



VILLAGE BOARD MEETING

TUESDAY, SEPTEMBER 15, 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) August 18, 2026; Regular Meeting
4. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Presentation(s):
 - a) Pamela Busch, Transportation Manager, Door County Transportation Department Presentation
 - b) Natalie Dorrlor-Hyde, Door County Trails Community Partner Liaison, Door County Strategic Trails Plan
6. Proclamation(s):
 - a) Proclamation Honoring Joy Lang
7. Discussion/Action Item(s):
 - a) Village President's Appointment
 - b) Friends of the Ice Rink; Project Updates
 - c) Operational Agreement; Sister Bay Advancement Association
 - d) Agreement, Village Administration Building; Wold Architects and Engineers
 - e) Declaration of Easement; Boathouse Improvement Project
 - f) Development Agreement; 10674 North Bay Shore Drive; Sister Bay General Store LLC
 - g) Water Rate Study; Simplified Rate Case
 - h) 2027-2031 Capital Improvement Plan Review
 - i) Monthly Financial Report & Appropriations
8. Staff Reports
9. Committee Reports (See below committee listing)
10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
11. Next Meeting
12. 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 administrator@sisterbaywi.gov. Copies of reports and other supporting documentation are available for review online. 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: 09/10/2026

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, August 18, 2026
Unapproved

1. Call to Order & Roll Call

President Nate Bell called the meeting to order at 6:00 PM on Tuesday, August 18, 2026.

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

Staff: Administrator Benjamin Andrews, Administrative Assistant Sarah Bertges. Zoom: Finance Specialist/Treasurer Vlad Gannik, Utilities Director Megan Barnes.

Others: Abby Doobie, Erin Peddle. Zoom: Michael Miller.

2. Approve Agenda

Motion to approve the agenda was made by Howson and second by Heidler. Motion carried – all ayes.

3. Approve Meeting Minutes

a. July 21, 2026; Regular Meeting

A few corrections were noted prior to approval.

Motion to approve the July 21, 2026 Regular Meeting minutes as amended was made by Heidler and second by Bacsi. Motion carried – all ayes.

b. August 5, 2026; Special Meeting

Motion to approve the minutes as presented was made by Kelly and second by White. Motion carried – all ayes.

4. Comments, Correspondence and Concerns from the Public

Abby Doobie, representing the Sister Bay Advancement Association (SBAA), addressed the Board to express interest in establishing a long-term rental arrangement for the Village Hall building. She noted that SBAA would need to vacate its current location by year's end and identified the Village Hall as an ideal site given its downtown location and foot traffic, which would benefit both its visitor center and office operations. Doobie requested that the Board consider placing the matter on a future agenda for further discussion.

The Board acknowledged additional correspondence included in the packet.

5. Ordinances & Resolutions: N/A

6. Discussion/Action Items

a. Employee Handbook; Fire Station Support

Andrews presented a proposed Employee Handbook policy regarding village employees who also serve as volunteer fire department members, noting the policy was referred from the Personnel Committee following two reviews. The policy formalizes longstanding informal arrangements and clarifies expectations for participation, compensation, and leave.

Discussion focused on two areas of concern raised by Heidler: the handling of training time that occurs during work hours, and the discretionary language allowing supervisors to require employees to use PTO following fire department service for safety or fatigue reasons. The Board agreed that the safety and fatigue provision should be amended to place the decision regarding PTO or unpaid time

off with the employee rather than the supervisor, removing the subjective element. The training provision, which requires supervisor approval with an encouragement to reasonably accommodate requests, was retained as written. The Board acknowledged that the current two village employees who serve as fire department members would effectively receive overlapping compensation during the first covered hour, as they receive both village pay and fire department call pay during that period.

Motion to approve the Employee Handbook policy for Fire Station Support as amended was made by Bell and second by Howson. Motion carried — all ayes.

b. Village Administration Building; Request for Proposal Architecture/Engineering Services

Andrews reported that fifteen firms submitted proposals in response to the Village's RFP for architecture and engineering services for the Village Administration Building. The Parks, Property, and Streets Committee reviewed the submissions and narrowed the field to four finalists: Birchbach and Associates, the Bolt Company, Somerville, and Wold Architects. Following an apples-to-apples comparison prepared by staff, the Parks Committee recommended Wold Architects based on the breadth of inclusions offered and competitive cost.

The Board noted that Wold has relevant municipal experience, including work on the Palatine Village Hall and the Long Grove Village Hall, and that the assigned project manager also led the Palatine project. Discussion touched on several contract-related matters, including the need to obtain updated certificates of insurance prior to execution, as the submitted certificate expires September 1, 2026, the firm's primary insurer (RLI Insurance) carrying an A+ superior AM Best rating, and the monthly payment structure tied to proportional progress. Heidler offered to review the contract carefully prior to execution. Andrews confirmed that the contract would be brought back to the Board at the following meeting after review by Heidler and the Village's attorney.

Motion to accept the Parks Committee's recommendation of Wold Architects as the preferred firm was made by Kelly and second by Champeau. Motion carried — all ayes.

c. Donation Proposal; Sister Bay Lion's Club; Flagpole

The Board considered a proposal from the Sister Bay Lion's Club to donate funds for the installation of a flagpole on Village property. Andrews explained that the Village would receive the donated funds, coordinate with a flag company for procurement and installation, and retain ownership of the pole. The Lion's Club requested the opportunity to add a commemorative plaque in the future and asked that the Village consider landscaping around the installation. The flagpole will include a dark-sky-compliant downward-facing solar light and will come with a U.S. flag and Wisconsin state flag. Discussion was raised regarding the proposed location and the completeness of the overall proposal. Heidler expressed a preference for a more comprehensive submission inclusive of landscaping and plaque details. The Board agreed that the donation itself would be accepted and that remaining details — including final placement, landscaping, and the plaque — would be worked through the appropriate process, which may include Plan Commission review given the pole's anticipated height relative to the Village Hall building.

Motion to accept the donation proposal from the Sister Bay Lion's Club for a flagpole as presented was made by Bell and second by Champeau. Motion carried 6-1 with Heidler opposed.

d. Strategic Planning; Public Administration Associates; Schedule for Implementation

Andrews provided an update on implementation of the strategic planning engagement with Public Administration Associates, noting that facilitator Clint would lead a two-day workshop consisting of approximately five to six hours per day, with sessions ideally held on consecutive days. Day one would focus on mission, vision, and values development; day two on strategic goal development. The Board discussed scheduling and settled on October 26 and 27, 2026 as the proposed dates, with the Plan Commission meeting to be rescheduled to October 29, 2026 to accommodate. The NWTC facility was identified as the preferred venue. The Board also agreed to establish an informal steering

committee to work with the facilitator in advance of the sessions. Bell and Heidler volunteered to serve on the steering committee alongside the Village Administrator.

e. Monthly Financial Report & Appropriations

Motion to approve payment of bills in the amount of \$500,251.07 was made by Bell and second by Heidler. Motion carried — all ayes.

7. Staff Reports

Staff reports were presented. No questions were raised by Board members.

8. Committee Reports

Motion to accept the committee reports was made by Bell and second by Bacsi. Motion carried — all ayes.

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

White noted that the Sister Bay Public Library had requested an official proclamation related to a Winnie the Pooh event in October. After brief discussion, the Board declined to issue a formal proclamation, though members expressed appreciation for the request.

Andrews noted that the Highway 57 Trail project timeline may shift from 2028 to 2029 due to design coordination delays with the Wisconsin DOT, though the 2028 timeline remains possible. It was also noted that the Village successfully argued against additional clear zone improvements, retaining project funding.

The Board discussed the need to prioritize Village-owned property and capital projects in a broader planning context. It was agreed that the matter would be more appropriately addressed following completion of the strategic planning process.

With respect to the SBAA request made during public comment, the Board directed the item to be referred to the Village Hall Task Force and the Parks, Property, and Streets Committee for initial review prior to returning to the full Board.

10. Next Meeting

a. September 15th, 2026; 6:00 PM

11. Adjourn

Motion to adjourn made by Heidler and second by White. Motion carried — all ayes.

The meeting adjourned at 7:22 p.m.

Minutes respectfully submitted by Sarah Bertges, Administrative Assistant



COMMENTS, CORRESPONDENCE, AND CONCERNS FROM THE PUBLIC

Date: September 15, 2026

To: Village Board

Re: September 2026

No written comments, correspondence, and/or concerns addressed to the Village Board for the month were received.



STAFF REPORT

Date: September 15, 2026

To: Village Board

Re: Pamela Busch, Transportation Manager
Door County Transportation Department Presentation

Attached are the materials related to the presentation.

Door County's Transportation Dept.

Services:

- Door 2 Door Rides- (D2D, *contract with Abby Vans*), shared ride taxi, almost county-wide
- Door County Connect- (DCC, *located at ADRC*) door to door service in the City of Sturgeon Bay and up to 10 miles from the ADRC.



Service Provided:

- **D2D Rides:** 2023=39,335 trips, 2024=39,989, 2025=37,938.
- **DCC:** 2023=5,985 trips, 2024= 6,343, 2025=6,072.



Fleet:

- **D2D Rides** – Two sedans, two ambulatory vans and seven wheelchair accessible vans.
- **DCC** – One bus, 11-14 passenger, and one van. Both are wheelchair accessible.



Door County Connect

Fares:

- Individual \$2.00 per trip within the City of Sturgeon Bay. \$5.00 per trip outside of the City, but within 10 miles of the ADRC.
- Agency \$10.00 and \$17.50. Implemented August 2022, fare increased February 2025.

Schedule a Ride:

- 24 hour advance reservation preferred, not required. First come first serve.
- Call 746-6944. Riders may call the driver's cell for return trips, as needed.

Available:

- Monday – Thursday 7:30 a.m. – 4:30 p.m. and Friday 7:30 a.m. – 1:30 p.m.



Door 2 Door Rides

Fares:

- Individual \$2.00-\$4.00 in the Orange Core and \$3.50-\$7.00 within Zones. If crossing a Zone, the first zone is a \$10 flat fare with an additional \$5 for each additional Zone crossed.
- Agency \$10.00, \$17.50, \$25.00, an additional \$12.50 for each additional Zone crossed. Implemented January 2018, fare increased February 2025.

