character, and daily patterns of the surrounding area.

What Wold can do for Sister Bay is help turn that needs assessment into a practical, buildable, and community-appropriate facility. We will work with the Village to confirm how each department functions today, how residents move through the building, where staff need privacy and security, how public meetings should operate, and where flexibility should be built in for future staffing or service changes. We will use that understanding to test planning options, evaluate trade-offs, and help the oversight committee and Village Board make confident decisions before the project advances into construction documents.

The Wold team brings extensive experience with village/city halls, municipal offices, public safety facilities, board and council chambers, records and elections functions, secure public service interfaces, ADA accessibility, and technology-ready meeting spaces. That experience allows us to bring proven ideas to the table without forcing a one-size-fits-all solution. Sister Bay needs a building that reflects the way your Village works, the expectations of your residents, and the long-term value of a public investment intended to serve the community for decades.

We also understand that this project must move with purpose. The Village is not asking for plans in a month, but you are asking for a team that can manage the design process responsibly so bidding and construction can align with the goal of completing the facility by 2028. Wold will provide a clear schedule, coordinate design milestones with Village decision-making, work closely with the Village's civil engineer, develop cost information at appropriate points, prepare coordinated construction drawings, present final plans and estimated construction cost to the Village Board, and support the bid process through award.

Most importantly, we will help the Village make the right decisions at the right time. Through site review, staff and committee meetings, planning options, cost discussions, and clear documentation, Wold will help Sister Bay move from a list of needs to a facility that improves daily operations, supports secure records and elections functions, welcomes the public, accommodates accessible participation in local government, and fits the community it serves.

We are excited by the opportunity to partner with the Village of Sister Bay on this important civic project. Thank you for your consideration. We would welcome the opportunity to discuss how Wold can help the Village create a thoughtful, efficient, and lasting home for its administration and public meeting functions.

Sincerely,
Wold Architects and Engineers

Matt Bickel, AIA, LEED AP
Government Practice Leader, Project Architect

Wold Architects and Engineers
220 N. Smith St, Suite 310
Palatine, IL 60067
t 847 241 6100 | woldae.com

**PLANNERS
ARCHITECTS
ENGINEERS**

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GENERAL INFORMATION



WOLD ARCHITECTS & ENGINEERS

220 N Smith St, Suite 310, Palatine, IL 60067 | woldae.com | 847 241 6100

OUR PURPOSE IS TO MAKE A DIFFERENCE IN THE COMMUNITIES WE SERVE



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contact person

Matt Bickel, AIA, CID, LEED AP
Government Practice Leader
mbickel@woldae.com
847 609 0310

corporate ownership | Privately Owned

years in business | 58

legal status | Corporation

office locations | Illinois, Minnesota,
Indiana, Colorado, Tennessee

about us

Founded in 1968, Wold Architects and Engineers is a privately owned corporation providing planning, architecture, engineering, interior design, facility assessment, cost management, bidding support, and construction administration services. For more than 58 years, Wold has focused on helping public-sector clients plan, design, and implement facilities that support the people who serve their communities. Our municipal experience includes village halls, city halls, administrative offices, public safety facilities, board and council chambers, records and elections spaces, public service counters, ADA improvements, secure staff and public interfaces, and long-range facility planning.

Wold's role extends beyond designing a building. We help communities define needs, evaluate options, build consensus, manage budgets, prepare coordinated construction documents, and support implementation through bidding and construction. This approach is especially relevant to Sister Bay's new administration building, where the design must balance public access, staff efficiency, secure records storage, elections functions, technology infrastructure, accessibility, future growth, and a civic presence appropriate to the Mill Road site.

Wold has approximately 332 employees across offices in Minnesota, Illinois, Indiana, Colorado, and Tennessee, including registered architects, graduate architects, registered engineers, graduate engineers, interior designers, and administrative support staff. This depth allows us to provide the Village with the attention of a dedicated project team while drawing on broader multi-disciplinary resources when specialized input is needed. Our in-house mechanical and electrical engineering staff are especially valuable for municipal buildings where technology, security, comfort, maintenance, and long-term operating costs must be considered early in design.

OUR FIRM-WIDE TEAM

330+

DEDICATED
STAFF

60

LICENSED
ARCHITECTS

19

LICENSED
ENGINEERS

14

INTERIOR
DESIGNERS

OVER THE PAST DECADE,
WOLD HAS OVERSEEN THE
DESIGN AND CONSTRUCTION
OF OVER \$10 BILLION
IN PUBLIC SECTOR PROJECTS.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy 1601 Utica Ave S, Ste 700 10 West End St Louis Park MN 55416	CONTACT NAME: Jeannette Parrott PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: jparrott@holmesmurphy.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : RLI Insurance Company</td> <td>13056</td> </tr> <tr> <td>INSURER B : Travelers Casualty & Surety Company</td> <td>19038</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : RLI Insurance Company	13056	INSURER B : Travelers Casualty & Surety Company	19038	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

INSURED
 Wold Architects Inc.
 dba Wold Architects & Engineers
 220 Smith Street, Ste 310
 Palatine IL 60067

WOLARCP

COVERAGES**CERTIFICATE NUMBER:** 744022234**REVISION NUMBER:** REPLACEMENT

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contr Liab per ☒ Policy & XCU GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:	Y	Y	PSB0004011	9/1/2025	9/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Incl in Ex Occur GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	Y	PSA0001561	9/1/2025	9/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ \$0	Y	Y	PSE0003066	9/1/2025	9/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	PSW0002147	9/1/2025	9/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B A	Architect/Engineer Prof Liab Prop/EDP-Blanket Contents	Y	Y	107898498 PSB0004011	9/1/2025 9/1/2025	9/1/2026 9/1/2026	Ea Claim: \$5,000,000. Replace Cost/Special Aggr: \$7,000,000. \$11,475,000.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

FOR PROPOSAL PURPOSES

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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PROPOSED PROJECT TEAM

statement of availability

Wold has the capacity to serve the Village of Sister Bay immediately and throughout the full design and bidding process. We will tailor our staffing to the Village’s schedule, meeting structure, and desired 2028 completion goal, providing hands-on leadership, clear milestone communication, coordinated architectural and engineering documents, and practical guidance from needs assessment through bid support.



LEADERSHIP



matt bickel
Project Architect



jonathan kuzynowski
Lead Designer



kirsta ehmke
Project Manager

WOLD TEAM



amy vertacnik
Job Captain



matt verdun
Mechanical Engineer



brad johannsen
Electrical Engineer



dan kruth
Security & Technology

SUB-CONSULTANTS



kent adams
Structural Engineer



jonathan murray
Cost Estimator



PROJECT ARCHITECT

MATT BICKEL, AIA, CID, LEED AP

wisconsin license # | 13214-5

north dakota state university |
Bachelor of Architecture

north dakota state university |
BS, Environmental Design

As Project Architect, Matt will serve as the overseer of Wold's resources and staff, while simultaneously infusing the team dedicated to your project with the collective insight, wisdom, enthusiasm for the Village of Sister Bay design, and expertise that comes with his design experience.

village of barrington hills

Village Hall Remodel

village of cross plains

New Village Hall & Police Facility

village of deer park

New Village Hall

village of long grove

Village Hall Addition & Remodel

village of palatine

Village Hall Addition & Remodel

village of tower lakes

New Village Hall & Police Facility

city of palos heights

City Hall Remodel



LEAD DESIGNER

JONATHAN KUZYNOWSKI, AIA, NCARB, LEED GA

judson university |
Master of Architecture

judson university |
Bachelor of Architecture

As Lead Designer, Jonathan coordinates with the design team and client to maintain the goals and schedule of the project. Jonathan's experience coordinating with clients and the design team keeps everyone on track with the per-defined goals.

village of barrington hills

Village Hall Remodel

village of carpentersville

Fire Station No. 93 Remodel

village of long grove

Village Hall Addition & Remodel

village of tower lakes

New Village Hall & Police Facility

city of crystal lake

Fire Station No. 1 Remodel

city of janesville

New Fire Station No. 3

city of oak creek

New Fire Station No. 3



PROJECT MANAGER

KIRSTA EHMKE, AIA

university of illinois, chicago |
Masters of Architecture

university of kansas |
BFA, Industrial Design

Kirsta brings a wealth of government project experience and is well versed in guiding our team to reach every project milestone. She will ensure Wold's resources align with the effort required to meet the strategic planning objectives and attain Village expectations. Kirsta has delivered many successful outcomes to our clients – on time and under budget.

**village of
carpentersville**
Fire Station No. 93 Remodel

village of deer park
Vehe Barn Remodel

village of palatine
Village Hall Addition &
Remodel

city of crystal lake
City Hall Remodel, Police
Department Remodel, Fire
Station No. 1 Remodel

waukesha county
Courthouse Addition &
Remodel



INTERIOR DESIGNER

AMY VERTACNIK, LEED GA, WELL AP

rocky mountain college of art and design |
BFA, Interior Design - Sustainability Specialization

tulane university |
BSPH, Public Health

Amy works with clients to foster design continuity and help match the functional and aesthetic components of a project. Her interior architecture background ensures the facility program needs are met and space utilization is effective within a space. As the interior designer for this project, Amy will collaborate closely with stakeholders to develop and refine design options throughout each phase, from initial concepts to final selections of finishes and furnishings.

**village of barrington
hills**
Village Hall Remodel

city of crystal lake
Community Center Feasibility
Study

city of janesville
New Fire Station No. 3

berrien county
911/EOC Relocation

dane county
Clerk Office Election Center

tazewell county
New Justice Center Annex



MECHANICAL ENGINEER

MATT VERDUN, PE, LEED AP

northern illinois university |
BS, Mechanical Engineering

As Lead Mechanical Engineer, Matt will work closely with our in-house and external consultants to ensure the Village's goals are achieved. Matt applies Wold's culture of responsiveness and communication to the engineering process to elevate our commitment to the client's experience.

village of cross plains
New Village Hall & Police Facility

village of palatine
Village Hall Addition & Remodel

city of crystal lake
City Hall Remodel

lake county
New Regional Operations & Communications Facility

scott county
Emergency Communications Center, Sheriff's Patrol Headquarters

waukesha county
Courthouse Addition & Remodel



ELECTRICAL ENGINEER

BRAD JOHANNSEN, PE, LEED AP

university of iowa |
BS, Electrical Engineering

Brad will work with you throughout the design process. He ensures quality through all phases of construction and guarantees uninterrupted service delivery for the life of the facility through efficient and reliable power systems. Brad experience in the public sector gives him a deep understanding of the high level expectations of sustainable and seamless electrical systems.

village of palatine
Village Hall Addition & Remodel

city of carver
City Hall Replacement

town of erie
Town Hall Addition & Renovation

arapahoe county
Admin Remodel

berrien county
911/EOC Relocation

waukesha county
Courthouse Addition & Remodel



SECURITY & TECHNOLOGY

DAN KRUTH, *BICSI, RCDD*

Dan has been involved in Technology for over 30 years. His roles as Project Manager, Design Engineer, and Account Manager have all specialized in structured cabling design for technology systems. His experience includes advanced data infrastructure, outside plant communications, fiber optics, grounding and bonding, security, video surveillance, fire alarm, access control, VOIP, WiFi, public address systems, and Distributed Antenna Systems. Dan has held a Registered Communications Distribution Designer (RCDD) accreditation for 19 years. His passion drives his attention to detail and focuses on seamless project success throughout the project.

village of barrington hills

Village Hall Remodel

village of cross plains

New Village Hall & Police

village of long grove

Village Hall Addition & Remodel

tazewell county

New Justice Center Annex

waukesha county

Courthouse Addition & Remodel





STRUCTURAL ENGINEER

KENT ADAMS, PE, SE

bradley university |
BS, Civil Engineering

Kent Adams has over 38 years of structural engineering experience and has acted as senior project engineer for numerous projects with Johnson Wilbur Adams, Inc. He has performed and been responsible for design of municipal, recreational, educational, residential, and commercial projects throughout the United States. Kent's responsibilities as a structural engineer include scheduling, code review, design and analysis, review of design documents, verification of construction conformance with design documents and quality control and assurance for all of the structural activities for a project.

village of palatine
New Village Hall Renovation

lake county
New Regional Operations & Communications Facility

scott county
Sheriff's Patrol Headquarters



COST ESTIMATOR

JONATHAN MURRAY, LEED AP

university of wisconsin - stout |
BS, Construction

Jonathan is an experienced senior cost consultant who has completed hundreds of projects during the design phase. He has experience working in multiple market segments including municipal, federal, multifamily, K-12, higher education, data centers, historic renovations, commercial, and industrial. His strengths include strong leadership, team orientated, and a commitment to delivering projects that exceed client expectations.

village of palatine
New Village Hall Renovation

city of brooklyn park
City Hall

city of corcoran
City Hall & Police Department Remodel

city of lonsdale
City Hall & Police Department



PROJECT PROPOSAL

OUR UNDERSTANDING

Based on our review of the Request for Proposals and insights gathered during our site visit, the Wold team has begun identifying key priorities for the Village of Sister Bay as you move forward with planning and constructing a new Administration Building. We look forward to collaborating with the Core Planning Group to further develop these ideas, engage in a thoughtful planning process, and help establish a strong vision, build consensus, and achieve successful outcomes.

identity & values

The new building's design should respond to the unique character, history, and heritage of the Village and evoke a sense of community pride.

wise investments

Space provided for Village Administration should meet their operational needs while representing good value for the taxpayers. Finishes and systems should balance aesthetics and on-going site and building maintenance.



Conceptual aerial rendering of the new Village of Sister Bay Administration Building

flexible, adaptable, & secure

Municipal government and the delivery of public services is ever changing. The needs of today include increased security, adaptable technology, and flexible work environments that support staff efficiency, well-being, and retention.

community connections

It is important to create strong linkages to the adjacent public library and business district; as well as views to the natural environment. Pedestrian pathways, overflow parking strategies, and outdoor public space should be explored.

APPROACH & WORK PLAN

creatively leverage

We understand this project is about more than simply delivering a new administration building. It is an opportunity to create an efficient, secure, and welcoming civic facility that supports daily Village operations, serves the public effectively, accommodates governing board functions, and provides flexibility for future staff growth. Our team looks forward to helping the Village of Sister Bay realize a building that reflects the character of the community while meeting its operational, technology, and accessibility needs for years to come.

collaborative process

We have a client-focused collaborative process that leverages our expertise for your benefit and making sure it works for you. We have assembled a work plan that emphasizes communication and collaboration in the early stages of planning and programming to allow our team to fully understand your goals and to demonstrate as many options for implementing these projects as possible.

innovative design

There is no cookie cutter approach to the design of the project. We will work with the staff and users of the Village Administration Building to create a unique solution. Utilizing modernized design concepts to improve health, wellness, safety, and security of all staff, and to enhance services being provided to the community.

quality documentation

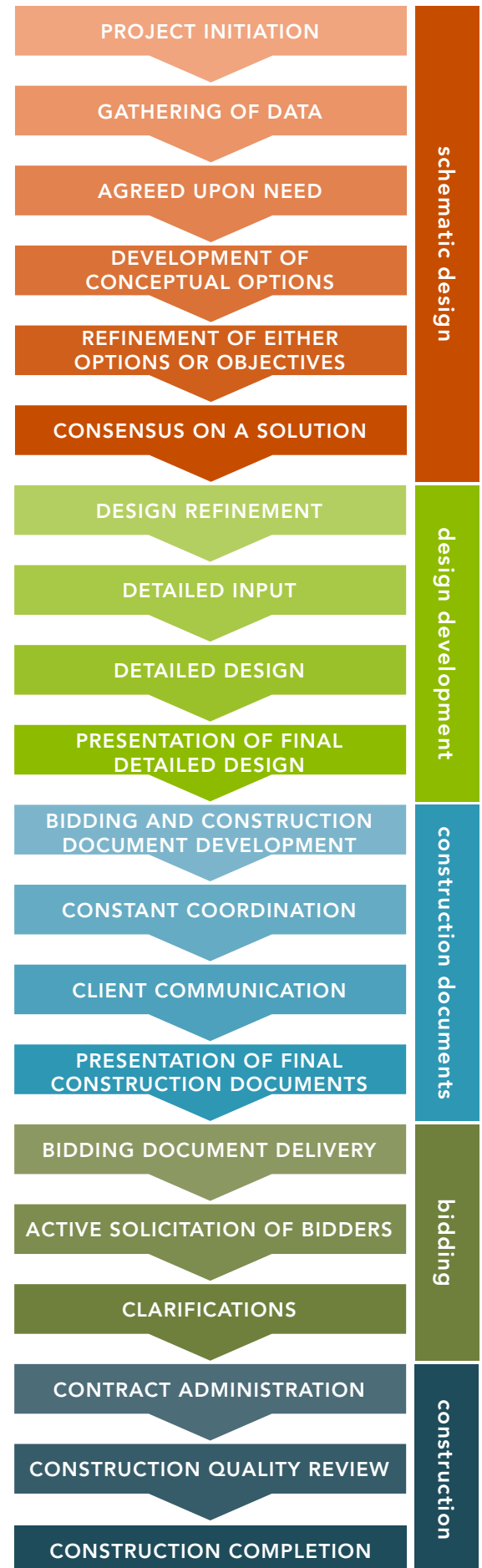
We will follow up that initial planning exercise with a construction documentation process forged by over 58 years of focusing on public sector architectural and engineering services. We know how to detail and specify materials so that they can be affordable, maintainable, long-lasting, and aesthetically-pleasing. We review all of our projects with a thorough quality review to ensure that these standards are met before they are issued for public bidding.

leading the construction process

During construction, Wold Architects and Engineers has a strong presence in administering the construction contract to ensure that the quality of materials and construction that you expect is implemented. Pay applications and any Change Order requests are thoroughly reviewed by our team to ensure that you are paying only for fair value of the work being performed.

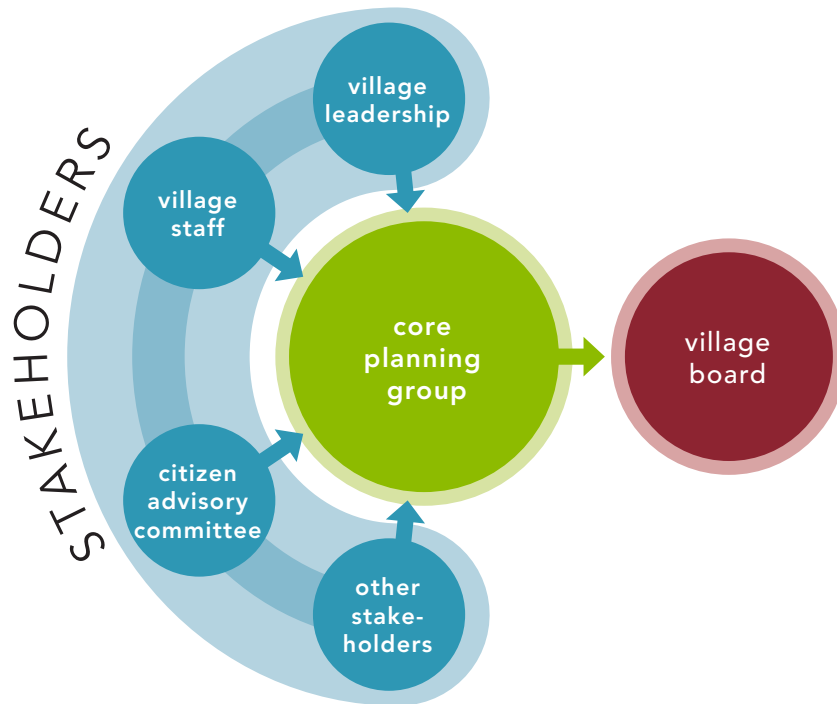
your ongoing ally

Finally, following the successful close-out of the project, we want you to know that Wold has a history of standing behind our projects forever. If you are ever questioning or unhappy regarding any of the construction that we designed and oversaw, we are more than happy to help solve any issues that pop-up – even beyond the warranty – to help you remain satisfied with the superior project experience that we offer.