Schedule a Ride:

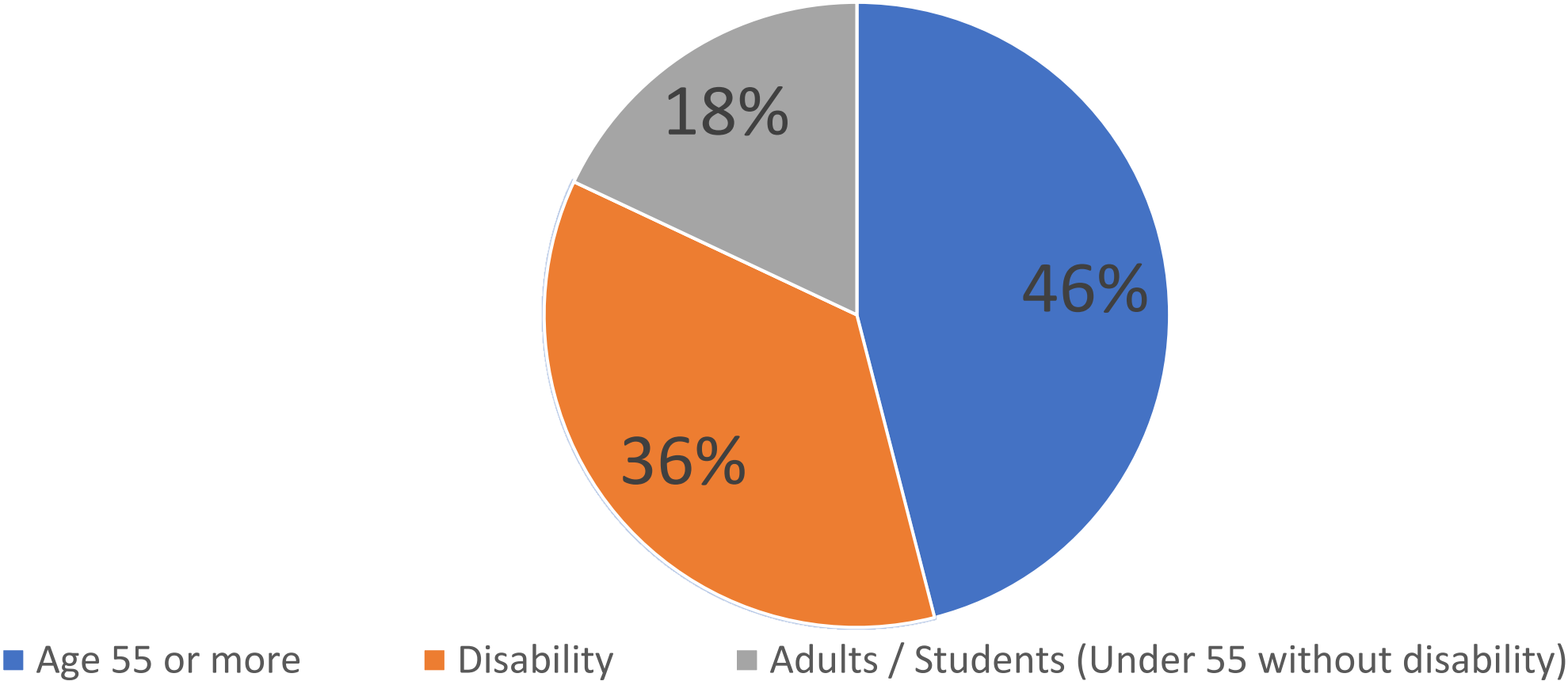
- 24 hour advanced reservation is required when crossing zones.
- Call 920-746-6948 or 888-337-9485.

Available:

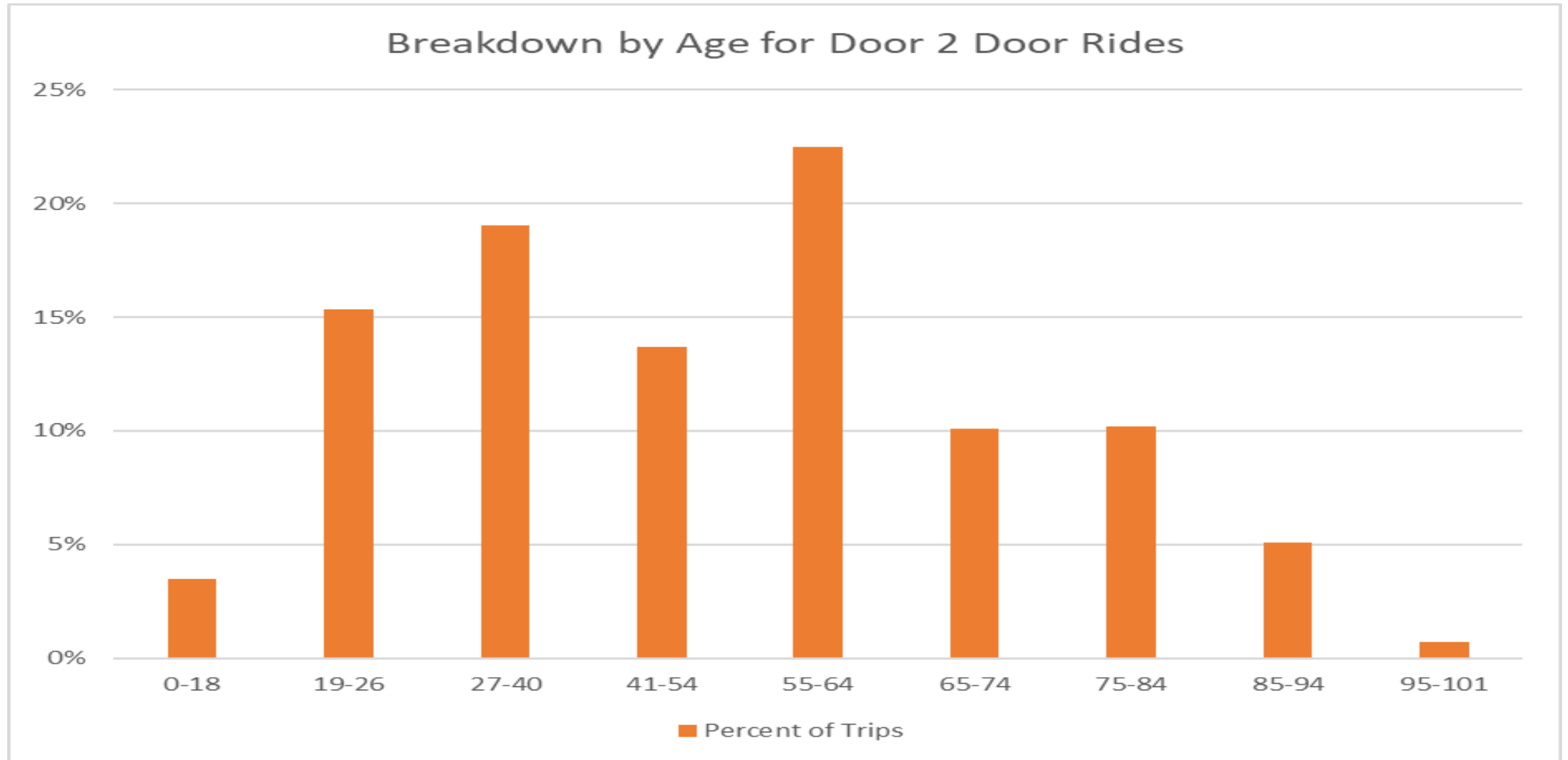
- Orange Core & Green Zone Mon-Fri 6 a.m. – 10 p.m., Sat 7 a.m. – 10 p.m., Sun 7 a.m. – 6 p.m. Blue, Pink and Yellow Zones Mon-Fri 8 a.m. – 6 p.m.

Service Stats - Who We Serve

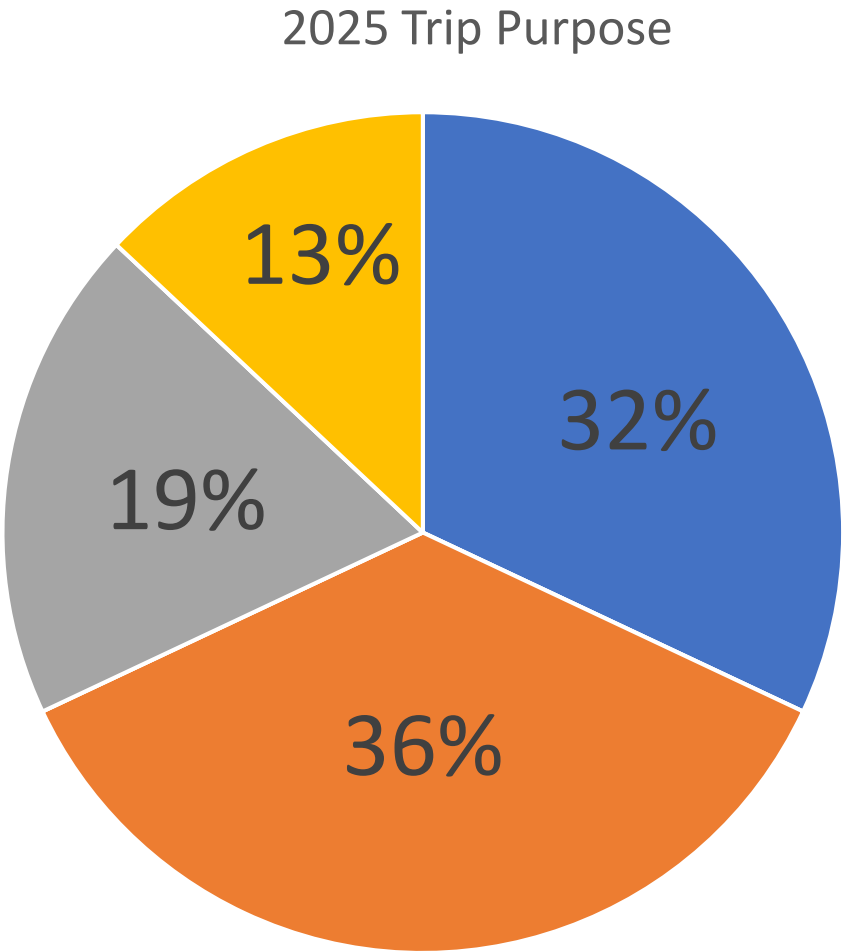
2025 Rider Demographics



Service Stats – Riders by Age

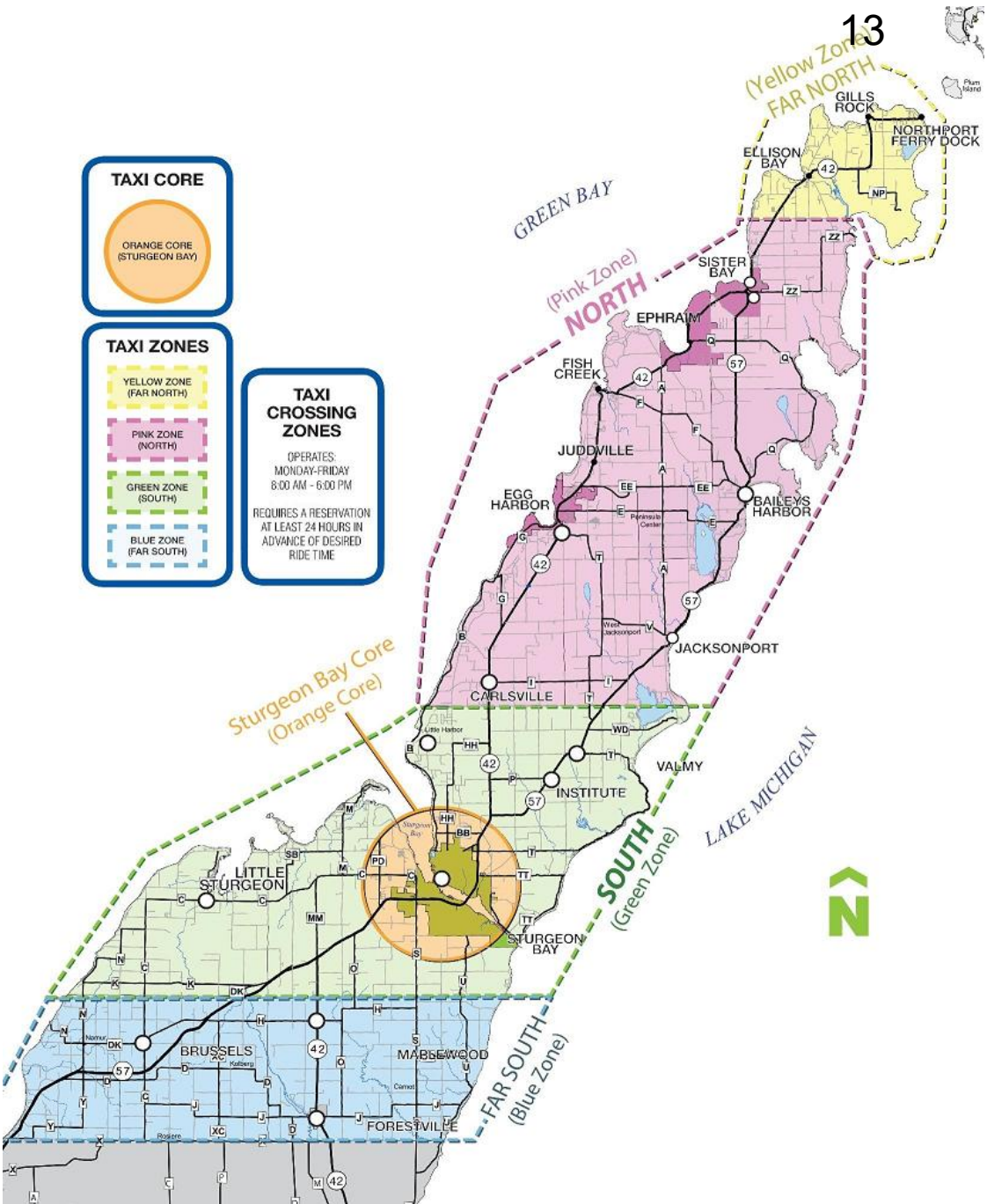
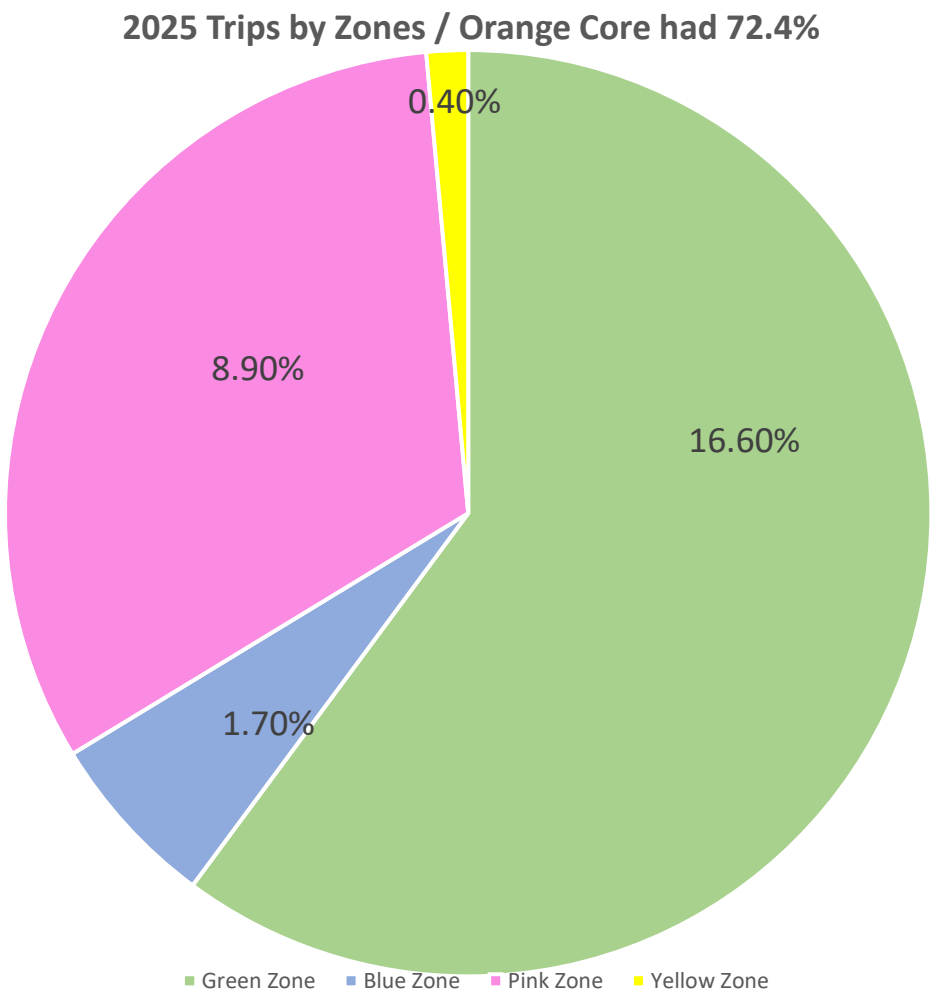


Service Stats - Trip Purpose



■ Work ■ Shopping/Personal ■ Medical ■ Education

Service Area by Zones





2026 Budget Overview

DCC & D2D Rides Overall Public Transit System:

Expenses	\$1,365,663
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Grant / Fare Box Revenue	\$1,056,507
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Riders Contribute Almost \$170,000.

County Match	\$ 309,156
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Includes City of Sturgeon Bay Contribution.



How You Can Help

Spread the Word About Services:

- Add a Link to Our Website on Your Website

- Share the Quarterly Newsletter

- Follow Door County Connect on Facebook and Share Posts.

Support Services:

- Financial Assistance / Donation Towards Local Match

- Advocate for Federal and State Transportation Funding.

Questions & Contact Info

Pam Busch

Transportation Manager

920-746-5982

pbusch@co.door.wi.gov

Located at the ADRC of Door County

914 N 14th Avenue, Sturgeon Bay



STAFF REPORT

Date: September 15, 2026

To: Village Board

Re: Natalie Dorrlor-Hyde, Door County Trails Community Partner Liaison,
Door County Strategic Trails Plan

Attached are the materials related to the presentation.

Ben Andrews

From: Dorrler, Natalie <Natalie.Dorrler@stantec.com>
Sent: Wednesday, September 9, 2026 4:46 PM
To: Ben Andrews; Julie Thyssen
Cc: Nate Bell; Witalison, Skyler
Subject: Request for Board Meeting Presentation – Door County Strategic Trails Plan
Attachments: DCT_TrailsPlan_2026_Reduced.pdf; DCT Strategic Plan_Res of support_Template.docx; DCTrails_Municipal_Presentation_Fall 2026.pdf

Dear Village Leadership,

On behalf of Door County Trails, Inc. (DCT), we would like to **request an opportunity to provide a follow-up presentation** on the Door County Strategic Trails Plan initiative **at your regularly-scheduled governance meeting** on September 15th at 6:00pm.

As you may recall, we introduced the project to your group this spring, and we're pleased to share the Plan with you now (albeit later than originally hoped). During the presentation, DCT will provide an overview of the planning effort, discuss the benefits of a connected trail network, and explain how the Plan can support your local priorities and future funding pursuits. We anticipate needing no more than 10-15 minutes for the presentation plus whatever amount of time you'd like to hold for questions/discussion.

Following the presentation, we respectfully request that each municipality consider two actions:

1. **Approve a Resolution of Support** (*template attached*) acknowledging your commitment to the Door County Strategic Trails Plan and the overarching vision of a connected county-wide trail network.
2. **Designate two (2) representatives** from your community to serve on a Community Partners Working Group to be facilitated by DCT and planned to meet quarterly moving forward. This group will provide local input, facilitate communication among municipalities, and strategize implementation opportunities as the project progresses. *Please consider representatives who will not result in a quorum when attending a meeting together.*

Important considerations:

- The Strategic Trails Plan is a countywide effort to develop a coordinated vision for a connected multi-use bicycle and pedestrian trail network throughout Door County and provide resources/tools for individual municipalities to advance their vision for trails in each respective community. The intention is that this coordinated countywide strategy will strengthen the competitiveness of local projects for funding opportunities while helping communities move projects from concept through construction.
- The project is focused on collaboration and coordination rather than directing local decisions or identifying specific on-the-ground trail routes.
- We recognize that local representation and municipal support are essential to ensuring the plan reflects the unique priorities of each community while creating a more connected future for Door County. We look forward to collaborating in a way that meets the unique needs of your community.