ORGANIZE THE PROCESS

STAKEHOLDER ENGAGEMENT



organize the planning group

We believe it is important to start the project with a meeting attended by key stakeholders and users where all are given the opportunity to voice their priorities and concerns in the presence of other participants. We consider this group of people to be the Core Planning Group and will remain consistent throughout the study. This initial meeting covers topics such as project management, lines of communication, project milestones schedule, meetings, review of the work plan, and identification of key issues and goals of the project team representatives, such as:

- Establish Village directives/involvement
- Establish format, protocols, and applicable standards
- Develop “user-friendly” format to suit needs and minimize impacts
- Identify base-line assumptions and minimum standards
- Identify all personnel whose input is required or desired
- Identify applicable building codes and standards
- Develop a list of baseline standards as they pertain to program modifications

The most important outcome we wish to achieve at the kick-off meeting is to set the tone that the planning for the facilities assessment will be a collaborative effort. The Wold team will provide guidance for navigating the study process, as well as subject matter expertise and the resources to complete the study. However, we will rely on the members of the Core Planning Group to establish the criteria and guiding principles for what an ideal facility will be.

participatory planning process

The goal of the Wold team on every project is to make the entire process of planning for public facilities predictable and enjoyable. Our approach to program development includes a process for engaging the users and stakeholders in an interactive process that produces a high level of ownership of the final report and its recommendations. Preliminary and validation meetings assure that all needs are accurately defined, and any policy issues are identified early on. The final Space Needs and Program Analysis document is crucial to proving the feasibility of the facility solution and to the success of the eventual facility design.

generate discussion

Our space needs assessments are structured as “dialogue documents,” illustrating the interface between organizational structures and the resulting space implications. The documents are clearly written and highlight the decision-making criteria used to identify the key design issues. These provide a clear method for the delivery of renovations, additions, or new facilities.

This process answers these fundamental questions:

- What are fundamental objectives for your facilities?
- What operational and space data is available?
- What should the future be?
- How big should the spaces be?
- How much future expansion should be anticipated and when will it be needed?
- How much future expansion should be built-in now vs. added later?
- What are your goals for technology?
- How will emerging technology impact infrastructure needs?
- How will emerging management structures impact space needs?
- How much should be budgeted for today? For tomorrow?

DESIGN PROCESS

FOR VILLAGE HALL FACILITIES

Functional responses will start and end with listening to how the Village currently operates and what would be the ideal way to operate. We understand the need to provide quality village services. Wold has a history of designing facilities to support state-of-the-art operational approaches where functionality is a high priority in achieving client goals. We will do this by:

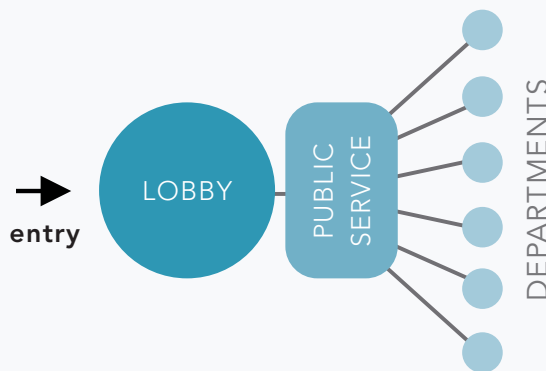
- Planning your village hall to fit into your operational needs, overall Village functions and mission. We listen to your goals and respond with design solutions.
- Challenging operational approaches to determine functional models for the Village of Sister Bay at appropriate settings.
- Testing the design against operational models during a scenario development process so that no stone is left unturned, and the village receives a highly functional solution that meets your objectives.

we believe village hall design begins with a similar mission:

Supporting the village's customer service mission while enhancing staff interaction. With this as our focus, we can begin to design with function driving internal organization. Village hall design typically follows one of two organizational models. One generates from a central focus, sometimes referred to as a central service counter design. The second follows a linear focus which is often referred to as a "Hub and Spoke" design. Clear customer orientation is critical in Village hall design to avoid the "government runaround." The content below illustrates these two organizational models.

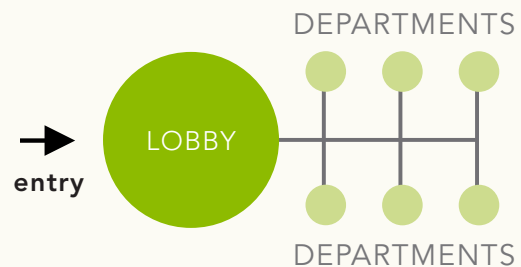
central

In the central service counter model, the public only has to find one counter to get services. The large open lobby provides circulation space for public functions such as the board rooms and provide overflow and gathering space for board meetings. Often flanking the service counter are smaller meeting rooms that are used for informal meetings with customers, contractors, or board members meeting with constituents.



linear

In the more linear "Hub & Spoke" design the "Hub" provides the entry focus and relationship to the board room while the "Spokes" (corridors) provide the connection to large Village departments. Critical to the linear design is clear orientation. Signage may play a role in effective orientation. Sub-lobbies connected to the "Spokes" (corridors) play a role in creating a node or focus for the department.





EMBRACING THE DIGITAL AGE

SOFTWARE PACKAGES AND COMPUTERIZED SYSTEMS

web-based project portal

Seamless communication is critical for a transparent and inclusive process from community engagement to interdisciplinary coordination. Wold recognizes the need to stay connected with community, consultants, owners, users, and stakeholders. Wold hosts a web-based project portal that allows secure, client-specific access to project information through a dedicated cloud service. From early planning to final close-out, the web portal promotes efficient, user-friendly connectivity for all involved.

- Project team contact information
- Meeting minutes
- Design presentations
- Project phase deliverables
- Construction photos
- Observation reports

building information modeling (bim)

Building Information Modeling (BIM) software is used on all Wold projects. It is the latest technology-based tool employed by progressive architects and engineers for design and the production of digital contract documents. Commonly referred to as a three-dimensional modeling software, BIM is in fact a high powered database of all of the hundreds of elements that make up a complete set of construction drawings. BIM manages all of the information related to a specific project in a single file that can be accessed simultaneously by the entire design team, thus, the likelihood for human error is reduced.

Over the past 10 years, we have made a significant investment in technology and training related to adapting our approach to the use of BIM software – specifically Autodesk’s Revit. Revit has significant advantages over traditional drafting with regard to thorough coordination of work by several team members simultaneously. With the efficiency Revit affords us in the production of contract documents, we are able to spend more time on planning and design and can easily produce three-dimensional images and virtual walkthroughs for your review. Enhanced three-dimensional imaging and virtual walkthroughs mean fewer surprises. By providing more accurate visuals of what the final product will look like long before construction begins, you can be assured that your staff will have greater ownership of their new spaces and will be satisfied when it comes time to move in.

Finally, at the end of the project you will have a complete three-dimensional model of your future building - inside and out - to use as a tool to help communicate with the community.

proactive coordination

Owner project requirements are the cornerstone on which the design is founded. It is our challenge to transform these idealistic thoughts into realistic, energy efficient, cost effective solutions. We believe this can be best achieved through an integrated design process that will allow for optimization of time, money, and creativity.

Our consultants will also be using BIM (Revit) to integrate all mechanical, electrical, and structural elements into one model. This proactive coordination effort helps us produce quality construction documents that result in less issues during construction.

BUDGET MANAGEMENT

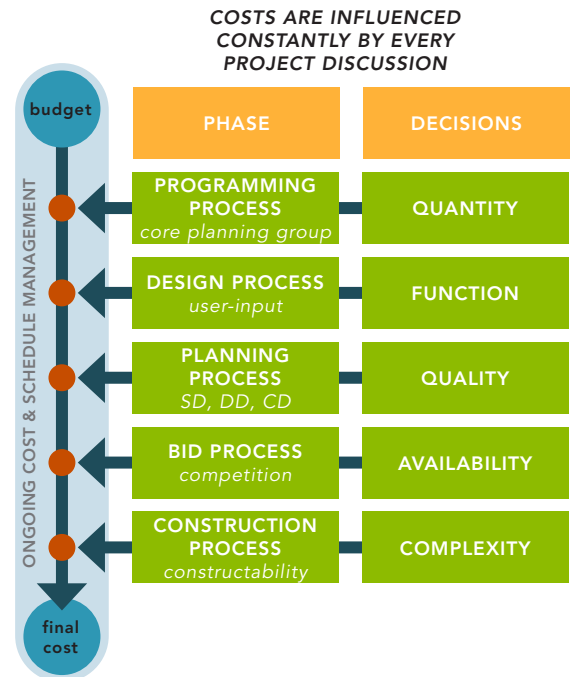
DETERMINING AND MAINTAINING YOUR SCHEDULE & BUDGET

budget management

The Wold team approaches budget management as an ongoing task, from the start of planning and programming through the completion of the construction. We know that the planning for public facilities sets the framework for future costs. Eighty percent of the cost for a project is determined by the first 20% of the decisions. Therefore, we take the initial planning very seriously, because it is the key to future financial factors.

Specific cost and budget analyses ensure adherence to original budgets for the project. Construction and installation documents and management provides the direction for seamless process management moving toward occupancy.

Within our fixed fee, we include the services of an independent cost estimating consultant, Rockwise Strategies, to perform cost evaluations at key milestones of the project. This effort is completed in alignment with our own internal estimates, so collaboration on an agreed cost estimate can occur, and the Village of Sister Bay can be confident the project is on budget and able to move forward.



wold does not charge our clients to resolve unexpected surprises

One of the benefits of our approach is the avoidance of cumbersome accounting for changes to the work. Therefore, there are no fees associated with change orders. It is especially important once construction begins for the Village and Design Team to have a collaborative relationship. We believe our role in the partnership is extremely important to resolve construction claims.

Because of Wold's exclusive focus on public projects, we have learned the importance of identifying all risks and variables prior to bidding. Developing high quality, well-coordinated construction documents results in a history of minimal change orders on Wold projects. Typically, at project closeout, change orders to all construction contracts are less than 1%, with the majority of those changes being Owner requests for added value or additional scope.



THE VILLAGE RELIED ON WOLD'S EXPERTISE TO HELP GUIDE US THROUGH EVERY STEP OF THE PROCESS – FROM EVALUATING OUR EXISTING FACILITY AND SPACE NEEDS, THROUGH DESIGNING AND CONSTRUCTING OUR NEW VILLAGE HALL AND POLICE BUILDING. WOLD'S SUPPORT THROUGH THE CONTRACTOR SELECTION/BIDDING PROCESS AND THE PROJECT MANAGEMENT OF THE BUILD WERE CRITICALLY IMPORTANT. OVERALL, THE PARTNERSHIP AND COLLABORATION WERE WONDERFUL! WE WOULD WORK WITH THEM AGAIN AND HIGHLY RECOMMEND THEM TO OTHER COMMUNITIES.

- ANDY HAY, VILLAGE PRESIDENT OF TOWER LAKES



SCHEDULE MANAGEMENT

DETERMINING AND MAINTAINING YOUR SCHEDULE

Regardless of construction delivery method (GC vs. CM), our role in managing schedules does not change. We will work closely to develop necessary phasing strategies, tracking decisions, and ensure trade contractor performance.

design

- Build a project milestone schedule to manage all disciplines from the onset
- Weekly coordination meetings
- Weekly updated drawings to SharePoint
- Checklist for typical coordination issues
- Established/tested detailing for contract documents
- Peer review of Contract Documents
- All-day team coordination prior to documents being issued
- Utilize only Addendum #1 to elevate the document's quality

bidding

- Proactive contact of potential bidders to generate interest
- Minimize addenda
- Assist in bid openings and contract preparations as needed

construction

- Review submittal requirements, schedule of values, and owner expectations with contractors
- Pre-construction forum
- Shop drawing review
- Mandatory Contractor pre-installation conferences for critical areas

- Job site presence with observation reports
- On-site involvement to review compliance of critical aspects
- Attendance at all construction meetings/review of construction schedules
- Proactive tracking of Contractors (weekly progress schedules)
- Availability to contractors to review specific conditions in the field where needed
- Begin commissioning process to ensure design compliance

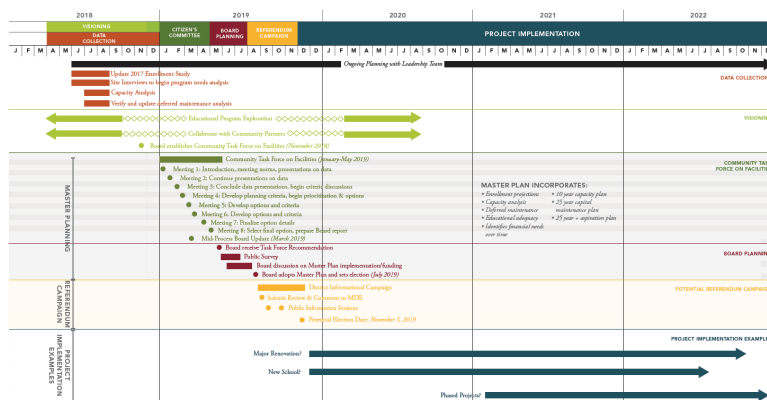
substantial completion

- Goal: Have contractor complete the punch list in 60 days
- Continue construction meetings to keep contractor focused
- Monitor punch list issues and redevelop punch lists as needed to simplify the process
- Identify user issues and sort out responsibility through regular meetings with Village staff
- Keep the pressure on the contractor to complete the task at hand

post-occupancy

- Attend first-day opening to assist where needed
- Proactive 11-month walk-through to review warranty items
- Post-occupancy evaluation with Owner to review strategies
- Ongoing availability to coordinate and resolve issues

example:



We have translated the urgency of your schedule to all other aspects of our work. Schedule delays not only cause strain on the budget, they also strain political relationships between the administration and staff and the taxpayers who supported the projects.

The key to successful schedule management is the whole-hearted partnering of the entire project team. Our team has a proven record of serving and listening to clients and responding to their needs.

establishing a milestone schedule

We will work with you to establish each project's milestones and determine your schedule based on your Village's unique needs and expectations. Our project managers are responsible for managing the schedules and will monitor the performance and input of all participants to assure that information is available and tasks are completed on time.



**PRIOR
EXPERIENCE**

PROJECT EXPERIENCE

we know municipalities

Wold has worked with a variety of municipal clients, both large and small. We understand the issues that today's municipalities face, and we respond by helping our public sector clients plan the most effective facility solutions. Our goal at Wold is to provide an exceptionally high level of service to our clients, not only during projects but between the projects. We see ourselves as always available to add value to our client's facility management and maintenance. This attitude has resulted in most of our clients continually relying on Wold for project after project. The following are a list of some of our municipal clients we have had the privilege of working with.



city of ashwaubenon

Municipal Master Plan

village of barrington hills

Village Hall Remodel

city of blaine

City Hall Renovations

town of buena vista

Space Needs Assessment

village of buffalo grove

Village Hall Administration Remodel

city of burnsville

City Hall Addition & Remodel

city of carver

City Hall Replacement

city of circle pines

New City Hall

city of colorado springs

Council Chambers Remodel

city of corcoran

City Hall Master Plan

village of cross plains

New Village Hall

city of crystal lake

City Hall Remodeling

village of deer park

New Village Hall

city of dekalb

Long-Range Space Needs Analysis

dekalb township

Township Office Addition & Remodel

city of eagan

New City Hall

town of erie

Town Hall Addition & Remodel

city of excelsior

City Hall Space Needs Study

village of glenview

Village Hall Space Utilization Feasibility

city of golden valley

Municipal Facilities Assessment

city of inver grove heights

Space Needs Study

city of kimball

City Hall Facility Master Plan

city of lakeville

City Hall Addition & Renovation

city of little falls

Space Needs Assessment

city of lone tree

Facilities Master Plan

city of lonsdale

City Hall Renovations

city of minneapolis

City Hall Renovation

city of mounds view

Community Center & City Hall Renovation

village of palatine

Village Hall Addition & Renovation

city of palos heights

City Hall Remodel

city of prior lake

New City Hall

city of river falls

City Hall Study

village of tower lakes

New Village Hall & Police Facility



VILLAGE HALL & POLICE FACILITY

TOWER LAKES, ILLINOIS

total sf | 5,000 sf
construction cost | \$3 M
completed | 2025
project type | New Construction

references

Andy Hay, Village President
 president@towerlakes-il.gov
 847 736 9640

Wold partnered with the Village of Tower Lakes to deliver a new 5,000-square-foot Village Hall and Police Facility that provides a modern, efficient home for local government and public safety services.

Designed to replace the community's outdated existing building on the same site, the new facility responds to both current operational needs and long-term growth while creating a stronger civic presence for the Village.

The building reflects Tower Lakes' distinctive "lake house" character and includes a new Board Room/Community Room that supports Village meetings, public functions, and broader community use. The result is a flexible, community-focused municipal facility that enhances daily operations while providing a welcoming gathering space for residents.

Solar panels were planned as part of the design and installed on the roof to support the Village's initiatives for sustainable, energy efficient operations.



VILLAGE HALL & POLICE FACILITY

CROSS PLAINS, WISCONSIN

total sf | 17,275 sf

construction cost | \$7 M

completed | Fall 2026 (Anticipated)

project type | New Building

reference

Carly Persson, Village Administrator

cpersson@cross-plains.wi.us

608 798 3241 ext 105

Wold Architects and Engineers was hired by the Village of Cross Plains to plan and design a new facility for co-relocation of their joint Village Hall and Police Department operations.

Wold partnered with the Core Planning Group to develop guiding principles and worked collaboratively with Village staff to define space needs for the new building. Through town hall meetings, the broader community was engaged to provide input on the building's image and identity.

The design for new facility includes considerations for community access to Village Hall and Police Department services, as well as a large multi-purpose community room (and Village Board Room). A key feature of the building is its proximity to the Ice Age National Scenic Trail and other outdoor amenities. The building will have public toilet rooms accessible from the exterior and available to users of the trail and nearby parks.

Construction started in October 2025 and is on track for completion in Fall 2026.



VILLAGE HALL

DEER PARK, ILLINOIS

total sf | 4,100 sf
construction cost | \$1.1 M
completed | 2020
project type | New Construction

reference

Beth McAndrews, Village Administrator
 bmcandrews@vodp.net
 847 726 1648

Wold partnered with the Village of Deer Park to advance the planning and development of a new Village Hall that would better serve staff operations and community needs while respecting the character of the historic Vehe Barn site.

Working closely with Village leadership, Wold evaluated options for accommodating Village functions on the property and helped guide the decision toward construction of a new standalone Village Hall adjacent to the barn. This approach allowed the Village to preserve the historic Vehe Barn as a cherished community asset while creating a purpose-built civic facility tailored to staff needs, Board meetings, and day-to-day public service functions.

Thoughtfully positioned within the site context, the new building complements the historic setting while establishing a clear and lasting civic presence for the community. Completed in July 2020, the Village Hall provides Deer Park with a functional, efficient, and context-sensitive municipal building that enhances operations, supports local governance, and serves the community well into the future.

Wold continues to partner with the Village to design and implement improvements to the adjoining Vehe Barn.



VILLAGE HALL ADDITION & REMODEL

LONG GROVE, ILLINOIS

total sf | 4,200 sf

construction cost | \$1.8 M

completed | 2025

project type | Addition/Remodel

references

Chris Sparkman, Village Manager
csparkman@longgroveil.gov
847 634 9440

Stemming from a client referral from the neighboring community of the Village of Deer Park, Wold was hired by the Village of Long Grove to complete an initial space needs analysis and pre-design. Upon the completion of the pre-design study, our team was retained to continue with the design of an addition and remodeling of the Village Hall.

Housed in a historic structure dating back to the 1860s, and relocated in the 1970s to its current site, the Village Hall needed a modern facelift. Our team helped identify key areas for improvement which included accessibility to all office spaces, a larger board room to better serve community needs, increased separation between evening and daytime functions, and enhanced employee workspaces, which included dedicated conference spaces and a break room.

Our team meticulously crafted plans to meet the Village's needs while respecting the building's rich heritage and Long Grove's commitment to preserving its history for future generations. Working alongside the Village Board, Wold developed a strategy to enhance the existing structure's longevity and charm, while seamlessly integrating new additions, including new siding, windows, and more.