Please review your community's section in the plan (found on pages 21-22 and 47) to ensure the goals/objectives align with those of your municipality:

"Sister Bay: Enhance trail connections between the Village of Sister Bay, Town of Liberty Grove, Town of Baileys Harbor, and the Village of Ephraim."

Also attached is the presentation slide deck for inclusion in your board packet.

Thank you for your consideration and partnership in this important county-wide effort.

In appreciation,

Natalie Dorrler-Hyde
 Door County Trails Community Partner Liaison
 Stantec Consulting, Sturgeon Bay

Door County Trails

Strategic Plan Rollout

Community Presentation



OUR MISSION

*To Develop a Safe
Bicycle and Pedestrian
Trail Network Connecting
Door County Communities.*





Sponsors

We'd like to thank and recognize the generous businesses who support our important work to connect Door County one trail at a time.

Business Partners (\$60,000+)



Trail Advocates (\$5,000+)



Friends of the Trails (\$1,000+)

KL Engineering

Main Street Market



Supporting Partners



Milestone Fundraising Partnership



HOW THE PARTNERSHIP WORKS



OVERNIGHT STAY

Guests enjoy an overnight stay at Landmark Resort.



ROOM-NIGHT CONTRIBUTION

A donation is made to Door County Trails from each overnight stay.



TRAIL INVESTMENT

Contributions support trail projects that connect communities, improve safety, and expand recreation opportunities throughout Door County.

WHERE THE FUNDS GO

A 50/50 INVESTMENT IN DOOR COUNTY





Professional Planning Assistance



Sophie Parr



Sam Herheim



Natalie Dorrlor-Hyde





Strategic Planning Process

Where it came from

- 1. Build from What Already Exists**
- 2. Focus on Countywide Connectivity**
- 3. Engage Communities and Stakeholders**
- 4. Create a Strategic, Flexible Roadmap**

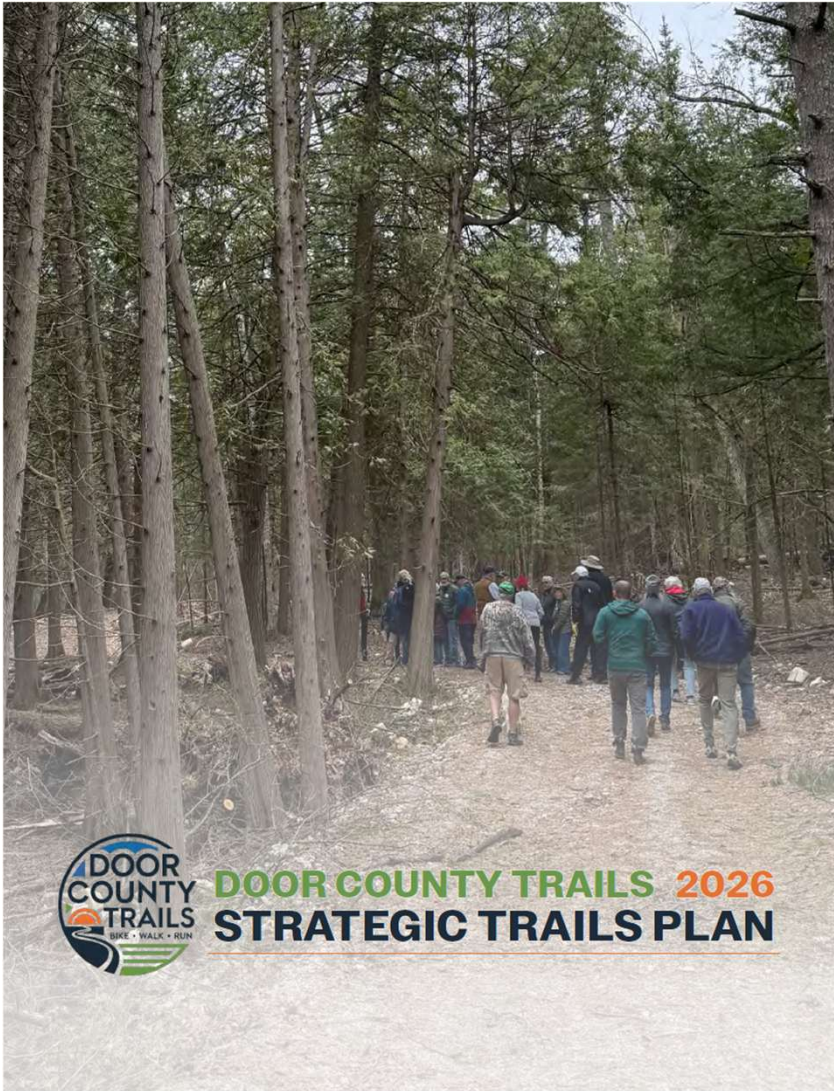
A primary purpose of the Strategic Trails Plan is to serve as an implementation tool that helps municipalities advance trail and non-motorized transportation projects through grant funding opportunities.



Strategic Trails Plan

- **Developed through community input**
- **Creates a shared vision for connectivity**
- **Guides future trail development**
- **Seeks municipal consensus**
- **Promotes countywide partnership**

The Strategic Trails Plan establishes a countywide vision for safer, connected bicycle and pedestrian transportation routes while leaving future trail decisions under local municipal control.



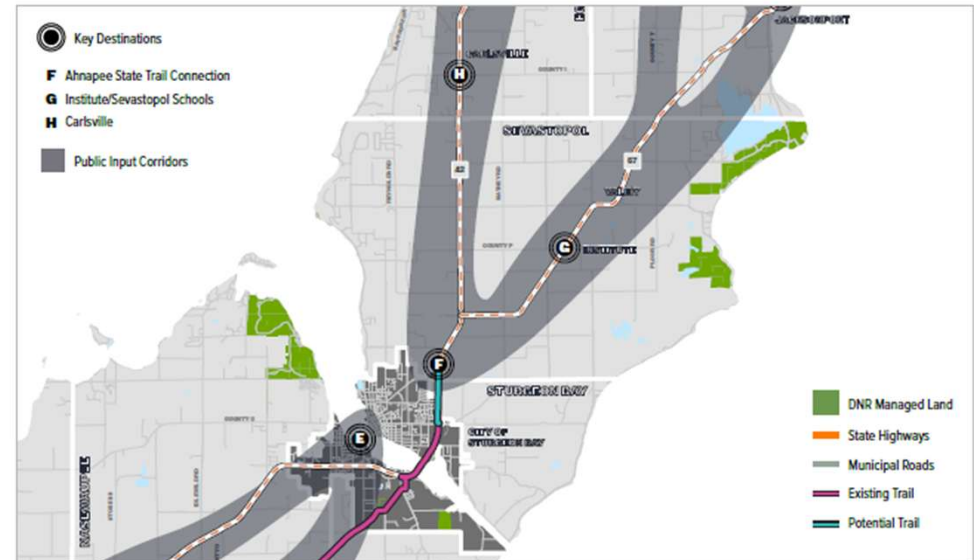
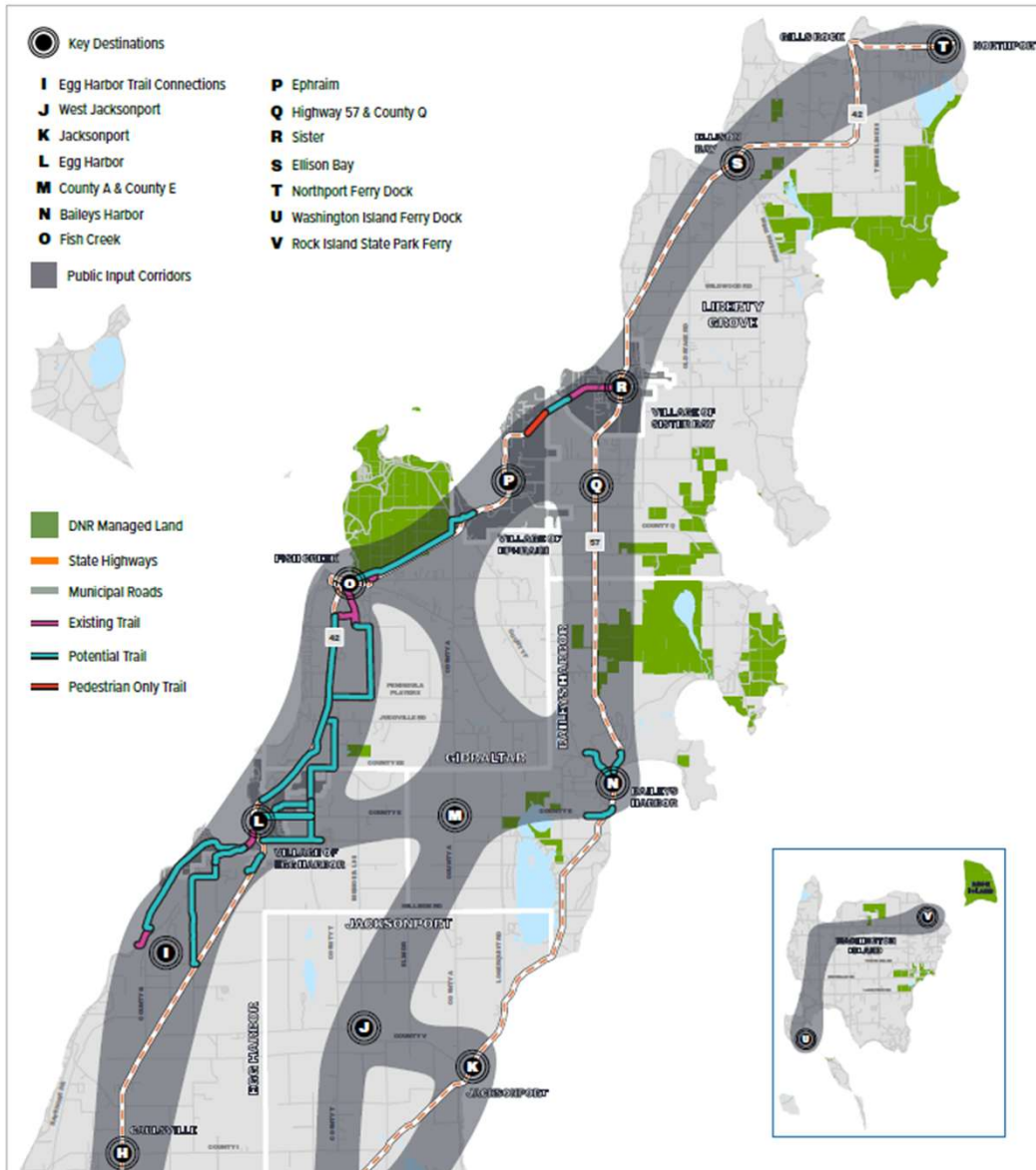


Community Results

Total Responses: 1,211

Predominant themes:

- **Overwhelming support for a connected countywide trail system**
- **Strong behavior change potential; reduced vehicular dependence**
- **Trails seen as a community investment, not a niche amenity**
- **Connectivity is the dominant priority**
 - Connecting communities to each other
 - Linking trails to village centers, parks, schools, and waterfronts
 - Creating logical, continuous routes rather than isolated segments
- **Safety is a top concern**
- **Funding support exists when paired with grants and partnerships**
- **Trails viewed as supporting local economies**





Next Steps

- **Approve Resolution of Support**
 - Acknowledge your commitment to the vision of a connected county-wide trail network
- **Identify Municipal Representatives**
 - Appoint 2 (non-quorum) liaisons to serve on a Community Trail Partners Working Group
- **Schedule Community Trail Partners Working Group**
 - Planned to meet quarterly (3x regionally & 1x countywide)
- **Let us know what projects you are working on**
 - Trail plans; Capital improvements / road projects; Grant pursuits
- **We're here to help!**
 - DCT can assist with grant pursuits & project coordination
- **Spread the word!** doorcountytrails.org

A VISION *FOR THE FUTURE*

We envision a Door County where safe, accessible trails connect our communities and are an integral part of everyday recreation and transportation, inspiring people to embrace cycling and walking for freedom, health, and happiness.





Your Local Liaison



Natalie Dorrlor-Hyde

Door County Trails Community Partner Liaison

Fish Creek / Sturgeon Bay

Natalie.Dorrlor@stantec.com

Direct: 920-298-1766 / Mobile: 920-952-9446



DCT can provide grant assistance and coordinate with municipalities through the design & implementation phases to ensure connectivity and continuity are considered.



DOOR COUNTY TRAILS 2026 STRATEGIC TRAILS PLAN

ACKNOWLEDGMENTS

This plan was shaped through the collaboration, guidance, and participation of community members, elected officials, staff, stakeholders, and partner organizations who contributed their time, ideas, and perspectives throughout the planning process. Their input helped define the vision, priorities, and strategies reflected in this document.

DOOR COUNTY TRAILS BOARD

Susan Stauber, President
 Dick Untch, Vice President
 Jane Jerzak, Treasurer
 Rick Nelson, Secretary
 Craig Charles, Board Member
 Matt Ernst, Board Member
 Samantha Herheim, Board Member
 William Pennoyer, Board Member

DOOR COUNTY TRAILS PLANNING & STRATEGY COMMITTEE

Dick Untch, Chairperson
 William Pennoyer
 Samantha Herheim
 Mark Glasser
 Matt Ernst
 Bryce LeBrun
 Heena Bhatt
 Natalie Dorrlor-Hyde
 Julie Schmelzer
 Tim Pflieger

DOOR COUNTY TRAILS STRATEGIC PLAN COMMITTEE

Dick Untch
 Matt Ernst
 Samantha Herheim
 Amanda Accardi, Destination Door County

PROJECT CONSULTANT

CHASTAIN
 COMMUNITY PLANNING & FUNDING

Sophie Parr, Chastain & Associates

COVER PHOTO

Fish Creek Park Trail
 Photo Credit: Lissa Parr

MUNICIPALITIES

City of Sturgeon Bay
 Town of Baileys Harbor
 Town of Brussels
 Town of Clay Banks
 Town of Egg Harbor
 Town of Forestville
 Town of Gardner
 Town of Gibraltar
 Town of Jacksonport
 Town of Liberty Grove
 Town of Nasewaupee
 Town of Sevastopol
 Town of Sturgeon Bay
 Town of Union
 Town of Washington
 Village of Egg Harbor
 Village of Ephraim
 Village of Forestville
 Village of Sister Bay

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INTRODUCTION

The **Door County Trails Strategic Trails Plan** focuses on the development of a countywide network of multi-use bicycle and pedestrian transportation trails that connect Door County communities. The intent of the plan is to guide the long-term development of trails that function as accessible corridors for people traveling between municipalities, residential areas, community amenities, and key destinations throughout the county. The plan was funded by Door County Trails, Inc and developed in partnership with planning consultant Sophie Parr of Chastain and Associates.

The network is envisioned as a system of multi-use trails designed to safely accommodate both bicyclists and pedestrians, creating reliable routes for people traveling between communities. By prioritizing connectivity and safety, the trail network is designed to function as a transportation network that supports everyday travel, providing residents and the greater Door County community with a safer alternative to traveling by car.

HOW COMMUNITIES CAN USE THIS PLAN

This Strategic Trails Plan is intended to serve as a tool for municipalities across Door County as they consider future trail development within their communities. While the plan identifies desired trail connections across the county, it does not prescribe specific trail alignments or exact routes. While decisions regarding the location, design, and implementation of trail segments ultimately rest with individual municipalities, Door County Trails plays an active role in guiding, supporting, and coordinating efforts across communities.

The plan highlights areas where trail connections are desired across the county, providing communities with a starting point for more detailed local planning. Municipalities can use this framework to evaluate potential trail corridors, incorporate trail planning into comprehensive plans and transportation routes and guide local discussions about future trail investments.

The plan also supports coordination between neighboring communities. Because many trail segments will ultimately cross jurisdictional boundaries, collaboration between municipalities will be essential to creating a connected network. By referencing this plan, communities can work together to align local planning efforts and identify opportunities to connect trails between towns, villages, the City of Sturgeon Bay and key destinations.

Finally, the plan can serve as an important tool for pursuing funding opportunities. Many state and federal trail grants prioritize projects that demonstrate regional coordination and long-term planning. The countywide vision outlined in this plan, along with resolutions of support from local governments, demonstrates that trail development in Door County is part of a broader, coordinated effort.

ABOUT DOOR COUNTY TRAILS, INC



Door County Trails, Inc (Door County Trails) is a volunteer-led nonprofit organization working to develop a countywide network of multi-use bicycle and pedestrian trails connecting communities across Door County. The organization's mission is to create a network of accessible trails that link municipalities, natural areas, and key destinations, providing safer options for walking and biking while enhancing connectivity and quality of life for the Door County community.

Door County Trails brings together community leaders, municipal officials, partners, and residents to advance a shared vision for alternative transportation and outdoor access. Through planning, partnerships, and community engagement, the organization works to identify priority trail connections, coordinate efforts across municipalities, and build support for a long-term, connected trail network that will serve Door County for generations to come.

WHY TRAILS MATTER IN DOOR COUNTY

Door County is known for its natural beauty, vibrant communities, and strong tourism economy. Yet moving between these communities safely without a vehicle can be difficult. Many county roads and areas of the state highways carry high volumes of traffic. Limited shoulders or safe walking areas make travel by bicycle or on foot challenging in many locations. As Door County continues to grow, providing safer alternatives for walking and bicycling is becoming increasingly important.

STRENGTHENING CONNECTIONS BETWEEN COMMUNITIES

Door County's villages and towns each have unique identities and are popular destinations, but many are separated by busy highways or rural roads that are not designed for active transportation. A coordinated trail network can create safer links between these communities, allowing travel between towns, parks, schools, and commercial areas without relying solely on a car. Connecting communities also strengthens the sense of regional identity across the peninsula, allowing people to experience Door County as a connected place rather than a series of isolated destinations.

IMPROVING SAFETY

Safety emerged as a consistent theme throughout public engagement. Residents expressed concerns about increasing traffic volumes and limited safe space for people walking or bicycling along roadways. A dedicated trail network provides an opportunity to create separation for pedestrians and cyclists from motor vehicle traffic as much as possible. By creating safer corridors between communities and key destinations, the trail network can reduce conflicts on roadways and encourage more people to choose walking or bicycling for local trips.

ENHANCING QUALITY OF LIFE

Beyond transportation benefits, trails contribute significantly to community health and quality of life. Accessible places to walk and bike encourage physical activity, provide opportunities for outdoor recreation, and allow people of all ages to enjoy the county's natural landscapes. For many residents, trails also offer an alternative way to experience Door County, one that is slower, quieter, and better connected to the surrounding environment.

SUPPORTING THE LOCAL ECONOMY

Trails support local economic development by improving access to businesses, community spaces, and key destinations across Door County. They can increase property values and strengthen the tax base, while attracting visitor spending that is more evenly distributed across communities and seasons. By extending the tourism season and increasing foot and bike traffic, trails help support local businesses, services, and overall economic vitality.

MAINTAINING A SUSTAINABLE TRANSPORTATION NETWORK

As Door County grows, increasing dependence on automobiles places additional pressure on roads, parking, and infrastructure. Expanding opportunities for walking and bicycling can help reduce congestion in busy areas and provide alternative ways for people to move through the county. A countywide trail network supports a more balanced transportation system by providing safer options beyond driving.

PLANNING HORIZON

This Strategic Trails Plan establishes a long-term vision for developing a countywide bicycle and pedestrian trail network in Door County. The recommendations in this plan are intended to guide trail planning, coordination, and investment over the next 10 to 20 years, providing a framework for building safer, connected trails between communities.

Developing a connected trail system across the county will take time, coordination, and sustained investment. Land access, engineering and design, funding, and partnerships with local communities will all play important roles. While some trail segments may be implemented in the near term, others will require additional planning and collaboration, allowing the network to grow through a phased and strategic approach over time.