CITY HALL

CARVER, MINNESOTA

total sf | 10,500 sf
construction cost | \$4.5 M
completed | 2019
project type | New Construction

references

Brent Mareck, City Manager
 bmareck@cityofcarver.com
 952 448 8737

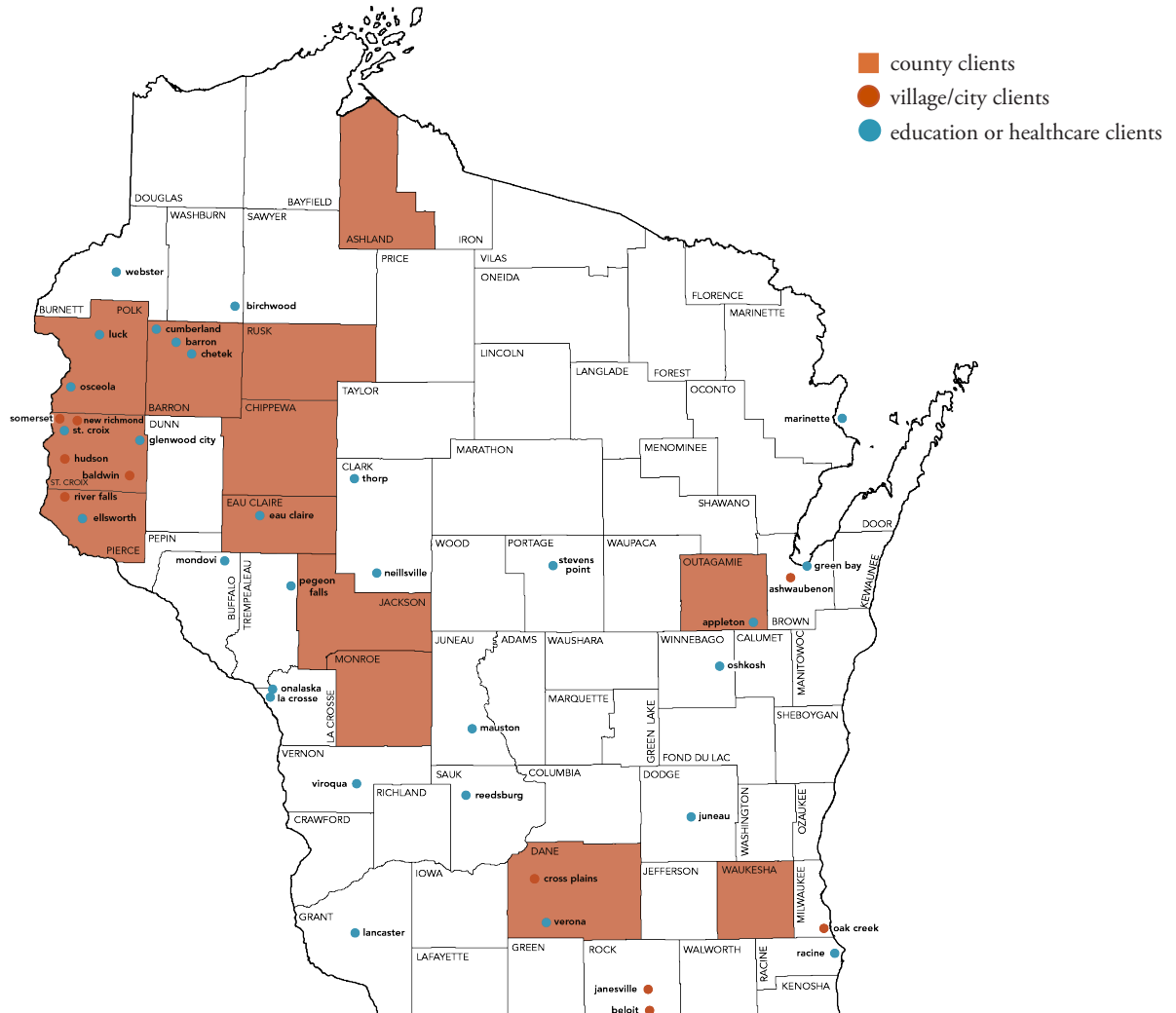
Wold partnered with the City of Carver to design a new City Hall that replaces the City's aging former facility with a building better suited to current operations, community use, and long-term civic needs.

After determining that the existing City Hall was no longer viable, the City advanced plans for a replacement facility guided by recommendations from a previous citizens' committee, which studied multiple site options and ultimately supported construction of the new building within Carver's historic downtown. This direction helped ensure the new City Hall would remain closely connected to the heart of the community while reinforcing the character and vitality of the downtown district.

The design reflects the character of downtown Carver, incorporating storefront-inspired architecture that complements the surrounding historic district and reinforces the building's civic presence. In addition to supporting City staff and government functions, the project includes a large main-level meeting room with a commercial kitchen, creating flexible space for public meetings and community events. With strong connections to the street and views toward the river, the new City Hall serves as both an efficient municipal facility and a welcoming civic gathering place.

COMPLIANCE WITH STATE & FEDERAL LAWS

WOLD'S WISCONSIN CLIENTS



Wold understands that compliance is not a separate task added at the end of design; it must be integrated into every phase of planning, documentation, bidding, and construction administration. For the Village of Sister Bay's new Administration Building, our team will design in accordance with applicable Wisconsin state requirements, local ordinances, federal accessibility requirements, life safety provisions, energy code requirements, public bidding expectations, and the permitting and review processes required for a public municipal facility.

Our experience working throughout Wisconsin and the broader Midwest has given us a practical understanding of how to move public-sector projects through code review, agency coordination, bidding, and construction while maintaining the owner's operational goals. Wold has provided planning, design, and construction-phase services for Wisconsin municipal and public-sector clients including village halls, public safety facilities, administration spaces, elections and records functions, public meeting spaces, and community-facing government facilities.

For Sister Bay, our compliance approach will begin with early confirmation of applicable codes, jurisdictional requirements, permitting path, accessibility standards, and life safety criteria. We will review the Village's needs assessment through that lens, including public-facing service counters, secure records and elections storage, staff work areas, board chambers, restrooms, entrances, circulation, technology infrastructure, and separation between public and staff-only areas. This early review allows the Village to make informed decisions before the design is fully developed, reducing the risk of late changes, budget impacts, or delays.

Wold's in-house architectural, mechanical, electrical, and interior design staff are accustomed to coordinating code-related requirements across disciplines. We will address accessibility, egress, fire protection coordination, mechanical and electrical systems, energy performance, security, public meeting technology, and long-term maintainability as part of an integrated design process. Our goal is to provide the Village with a facility that is compliant, practical to operate, and adaptable over time.



REFERENCES

ADDITIONAL REFERENCES

Wold is proud to have partnered with several municipal and local government agencies to complete projects of similar scale and complexity. We value the lasting relationships we have established with each clients' administration, elected officials, and staff through our stakeholder engagement process. We encourage the Village of Sister Bay to contact our references to hear first hand how the Wold team worked to understand each community's unique dynamics and to develop solutions uniquely suited to the goals and values they identified.

village of cross plains

Carly Persson, Village Administrator
608-798-3241, ext. 105
cpersson@cross-plains.wi.us

city of janesville

Ryan Murphy, Fire Chief
608 755 3053
murphyr@ci.janesville.wi.us

village of tower lakes

Andy Hay, Village President
847 736 9640
ahay@towerlakes-il.gov

village of deer park

Beth McAndrews, Village Administrator
847 726 1648
bmcanrews@vodp.net

outagamie county

Clint Kriewaldt, Sheriff
920 832 5605
clint.kriewaldt@outagamie.org

village of long grove

Chris Sparkman, Village Manager
847 634 9440
csparkman@longgroveil.gov

village of ashwaubenon

Joel Gregozeski, Village Manager
920 492 2301
jgregozeski@ashwaubenon.gov

“

WOLD INITIALLY HELPED US
TO EVALUATE OUR CURRENT
OPERATIONS AND TO
DEVELOP OUR LONG-TERM
SPACE NEEDS.

THEIR EXPERTISE AND
COLLABORATIVE APPROACH
WERE EXTREMELY VALUABLE
IN PLANNING AND
CONSTRUCTING OUR NEW
FACILITY. WOLD WAS A
FANTASTIC PARTNER!

– SHERIFF CLINT KRIEWALDT,
OUTAGAMIE COUNTY

”





COSTS

PROPOSED FEE

FIXED FEE AND SAMPLE CALCULATION

Wold proposes establishing a fixed fee for professional services at the project onset. We provide a comprehensive package of professional design and management services for each of our clients. All engineering and cost estimating services are provided in our fee. We believe that establishing a fixed fee for each project, based on an agreed construction cost, eliminates the potentially negative dialog that often happens regarding extra services. Our basic services contract with you goes well beyond what some other architectural firms would provide. Our commitment to you is to agree on a fixed fee and not request additional fees unless the scope of the project changes significantly.

We consistently propose fixed fees based on 6.0% of the approved construction cost for new construction projects of the approximate size and complexity we anticipate for the Village of Sister Bay. We do not charge fees on project soft costs, which include fees, testing, and equipment, and contingencies unless we are asked to design any portion of these. In addition, we follow the AIA standard distribution between phases, resulting in 75% of the fees being applied to pre-bid phases.

reimbursable expenses

Customary reimbursable expenses would be in addition to our fixed fee proposal and typically run between \$3,000 and \$4,000 per million in construction for projects like this. Customary reimbursable expenses include:

- Mileage in connection with the work
- Printing and copying
- Phone charges
- Postage and mailing
- Reprographics (work bid set)

These customary reimbursable expenses would be billed with a 10% mark up for administrative costs. Bid set printing is not included as a reimbursable expense, but would be directly billed to you to allow you to save on sales tax or provided by your construction manager. Based on the project costs outlined above, we would propose maximum reimbursable expenses as listed to the right.

FEE CALCULATION

fee basis (est. construction cost + contingency)	\$2,000,000
fee rate	x 6.0%
proposed professional services fixed fee	\$120,000
maximum reimbursable expenses	\$7,000
maximum contract amount	\$127,000

SCOPE OF WORK AND RATE

schematic design/ design development	\$42,000
construction documents	\$48,000
procurement/bidding	\$6,000
construction administration	\$24,000
total professional fees	\$120,000
estimated maximum reimbursables	\$7,000
maximum contract amount	\$127,000

Fees and reimbursable expenses will be billed monthly in alignment with the overall progression of our efforts.

wold hourly rates

Practice Leader	\$235
Project Manager	\$200
Lead Interior Designer	\$200
Lead Mechanical Engineer	\$200
Lead Electrical Engineer	\$200
Architectural Staff	\$145-\$180
Interior Staff	\$145-\$180
Engineering Staff	\$150-\$185
Low Voltage Systems Designer	\$150-\$185
Administrative Staff	\$ 100



illinois | indiana | minnesota | colorado | tennessee



STAFF REPORT

Date: August 18, 2026

To: Village Board

Re: Donation Proposal; Sister Bay Lion's Club; Flagpole

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

The Sister Bay Lions Club has submitted a proposal to donate funds for the purchase and installation of a new flagpole on Village property. The Lions Club identified two potential heights for the flagpole—35 feet or 40 feet—and noted that Village Code identifies 35 feet as the standard allowable height for structures. Installation of a 40-foot flagpole would require additional review or a variance.

The Lions Club also expressed interest in potentially placing a commemorative plaque at the site in the future and may seek the Village's assistance with landscaping improvements. Any such requests would follow the Village's standard review processes.

Following Committee review, Village Staff sent a letter to the Lions Club on August 6, 2026, informing them of the Committee's recommendation, including support for a 35-foot height and a preferred location north of Village Hall between the walkways.

Verbal confirmation was received on 08/13/2026 that the Lions Club found everything to be acceptable.

OVERVIEW

The donation would fund the purchase and installation of a new flagpole in a highly visible and well-trafficked area near Waterfront Park. Supporting the installation at 35 feet would allow the project to move forward without additional regulatory review.

COMMITTEE RECOMMENDATION

At its August 3, 2026, meeting, the Parks, Property & Streets Committee discussed the donation proposal and expressed unanimous support. The Committee recommended acceptance of the donation, specifically endorsing installation of a 35-foot flagpole consistent with Village code. They also agreed on the preferred location north of Village Hall between the building and the path leading to the boathouse.

The Committee acknowledged the Lions Club's interest in a dedicatory plaque and any future landscaping requests, confirming such items would be reviewed through standard Village procedures.

RECOMMENDATION

Village Staff recommends that the Village Board formally accept the Sister Bay Lions Club's donation for the purchase and installation of a new flagpole, consistent with the Parks Committee's recommendation.

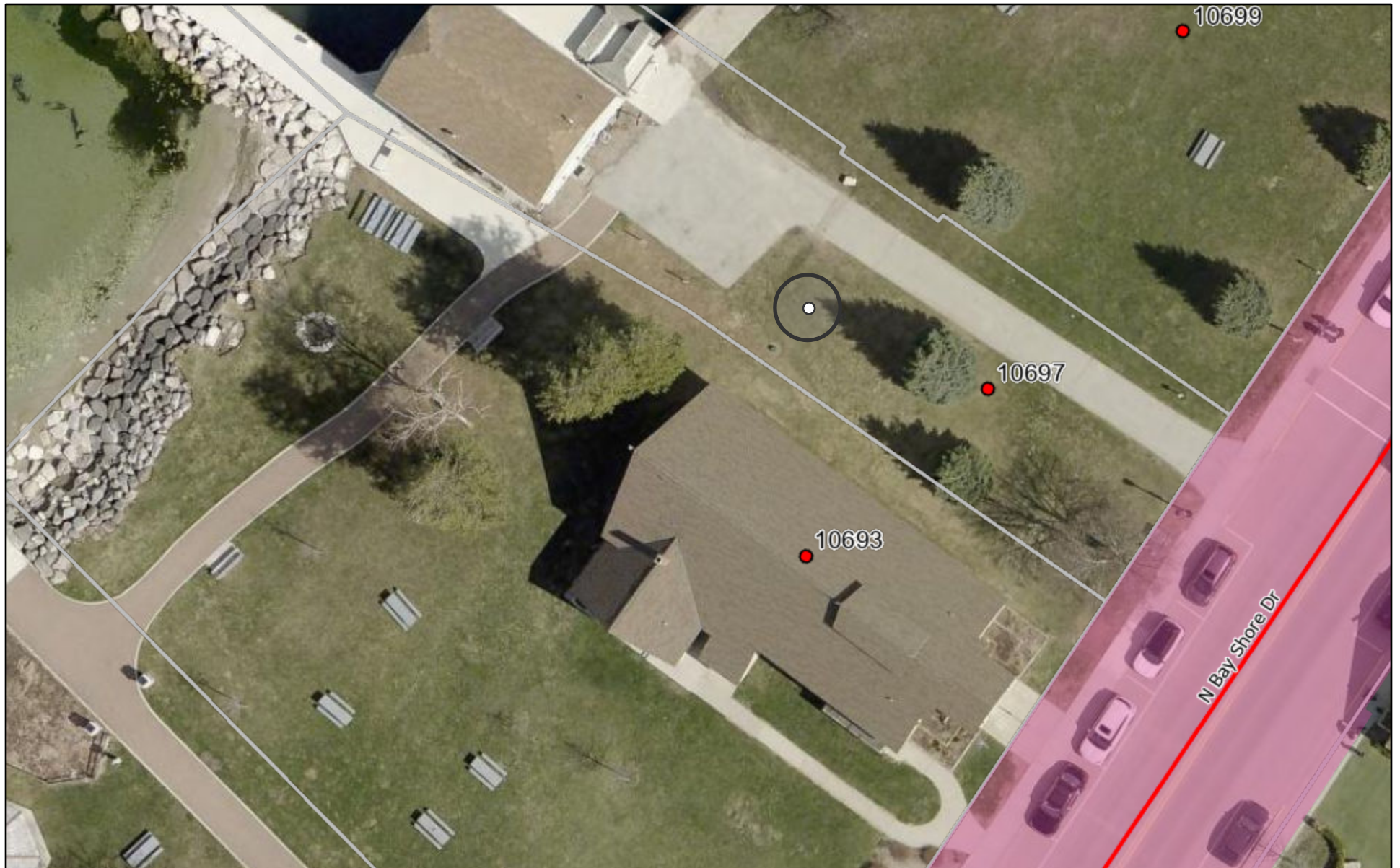
If the Village Board were in favor of this action, the following motion could be made:

"I move to 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."

ATTACHMENTS

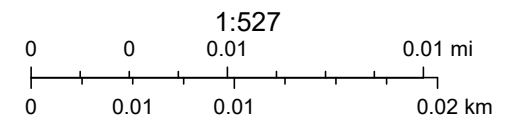
1. Donation Proposal – Sister Bay Lions Club
2. Committee Follow-Up Letter to Lions Club (August 6, 2026)

Flagpole



8/13/2026

- | | | |
|---|---|---|
|  Address | Roads | Parcel |
|  State Trunk Highway |  State |  Parcel Boundaries |
| |  ROW | |





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



8/6/2026

Dick Staver
Sister Bay Lions Club

RE: Flag Pole Donation Updates

Dear Mr. Staver,

Thank you again for the Sister Bay Lions Club's generous proposal to donate funds for the purchase and installation of a new flagpole on Village property.

The Parks, Property, and Streets Committee has reviewed your proposal, including the staff report dated August 3, 2026. After discussion, the Committee will be recommending that the Village Board formally accept the Lions Club's donation.

As part of their recommendation, the Committee supports installing a 35-foot flagpole, which aligns with the Village's standard height allowance and will allow the project to move forward without additional regulatory steps. The Committee also recommends that the flagpole be located just north of the Village Hall, between the walkways, as indicated on the attached map.

Please let us know if this height and location are acceptable to the Lions Club. If so, we anticipate moving forward with formal acceptance at the August 18, 2026, Village Board Meeting.

Thank you for your continued partnership and your dedication to the Sister Bay community.

Regards,

Benjamin Andrews

Benjamin Andrews,
Village Administrator
administrator@sisterbaywi.gov
P: 920-854-4118; C: 920-421-0089



STAFF REPORT

Date: August 18, 2026

To: Village Board

Re: Strategic Planning; Public Administration Associates; Schedule for Implementation

Author(s): Benjamin Andrews, Village Administrator

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

The purpose of this report is to request that the Village Board establish dates for the Village's Strategic Planning Sessions and designate an informational steering committee to support the development of the Village of Sister Bay's first formal Strategic Plan.

BACKGROUND INFORMATION

The Village of Sister Bay has contracted with Public Administration Associates (PAA) to facilitate the strategic planning process. PAA Consultant, Clint Gridley, will lead the project, with support from Kevin Brunner, also of PAA. The strategic plan is intended to provide an actionable roadmap for the community and establish a shared vision, priorities, and goals. Prior strategic planning efforts have been informal and primarily administrative; this process will formalize a collaborative document shaped by the Village Board.

Key elements of the scope, as described in communications with PAA, include:

- A three-year strategic plan.
- Two in-person strategic planning meetings in October 2026:
 - Session 1: Mission, Vision, and Values development.
 - Session 2: Strategic Plan development to identify 2–5 strategic initiatives.
- Participation by the Village Board and Village Administrator at the table, with staff or public involvement as observers if desired.
- A written final report including proposed mission, vision, values, strategic initiatives, success indicators, SWOT analysis, and a “parking lot” list of items that do not make the final plan.

Village Staff has notified the consultant that October dates will be coordinated with the Village Board. The dates that are not available are October 7, 8, 14, and 21.

REQUESTED BOARD ACTION

1. Set Dates for Strategic Planning Sessions

- The Board is asked to determine two meeting dates in October 2026 for the strategic planning sessions, avoiding the dates noted above.
- NOTE: It is preferable for PAA to get two back-to-back days... however, this is not required.

2. Designate an Informational Steering Committee

- Staff requests that the Village Board formally designate an informational steering committee to support the strategic planning process.
- This committee's function will be informational and organizational, providing background materials, assisting with logistics, and ensuring alignment of information provided to PAA. It will not have policy-making authority or decision-making responsibility, as the Village Board will remain the primary body that guides and adopts the Strategic Plan.

RECOMMENDATION

Village Staff recommends that the Village Board:

- Set the two October meeting dates for the Strategic Planning Sessions.
- Establish an informational steering committee consisting of the Village Administrator and selected staff members to assist PAA and the Board throughout the strategic planning process.