PLANNING PROCESS

The Door County Trails Strategic Plan was developed through a collaborative process led by Door County Trails, Inc and guided by a local planning committee. The organization retained a planning consultant to assist with public engagement, analysis, and preparation of the plan. Early in the process, an online survey was conducted to gather input from residents, seasonal homeowners, and the greater Door County community about trail priorities, safety concerns, and opportunities for improving connections between communities.

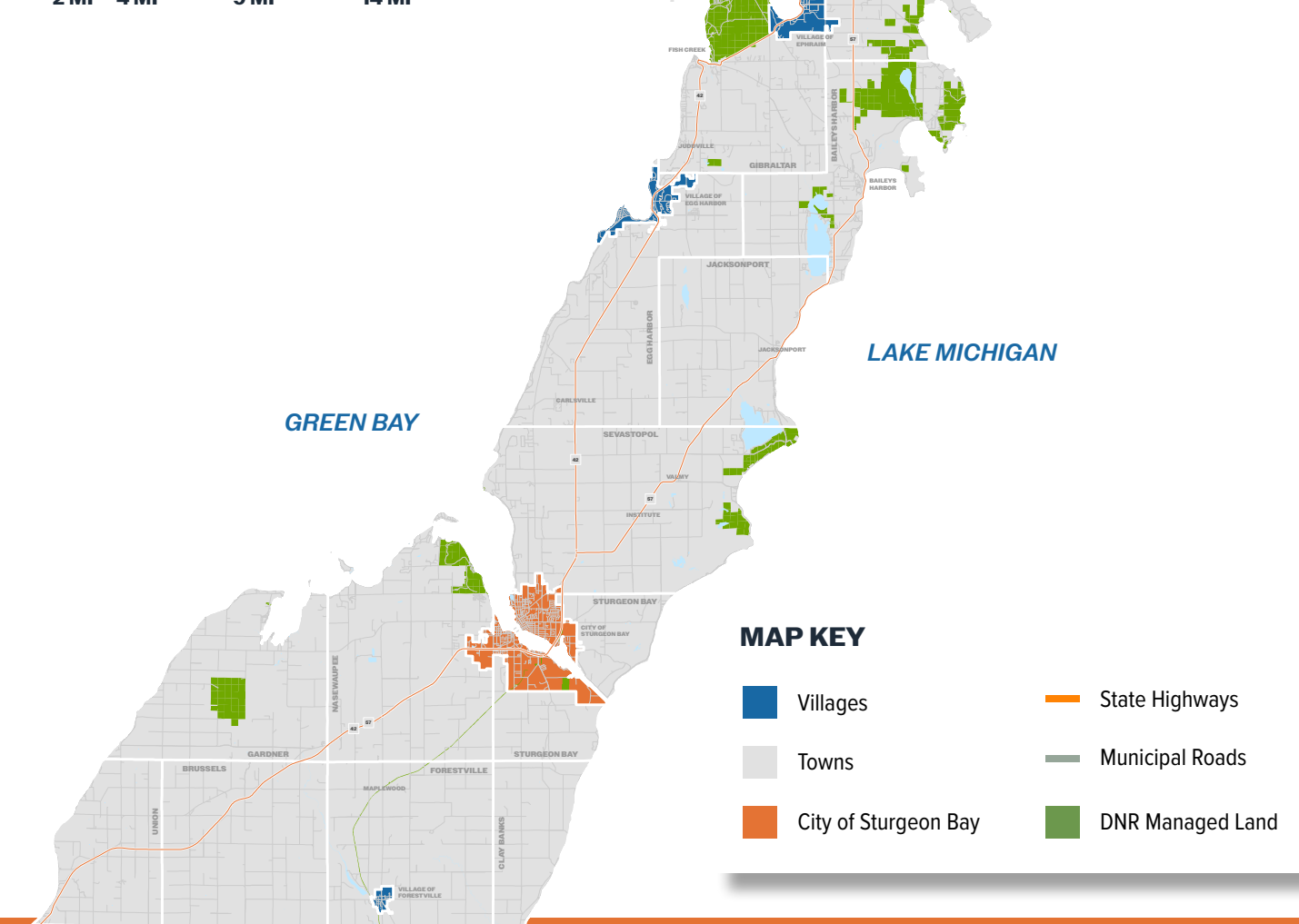
To build awareness and gather feedback across the county, representatives from Door County Trails and the planning team attended meetings at all 19 municipalities throughout January to March of 2026 to introduce the initiative and discuss the planning effort with local officials. Two public open houses were also held in Sturgeon Bay and Fish Creek to share information and collect additional community input. Following the engagement process, a draft plan was prepared, reviewed, and refined before seeking resolutions of support from municipalities across Door County to demonstrate countywide collaboration and support for the trail network vision.

STUDY AREA

The study area for the Strategic Trails Plan includes the entirety of Door County, encompassing all 19 municipalities and unincorporated areas across the peninsula and Washington Island. As shown in the study area map, the county's unique geography stretches between Green Bay and Lake Michigan and includes a mix of rural landscapes, shoreline communities, and local destinations.

Because residents and visitors travel between communities to access parks, waterfronts, and local destinations, the trail network must be considered at a countywide scale. This plan evaluates existing trails and identifies opportunities to strengthen connections across the county and support a more coordinated regional trail network.

MAP SCALE



REGIONAL CONTEXT

Door County is located in northeastern Wisconsin and forms the peninsula that extends between Green Bay and Lake Michigan. The county is connected to the rest of the state through Kewaunee County to the south, where regional transportation routes and recreational corridors begin to link the peninsula with broader statewide networks. One of the most significant existing trail connections is the Ahnapee State Trail, which provides an important regional multi-use trail corridor that connects Door County to communities beyond the peninsula.

EXISTING PLANS & STUDIES

The following plans and studies demonstrate a strong and growing interest in expanding trail connectivity across Door County, while also highlighting the need for continued coordination between municipalities, agencies, and organizations to advance a cohesive, countywide network.

NATIONAL PARK SERVICE EGG HARBOR CONCEPTUAL TRAIL REPORT (2025)

The report outlines a community-driven effort to identify and advance a network of multi-use trails in and around Egg Harbor, with a focus on improving safety, connectivity, and access for both residents and visitors. Through stakeholder engagement and on-the-ground analysis, the study identified key corridors and provided conceptual recommendations to guide future planning, funding, and implementation. It also helped lay the foundation for a coordinated, countywide trails initiative.

BAY-LAKE CONNECTIVITY TRAIL FEASIBILITY STUDY (2025)

This study explores the development of a trail corridor connecting communities along the Bayshore area. It emphasizes connectivity to schools, parks, and commercial areas, along with accessibility, safety, and environmental stewardship. The study also incorporates Safe Routes to School principles and promotes trails as part of a broader active transportation network.

FISH CREEK TRAIL FINAL REPORT (2024)

The report provides a detailed feasibility and preliminary design for a trail segment connecting key areas within Fish Creek and the broader Door County trail system. The study evaluates site conditions, environmental constraints, and engineering considerations, ultimately recommending an elevated boardwalk and limestone trail to safely navigate wetlands and improve accessibility. The report includes cost estimates, design guidance, and next steps to support implementation.

DOOR COUNTY MULTI-MODAL TRAILS TASK FORCE REPORT (2024)

This report documents a countywide effort led by the Door County Green Fund to improve coordination among municipalities, agencies, and organizations involved in trail development. Rather than creating a new plan, the effort focused on compiling existing and planned trail projects into a comprehensive map to better understand opportunities for connectivity. The report emphasizes collaboration across jurisdictions and highlights the need for coordination among the county's many municipalities and landowners to achieve a more seamless, interconnected trail network. It also identifies key initiatives already underway and provides a foundation for future planning, communication, and funding efforts.

SAFE ROUTES TO SCHOOL SURVEY & AUDIT (GIBRALTAR SCHOOL DISTRICT) (2024)

This study evaluates walking and biking conditions around the Gibraltar School District through field audits and observations. It identifies safety concerns such as traffic conflicts, limited pedestrian infrastructure, and challenges along State Highway 42, while highlighting opportunities to improve student access through safer crossings, traffic management, and infrastructure improvements.

AHNAPEE TRAIL EXTENSION PRELIMINARY PLAN & PROFILE

This engineering-level document provides preliminary design details for a proposed extension of the Ahnapee State Trail. It includes grading, alignment, and infrastructure considerations such as culverts and bridge modifications, reflecting ongoing efforts to expand and enhance the regional trail network.

DOOR COUNTY PARKS AND OPEN SPACE PLAN (2020–2025)

This plan guides the preservation, management, and expansion of parks and open spaces across the county. It highlights the role of parks in environmental protection, recreation, and quality of life, while also recognizing their contribution to economic vitality. The plan includes an inventory of facilities and establishes goals related to conservation, accessibility, and long-term stewardship.

EGG HARBOR TRAIL PROJECT / BEACH TO BEACH TRAIL CONCEPT (2020-PRESENT)

This project outlines a series of proposed multi-use trails in the Egg Harbor area, including the Beach to Beach, Landmark, Rainbow Ridge, and Fish Creek trails. The concept aims to address transportation gaps, reduce congestion, and improve safety while enhancing access to key destinations and supporting a more connected community.

REGIONAL BICYCLE AND PEDESTRIAN PLAN FOR NORTHEAST WISCONSIN (2018)

Prepared by the Bay-Lake Regional Planning Commission, this plan focuses on improving regional connectivity, accessibility, and safety for non-motorized transportation. It establishes broader regional priorities, including linking communities across jurisdictions and integrating trail networks into the larger transportation system.

DOOR COUNTY BICYCLE, PED, AND RECREATIONAL FACILITIES MASTER PLAN (2014)

This countywide plan provides a framework for developing bicycle and pedestrian infrastructure across Door County. It includes an inventory of existing conditions, identifies gaps in connectivity, and outlines policies, design guidance, and recommended improvements to support both transportation and recreational use.

TOWN OF GIBRALTAR BICYCLE AND PEDESTRIAN PLAN (2010)

This local plan outlines goals, policies, and recommended improvements for bicycle and pedestrian infrastructure within the Town of Gibraltar. It focuses on improving safety, expanding transportation options, and developing a coordinated network of on-street and off-street facilities.

AHNAPEE STATE TRAIL MASTER PLAN (1994)

This plan establishes the long-term vision and management framework for the Ahnapee State Trail, a key regional trail connecting Door and Kewaunee Counties. It outlines policies for land acquisition, development, maintenance, and expansion, and emphasizes coordination between the Wisconsin DNR and local governments.

CENTRAL LAKE MICHIGAN COASTAL REGIONAL MASTER PLANNING EFFORT (WDNR)

The Wisconsin Department of Natural Resources is developing a regional master plan for the Central Lake Michigan Coastal Ecological Landscape, a 2,700+ square mile area that includes portions of Door County and extends along the Lake Michigan shoreline and inland river systems. The plan establishes a coordinated framework for managing DNR-owned properties—including state parks, wildlife areas, trails, and natural areas—by defining allowable uses, resource management strategies, and long-term stewardship priorities.

MUNICIPAL PLANS

The following table provides a summary of municipal or local, regional and state led plans relating to outdoor recreation and trail development.

Government Entity	Related Planning Documents
Town of Gibraltar	Gibraltar Comprehensive Outdoor Recreation Plan (2026)
State of Wisconsin	State of Wisconsin Comprehensive Outdoor Recreation Plan (2025)
Village of Sister Bay	Sister Bay Comprehensive Outdoor Recreation Plan (2025)
Town of Baileys Harbor	Baileys Harbor Comprehensive Outdoor Recreation Plan (2021)
Village of Egg Harbor	Egg Harbor Comprehensive Outdoor Recreation Plan (2020)
Town of Liberty Grove	Liberty Grove Comprehensive Outdoor Recreation Plan (2008)
Town of Jacksonport	Comprehensive Outdoor Recreation Plan - In Progress

USING THIS PLAN WITH EXISTING LOCAL PLANS

This plan is intended to serve as a high-level strategy that establishes a shared vision and identifies priority connections across Door County. It does not replace more detailed local or corridor-level plans, which continue to provide important guidance for specific alignments, design, and implementation. Where more detailed plans exist, they should be referenced and utilized as part of this broader strategy, ensuring that local planning efforts remain central to decision-making while contributing to a more coordinated, countywide network.

EXISTING TRAILS INVENTORY

Door County is home to a variety of trails that allow the community to experience the peninsula's natural landscapes, parks, and waterfront areas. These trails are primarily located within state parks, nature preserves, and local park systems, where they provide important recreational opportunities such as hiking, walking, and nature observation. Communities and partner organizations have made meaningful investments in these recreational trails over time, contributing to the county's reputation as an outdoor destination.

Despite this strong recreational foundation, Door County currently has very limited trail infrastructure designed for transportation or for traveling between communities. The most significant regional trail corridor is the Ahnapee State Trail in southern Door County, which provides a long-distance multi-use route connecting communities and extending beyond the county to the south. In Northern Door County, however, the existing network is much more limited. Aside from trails located within state parks and natural areas, there are few developed shared-use paths intended for community travel. These segments exist in the Village of Egg Harbor, Fish Creek and the Village of Sister Bay.

As a result, most communities across the peninsula remain disconnected from one another because bike and pedestrian travel isn't separated from roadways. Residents and visitors who wish to walk or bike between destinations must typically rely on roadways that were not designed for safe bicycle or pedestrian access. Understanding the location, type, and ownership of existing trails is an important first step in identifying opportunities to strengthen the overall network. The inventory presented in this section documents the trails that currently exist throughout Door County and establishes the baseline from which the County and its communities can begin to identify connections, address gaps, and plan for a more coordinated countywide trail network.

Municipality	Trail	Owner	Connection
Forestville, Nasewaupée and Sturgeon Bay	Ahnapee State Trail	WisDNR	Connects the Village of Forestville to the City of Sturgeon Bay. Provides access through the Towns of Forestville, Nasewaupée and Sturgeon Bay. Extends south into Kewaunee County.
City of Sturgeon Bay	Ahnapee State Trail	WisDNR	Provides access over the Sturgeon Bay Canal to Michigan Street.
Town of Egg Harbor	Frank Murphy Trail	Door County	A trail segment connecting the entrance of Frank Murphy County park to Horseshoe Bay Farms with access to the bat caves.
Village of Egg Harbor	Bird Trail	Village of Egg Harbor	Connects downtown Egg Harbor to the entrance of the Egg Harbor Beach.
Town of Gibraltar	Fish Creek Trail	Town of Gibraltar	Provides access between Fish Creek park and the Settlement shops.
Town of Gibraltar	Gibraltar School Trail	Town of Gibraltar	Provides access from the Gibraltar School parking lot to the YMCA.
Village of Sister Bay	Bayshore Drive Trail	Village of Sister Bay	Connects the intersection of Bayshore Drive and Country Lane to the intersection of Bayshore Drive and Gateway Drive. Links into existing sidewalk that extends into downtown Sister Bay.

PLAN UPDATES

Because trail development often occurs incrementally over time, this section of the plan should be periodically updated as new trail segments are constructed or existing routes are improved. While the full Trails Plan does not need to be updated each time a project is completed, maintaining an up-to-date inventory will help communities track progress, document new connections, and ensure the plan continues to reflect the evolving trail network across Door County.

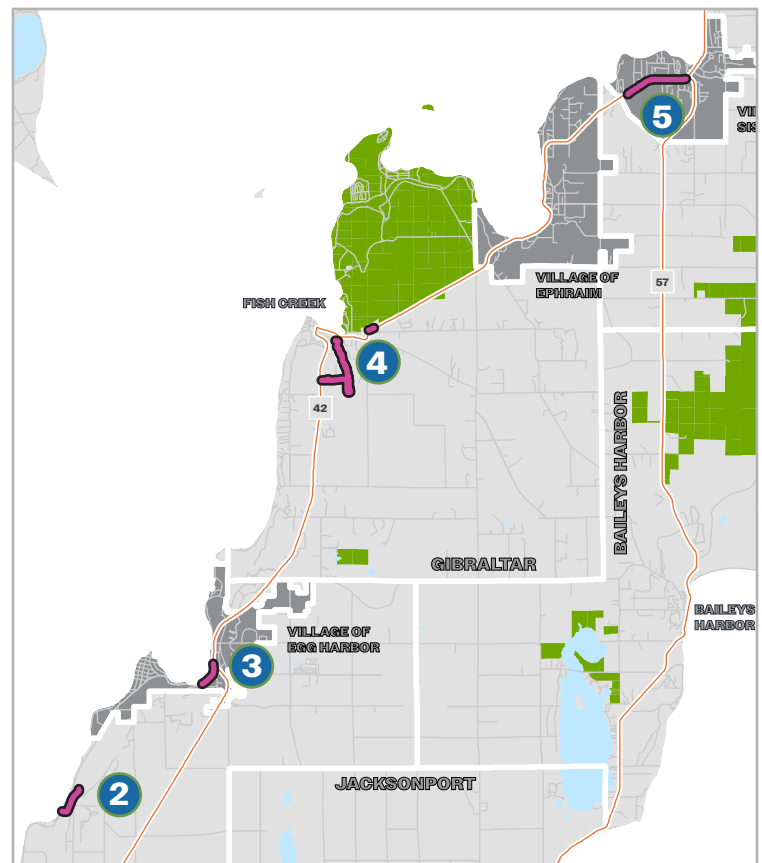
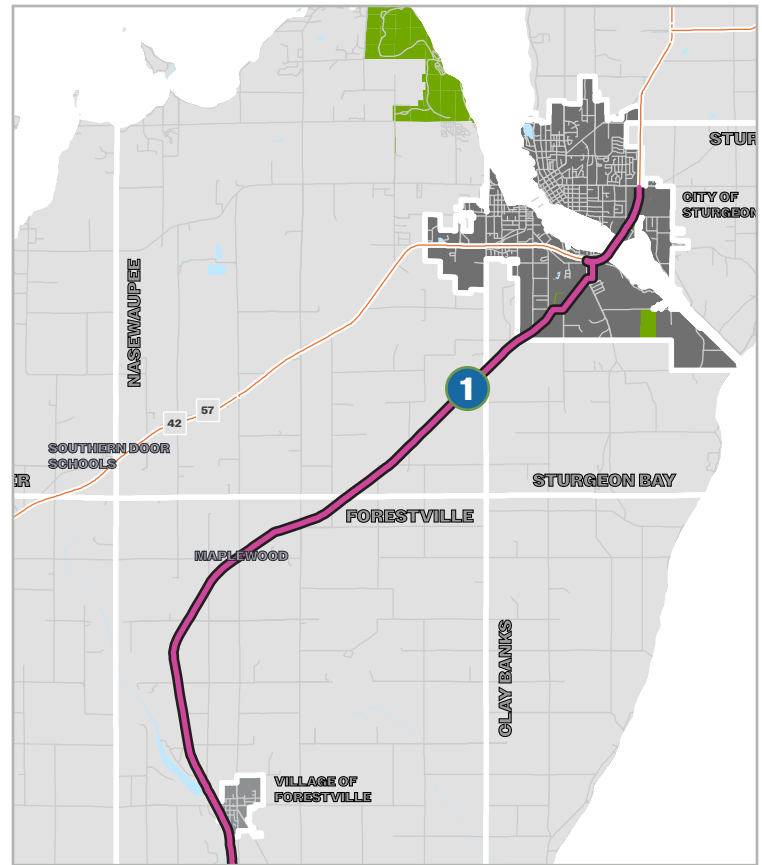
MULTI-USE BICYCLE AND PEDESTRIAN TRAILS

EXISTING MULTI-USE TRAIL

- 1** The Ahnapee State Trail is a state trail managed by the Wisconsin Department of Natural Resources. It provides access to bicycles, pedestrians, horses, and snowmobiles in the winter months. The trail currently runs from the Kewaunee/Door border just south of the Village of Forestville to the intersection of Highway 42/57 and Michigan Street. **(13 miles)**
- 2** In Northern Door County, there are very limited, fragmented trail sections that do not create any connection between communities. Frank Murphy County park provides a small trail segment at the intersection of County Road G and Bayshore Drive along the escarpment to the border of Horseshoe Bay Farms. **(0.3 miles)**
- 3** The Village of Egg Harbor manages a short trail segment running from the intersection of Bayshore Drive and Alpine and Hillside Roads to just south of Highway 42 where it connects into sidewalk that extends into the actual Village center. **(0.25 miles)**
- 4** The Town of Gibraltar maintains a trail segment that runs from the Settlement Shops into downtown Fish Creek with a current terminus at Fish Creek Park. This provides access up and down the bluff. The Town also maintains a short trail segment at the school that provides access from the school's parking lot to the YMCA highway crossing. This is used extensively by kids traveling from the school to after school programs at the YMCA. **(0.8 miles)**
- 5** The longest bicycle and pedestrian trail segment in Northern Door County is located in Sister Bay. This segment runs from the intersection of Bayshore Drive and Country Lane to the intersection of Bayshore Drive and Gateway Drive. The trail then turns into a sidewalk that extends into the Village Center. **(1.0 miles)**

RECREATIONAL TRAILS

Recreational trails are located in Peninsula State Park, Potawatomi State Park, Newport State Park, Door County Land Trust properties, and county parks.