Village of Sister Bay Board Report

Meeting Date: August 18, 2026

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

Bills By Type	Amount	Total
Village bills prepaid	\$ 154,577.80	
Bank fees & bills paid electronically	26,189.60	
<i>Village Total</i>		\$ 180,767.40
Special Revenue Funds bills	\$ 170.00	
Special Revenue Sales Tax	-	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ 170.00
Debt Service Village	\$ -	
Special Revenue	-	
Marina	-	
Utilities	5,623.00	
<i>Debt Service Total</i>		\$ 5,623.00
CIP/TIF bills prepaid	\$ 136,539.29	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 136,539.29
Water fund bills prepaid	\$ 11,169.91	
Wastewater fund bills prepaid	39,625.49	
Collection fund bills prepaid	1,026.47	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 51,821.87
Marina bills prepaid	\$ 17,104.32	
Marina sales tax	\$ 1,735.17	
Marina credit card fees & bills paid by EFT	\$ 1,397.31	
<i>Marina Total</i>		\$ 20,236.80
Net payroll: 07/10 and 7/24	\$ 92,703.47	
State taxes paid online	4,473.32	
Retirement paid online	12,915.92	
<i>Payroll/taxes total</i>		\$ 110,092.71
TOTAL ALL BILLS		\$ 505,251.07

Respectfully submitted,

Volodymyr Gannik

Volodymyr Gannik
Financial Specialist/Village Treasurer

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 07/18/2026-08/14/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10005									
10005	ACTION ELECTRIC INC	3651	REPLACE LIGHT POLE	08/10/2026	368.62	368.62	08/13/2026		690
10005	ACTION ELECTRIC INC	3696	CHECK POWER- WELL #3	08/01/2026	626.68	626.68	08/13/2026		610
10007									
10007	ACTION APPRAISERS INC	3881	2026 MAINTENANCE WORK	08/03/2026	4,076.00	4,076.00	08/13/2026		100
12242									
12242	GA COMPUTER SERVICES	7417	MARINA NETWORK	07/24/2026	326.60	326.60	07/30/2026		690
12242	GA COMPUTER SERVICES	7487	MARINA SECURITY UPDATES	08/13/2026	400.00	400.00	08/13/2026		690
12242	GA COMPUTER SERVICES	INV-7437	WORK VSB - UTILITIES OFFIC	07/13/2026	68.00	68.00	08/13/2026		610
12242	GA COMPUTER SERVICES	INV-7437	WORK VSB - UTILITIES OFFIC	07/13/2026	118.00	118.00	08/13/2026		620
12242	GA COMPUTER SERVICES	INV-7437	WORK VSB - UTILITIES OFFIC	07/13/2026	14.00	14.00	08/13/2026		630
12242	GA COMPUTER SERVICES	INV-7447	CIVIC SYSTEMS REMOTE WOR	07/20/2026	150.00	150.00	07/23/2026		100
12242	GA COMPUTER SERVICES	INV-7485	WORK VSB - UTILITIES OFFIC	08/13/2026	68.00	68.00	08/13/2026		610
12242	GA COMPUTER SERVICES	INV-7485	WORK VSB - UTILITIES OFFIC	08/13/2026	118.00	118.00	08/13/2026		620
12242	GA COMPUTER SERVICES	INV-7485	WORK VSB - UTILITIES OFFIC	08/13/2026	14.00	14.00	08/13/2026		630
13260									
13260	BHIRDO'S BY THE BAY	20081	VEHICLE FUEL ALLOCATION-W	06/30/2026	307.18	307.18	08/07/2026		610
13260	BHIRDO'S BY THE BAY	20081	VEHICLE FUEL ALLOCATION-W	06/30/2026	533.05	533.05	08/07/2026		620
13260	BHIRDO'S BY THE BAY	20081	VEHICLE FUEL ALLOCATION-C	06/30/2026	63.24	63.24	08/07/2026		630
13260	BHIRDO'S BY THE BAY	June 2026	VILLAGE GAS	08/01/2026	40.26	40.26	08/07/2026		100
13260	BHIRDO'S BY THE BAY	June 2026	SHUTTLE BUS GAS	08/01/2026	747.40	747.40	08/07/2026		100
13260	BHIRDO'S BY THE BAY	May 2026	VILLAGE GAS	08/01/2026	337.57	337.57	08/07/2026		100
13260	BHIRDO'S BY THE BAY	May 2026	SHUTTLE BUS GAS	08/01/2026	422.91	422.91	08/07/2026		100
14309									
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	BEEN VERIFIED	07/20/2026	28.37	28.37	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	HEYGOV-CLERK MINUTES	07/20/2026	269.10	269.10	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	PIGGLY WIGGLY- COFFEE SUP	07/20/2026	42.16	42.16	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	ESRI- ARC-GIS- PUBLIC WORK	07/20/2026	400.00	400.00	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	SMARTSIGN- PED CROSSING-	07/20/2026	201.48	201.48	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	SHELL- MARINA-FIREWORKS C	07/20/2026	70.46	70.46	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	SHELL- MARINA-FIREWORKS C	07/20/2026	70.13	70.13	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	ADOBE	07/20/2026	21.09	21.09	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	DOOR COUNTY REGISTER OF	07/20/2026	32.50	32.50	07/30/2026		100
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	FATZO- WWTP- CLASS LUNCH	07/20/2026	22.24	22.24	07/30/2026		610
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	ESRI- ARC-GIS- WWTP	07/20/2026	136.00	136.00	07/30/2026		610
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	HEYGOV-CLERK MINUTES	07/20/2026	10.16	10.16	07/30/2026		610
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	FATZO- WWTP- CLASS LUNCH	07/20/2026	22.25	22.25	07/30/2026		620
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	ESRI- ARC-GIS- WWTP	07/20/2026	236.00	236.00	07/30/2026		620
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	HEYGOV-CLERK MINUTES	07/20/2026	17.64	17.64	07/30/2026		620
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	ACE HARDWR- WASTEWATER	07/20/2026	70.39	70.39	07/30/2026		620
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	ESRI- ARC-GIS- WWTP	07/20/2026	28.00	28.00	07/30/2026		630
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	HEYGOV-CLERK MINUTES	07/20/2026	2.10	2.10	07/30/2026		630
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	ADOBE -MARINA	07/20/2026	303.71	303.71	07/30/2026		690
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	WATERWAYS JOURNAL-THE D	07/20/2026	530.00	530.00	07/30/2026		690
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	BELLAVISIONS- SUNGLASSES-	07/20/2026	292.99	292.99	07/30/2026		690
14309	ELAN FINANCIAL SERVICES	4057 7/20/26	WALMART- WHEELBARROW TI	07/20/2026	32.92	32.92	07/30/2026		690
14310									
14310	CAPTAIN COMMODOES INC	15874	COMMODE RENTAL - SPORTS	07/09/2026	330.00	330.00	08/07/2026		100
14310	CAPTAIN COMMODOES INC	16140	COMMODE RENTAL - DOG PAR	07/27/2026	125.00	125.00	07/30/2026		100
14310	CAPTAIN COMMODOES INC	16351	PRETREATMENT PORTA POTTY	08/05/2026	125.00	125.00	08/13/2026		620

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
17506									
17506	CELLCOM	344060	CELLPHONES- PARKS	08/05/2026	269.80	269.80	08/07/2026		100
17506	CELLCOM	344060	CELLPHONES - ZONING	08/05/2026	80.18	80.18	08/07/2026		100
17506	CELLCOM	344060	CELLPHONE - MARINA	08/05/2026	71.91	71.91	08/07/2026		690
17506	CELLCOM	344488	CELLPHONES- W	08/05/2026	107.24	107.24	08/13/2026		610
17506	CELLCOM	344488	CELLPHONES- WW	08/05/2026	186.10	186.10	08/13/2026		620
17506	CELLCOM	344488	CELLPHONES- C	08/05/2026	22.08	22.08	08/13/2026		630
17525									
17525	CULLIGAN OF STURGEON	1117762 7/1/2	WATER - ADMIN	07/01/2026	38.00	38.00	08/07/2026		100
17525	CULLIGAN OF STURGEON	1117762 7/30/2	WATER - ADMIN	07/30/2026	38.00	38.00	07/30/2026		100
20438									
20438	DEPT OF EMPLOYEE TRUS	August 2026	HEALTH INS. - EMPLOYER AMT	08/05/2026	22,816.35	22,816.35	08/07/2026		100
20438	DEPT OF EMPLOYEE TRUS	August 2026	HEALTH INS. - EMPLOYEE AMT	08/05/2026	4,026.41	4,026.41	08/07/2026		100
20438	DEPT OF EMPLOYEE TRUS	August 2026	DENTAL INS. - EMPLOYER AMT	08/05/2026	878.34	878.34	08/07/2026		100
20438	DEPT OF EMPLOYEE TRUS	August 2026	DENTAL INS. - EMPLOYEE AMT	08/05/2026	155.00	155.00	08/07/2026		100
20451									
20451	DOOR COUNTY HIGHWAY D	2026-3300024	SIGNS	07/20/2026	764.99	764.99	07/23/2026		100
20451	DOOR COUNTY HIGHWAY D	2026-3300024	ORCHARD DRIVE	07/20/2026	3,759.76	3,759.76	07/23/2026		100
20451	DOOR COUNTY HIGHWAY D	2026-3300024	DUMPING FEE	07/20/2026	120.00	120.00	07/23/2026		100
20507									
20507	EAGLE MECHANICAL INC	39528	BACK FLOW TEST/ REPAIR	07/16/2026	140.16	140.16	08/07/2026		100
20507	EAGLE MECHANICAL INC	39528	BACK FLOW TEST/ REPAIR -MA	07/16/2026	140.15	140.15	08/07/2026		690
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0718260	PRINT PAPER CHECK TO UPDA	07/21/2026	3,764.43	3,764.43	07/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0718260	PRINT PAPER CHECK TO UPDA	07/21/2026	3,764.43	3,764.43	07/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0718260	PRINT PAPER CHECK TO UPDA	07/21/2026	880.36	880.36	07/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0718260	PRINT PAPER CHECK TO UPDA	07/21/2026	880.36	880.36	07/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0718260	PRINT PAPER CHECK TO UPDA	07/21/2026	5,188.08	5,188.08	07/21/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0801260	PRINT PAPER CHECK TO UPDA	08/04/2026	4,333.43	4,333.43	08/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0801260	PRINT PAPER CHECK TO UPDA	08/04/2026	4,333.43	4,333.43	08/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0801260	PRINT PAPER CHECK TO UPDA	08/04/2026	1,013.45	1,013.45	08/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0801260	PRINT PAPER CHECK TO UPDA	08/04/2026	1,013.45	1,013.45	08/04/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0801260	PRINT PAPER CHECK TO UPDA	08/04/2026	7,001.19	7,001.19	08/04/2026		100
20514									
20514	ERC INC	ERC-IN-10306	EAP BENEFITS - ADMIN	08/04/2026	22.97	22.97	08/07/2026		100
20514	ERC INC	ERC-IN-10306	EAP BENEFITS - CLERK	08/04/2026	11.48	11.48	08/07/2026		100
20514	ERC INC	ERC-IN-10306	EAP BENEFITS - FINANCE	08/04/2026	11.48	11.48	08/07/2026		100
20514	ERC INC	ERC-IN-10306	EAP BENEFITS - PARKS & STRE	08/04/2026	57.42	57.42	08/07/2026		100
20514	ERC INC	ERC-IN-10306	EAP BENEFITS - WATER	08/04/2026	20.68	20.68	08/07/2026		610
20514	ERC INC	ERC-IN-10306	EAP BENEFITS - WASTEWATER	08/04/2026	41.35	41.35	08/07/2026		620
20514	ERC INC	ERC-IN-10306	EAP BENEFITS - COLLECTION	08/04/2026	6.89	6.89	08/07/2026		630
20514	ERC INC	ERC-IN-10306	EAP BENEFITS - MARINA	08/04/2026	11.48	11.48	08/07/2026		690
30620									
30620	FIRELINE SPRINKLER	10978	FIRE SPRINKLER INSPECTION -	07/16/2026	536.00	536.00	07/23/2026		100
30701									
30701	FRONTIER	090205-5 7/25/	VH ELEVATOR PHONE	07/25/2026	7.00	7.00	08/07/2026		100
30701	FRONTIER	July269201590	PHONES-W	07/25/2026	133.57	133.57	08/07/2026		610
30701	FRONTIER	July269201590	PHONES-WW	07/25/2026	133.57	133.57	08/07/2026		620
30750									
30750	GOING CO INC	123964 8/1/26	RECYCLE- MARINA	08/01/2026	161.69	161.69	08/07/2026		690
30750	GOING CO INC	123964 8/1/26	GARBAGE- MARINA	08/01/2026	490.72	490.72	08/07/2026		690
30750	GOING CO INC	123997 8/1/26	VILLAGE GARBAGE	08/01/2026	16,437.01	16,437.01	08/07/2026		100
30750	GOING CO INC	123997 8/1/26	VILLAGE RECYCLING	08/01/2026	3,445.28	3,445.28	08/07/2026		100
30750	GOING CO INC	125523 8/1/26	GARBAGE - MAINT	08/01/2026	362.31	362.31	08/07/2026		100
30750	GOING CO INC	125523 8/1/26	RECYCLING - MAINT	08/01/2026	478.41	478.41	08/07/2026		100
30750	GOING CO INC	317209	WWTP RUBBISH REMOVAL	08/01/2026	169.68	169.68	08/13/2026		620
30750	GOING CO INC	325803 8/1/26	RECYCLING - FIRE STATION	08/01/2026	67.04	67.04	08/07/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
30751									
30751	GREAT-WEST TRUST COMP	PR0718260	Great West Deferred Comp. DEF	07/21/2026	185.00	185.00	07/21/2026		100
30751	GREAT-WEST TRUST COMP	PR0718260	Great West Deferred Comp. DEF	07/21/2026	125.00	125.00	07/21/2026		100
30751	GREAT-WEST TRUST COMP	PR0801260	Great West Deferred Comp. DEF	08/04/2026	185.00	185.00	08/04/2026		100
30751	GREAT-WEST TRUST COMP	PR0801260	Great West Deferred Comp. DEF	08/04/2026	125.00	125.00	08/04/2026		100
31809									
31809	HSABANK	August 2026	AUGUST 2026 EMPLOYER AND	08/13/2026	5,847.56	5,847.56	08/13/2026		100
31809	HSABANK	July 2026	JULY 2026 EMPLOYER AND EM	07/22/2026	5,847.56	5,847.56	07/23/2026		100
40963									
40963	INSPECTION SPECIALISTS	July 2026	BUILDING INSPECTION - JUL '2	08/01/2026	3,180.50	3,180.50	08/07/2026		100
41212									
41212	ROBERT E LEE & ASSOC IN	91123	STH 57 SANITARY/ WATER EXT	07/17/2026	220.00	220.00	07/30/2026		610
41212	ROBERT E LEE & ASSOC IN	91123	STH 57 SANITARY/ WATER EXT	07/17/2026	220.00	220.00	07/30/2026		630
41212	ROBERT E LEE & ASSOC IN	91164	BLUFFSIDE/MAPLE/PARKVIEW	07/20/2026	15,359.50	15,359.50	07/30/2026		410
41212	ROBERT E LEE & ASSOC IN	91165	HWY 57 TRAILS	07/20/2026	19,823.57	19,823.57	07/30/2026		400
41215									
41215	DAVE LIENAU	Fireworks Milea	MILEAGE - FIREWORKS 08/02	08/06/2026	207.90	207.90	08/07/2026		100
41215	DAVE LIENAU	Fireworks Milea	MILEAGE - FIREWORKS 08/03	08/06/2026	207.90	207.90	08/07/2026		100
41218									
41218	AIRGAS	5525551982	RENTAL FOR ARGON, ACETYLE	06/30/2026	75.95	75.95	07/23/2026		620
41218	AIRGAS	5526032266	CYLINDER LEASE RENEWAL	07/01/2026	287.50	287.50	07/23/2026		620
41218	AIRGAS	5526205805	RENTAL FOR ARGON, ACETYLE	07/31/2026	77.49	77.49	08/13/2026		620
41316									
41316	MARCO INC	42553084	GENERAL COPIES	07/21/2026	174.90	174.90	07/23/2026		100
41316	MARCO INC	42553084	ZONING COPIES	07/21/2026	18.75	18.75	07/23/2026		100
41316	MARCO INC	42553084	STR COPIES	07/21/2026	197.74	197.74	07/23/2026		100
41316	MARCO INC	42553084	PUBLIC WORKS COPIES	07/21/2026	4.47	4.47	07/23/2026		100
41316	MARCO INC	586285835	UTILITIES COPIES - W	07/01/2026	37.73	37.73	07/23/2026		610
41316	MARCO INC	586285835	UTILITIES COPIES - WW	07/01/2026	65.47	65.47	07/23/2026		620
41316	MARCO INC	586285835	UTILITIES COPIES - C	07/01/2026	7.77	7.77	07/23/2026		630
41316	MARCO INC	INV15562131	UTILITIES COPIES - W	08/10/2026	42.81	42.81	08/13/2026		610
41316	MARCO INC	INV15562131	UTILITIES COPIES - WW	08/10/2026	74.28	74.28	08/13/2026		620
41316	MARCO INC	INV15562131	UTILITIES COPIES - C	08/10/2026	8.81	8.81	08/13/2026		630
41319									
41319	MAY'S SPORT CENTER	20264481	BELT-V 115-7426	07/28/2026	141.99	141.99	07/30/2026		100
42107									
42107	LA VINE'S ICE LLC	47052,46995,4	MARINA - ICE	08/04/2026	717.30	717.30	08/07/2026		690
51331									
51331	GERARD LARRY HUBER	2026-2	FIREWORKS - FREEDOM FEST	07/28/2026	205.25	205.25	07/30/2026		690
61547									
61547	ORKIN PEST CONTROL INC	297753108	PEST CONTROL FS	06/25/2026	131.13	131.13	08/07/2026		100
61547	ORKIN PEST CONTROL INC	299245682	PEST CONTROL FS	07/30/2026	131.13	131.13	08/13/2026		100
61614									
61614	PENINSULA PULSE	39005	LIQ LIC NOTICES	07/01/2026	281.35	281.35	08/07/2026		100
61619									
61619	PENINSULA PAINTING	CR 349	WELCOME SIGN	07/30/2026	2,025.00	2,025.00	08/07/2026		100
61619	PENINSULA PAINTING	CR 349	WATERFRONT PARK SIGN	07/30/2026	1,840.00	1,840.00	08/07/2026		100
61619	PENINSULA PAINTING	CR 349	DEPOSIT	07/30/2026	1,000.00-	1,000.00-	08/07/2026		100
61619	PENINSULA PAINTING	CR 349	SPORTS COMPLEX SIGN	07/30/2026	2,490.00	2,490.00	08/07/2026		100
61619	PENINSULA PAINTING	CR 349	MARINA SIGN	07/30/2026	1,700.00	1,700.00	08/07/2026		690
61630									
61630	PIGGLY WIGGLY	4090 July 2026	PW DIST WATER	08/03/2026	32.07	32.07	08/07/2026		100
61630	PIGGLY WIGGLY	4090 July 2026	PW- SUPPLIES	08/03/2026	48.89	48.89	08/07/2026		100
61630	PIGGLY WIGGLY	4090 July 2026	UTILITY SUPPLIES	08/03/2026	20.67	20.67	08/07/2026		620
61630	PIGGLY WIGGLY	4090 July 2026	UTILITY LAB SUPPLIES	08/03/2026	76.23	76.23	08/07/2026		620
61630	PIGGLY WIGGLY	4090 July 2026	MARINA- WATER/BEV RESALE	08/03/2026	106.37	106.37	08/07/2026		690

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
61963									
61963	PREMIER CONCRETE INC	60-00011659	3/4" CABC	07/17/2026	43.96	43.96	07/23/2026		100
61963	PREMIER CONCRETE INC	60-00011886	1/2" MINUS CRUSHED RAP	07/30/2026	73.39	73.39	08/07/2026		100
61963	PREMIER CONCRETE INC	60-00011886	1/2" MINUS CRUSHED RAP	07/30/2026	81.18	81.18	08/07/2026		100
71890									
71890	SCHAUT TECHNOLOGIES L	6	ANNUAL WEBSITE MAINT - MA	08/01/2026	1,400.00	1,400.00	08/07/2026		690
71891									
71891	SECURIAN FINANCIAL GRO	August 2026	LIFE INSURANCE PREMIUMS- A	08/13/2026	319.72	319.72	08/13/2026		100
71911									
71911	SEPTIC MAINTENANCE LLC	#52045	SERVICE FEE ZONE 3	07/24/2026	115.00	115.00	08/07/2026		100
71911	SEPTIC MAINTENANCE LLC	#52045	GENERAL LABOR	07/24/2026	60.00	60.00	08/07/2026		100
71911	SEPTIC MAINTENANCE LLC	#52045	SPARTAN JETTER	07/24/2026	95.00	95.00	08/07/2026		100
71911	SEPTIC MAINTENANCE LLC	#52045	FUEL SURCHARGE - ZONE 3	07/24/2026	15.00	15.00	08/07/2026		100
71920									
71920	SISTER BAY ADVANCEMEN	3072	QUARTER 2 SUPPORT 2026	08/04/2026	17,920.67	17,920.67	08/07/2026		100
71920	SISTER BAY ADVANCEMEN	3246	SWIFFER WET JET REFILL TO	08/04/2026	18.21	18.21	08/07/2026		100
71920	SISTER BAY ADVANCEMEN	3258	NEW MAGNETIC KEY HOLDE	08/13/2026	9.48	9.48	08/13/2026		100
71931									
71931	SISTER BAY PETRO	May-Jun 2026	VILLAGE GAS	07/01/2026	1,499.12	1,499.12	07/23/2026		100
71931	SISTER BAY PETRO	May-Jun 2026	UTILITY GAS - W	07/01/2026	140.11	140.11	07/23/2026		610
71931	SISTER BAY PETRO	May-Jun 2026	UTILITY GAS - WW	07/01/2026	258.33	258.33	07/23/2026		620
71931	SISTER BAY PETRO	May-Jun 2026	UTILITY GAS - C	07/01/2026	39.40	39.40	07/23/2026		630
72050									
72050	TOWN OF LIBERTY GROVE	1815	2026 ASPHALT PAVING & SHOU	07/29/2026	97,844.09	97,844.09	08/07/2026		400
72051									
72051	TRUGREEN*CHEMLAWN	228010383	LAWN TREATMENT SPORTS C	06/30/2026	208.60	208.60	07/23/2026		100
72997									
72997	MARMIC FIRE & SAFETY C	D728209	INSPECT AND REPAIR EXTING	07/29/2026	228.87	228.87	07/30/2026		610
72997	MARMIC FIRE & SAFETY C	D728209	INSPECT AND REPAIR EXTING	07/29/2026	397.16	397.16	07/30/2026		620
72997	MARMIC FIRE & SAFETY C	D728209	INSPECT AND REPAIR EXTING	07/29/2026	47.12	47.12	07/30/2026		630
73003									
73003	VERIZON BUSINESS	00297918	VILLAGE PHONE - LONG DISTA	08/07/2026	.29	.29	08/07/2026		100
80016									
80016	WI DEPT OF TRANSPORTAT	395-00004492	HWY 57 TRAIL	08/13/2026	1,012.13	1,012.13	08/13/2026		400
80027									
80027	WISCONSIN MARINE ASSO	40	2026/2027 DUES	07/29/2026	300.00	300.00	07/30/2026		690
81988									
81988	WARNER-WEXEL LLC	254157	CUSTODIAL SUPPLIES	07/23/2026	44.33	44.33	07/23/2026		690
81988	WARNER-WEXEL LLC	254210	CUSTODIAN SUPPLIES	07/29/2026	141.33	141.33	07/30/2026		690
81988	WARNER-WEXEL LLC	254352	CUSTODIAL SUPPLIES	07/30/2026	492.91	492.91	08/07/2026		690
81988	WARNER-WEXEL LLC	254587	CUSTODIAN SUPPLIES	08/13/2026	64.44	64.44	08/13/2026		690
82350									
82350	WI PUBLIC SERVICE	6005738069	WELL #3 - SISTER BAY	07/15/2026	1,248.49	1,248.49	07/23/2026		610
82350	WI PUBLIC SERVICE	6005738069	WELL #3 - LGUD	07/15/2026	416.16	416.16	07/23/2026		610
82350	WI PUBLIC SERVICE	6019975940	STREET LIGHTS	07/28/2026	1,431.30	1,431.30	07/30/2026		100
82350	WI PUBLIC SERVICE	6025424669	ELECTRICITY - INFO BOOTH	07/30/2026	42.79	42.79	08/07/2026		100
82350	WI PUBLIC SERVICE	6025424669	ELECTRICITY - WATER	07/30/2026	847.54	847.54	08/07/2026		610
82350	WI PUBLIC SERVICE	6025424669	ELECTRICITY - WASTEWATER	07/30/2026	8,092.89	8,092.89	08/07/2026		620
82350	WI PUBLIC SERVICE	6025424669	ELECTRICITY - COLLECTION	07/30/2026	479.24	479.24	08/07/2026		630
82350	WI PUBLIC SERVICE	6029228722	FUTURE FACILITIES SITE	08/03/2026	20.02	20.02	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	MAINTENANCE BLDG	08/03/2026	50.74	50.74	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	VILLAGE HALL	08/03/2026	224.62	224.62	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	FIRE STATION	08/03/2026	1,382.33	1,382.33	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	ADMIN BLDG	08/03/2026	203.53	203.53	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	STREET LIGHTS	08/03/2026	271.62	271.62	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	PARKS	08/03/2026	224.54	224.54	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	SPORTS COMPLEX	08/03/2026	328.80	328.80	08/07/2026		100

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82350	WI PUBLIC SERVICE	6029228722	SWALE PUMP	08/03/2026	140.26	140.26	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	BIKE TRAIL LIGHTS	08/03/2026	104.00	104.00	08/07/2026		100
82350	WI PUBLIC SERVICE	6029228722	DOCKS	08/03/2026	3,009.72	3,009.72	08/07/2026		690
99996									
99996	ONE TIME VENDOR	DC Century Re	DC CENTURY REFUND FOR BIK	08/10/2026	132.00	132.00	08/13/2026		100
99996	ONE TIME VENDOR	DC Century Re	DC CENTURY REFUND FOR BIK	08/10/2026	2,200.00	2,200.00	08/13/2026		100
99996	ONE TIME VENDOR	STR Refund	STR LICENSE FEE REFUND	07/28/2026	1,000.00	1,000.00	07/30/2026		100
100091									
10009	BADGER METER INC	80246153	CELLULAR UNITS AND SERVIC	07/30/2026	101.66	101.66	08/07/2026		610
10009	BADGER METER INC	80246153	CELLULAR UNITS AND SERVIC	07/30/2026	57.04	57.04	08/07/2026		610
10009	BADGER METER INC	80246153	CELLULAR UNITS AND SERVIC	07/30/2026	176.41	176.41	08/07/2026		620
10009	BADGER METER INC	80246153	CELLULAR UNITS AND SERVIC	07/30/2026	20.93	20.93	08/07/2026		630
100481									
10048	HAMMERSMITH TV	10090172	WIRELESS MOUSE-W	07/13/2026	10.20	10.20	07/23/2026		610
10048	HAMMERSMITH TV	10090172	WIRELESS MOUSE-WW	07/13/2026	17.69	17.69	07/23/2026		620
10048	HAMMERSMITH TV	10090172	WIRELESS MOUSE-C	07/13/2026	2.10	2.10	07/23/2026		630
100491									
10049	HAWKINS INC	7496593	CHEMICALS - WELL #3	07/15/2026	275.65	275.65	07/23/2026		610
10049	HAWKINS INC	7496593	CHEMICALS - WELL #1 AZONE	07/15/2026	275.65	275.65	07/23/2026		610
10049	HAWKINS INC	7511615	WWTP-FERRIC	07/20/2026	16,125.37	16,125.37	07/30/2026		620
10049	HAWKINS INC	7519237	WELL #1 & WELL #3 CHECK VAL	08/03/2026	279.65	279.65	08/07/2026		610
100516									
10051	INNOVATIVE PRINTING LLC	41353	ENVELOPES -STR MAILINGS	07/10/2026	289.00	289.00	07/23/2026		100
100541									
10054	ITU ABSORB TECH	8763953	RAGS- W	07/21/2026	12.64	12.64	07/30/2026		610
10054	ITU ABSORB TECH	8763953	WWTP LAUNDRY SERVICE	07/21/2026	74.62	74.62	07/30/2026		620
10054	ITU ABSORB TECH	8763953	RAGS- WW	07/21/2026	21.95	21.95	07/30/2026		620
10054	ITU ABSORB TECH	8763953	RAGS- C	07/21/2026	2.60	2.60	07/30/2026		630
100731									
10073	NCL OF WISCONSIN INC	538454	LAB CHEMICALS	07/17/2026	417.72	417.72	08/07/2026		620
10073	NCL OF WISCONSIN INC	538454	LAB SUPPLIES	07/17/2026	552.25	552.25	08/07/2026		620
10073	NCL OF WISCONSIN INC	539046	AMMONIA TEST 'N TUBE PLUS	07/30/2026	203.78	203.78	08/13/2026		620
100761									
10076	NORTHERN LAKE SERVICE	2613095	WATER TESTING	07/30/2026	2,643.54	2,643.54	08/07/2026		610
10076	NORTHERN LAKE SERVICE	2613117	WATER TESTING	07/30/2026	258.00	258.00	08/07/2026		610
10076	NORTHERN LAKE SERVICE	2613397	DRINKING WATER SAMPLES	08/03/2026	214.78	214.78	08/07/2026		610
10076	NORTHERN LAKE SERVICE	2613918	DRINKING WATER SAMPLES	08/07/2026	189.80	189.80	08/13/2026		610
10076	NORTHERN LAKE SERVICE	2614018	WWTP SAMPLE TESTING	08/10/2026	88.15	88.15	08/13/2026		620
10076	NORTHERN LAKE SERVICE	2614176	DRINKING WATER SAMPLES	08/11/2026	66.20	66.20	08/13/2026		610
100781									
10078	ONE TIME VENDOR	1137.00 Overp	1137.00 OVERPAYMENT	07/20/2026	194.32	194.32	07/23/2026		001
10078	ONE TIME VENDOR	1141.00 Overp	1141.00 OVERPAYMENT	07/20/2026	34.16	34.16	07/23/2026		001
10078	ONE TIME VENDOR	3091.02 OVER	OVERPAYMENT 3091.02	08/11/2026	230.46	230.46	08/13/2026		001
10078	ONE TIME VENDOR	7345.03 OVER	OVERPAYMENT 7345.03	08/13/2026	35.41	35.41	08/13/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 1068.01	08/05/2026	324.18	324.18	08/07/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 7250.03	08/05/2026	238.27	238.27	08/07/2026		001
101056									
10105	USA BLUEBOOK	INV01102857	REFRIDGERATED SAMPLER	07/15/2026	8,519.13	8,519.13	07/23/2026		620
10105	USA BLUEBOOK	INV01120855	INVERTED PAINT-W	08/03/2026	275.14	275.14	08/07/2026		610
10105	USA BLUEBOOK	INV01120855	STIRPRO STIRRER	08/03/2026	279.95	279.95	08/07/2026		620
101146									
10114	WISCONSIN DNR	NelsonOperato	NELSON WATER OPERATOR C	07/20/2026	45.00	45.00	07/23/2026		610
101207									
10120	DOOR COUNTY HARDWAR	101760 7/31/26	GENERAL SUPPLIES- GEN BLD	07/31/2026	35.98	35.98	08/07/2026		100
10120	DOOR COUNTY HARDWAR	101760 7/31/26	VH- GEN SUPPLIES	07/31/2026	62.97	62.97	08/07/2026		100
10120	DOOR COUNTY HARDWAR	101760 7/31/26	PW- GEN SUPPLIE	07/31/2026	4.78	4.78	08/07/2026		100
10120	DOOR COUNTY HARDWAR	101760 7/31/26	PW- MACH	07/31/2026	13.58	13.58	08/07/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10120	DOOR COUNTY HARDWAR	101760 7/31/26	GEN SUPPLIES- STREET SIGNS	07/31/2026	39.96	39.96	08/07/2026		100
10120	DOOR COUNTY HARDWAR	101760 7/31/26	GEN SUPPLIES- TRANS	07/31/2026	27.96	27.96	08/07/2026		100
10120	DOOR COUNTY HARDWAR	101760 7/31/26	PARKS- HOSE PARTS	07/31/2026	161.88	161.88	08/07/2026		100
10120	DOOR COUNTY HARDWAR	101760 7/31/26	PARKS SUPPLIES	07/31/2026	143.14	143.14	08/07/2026		100
10120	DOOR COUNTY HARDWAR	101760 7/31/26	GROUND MAINT- PARKS	07/31/2026	178.32	178.32	08/07/2026		100
10120	DOOR COUNTY HARDWAR	101760 7/31/26	MARINA- BLDG MAINT	07/31/2026	211.80	211.80	08/07/2026		690
10120	DOOR COUNTY HARDWAR	101760 7/31/26	DOCK MAINT	07/31/2026	97.94	97.94	08/07/2026		690
10120	DOOR COUNTY HARDWAR	502215 July 26	27685- CLEANER	07/31/2026	17.99	17.99	08/07/2026		610
10120	DOOR COUNTY HARDWAR	502215 July 26	27887-FUNNEL-WELL #2	07/31/2026	5.99	5.99	08/07/2026		610
10120	DOOR COUNTY HARDWAR	502215 July 26	28138-FASTENERS FOR HYDRA	07/31/2026	3.08	3.08	08/07/2026		610
10120	DOOR COUNTY HARDWAR	502215 July 26	27895- PAINTER TAPE-W	07/31/2026	5.00	5.00	08/07/2026		610
10120	DOOR COUNTY HARDWAR	502215 July 26	27095- HITCH PIN, BOLTS AND	07/31/2026	27.18	27.18	08/07/2026		610
10120	DOOR COUNTY HARDWAR	502215 July 26	27996- FREIGHT FOR VW SAM	07/31/2026	105.85	105.85	08/07/2026		620
10120	DOOR COUNTY HARDWAR	502215 July 26	27095- FLY SWATTER	07/31/2026	2.39	2.39	08/07/2026		620
10120	DOOR COUNTY HARDWAR	502215 July 26	27095- HITCH PIN, BOLTS AND	07/31/2026	47.15	47.15	08/07/2026		620
10120	DOOR COUNTY HARDWAR	502215 July 26	28119- WASHING MACHINE HO	07/31/2026	22.99	22.99	08/07/2026		620
10120	DOOR COUNTY HARDWAR	502215 July 26	27895- PAINTER TAPE-C	07/31/2026	4.99	4.99	08/07/2026		630
10120	DOOR COUNTY HARDWAR	502215 July 26	27095- HITCH PIN, BOLTS AND	07/31/2026	5.60	5.60	08/07/2026		630
101216									
10121	HYDROCORP	CI-14702	COMMERCIAL CROSS CONNEC	07/31/2026	444.79	444.79	08/07/2026		610
10121	HYDROCORP	CI-14702	COMMERCIAL CROSS CONNEC	07/31/2026	11.21	11.21	08/07/2026		610
1001155									
10011	SYNERGY ENTERPRISES I	11548	FS AC MAINTENANCE/REPAIR	07/02/2026	373.60	373.60	07/23/2026		100
1001168									
10011	BAY STRIPING LLC	1	ROAD STRIPING	07/16/2026	567.00	567.00	07/30/2026		100
10011	BAY STRIPING LLC	2	ROAD STRIPING	07/16/2026	473.00	473.00	07/30/2026		100
10011	BAY STRIPING LLC	3	PAINT STRIPING	07/16/2026	1,316.00	1,316.00	07/30/2026		100
10011	BAY STRIPING LLC	4	PAINT STRIPING POST OFFICE	07/16/2026	890.00	890.00	07/30/2026		100
10011	BAY STRIPING LLC	5	PAINT STRIPING 2258 MILL RD.	07/16/2026	450.00	450.00	07/30/2026		100
10011	BAY STRIPING LLC	6	ROAD STRIPING REFRESH ALL	07/16/2026	1,028.00	1,028.00	07/30/2026		100
10011	BAY STRIPING LLC	7	ROAD STRIPING MILL RD.	07/16/2026	528.00	528.00	07/30/2026		100
10011	BAY STRIPING LLC	8	PAINT STRIPING SISTER BAY LI	07/16/2026	464.00	464.00	07/30/2026		100
1001199									
10011	SPECTRUM ENTERPRISE	104064501080	PWB- PHONE	08/01/2026	57.56	57.56	08/13/2026		100
10011	SPECTRUM ENTERPRISE	104064501080	VILLAGE HALL INTERNET	08/01/2026	187.32	187.32	08/13/2026		100
10011	SPECTRUM ENTERPRISE	104064501080	ADMIN PHONE	08/01/2026	177.34	177.34	08/13/2026		100
10011	SPECTRUM ENTERPRISE	104064501080	ADMIN INTERNET	08/01/2026	160.00	160.00	08/13/2026		100
10011	SPECTRUM ENTERPRISE	104064501080	PWB- INTERNET	08/01/2026	120.00	120.00	08/13/2026		100
10011	SPECTRUM ENTERPRISE	104064501080	SPORTS COMPLEX- PHONE	08/01/2026	28.78	28.78	08/13/2026		100
10011	SPECTRUM ENTERPRISE	104064501080	SPORTS COMPLEX- INTERNET	08/01/2026	170.00	170.00	08/13/2026		205
10011	SPECTRUM ENTERPRISE	104064501080	UTILITIES- APT FIBER - W	08/01/2026	28.78	28.78	08/13/2026		610
10011	SPECTRUM ENTERPRISE	104064501080	UTILITIES- APT EI - W	08/01/2026	40.80	40.80	08/13/2026		610
10011	SPECTRUM ENTERPRISE	104064501080	UTILITIES- APT FIBER - WW	08/01/2026	28.78	28.78	08/13/2026		620
10011	SPECTRUM ENTERPRISE	104064501080	UTILITIES- APT EI - WW	08/01/2026	70.80	70.80	08/13/2026		620
10011	SPECTRUM ENTERPRISE	104064501080	UTILITIES- APT EI - C	08/01/2026	8.40	8.40	08/13/2026		630
10011	SPECTRUM ENTERPRISE	104064501080	MARINA- PHONE	08/01/2026	57.56	57.56	08/13/2026		690
10011	SPECTRUM ENTERPRISE	104064501080	MARINA- INTERNET	08/01/2026	330.00	330.00	08/13/2026		690
1001209									
10012	AMAZON CAPITAL SERVICE	13CW-M991-L	SIGNAL FLAGS	07/25/2026	62.97	62.97	07/30/2026		690
10012	AMAZON CAPITAL SERVICE	11XK-4P47-91	1 MOTOOS (2 PACK) 24X12.00-1	07/27/2026	129.99	129.99	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	11Y1-V4GX-M	COFFEE CREAMERS	08/13/2026	24.06	24.06	08/13/2026		690
10012	AMAZON CAPITAL SERVICE	1611-9NCL-MR	TCCFCCT HI VIS HOODIE FOR	07/20/2026	29.99	29.99	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1611-9NCL-MR	BOCOMAL REFLECTIVE FR SHI	07/20/2026	84.99	84.99	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1611-9NCL-MR	TRUEWERK MEN'S T1 WERKPA	07/20/2026	86.33	86.33	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1611-9NCL-MR	SHIPPING	07/20/2026	6.99	6.99	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1611-9NCL-MR	DISCOUNTS	07/20/2026	15.49-	15.49-	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1611-9NCL-MR	PALMYTH STRAW HAT FOR ME	07/20/2026	41.78	41.78	07/30/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10012	AMAZON CAPITAL SERVICE	19NL-TV4Q-P	PALMYTH STRAW HAT FOR ME	07/20/2026	46.98	46.98	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1H4M-YKJJ-Q	STAPLER AND FLAG	08/04/2026	45.01	45.01	08/07/2026		690
10012	AMAZON CAPITAL SERVICE	1JCJ-C3WM-X	OFFICE SUPPLIES-W	06/05/2026	13.80	13.80	07/23/2026		610
10012	AMAZON CAPITAL SERVICE	1JCJ-C3WM-X	OFFICE SUPPLIES-WW	06/05/2026	23.94	23.94	07/23/2026		620
10012	AMAZON CAPITAL SERVICE	1JCJ-C3WM-X	OFFICE SUPPLIES-C	06/05/2026	2.84	2.84	07/23/2026		630
10012	AMAZON CAPITAL SERVICE	1JFW-C6MD-Y	OAKDALE BOOTS-W	06/26/2026	74.77	74.77	07/23/2026		610
10012	AMAZON CAPITAL SERVICE	1JFW-C6MD-Y	OAKDALE BOOTS-WW	06/26/2026	129.74	129.74	07/23/2026		620
10012	AMAZON CAPITAL SERVICE	1JFW-C6MD-Y	OAKDALE BOOTS-C	06/26/2026	15.39	15.39	07/23/2026		630
10012	AMAZON CAPITAL SERVICE	1MNY-NN4T-P	TONER- ZONING BEN	08/03/2026	183.86	183.86	08/07/2026		100
10012	AMAZON CAPITAL SERVICE	1NFK-FR11-K4	NITRILE GLOVES-W	06/08/2026	53.31	53.31	07/23/2026		610
10012	AMAZON CAPITAL SERVICE	1NFK-FR11-K4	NITRILE GLOVES-WW	06/08/2026	92.51	92.51	07/23/2026		620
10012	AMAZON CAPITAL SERVICE	1NFK-FR11-K4	NITRILE GLOVES-C	06/08/2026	10.97	10.97	07/23/2026		630
10012	AMAZON CAPITAL SERVICE	1P13-7QRH-V	MIRROR	07/20/2026	15.53	15.53	07/23/2026		690
10012	AMAZON CAPITAL SERVICE	1QG4-X6XV-T	WWTP GARAGE OPENER	05/26/2026	18.99	18.99	07/23/2026		620
10012	AMAZON CAPITAL SERVICE	1QG4-X6XV-T	OFFICE GARBAGE BAGS	05/26/2026	23.33	23.33	07/23/2026		620
10012	AMAZON CAPITAL SERVICE	1QLF-9V6D-RF	SEASENSE HAND BILGE PUMP	07/29/2026	34.36	34.36	08/07/2026		100
10012	AMAZON CAPITAL SERVICE	1QLF-9V6D-RF	3 WANHORK 304 STAINLESS ST	07/29/2026	399.90	399.90	08/07/2026		100
10012	AMAZON CAPITAL SERVICE	1QLF-9V6D-RF	VEVOR CABLE PROTECTOR RA	07/29/2026	29.90	29.90	08/07/2026		100
10012	AMAZON CAPITAL SERVICE	1TTL-YCYP-M	SLOAN B-50-A REGAL HANDLE	07/18/2026	30.36	30.36	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1TTL-YCYP-M	SLOAN REGAL A-41-A WATER C	07/18/2026	107.75	107.75	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1TTL-YCYP-M	SLOAN V-551-A VACUUM BREA	07/18/2026	22.00	22.00	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1TTL-YCYP-M	RAIN BIRD 150-PEB 1 1/2" INLE	07/18/2026	128.53	128.53	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1TTL-YCYP-M	RAIN BIRD PGA, PEB, AND PES	07/18/2026	40.49	40.49	07/30/2026		100
10012	AMAZON CAPITAL SERVICE	1YQ4-3V1K-C	OLYMPUS WS-852 SILVER VOI	07/27/2026	48.99	48.99	08/07/2026		100
10012	AMAZON CAPITAL SERVICE	1YQ4-3V1K-C	OLYMPUS WS-852 SILVER VOI	07/27/2026	56.29	56.29	08/07/2026		100
10012	AMAZON CAPITAL SERVICE	1YQ4-3V1K-C	DURACELL COPPERTOP AAA B	07/27/2026	18.48	18.48	08/07/2026		100
10012	AMAZON CAPITAL SERVICE	1YQ4-3V1K-C	AMAZON BASICS STURDY BIN	07/27/2026	10.48	10.48	08/07/2026		100
1001232									
10012	ROBERT W BAIRD & CO.	PF-26022938	TID # 1 OVERVIEW	08/04/2026	1,250.00	1,250.00	08/07/2026		500
10012	ROBERT W BAIRD & CO.	PF-26022938	TID # 2 OVERVIEW	08/04/2026	1,250.00	1,250.00	08/07/2026		510
1001242									
10012	ZUCCHETTI NORTH AMERI	43407	LODGICAL SUBSCRIPTION - MA	08/01/2026	194.00	194.00	08/07/2026		690
1001265									
10012	CATER PLUMBING LLC	13053	MARINA PUMP OUT LINE REPAI	07/21/2026	422.28	422.28	07/23/2026		690
10012	CATER PLUMBING LLC	13083	MARINA BATHROOM REPAIR	07/28/2026	330.73	330.73	07/30/2026		690
1001288									
10012	WI SCTF	CS PR 012420	CHILD SUPPORT - 07/24/2026 P	07/21/2026	262.61	262.61	07/23/2026		100
10012	WI SCTF	CS PR0807202	CHILD SUPPORT - 08/07/2026 P	08/04/2026	262.61	262.61	08/07/2026		100
1001289									
10012	INTEGRATED PROCESS SO	SI003540	FINE SCREEN PROGRAMMING	07/29/2026	1,350.00	1,350.00	07/30/2026		620
1001335									
10013	HUMAN RESOURCES CON	18849	SAMM - REVIEWED PAYROLL, S	07/16/2026	510.00	510.00	07/23/2026		100
1001340									
10013	Walt's Petroleum Service INC	165390	ANNUAL ALI LIFT INSPECTIONS	07/24/2026	329.00	329.00	07/30/2026		100
1001346									
10013	SISTER BAY BP	July 2026	VILLAGE GAS	08/12/2026	300.10	300.10	08/13/2026		100
10013	SISTER BAY BP	June 2026	VILLAGE GAS	07/20/2026	113.11	113.11	07/23/2026		100
1001347									
10013	Rae-Cor Distributing	060436	CUSTODIAN SUPPLIES	07/20/2026	1,435.58	1,435.58	07/23/2026		100
10013	Rae-Cor Distributing	060436A	CUSTODIAN SUPPLIES	07/27/2026	47.24	47.24	07/30/2026		100
10013	Rae-Cor Distributing	060802	TOILET TISSUE 2-PLY 9" 10 CSP	08/10/2026	294.60	294.60	08/13/2026		100
10013	Rae-Cor Distributing	060802	TOILET TISSUE 2-PLY BEDFO4.	08/10/2026	46.46	46.46	08/13/2026		100
10013	Rae-Cor Distributing	060802	HAND SOAP TIDY FOAM LUXUR	08/10/2026	237.40	237.40	08/13/2026		100
10013	Rae-Cor Distributing	060802	SINGLEFOLD EMPRESS 9 . 125	08/10/2026	54.88	54.88	08/13/2026		100
10013	Rae-Cor Distributing	060802	PADS - GREEN SCRUB #96 10B	08/10/2026	7.90	7.90	08/13/2026		100
10013	Rae-Cor Distributing	060802	LINERS 38 X 58 BLACK 1. 5100	08/10/2026	377.92	377.92	08/13/2026		100
10013	Rae-Cor Distributing	060802	OURFRESH AIR FRESHNER CU	08/10/2026	51.76	51.76	08/13/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10013	Rae-Cor Distributing	060802	WET MOP 24 OZ ANTIMICROBI	08/10/2026	20.48	20.48	08/13/2026		100
10013	Rae-Cor Distributing	060802	MISC CHARGES	08/10/2026	4.95	4.95	08/13/2026		100
1001363									
10013	Architectural Consulting Engin	5862	ENGINEERING NEW BUILDING	08/04/2026	4,000.00	4,000.00	08/07/2026		690
1001364									
10013	MetLife	Cust#268973 S	VISION 8/2026	08/13/2026	160.06	160.06	08/13/2026		100
1001378									
10013	Dan's Door Co Blooms	151	POST OFFICE HOURS	08/01/2026	600.00	600.00	08/07/2026		100
10013	Dan's Door Co Blooms	151	VILLAGE HALL HOURS	08/01/2026	300.00	300.00	08/07/2026		100
10013	Dan's Door Co Blooms	151	MARINA HOURS	08/01/2026	200.00	200.00	08/07/2026		100
1001384									
10013	Badger Laboratories, INC.	26-015176	WW ARSENIC SAMPLING	07/24/2026	35.00	35.00	07/30/2026		620
1001386									
10013	Barco Products LLC	#INVRCO4015	SAMPLE SHIPPING	06/18/2026	37.92	37.92	08/07/2026		100
1001387									
10013	Public Administration Associat	C-26-078	STRATEGIC PLANING SERVICE	07/29/2026	4,916.66	4,916.66	08/13/2026		100
Grand Totals:					370,213.28	370,213.28			

Dated:

August 13, 2026

Staff:

Volodymyr B. B. B.

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail Input date = 07/18/2026-08/14/2026

Follow the link bellow for more reports:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:f84a7bea-572a-4568-b32f-df44c8b766b0>



STAFF REPORTS

Date: August 18, 2026

To: Village Board

Re: August 2026 Staff Reports

Author: Sarah Bertges, Administrative Assistant/Deputy Treasurer

Staff Reports for the month are included below:



ADMINISTRATOR'S REPORT

Date: August 18, 2026

Below are updates for the August 18th, 2026, Meeting of the Village Board:

Hwy 57 Trail Project:

The Hwy 57 Trail project was experiencing issues with WisDOT regarding meeting Clear Zone requirements. The Village petitioned Wisconsin Department of Transportation (WisDOT) to remove the Clear Zone requirements and was successful. The project is anticipated to move forward. Village staff have coordinated with the project engineers, Robert E. Lee and Associates (REL), and has requested an extension for the project. The reason for the extension is that the acquisition's current schedule is February 25th, 2027. Based on the current timeline for the real estate activities, the new requested date is May 25th, 2027, with construction planned for 2029.

Marina Building Request for Proposal:

The Request for Proposal (RFP) has been published for the Marina Building Demolition and Construction services. The RFP was published on Monday, August 11th, 2026. The deadline for qualified contractors to submit proposals is September 11th, 2026. Bids are anticipated to be opened on this day and evaluated by the Marina Committee on or around September 16th, 2026. Marina Finances: Village Staff are currently working with Baird to assist with evaluating Marina Finances.

2027 Annual Budget and Capital Improvement Planning:

Village Staff is presenting the draft 2027 Annual Budget and 2027-2031 Capital Improvement Plan for the Village of Sister Bay for the upcoming Finance Committee meeting on Monday, August 31, 2026 at 9:00 AM. Following this committee meeting, the Village Board will receive an update at the September 2026 meeting.

DNR Encumbrance:

Village Staff have been coordinating with the Department of Natural Resources (DNR) to confirm the area for the new encumbrance. The area was confirmed, and Village Staff have engaged with appraisal services. Once the appraisal is complete, the Village will move forward with a revised agreement with the DNR.

Regards,

Benjamin Andrews

Benjamin Andrews, Village Administrator



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*

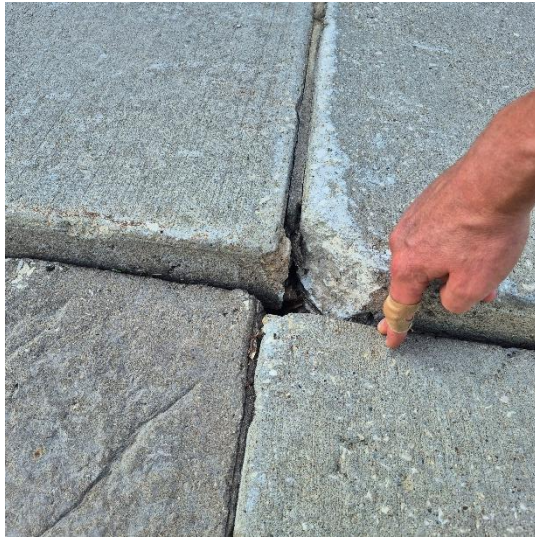
PROJECT AND PROGRAM UPDATES

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



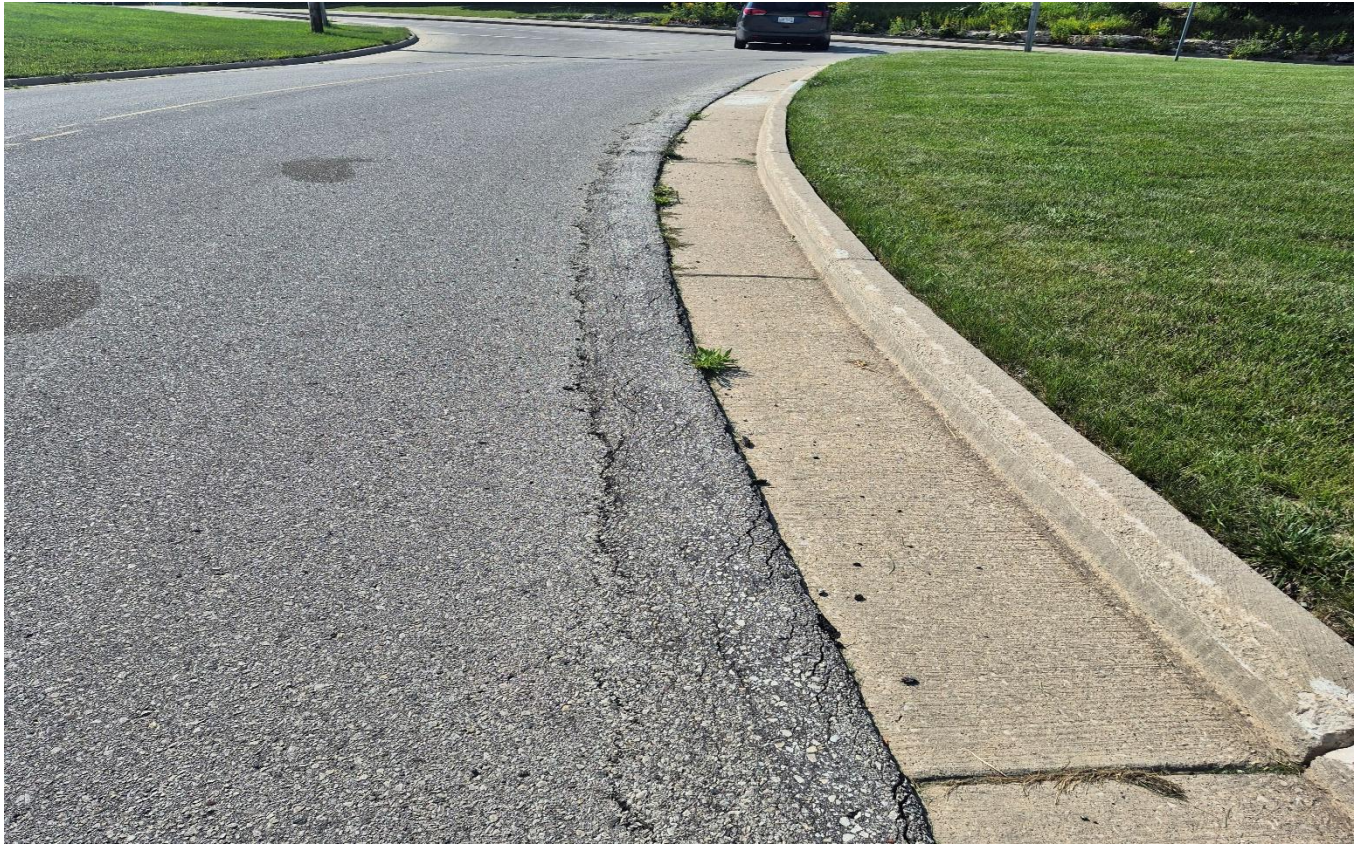


Figure (s) 2- Burr oak in Distress



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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COMMITTEE REPORTS

Date: August 18, 2026

To: Village Board

Re: August 2026 Committee Reports

Author: Sarah Bertges, Administrative Assistant/Deputy Treasurer

Committee reports for the month are included below:

SISTER BAY & LIBERTY GROVE FIRE BOARD

Meeting Minutes

Place: Sister Bay Fire Station, 2258 Mill Road

Date: Thursday, May 21, 2026

Time: 6:00pm

Call Meeting to Order

Approval of the Agenda

Approval of Minutes: October 16, 2025

Public Input

Chief's Report

Clerk's Report

Annual Audit Report for 2025

Disposition of Thermal Imaging Cameras (TICs)

Disposition of Generator Trailer

Lions Club Building to be Upgraded and Utilized as a Training Facility

Closed Session pursuant to Wis. Stat. § 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: personnel

Set date for next meeting

Adjourn

The meeting was called to order by Nancy Goss at 6:03pm.

Present: Janet Johnson, Dan Watts, Steve Bacsi, Chief Mike Goldstone, Clerk Stacy Bell, and 1 member of the public.

Motion by Johnson, second by Goss to approve the agenda as posted. Motion carried without discussion, all ayes.

Motion by Goss, second by Watts to approve the 10/16/2025 meeting minutes as presented. Motion carried without discussion, all ayes.

Public Input – None.

Chief Report:

- 730 calls in 2025 which was 10% more than 2024 total.
- Informal fire district conversations have occurred amongst several chiefs to allow open communication and sharing of Fire Department Officers when one department is known to be short staffed.
- The gas detectors need to be replaced, they're supposed to maintain calibration for three months, and the current units barely stay calibrated for three weeks. The units that have been researched would allow us to complete testing and

calibration processes. The replacement units will be purchased from the new equipment budget.

- First Responders (EMRs) are currently upgrading their equipment with donation funds they received.
- E608 was delivered in January and pump training was held before the unit was put into service.
- We continue to have computer and network issues and are looking to transition to a cloud-based system.
- We have three new recruits, two firefighters have completed their probation period, one firefighter completed the Honor Guard Clinic, and the mandatory meeting went well.
- The County is requiring all departments to change call alerting applications this year.
- The call reporting system has changed and has created a lot of time-consuming issues. The State offers paid subscriptions which may increase the functionality/usability.
- SCBAs are scheduled to be replaced in 2029 and the current cost estimate is \$300,000. A committee will be formed to decide which model.
- The Association donation letter was geared towards upgrading the Lions Club concession building into a training facility. A usage agreement is being developed with the Village.
- The snowstorm had a significant number of calls and it went well.
- There were no significant issues with ladder testing or annual truck maintenance.

Clerk Report – The list of checks numbered 20586 – 20694 along with various electronic payments and the list of calls were reviewed. **Motion by Johnson, second by Goss** to approve the checks as presented, totaling \$996,168.80. Motion carried with no discussion, all ayes.

2025 Annual Audit – Bell reported that the audit went well and there was nothing significant reported as findings. **Motion by Johnson, second by Watts** to approve the 2025 audit as presented. Motion carried with no discussion, all ayes.

Disposition of TIC – Goldstone reported that the Association (SBLGFFA) purchased five thermal imaging cameras to replace units that were previously purchased by the Association. **Motion by Goss, second by Johnson** to approve the sale of the old TICs with the funds to be returned to the Association. Motion carried with no discussion, all ayes.

Disposition of Generator Trailer – Goldstone reported the trailer is not fully functional, has significant maintenance costs, it is complicated to use, and has only been used once. The request was made to dispose of the unit, first by seeing if there is another department that would accept it for free or to sell it on Wisconsin surplus. **Motion by Johnson, second by Bacs**i to allow the chief to dispose of the generator trailer. Motion carried with no discussion, all ayes.

Lions Club Building – None.

Closed Session – **Motion by Goss, second by Bacs**i to enter into closed session pursuant to Wis. Stat. § 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: personnel. Motion carried with roll call vote Watts, Bacs, Johnson, and Goss voted Aye, no nays. Closed session items were discussed.

Motion by Watts, second by Goss to return to open session. Motion carried with roll call vote Johnson, Bacs, Watts, and Goss voted Aye, no nays. No announcements were made.

The next Fire Board meeting was scheduled for Thursday, July 30, 2026 at 6:00pm.

Motion by Watts, second by Goss to adjourn at 7:19pm. Motion passed without discussion, all ayes.

Respectfully submitted,
Anastasia Bell, Fire Commission Clerk

**VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, JULY 28, 2026
UNAPPROVED**

1. Call to Order & Roll Call

Chairperson Nate Bell called the Plan Commission meeting to order on Tuesday, July 28, 2026, at 5:30 P.M., and roll call was taken.

Present: Commission members Nate Bell, Jerry Ahrens, Skip Heidler, Brigid White. Laurel Harff was excused.

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

Others: Beth Matysik, Johanna Ognodnik and Alice, Skyler Witalison, Mary Pat Carlson, Abby Doobie, Erin Peddle. VIA ZOOM: Abby Doobie, Michael Langer, Scott Penniston.

2. Approve of Agenda

Motion to approve the agenda was made by Ahrens and second by Heidler. The motion carried- all ayes.

3. Approve Meeting Minutes

a. June 23, 2026; Regular Meeting

Two corrections were noted to the June 23rd minutes.

Motion by Ahrens, second by Heidler to approve the minutes as amended. Motion carried- all ayes.

4. Comments, Correspondence, and Concerns from the Public

Bell invited public comment. No members of the public or online attendees offered comment at this time.

5. Discussion/Action Items

a. Site Plan and Architectural Review; Sister Bay General Store, LLC; 10674 North Bay Shore Drive

White recused herself from the dais to discuss this item as an applicant. Andrews presented a zoning application for a two-story general store with a basement for storage and kitchen preparation, located at 10674 North Bay Shore Drive within the B3 Downtown District. Andrews confirmed the proposed use is permitted, all dimensional standards are met, parking requirements are exceeded, HVAC screening and dumpster enclosure are compliant, and the lighting plan addresses items from the preliminary review. Andrews also noted that for commercial construction projects, the typical next phase would be the execution of a development agreement unless the Commission chose to exempt that requirement.

The applicant, represented by Brigid White, Skyler Witalison of Stantec and architect Michael Langer of Wade Weisman Architecture, addressed the Commission. A notable addition since the preliminary review was a walking trail running from Highway 42 through a wooded area, including a boardwalk over the wetlands, and connecting to Spring Road. The Commission expressed strong support for this addition.

Parking: The Commission discussed two parking configurations — a full 40-stall perpendicular layout and a 35-stall angled layout that would preserve significantly more mature trees. Witalison noted that the reduced layout would result in removing 41 trees compared to 57 under the full layout, with six of the preserved trees being two-to-three foot diameter cedars. The Commission acknowledged

1 the availability of a public village-owned parking lot approximately 300 feet from the property, as
2 well as the installation of two bicycle racks, as mitigating factors justifying the reduced parking
3 count. After discussion regarding the need to document the rationale clearly in the record, the
4 Commission reached consensus in favor of the 35-stall configuration.

5 Drainage: Witalison indicated that stormwater from the rear of the building will direct toward the
6 existing wetland, while front drainage will connect to a highway catch basin in coordination with the
7 utility department. Neighbor Scott Penniston, owner of the adjacent blue building, appeared via
8 Zoom and expressed concern about water collection between the two properties, near a large tree
9 at the low point. Witalison confirmed that a yard drain and storm sewer collection point would be
10 included to address this. Penniston also raised the concern about disruption to tenants and renters
11 during the period prior to Fall Fest.

12 Propane Tank: Heidler noted that the propane tank as drawn appeared to fall within the required
13 setback. The applicant confirmed the tank would be buried, which resolves the setback issue and
14 provides greater placement flexibility.

15 HVAC Screening: Heidler raised concern about the visibility of rooftop mechanical units from
16 Highway 42 as one descends toward the village. Langer clarified that the larger AHU units are
17 located on the east side of the roof, shielded by the ridge above the stairwell, and that units on the
18 street-facing side are at or below parapet height.

19 Retaining Wall and Materials: Discussion confirmed the retaining wall on the north side would
20 incorporate natural granite boulders consistent with the character of the property. The Commission
21 noted approval of the revised window treatments and the toned-down shingle detailing depicted in
22 the updated artist renderings.

23 Site Preparation/Tree Removal: The applicant inquired whether tree removal could begin prior to
24 Fall Fest, ahead of formal construction. The Commission discussed the distinction between tree
25 removal and ground disturbance. There was general consensus that limited tree removal — without
26 leaving heavy equipment on-site overnight and confined to standard work hours — could be
27 permissible in the quieter period after Labor Day and before Fall Fest, and that the distinction from
28 excavation would be noted in the development agreement. Stump removal was flagged as more akin
29 to excavation and therefore not allowed.

30 Landscaping Plan: The Commission requested that a landscaping plan for the parking area be
31 submitted prior to or in advance of the next meeting, acknowledging that the final plan may follow
32 as a condition of occupancy once excavation is complete.

33 The Commission noted this item would return at the August meeting for final site plan and
34 development agreement review.
35

36 **b. Site Plan and Architectural Review; Friends of the Ice Rink/Sister Bay Sports Complex; 2155**
37 **Autumn Court**

38 Miles Dannhausen presented on behalf of the Friends of the Ice Rink, responding to direction from
39 the Commission's May meeting. The revised proposal relocates the Zamboni maintenance garage
40 and chilling equipment to a corner position behind the existing cedar tree line in order to minimize
41 impacts on parking, reduce utility run lengths, and screen mechanicals from view. A proposed fence
42 enclosure around the chilling equipment was also included, and the revised plans incorporated
43 building renderings with LP SmartSide siding in colors referencing the existing parks building.

44 Building Location and Cedar Protection: Heidler raised concern that placing the chiller pad
45 immediately adjacent to the cedar tree line could damage root systems during trenching. The
46 Commission reached consensus that the chiller pad should be moved back from the cedar line while
47 still maintaining required setbacks, with the stated purpose of preserving the existing trees.

48 Garage Doors: The Commission discussed whether all three garage doors needed to be 12 feet in
49 height. Dannhausen explained that the primary Zamboni door and the snow removal equipment
50 door each require 12-foot clearance for safe operation. The third door's necessity was less certain.

51 The Commission directed that the project proceed with approval of three 12-foot doors but included

1 a recommendation for Dannhausen to evaluate whether the size of one or more doors could be
2 reduced. Commissioners noted that large overhead doors add a commercial appearance and
3 increase heating costs, referencing operational lessons from the existing parks building.

4 Vegetation Screening: Heidler recommended planting a vegetative screen of cedars or arborvitae
5 along the west side of the building and fence, facing the playground and baseball diamond, to
6 prevent the blank wall and mechanical enclosure from being the dominant view from those areas.

7 Ahrens suggested additional evergreen screening along the southeast edge of the Zamboni drive
8 aisle so that the view from the ice rink surface looking south would be softened rather than opening
9 directly to the building and driveway. The Commission included both as conditions of approval.

10 Propane Tank: Heidler noted the propane tank as drawn appeared to be in an exposed location near
11 the parking area. The Commission directed that the tank either be screened appropriately or buried,
12 subject to subsurface conditions. The bedrock encountered in that area was noted as a potential
13 factor in cost.

14 Colors and Design: The Commission noted inconsistency in door colors across different renderings
15 and directed that the final color scheme be resolved before construction, with overhead doors and
16 man doors matching and avoiding more than two contrasting colors on the building exterior.

17 Development Agreement: Andrews confirmed that as a municipal project, no development
18 agreement would be required. The zoning permit, once issued, would be valid for one year with
19 extension available if needed.

20 Phasing and Timeline: Dannhausen outlined that the primary timeline unknowns are WPS electric
21 service routing and Keller's construction schedule. The Commission acknowledged that the ice rink
22 surface, chillers, and Zamboni building each represent separate phases, and that the ice rink could
23 potentially be operational in a limited capacity — using natural cold weather — even if the building
24 is not yet complete. The Commission agreed that construction should not interfere with the ice rink
25 during the winter season and that the baseball season construction impacts should be avoided
26 where possible.

27 *Motion to approve the site plan for the Friends of the Ice Rink/Sister Bay Sports Complex, without a*
28 *development agreement, subject to the following conditions: (1) approval of three 12-foot doors*
29 *with a recommendation to evaluate reduction in door size; (2) repositioning of the chiller pad to the*
30 *south while maintaining setback requirements, with the intent to preserve the existing cedar trees;*
31 *(3) requirement for vegetative landscaping along the west side of the building and fence, and along*
32 *the southeast edge of the driveway; and (4) requirement that the propane tank be screened or buried*
33 *— was made by White and second by Ahrens. The motion carried — all ayes.*
34

35 c. Text Amendment Revisions Discussions

36 Andrews presented updates to three proposed text amendments previously discussed at the June
37 meeting: Accessory Dwelling Units (ADUs), automotive body and mechanical repair in the B1 district,
38 and the fee-in-lieu of parking program.
39

40 **Automotive Body and Mechanical Repair — B1 District:** Andrews presented proposed red-line
41 language for page 114 of the zoning code, incorporating performance standards for noise, volatile
42 chemicals, vehicle storage, and compatibility with the district. Heidler raised the broader concern of
43 whether this use type was better suited as a conditional use rather than a permitted use, given its
44 potential impact on adjacent residential properties, including property values and noise levels.
45 Heidler noted that making it a conditional use would require a public hearing and notification of
46 neighboring property owners for each specific application.

47 Ahrens and Bell both acknowledged that the use is substantively similar in impact to already-
48 permitted uses such as automotive sales and service, and that boat sales and service, which involves
49 comparable service work, is already listed as a permitted use. They expressed concern that isolating
50 this use as a conditional use would be inequitable without a broader review of the permitted use list
51 and could trigger a protracted re-examination of the entire B1 district use table.

1 After discussion, the Commission reached consensus to include automotive body and mechanical
2 repair in the B1 district as a conditional use, while acknowledging that a more comprehensive review
3 of the permitted use list should occur in the future. The Commission also noted that a public hearing
4 will be held when these text amendments are formally advanced, providing adjacent property
5 owners an opportunity to be heard on the zoning change itself.
6 Heidler additionally recommended that the proposed language for this use include cross-references
7 to existing code sections on parking and vehicle storage (Section 66-403.5) and air pollution and
8 odor standards (Section 66-080-2), rather than restating those requirements, to ensure the
9 standards apply by reference and avoid redundancy.

10
11 **Accessory Dwelling Units (ADUs):** Andrews summarized the direction from the prior meeting: ADUs
12 would be allowable in the R4 district, both attached and detached; limited to one ADU per principal
13 structure; height capped at no greater than the principal structure; parking requirement of one
14 additional off-street space; and the removal of a minimum square footage threshold. Andrews also
15 reported that proposed state legislation that would have allowed municipalities to restrict ADUs as
16 short-term rentals did not pass and is not expected to move forward, leaving the village limited in its
17 ability to restrict rental use.

18 The Commission engaged in substantive discussion about the tension between enabling ADUs for
19 their intended benefits — multigenerational housing, aging-in-place, employee housing, and
20 affordable long-term rental — while acknowledging the risk that ADUs could be utilized as additional
21 short-term rentals or as investment vehicles. Heidler raised concern about whether allowing
22 detached ADUs could expand the short-term rental supply. Bell noted that owner-occupancy
23 requirements, if tied to declared primary residency, could serve as a meaningful limitation, and
24 expressed interest in consulting the village attorney about available legal tools before finalizing the
25 language.

26 A member of the public, Mary Pat Carlson of Scandia Road, addressed the Commission, emphasizing
27 the need for ADUs as a tool for families to remain in the community and care for aging relatives, and
28 urging the Commission to ensure that accessibility requirements — including adequate square
29 footage for wheelchair and walker maneuverability — are not overlooked in setting size parameters.
30 White echoed this concern, noting that a single-bedroom, 600-square-foot unit would likely be
31 insufficient for an elderly or mobility-impaired occupant, and recommended the minimum not fall
32 below 800 square feet. Ahrens suggested eliminating any minimum square footage entirely and
33 allowing the building code to govern, while preserving a meaningful maximum. The Commission
34 discussed the possibility of tiering the maximum square footage to allow a larger unit for ADA-
35 accessible construction.

36 The Commission agreed to continue this discussion at the August meeting, with Bell planning to
37 consult with the village attorney regarding owner-occupancy mechanisms, and Commissioners
38 directed to review sample ADU floor plans before the next meeting. The Commission further agreed
39 to defer any consideration of ADUs in business districts to a future discussion.

40
41 **Fee-in-Lieu of Parking:** Andrews reported that this item requires additional time to gather real-world
42 data and framework analysis. No substantive discussion was held; the item will return in a future
43 meeting.

44
45 **Development Agreement Execution Timeline:** Andrews noted that the current zoning code requires
46 a development agreement to be executed within six months of Village Board approval, and that this
47 timeline has in practice led to situations where agreements were left unsigned for extended periods,
48 creating complications. The Commission discussed shortening this window significantly, ultimately
49 reaching consensus on a 45-day execution period from the date of Village Board approval and
50 presidential signature, which would provide adequate time for attorney review while eliminating the
51 opportunity for delay as a negotiating tactic. Andrews confirmed that a developer failing to sign

1 within 45 days would forfeit the agreement, which could then be resubmitted to the board if the
2 project remained active.

3
4 **d. Review of Development Agreement Template**

5 Andrews presented the standard development agreement template, associated memorandum of
6 agreement, and liability and bonds clarification documents for Commission review. Andrews noted
7 that in practice, prior approved development agreements have at times been used as templates
8 rather than the official standard document, and that a review of past agreements would be
9 warranted to ensure consistency.

10
11 **6. Zoning Permit Log**

12 Andrews distributed the zoning permit log, which had been sent the morning of the meeting. The log
13 reflected three active permits: the Sister Bay General Store (discussed under Item 5a), the Friends of
14 the Ice Rink (discussed under Item 5b), and an accessory structure permit for a property on
15 Westwood Drive.

16
17 **7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

18 The following items were noted for future agendas: continuation of ADU text amendment
19 discussions including attorney consultation and sample floor plan review; advancement of the
20 automotive body and mechanical repair B1 conditional use language; the 45-day development
21 agreement execution timeline code change; and fee-in-lieu of parking data collection.

22
23 **8. Next Meeting**

24 The next Regular Monthly Meeting of the Plan Commission is scheduled for Tuesday, August 25,
25 2026 at 5:30 P.M., to be held in the Large Meeting Room at the Sister Bay-Liberty Grove Fire Station.

26
27 **9. Adjournment**

28 *Motion to adjourn at 8:54 PM.*

29 *Motion by Heidler second by Ahrens. Motion carried -all ayes.*

30
31 Respectfully submitted by Sarah Bertges, Administrative Assistant

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, AUGUST 3, 2026
(Approval Pending)

1. Call to Order & Roll Call

August 8, 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 Nate Bell, Mike Laszkiewicz. Jerry Ahrens was excused.

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

Public Present: Erin Peddle, Abby Doobie, Sue West, Chris Roberts, Diane Hickey, Dale Stafslie, Susan H., Rachel Stollenwerk, Brian Fitzgerald, Pat Wisner, Becca Weise.

2. Approve Agenda

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

3. Approve Minutes

a. July 6, 2026, Regular Meeting

Motion to approve the July 6, 2026 minutes as presented by Bell, second by Laszkiewicz. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

Several members of the public addressed the Committee regarding conditions at the Village dog park. Concerns raised included: overgrown vegetation along the fence line and gate entries; inadequate hose length creating a persistent mud area near the water spigot; safety hazards including holes in the ground, gaps in fencing allowing small dogs to escape, and a deteriorating entry gate secured only with a ratchet strap; drainage issues creating icy and hazardous conditions in winter; and lack of accessible parking and pathways for individuals with mobility limitations. Speakers also noted that the donation box proceeds should be directed toward dog park improvements.

Laszkiewicz thanked the public for their organized advocacy and encouraged them to form a citizens' dog park group and submit a prioritized letter of recommended improvements to both the Village Board and the Parks Committee. Linczmaier acknowledged a recent volunteer mulch-spreading effort at the dog park, organized with the assistance of Northern Sky Theater.

5. Discussion/Action Items

a. Sister Bay Advancement Association; Contract Review

Andrews introduced the annual review of the SBAA contract, noting the SBAA had proposed updates including evergreen renewal language and a revised event list. Discussion centered on whether to maintain the existing 12% of room tax formula or transition to a fixed annual contribution. The Committee agreed that a flat fee approach offers more budget predictability and provides flexibility for potential future collaboration related to Village Hall planning. The annual contribution was set at \$72,000 for the 2027 budget year.

The Committee directed that renewal language be modified to include a 60-day notice period for either party to initiate renegotiation, and that termination notice be extended to 120 days. These revisions are to be reviewed by Village legal counsel prior to submittal to the Village Board. If no

1 material changes arise from legal review, the agreement may proceed directly to the Board;
2 otherwise it shall return to the Parks Committee.

3 *Motion to recommend the SBAA agreement to the Village Board pending legal review, with a fixed*
4 *annual contribution of \$72,000, was made by Bell and second by Andrews. Motion carried — all ayes.*
5

6 **b. Village Facility Rental Agreement; Door County Century Bike Ride**

7 Brian Fitzgerald presented a request from the Door County Century Bike Ride organization to utilize
8 the Logerquist property as a rest stop for the 100-mile route on September 12–13, 2026, in lieu of
9 the previously approved Waterfront Park location. The organizer explained that after consultation
10 with the Door County Sheriff's Department, the Logerquist site was identified as a safer option that
11 eliminates multiple highway crossings, including the Flint Ridge crossing. The site requires no water
12 or power connections; portable restroom facilities will be brought in and removed by the organizer.

13 *Motion to approve the use of the Logerquist property as a rest stop for the Door County Century Bike*
14 *Ride on September 12–13, 2026 was made by Howson and second by Laszkiewicz Motion carried —*
15 *all ayes.*
16

17 **c. Village Administration Building; Request for Proposal; Evaluation of Proposals**

18 Andrews reported that 15 proposals were received in response to the Village's RFP for architecture
19 and engineering services. The Parks Committee had previously identified four finalist firms:
20 Birschbach & Associates, Boldt Company, Somerville, Inc. and Wold Architects & Engineers. Andrews
21 conducted an apples-to-apples comparison of the finalists and recommended Wold Architects and
22 Engineers based on competitive pricing and the breadth of in-house services, including civil
23 engineering, technology/security design, and interior design.

24 The Committee discussed the importance of communicating a firm budget ceiling to the selected
25 firm at the outset of design, noting that the \$3.2 million total project budget must account for all
26 costs including IT/AV infrastructure, landscaping, furniture, and a contingency. The Committee also
27 directed that contract terms be reviewed carefully given the financial scope of the project, and that
28 the Committee expects to be involved in contract review prior to execution.

29 *Motion to recommend Wold Architects and Engineers to the Village Board for selection as the*
30 *architecture and engineering firm for the Village Administration Building project was made by Bell*
31 *and second by Laszkiewicz. Motion carried — all ayes.*
32

33 **d. 2027 Parks and Streets Budget Review**

34 Andrews presented the proposed 2027 Parks and Streets budget, including staff's list of
35 recommended reductions and additions. The Committee raised significant concerns regarding the
36 overall proposed budget, which reflected approximately a 15% increase over the 2026 budgeted
37 amount across public works, culture and recreation, and development categories. Members noted
38 that several line items appeared inflated relative to actual spending trends, particularly in the areas
39 of personnel, health benefits, and accounts with no recent expenditure history. The Committee
40 expressed that the proposed budget, as presented, could not be forwarded to the Finance
41 Committee without further refinement.

42 The Committee also discussed CIP priorities, with Bell proposing two projects for potential inclusion:
43 (1) a Phase 2 extension of the Highway 42 sidewalk corridor of approximately 960 feet, and (2) a
44 long-term trail easement along the rear of properties from the pet clinic area to Fieldcrest Road, to
45 be considered in conjunction with the completion of the regional trail project. Both items were
46 supported for inclusion in future CIP planning discussions.
47

48 **e. Sports Complex Facility Reservation Policy**

49 This item was considered out of agenda order, having been moved ahead of Item 5d by Committee
50 vote.

51 Andrews presented a proposed Sports Complex Facility Reservation Policy designed to replace the
52 existing pickleball-specific policy with a comprehensive policy covering all facilities at the sports

1 complex, including tennis and pickleball courts, soccer fields, baseball diamonds, the pavilion/picnic
2 shelter, and the ice rink building. The proposed policy was developed in coordination with Village
3 staff to align the current fee schedule with the online reservation platform being implemented.
4 Discussion confirmed that the fee schedule is not being changed; the policy provides an
5 interpretation of existing approved daily rates into hourly and time-slot increments for platform
6 compatibility. The pavilion daily rate of \$150 and ball field/soccer field rate of \$50 are each to be
7 defined as an 8-hour day for platform purposes. The Committee approved the policy with the
8 understanding that gaps may be identified during implementation and brought back for further
9 review.

10 *Motion to approve the Sports Complex Facility Reservation Policy and the Sports Facility Club*
11 *Reservation Form as presented, replacing the existing Sports Complex Pickleball Policy, and to*
12 *authorize staff to implement the policy within the online reservation system, was made by*
13 *Laszkiewicz and second by Howson. Motion carried 2-1 with Bell opposed.*
14

15 **f. Donation Proposal; Sister Bay Lion's Club**

16 Andrews presented a donation proposal from the Sister Bay Lion's Club to fund the purchase and
17 installation of a new flagpole near Waterfront Park. The Committee discussed and supported the
18 donation, recommending a 35-foot flagpole height to remain consistent with Village code (a 40-foot
19 pole would require a variance). The Committee reached consensus that the preferred location is
20 north of Village Hall, between the building and the path leading to the boathouse, to avoid
21 disrupting beach activity and to minimize erosion risk near the shoreline. Andrews noted that the
22 Lion's Club expressed interest in a dedicatory plaque and may request future landscaping assistance,
23 which would be subject to standard Village review processes.

24 *Motion to recommend that the Village Board accept the Sister Bay Lion's Club donation for the*
25 *purchase and installation of a new 35-foot flagpole north of Village Hall near Waterfront Park, and to*
26 *acknowledge that any future requests related to a plaque or landscaping will be reviewed through*
27 *standard Village processes, was made by Howson and second by Laskiewicz. Motion carried — all*
28 *ayes.*
29

30 **g. Mill Rd Triangle Questions**

31 Andrews addressed three outstanding questions related to the Mill Road Triangle/Village
32 Administration Building demolition and site project:

- 33 ● **Demolition Timeline:** Andrews noted that complications associated with a potential double
34 move of staff — first to an interim facility and then to the new administration building — are a
35 concern. The Committee reached consensus to consider shifting the Mill Road street and
36 demolition project to spring 2028, aligned with the anticipated completion of the new
37 administration building, in order to avoid two staff relocations. The project timeline shall not be
38 permitted to slip beyond early 2028.
 - 39 ● **Overhead Utility Burial:** Andrews confirmed that a 2018 Village ordinance requires burial of all
40 overhead utilities within the right-of-way. This requirement is already captured within the
41 project scope.
 - 42 ● **Street Lighting:** Andrews noted that existing streetlights are mounted on utility poles that will be
43 removed as part of the project, and that new pole-mounted streetlights must be included in the
44 design scope. The Committee confirmed that new streetlights should be included and directed
45 that warm-tone fixtures (approximately 3,000K or lower) be specified.
- 46
47

48 **6. Staff Report**

49 Parks and Streets Director Linczmaier reported that pothole patching throughout the Village has
50 been completed and crews have moved on to shoulder maintenance. Two locations — on Gateway
51 Drive and on Highway 42 near the hilltop driveway — are exhibiting unusual pavement and concrete
52 movement that began during the summer season. The Village's on-retainer engineer (Stan

1 Tech/Skyler) has inspected both sites and has been unable to determine the cause, citing possible
2 subsurface water movement. Linczmaier has contacted the Wisconsin DOT for further assessment
3 and is awaiting a response.

4 Linczmaier also reported that tree rings have been opened on three bur oaks near the pump shed to
5 address competition from surrounding sod, following recommendations from the DNR and a local
6 arborist. The same treatment is planned for the remaining three oaks on the opposite side of the
7 pump shed.

8
9 **7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

10 The following items were identified for placement on a future agenda:

- 11 ● Dog Park Improvements — pending receipt of a prioritized letter from the public dog park group.
- 12 ● Recognition of Joy Lang — for her long-term volunteer contributions to Village floral displays.

13 Staff was also directed to remove the men's and women's restroom signage from the exterior of the
14 old schoolhouse, as the facility is no longer operating as a public restroom.

15
16 **8. Next Regular Meeting**

17 **a. September 8, 2026 at 1:00 PM; Regular Meeting**

18 **b. September 8, 2026 at 3:30 PM; Walking Tour Meeting – Logerquist**

19 The Committee noted that the September 8 regular meeting must conclude in time to allow the 3:30
20 PM walking tour of the Logerquist property to proceed. Members were reminded that no formal
21 motions or actions are to be taken during the walking tour; observations will be compiled and
22 brought back for discussion at a subsequent meeting.

23 Note: A special budget workshop meeting is also scheduled for August 19, 2026 at 11:00 AM.

24
25 **9. Adjourn**

26 *Motion by Laszkiewicz, second by Howson to adjourn the meeting at 4:14 PM. Motion carried all -*
27 *ayes.*

28
29 Respectfully submitted by Sarah Bertges, Administrative Assistant.

PERSONNEL COMMITTEE MEETING MINUTES
Tuesday, August 20, 2026, 9:00 AM
(Unapproved)

1. Call to Order

Chair Howson called the Personnel Committee meeting to order on Tuesday, August 11, 2026, at 9:02 AM.

2. Roll Call

Present: Lousie Howson, Patrice Champeau. Brigid White was excused.

Also Present: Administrator Benjamin Andrews, Administrative Assistant Sarah Bertges, Laurel Harff, and Kurt Harff.

3. Approve Agenda

Motion to approve the agenda was made by Champeau and second by Howson. Motion carried — all ayes.

4. Approve Minutes

a. August 5, 2026

Approval of the minutes from the August 5, 2026 meeting was deferred to the next meeting. As Champeau was not present at the August 5 meeting, the committee determined it was appropriate to hold approval until full committee attendance could be achieved.

5. Comments, Correspondence, and Concerns from the Public

There were no public comments, correspondence, or concerns.

6. Discussion/Action Items

a. Job Description Reviews

Andrews provided context on the revised job descriptions, noting that content from the previous version was reorganized to align with the formatting used by the Town of Ledgeview for their zoning administrator position. The revised document incorporated short-term rental application items as a distinct component, as previously directed. Andrews acknowledged that a red-line draft was not produced, as the reformatting made a traditional red-line comparison impractical.

The committee reviewed the zoning administrator job description (page 6 of the packet) and the village administrator job description (page 9 of the packet). Given the absence of a committee member, the committee determined it was preferable to defer action on both descriptions until full attendance could be secured.

Both job descriptions and the organizational chart are tabled to the September 1, 2026 meeting for further review and action.

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

The following items are to be placed on the agenda for the September 1, 2026 Personnel Committee meeting:

- Organizational chart review
- Job description reviews

8. Next Meeting Date

a. September 1, 2026 at 10:00 A.M.

The next Personnel Committee meeting is scheduled for Tuesday, September 1, 2026 at 10:00 A.M.

1 **9. Adjourn**

2 Motion to adjourn was made by Howson, second by Champeau. Motion carried — all ayes.

3 Meeting was adjourned at 9:10 AM.

4

5 *Minutes submitted by Sarah Bertges, Administrative Assistant*

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 12, 2026
(Unapproved)

1. Call to Order & Roll Call

The August 12, 2026 meeting of the Green Tier Legacy Community Committee was called to order by Chair Louise Howson at 3:31 P.M.

Present: Louise Howson, Jill Wiebe, Lisa O’Hearn, Mary Smythe, Paula Anschutz.

Staff: Benjamin Andrews Village Administrator, Sarah Bertges Administrative Assistant

Others: Mike Schneider and Jess Reinke (CCCDC).

2. Approval of the Agenda *Motion by O’Hearn to approve the agenda as presented, second by Wiebe. Motion carried- all ayes.*

3. Approval of the Minutes – July 8, 2026

Motion by Wiebe to approve the minutes as presented, second by Howson. Motion carried-all ayes.

4. Comments, Correspondence, and Concerns from the Public

No public comments, correspondence, or concerns were received.

5. Discussion/Action Items

a. Composting Program Updates; DC Climate Change Coalition

Jess Reinke and Mike Schneider of the Climate Change Coalition of Door County (CCCDC) presented an update on the composting pickup program, which launched in late May 2026. The program is in its eleventh week with eleven participating businesses, including two located in Ellison Bay. Pickups occur on Wednesday mornings, with Schneider logging weights weekly for potential future grant applications. Approximately 7,000 pounds of compostable material have been collected to date. Schneider described the current logistics: buckets are collected and weighed on-site, transported to Mighty Wind Farms for composting, rinsed at the Sports Complex community garden, and stored at the Logerquist Farm. The committee acknowledged that consolidating rinsing and storage at a single location would improve efficiency. The CCCDC indicated a willingness to contribute funding toward a small storage shed at the community garden site. Howson noted that the Parks Committee would be visiting Logerquist Site on September 8th and would assess available space at that time. Any budgetary consideration would be incorporated into the Parks Department budget review. The program is expected to conclude the Wednesday following Fall Fest, with October 21st or 28th discussed as possible end dates. Reinke noted the volunteer team is near capacity at the current scale of eleven participants.

Reinke also informed the committee of two additional opportunities: a grant through a company called Can It, funded by Ball Corporation, aimed at supporting recycling infrastructure at large festivals (deadline: end of September, awards: mid-October); and a recycling field trip to GFL's sorting facility in Menasha scheduled for September 17th, departing Door County at approximately 8:00 AM.

b. Strategic Planning; Green Tier Legacy Committee

Andrews noted that the strategic planning document had not been fully completed since items were assigned at the previous meeting. The committee reviewed sections of the document in session, focusing on three goal areas: Organizational and Governance, Engagement, Communication, and Education, and Sustainability and Environmental Impact.

Key assignments and discussion points included:

Organizational and Governance: Existing framework entries were reviewed and noted as substantially in place. Grant identification and writing responsibilities were discussed, with Andrews clarifying that staff would provide support and that committee members with specific project interests should take the lead. The committee acknowledged the need to identify funding priorities before targeted grant searches could be conducted.

Engagement, Communication, and Education: O'Hearn was confirmed as lead for the village website updates. Bertges confirmed the ability to print posters in-house, with 11-by-17 format noted as the likely standard. A quarterly poster initiative was discussed, with October identified as the target for the first issue. Outreach to local organizations was discussed; Northern Door Activism was identified as a potential partner. Attendance at Environmental Council of Door County (ECDC) events was flagged as a low-priority but worthwhile activity, with Smythe agreeing to monitor the ECDC calendar.

Sustainability and Environmental Impact: Discussion of a community leaf/brush collection site was deferred pending further research into costs and logistics. Ephraim's brush site was noted as a useful reference point. The committee discussed planning an invasive species removal event, tentatively targeted for Earth Day 2027.

Andrews reminded the committee of the open meetings law regarding walking quorums and best practices for inter-meeting communication. All substantive committee communications should be routed through staff rather than distributed directly among members via reply-all email.

The strategic plan was not completed during this session. The committee agreed to revisit it at the next meeting.

c. Reusable Bags; Follow-Up

The committee reviewed the reusable bags that had been ordered — 500 units at a cost of approximately \$5.50 each. The bags were presented and well-received. Four large cases are currently stored at the Village Hall office. The committee discussed distribution logistics for the Marina Fest booth and agreed on a suggested donation of \$5.00 per bag, with no formal residency verification requirement. Individuals requesting multiple bags would be politely encouraged to be considerate of other attendees. No formal policy limit per person was established.

d. Marina Fest Booth Coordination; September 5 & 6, 2026

The committee confirmed participation in Marina Fest on Saturday, September 5th and Sunday, September 6th, 2026. A 10-by-10 tent has been secured at no charge. Tables and tablecloths will be provided. The following volunteer schedule was established, contingent on confirmed event hours (estimated 10:00 AM – 4:00 PM):

- Saturday, September 5: Howson, Smythe 10:00 AM – 1:00 PM; Wiebe, O'Hearn 1:00 PM – close
- Sunday, September 6: Howson 10:00 AM - 1:00PM; Wiebe 1:00 PM – 4:00 PM. Howson to assist with teardown

Outreach to Anschutz regarding availability was noted as a next step.

Booth materials to be brought include reusable bags, recycling magnets (remaining inventory), a waterfall display fixture for bag presentation, a filled sample bag demonstrating capacity, a donation jar, and two informational posters:

- A poster recognizing the eleven businesses participating in the composting program, incorporating their logos along with the CCCDC and Green Tier logos.
- A poster identifying four key local invasive species, based on materials previously distributed to committee members.

1
2 **6. Committee Updates**

3 Andrews noted that materials included in the packet covered relevant correspondence and
4 informational resources, including a League of Wisconsin Municipalities resource and a video on
5 walking quorum requirements. A DNR Green Tier webinar wrap-up regarding the Wisconsin
6 Sustainable Purchasing program was also included. Andrews noted that a follow-up webinar is
7 scheduled for August 31st and that committee members had received a calendar invite. Wiebe
8 confirmed attendance at the August 31st webinar and noted she would be prepared to share
9 updates on the composting program and the CCCDC partnership. The committee discussed the
10 Wisconsin Sustainable Purchasing program briefly and agreed that, given the Village's small scale
11 and local purchasing priorities, the most practical step would be to share the resource with relevant
12 department directors for their awareness.

13
14 **7. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee**

15 The following items were identified for inclusion on future agendas:

- 16 • Strategic planning document — continued review and completion
17 • Marina Fest recap and bag distribution outcomes
18 • Composting program update — deferred to approximately November 2026
19 • Wisconsin Sustainable Purchasing program — informational follow-up with department
20 directors

21
22 **8. Next Meeting**

23 The next meeting of the Green Tier Legacy Community Committee is scheduled for Tuesday,
24 September 8, 2026 at 8:30 AM via Zoom.

25
26 **9. Adjournment**

27 *A motion was made by Wiebe, second by O'Hearn to adjourn the August 12, 2026 meeting of the Green*
28 *Tier Legacy Community Committee at 5:13 P.M. Motion carried – all ayes.*

29
30 Respectfully submitted by Sarah Bertges, Administrative Assistant

SBAA BOARD OF DIRECTOR'S MEETING MINUTES
Wednesday, July 23, 2026
NWTC Northern Door Campus- 2438 S. Bay Shore Drive
(Unapproved)

The July 23, 2026 meeting of the Sister Bay Advancement Association (SBAA) Board of Directors was called to order by Nora Zacek, at 8:01 A.M.

1.Call to order/roll call

Present: Paula Anschutz (arrived 8:03), Steve Bacsí, Drew Bickford, Kit Butz, Cora Domouras, Ben Ehlert, Juan Ornelas (arrived 8:11), Tina Torcivia, Sarah White, and Nora Zacek.

Absent, Excused:

Staff Members: Executive Director Abby Doobie, Marketing & Events Coordinator Erin Peddle.

2.Approval of Agenda:

A motion was made by Bickford seconded by Zacek to approve the agenda for the July 23, 2026 meeting of the SBAA Board of Directors with the amendment to add Office Space as a discussion item. Motion carried- all ayes.

3.Approval of Minutes:

Doobie attached incorrect minutes to packet, will review June & July minutes in August.

4. Financials:

A motion was made by Zacek seconded by Butz that the financials for June 2026 be approved as presented. Motion carried- All ayes.

5. Village Board Report:

Bacsí reported that the Sister Bay Historical Society pitched the Board for funding. They are asking for \$750,000 from the village.

6. Discussion:

A. Committee updates:

HR Committee: No updates at this time.

Policy Committee: Board terms will need to be updated with the changing of the annual meeting from fall to spring. The committee met this week and has made some updates. We will have another meeting before we present it to the board.

B. Marina Fest Non-Profit Discussion: Staff presented options for discussion on non-profit involvement in Marina Fest 2027. After Marina Fest 2026 we will have a good picture on finances with our P&L and will make a decision after that. We will discuss more next month.

C. Film Fest Update:

A motion was made by Bickford seconded by Butz to sponsor \$15,000 to the Door County Film Fest, with the stipulation to be named a public sponsor for the first three years, timing of payment to be determined on their nonprofit status. Motion carried- All ayes.

D. Final MOU for approval:

A motion was made by Zacek seconded by Bickford to approve the DDC/CBA Memorandum of Understanding. Motion carried- All ayes.

E. Strategic Planning: Bjorn Johnson stopped by the office yesterday to tell us to start thinking about a new office space and visitor center. They will officially give us 60 days notice at the end of the year, he assured us we are safe in our space until the end of the season. Doobie has called Appleport storage to see if there are more available units. It is time to start brainstorming.

F. Executive Board Seats & Committee:

President: Kit Butz

VP: Paula Anschutz

Secretary: Interim Tina Torcivia

Treasurer: Cora Domouras

Policy Committee: Drew Bickford, Steve Bacsi, Juan Ornelas

HR Committee: Kit Butz, Sarah White, Ben Ehlert

Volunteer: Tina Torcivia, Nora Zacek

A motion was made by Bickford seconded by Zacek to approve the executive slate and the committees as presented. Motion carried- All ayes.

7. Staff Report:

A. Updates:

Membership:

We are initiating the membership process earlier this year to improve communication and invoicing. Members with two businesses will need to complete a renewal for each. Thank you to everyone who filled out the renewal form, allowing us to make necessary edits before reaching out to the general membership. We would like to implement a late fee for membership.

Village Agreement: The agenda for the July Village board meeting will be quite extensive, so our agreement has been rescheduled for the August meeting.

Utilities Club Car: Megan Barnes responded on June 29 regarding the use of the Utilities cart. They utilize it daily and wish to retain possession of it. We are permitted to use it for events when needed. We have started documenting any instances we use the cart.

B.Festivals & Events:

Concerts and Movies (6/17-8/12)

After two rainouts, we finally held our first concert featuring Bacchus Lotus, followed by a rainy concert with Kyle Megna & the Monsoons. We had no rain for The Deep End but we did have to consider public health with the very unhealthy air quality. Thank you to the board members that have checked in with us during the concerts. You have all been helpful. We encourage everyone to come and enjoy a concert soon, they're a lot of fun!

Kite Day (6/27)

Weather was great. Turnout was slightly lower than last year. We wonder if we are competing with Strawberry Fest for timing. They had new earlier hours this year and the event went from 9am-3pm.

Festival of Fine Arts (8/10)

We have 20 artists lined up and are seeking a volunteer for the kids' craft tent, to allow our staff to assist with other festival activities. PLEASE consider spending a few hours with us! The full-time commitment is from 9 AM to 4 PM, but we are open to shorter shifts if that works for you.

Marina Fest (9/5-6)

On June 25, we met with Dave Lineau from the Marina, who informed us about options for fireworks. Unfortunately, the cost of the barge he rents has more than doubled, and several vital resources have been cut, making that option unavailable. The Freedomfest fireworks were a great success, and we are optimistic that the Marina Fest fireworks will also impress.

We are actively working on securing more festival sponsors and have a meeting scheduled with the Fire Department to go over their involvement. John Blossom has taken the lead on the Wooden & Classic Boat Show, and we are developing his agreement. He wishes to sponsor Culinaria which would be located by

Sputnik at the Marina Entrance. Blossom is enthusiastic, and we are thrilled to have him on our team.

Fall Fest (10/16-18)

We met via phone with the State Patrol to obtain guidance on our proposed road closure. We have submitted the closure request to the DOT and are currently awaiting new maps from Warning Lites for the final submission of the detour plan.

8.Green Tier Update: Composting is underway. Finalizing design for free community canvas bags.

9.Items to be placed on a future agenda

Marina Fest Non-Profit

10.Next Meeting August 27, 2026, 8am at NWTC

11.Adjourn

At 9:44 A.M. A motion was made by Bickford seconded by White that the July 23, 2026 meeting of the SBAA Board of Directors be adjourned. Motion carried- All ayes.