ENGAGEMENT SUMMARY

A key goal of the community engagement process was to understand where residents would most like to travel if safer walking and biking trails were available. Door County Trails launched a countywide survey in November of 2025 where participants were asked to identify destinations they would want to reach by trail from the communities where they live. Additional questions were asked to garner insight into various funding options that would be supported by the community, behavioral changes people would make if trails existed, as well as priorities for using trails such as safety or amenities. Responses from each municipality were summarized and analyzed to identify common patterns across the county. Over 1,100 responses were collected spanning communities from Southern, Central, and Northern Door.

Two public open houses were held to share an overview of what the planning process entails and what the anticipated outcomes of the plan will be. Residents, property owners, and members of the greater Door County community were able to ask questions, provide comments and mark up maps to visually show the planning team where they would like to see trails developed. Both meetings were well attended with residents and stakeholders providing meaningful input.

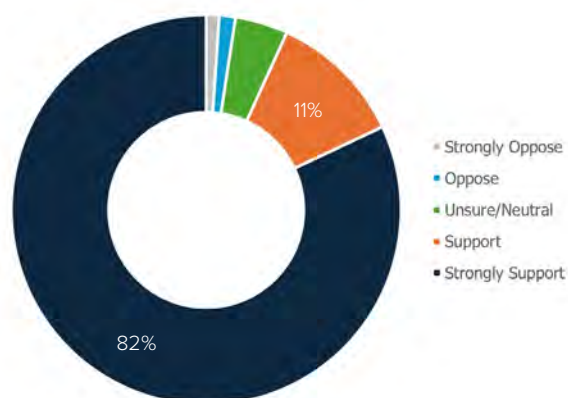


Community members participating in the open house in Fish Creek on February 14th, 2026

SUPPORT FOR A COORDINATED & COMPREHENSIVE TRAIL NETWORK

The chart to the right shows a very clear signal from residents: there is overwhelming support for developing a comprehensive trail network in Door County.

The vast majority of respondents strongly support expanding and connecting the county's trail network, represented by the large dark blue portion of the chart. An additional group of respondents indicated that they support trail development, further reinforcing the strong community interest in improved trail opportunities. Only a very small share of respondents expressed neutral or unsure opinions, and even fewer indicated opposition or strong opposition.



IMPORTANT AREAS TO CONSIDER

The results show a strong desire for trails that connect communities rather than serve only recreational purposes. Across many municipalities, residents expressed interest in traveling to nearby villages, accessing local amenities, and reaching larger community hubs such as Sturgeon Bay. Village centers including Egg Harbor, Fish Creek, Ephraim, and Sister Bay frequently emerged as desired destinations, reflecting their roles as important destinations for employment, shopping, recreation, and tourism.

STURGEON BAY

Sturgeon Bay is consistently one of the most desired destinations countywide, especially for residents in southern and central Door County. It functions as the primary employment, services, and population center.

VILLAGE CENTERS

People strongly want to travel between village downtowns. Especially in the Northern Door communities people want to be able to connect to Egg Harbor, Ephraim, Sister Bay, and Fish Creek.

STATE PARKS AND MAJOR DESTINATIONS

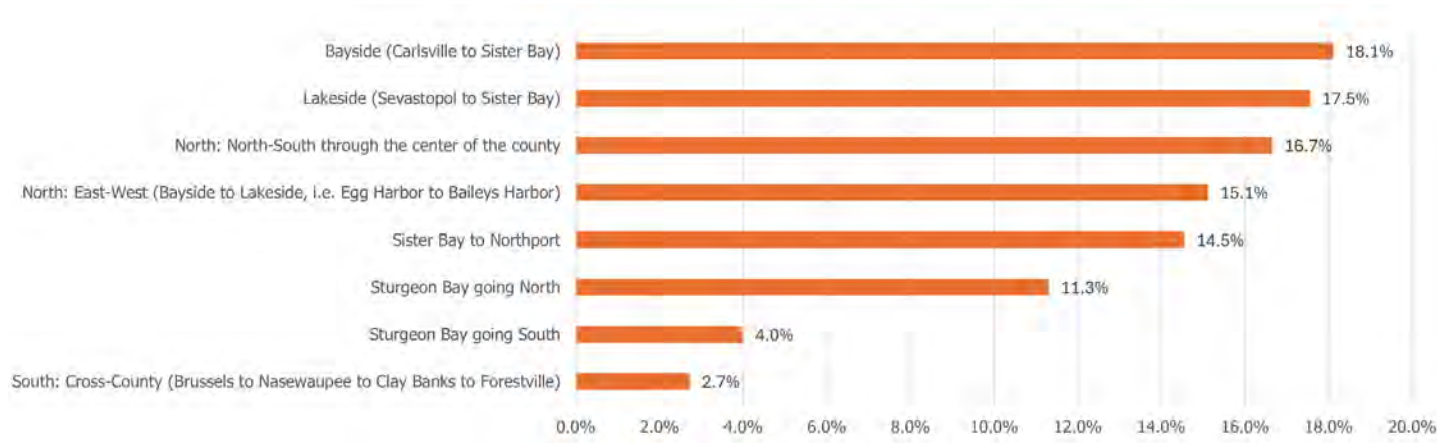
Several comments and charts highlight demand for trails connecting to places like Peninsula State Park, waterfront areas and beaches, community parks and schools.

ADJACENT MUNICIPALITIES

Many residents want direct links between adjacent municipalities, indicating a strong interest in short regional trips rather than long-distance recreational rides.

DESIRED TRAIL CORRIDORS

The survey asked participants to evaluate a series of potential trail corridors across Door County and rank them in order of priority. Respondents were required to rank all corridors from highest to lowest priority. To better understand which corridors generated the most overall interest, the results shown here reflect the percentage of respondents who placed each corridor within their top five priorities.



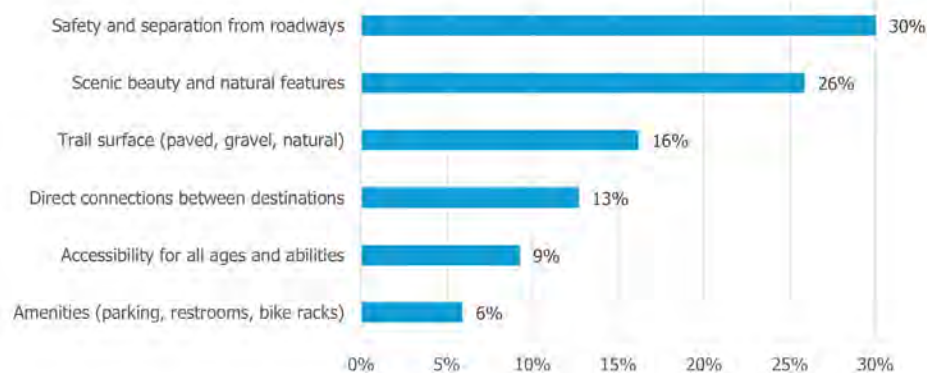
DESIRED COMMUNITY CONNECTIONS

Survey responses show strong demand for trails that connect Door County's primary population centers and village destinations. The following table highlights the top destinations from each community. *A full page summary of community specific survey results is provided in Appendix A.*

Where People Live or Visit	Where They Want to Go By Trail
City of Sturgeon Bay	Egg Harbor, Brussels & Sevastopol
Town of Baileys Harbor	Sturgeon Bay, Egg Harbor & Sister Bay
Town of Brussels	Forestville & Sturgeon Bay
Town of Clay Banks	Sturgeon Bay & Egg Harbor
Town of Egg Harbor	Village of Egg Harbor, Fish Creek & Sturgeon Bay
Town of Forestville	Sturgeon Bay
Town of Gardner	Brussels & Sturgeon Bay
Town of Gibraltar	Ephraim & Sister Bay
Town of Jacksonport	Baileys Harbor & Egg Harbor
Town of Liberty Grove	Sister Bay, Baileys Harbor & Ephraim
Town of Nasewaupee	Sturgeon Bay
Town of Sevastopol	Sturgeon Bay & Egg Harbor
Town of Sturgeon Bay	City of Sturgeon Bay & Sevastopol
Town of Union	Sturgeon Bay
Town of Washington Island	Sister Bay
Village of Egg Harbor	Sturgeon Bay & Fish Creek
Village of Ephraim	Sister Bay & Egg Harbor
Village of Forestville	Sturgeon Bay
Village of Sister Bay	Ephraim & Fish Creek

FACTORS MOST IMPORTANT TO TRAIL USAGE

This chart summarizes the factors respondents identified as most important when deciding whether they would use a trail. Survey participants were asked to rank their top three considerations, and the results shown reflect the percentage of respondents who placed each factor among those top priorities.



Safety and separation from roadways emerged as the most important factor, with 30% of respondents identifying it as a top consideration. Scenic beauty and access to natural features followed closely at 26%, reflecting the strong value residents place on experiencing Door County's landscape while using the trail system.

NEEDS & OPPORTUNITIES ANALYSIS

Developing a countywide trail network begins with understanding where connections are most desired and feasible. This section summarizes input from surveys, public meetings, and municipal conversations to identify areas where improved trail connectivity is most needed.

The maps highlight corridors where trails could strengthen connections between communities, neighborhoods, and key destinations. They reflect patterns in public input but do not define specific alignments. Final routing will be determined by municipalities through future planning, engineering, and environmental review.

OPPORTUNITIES

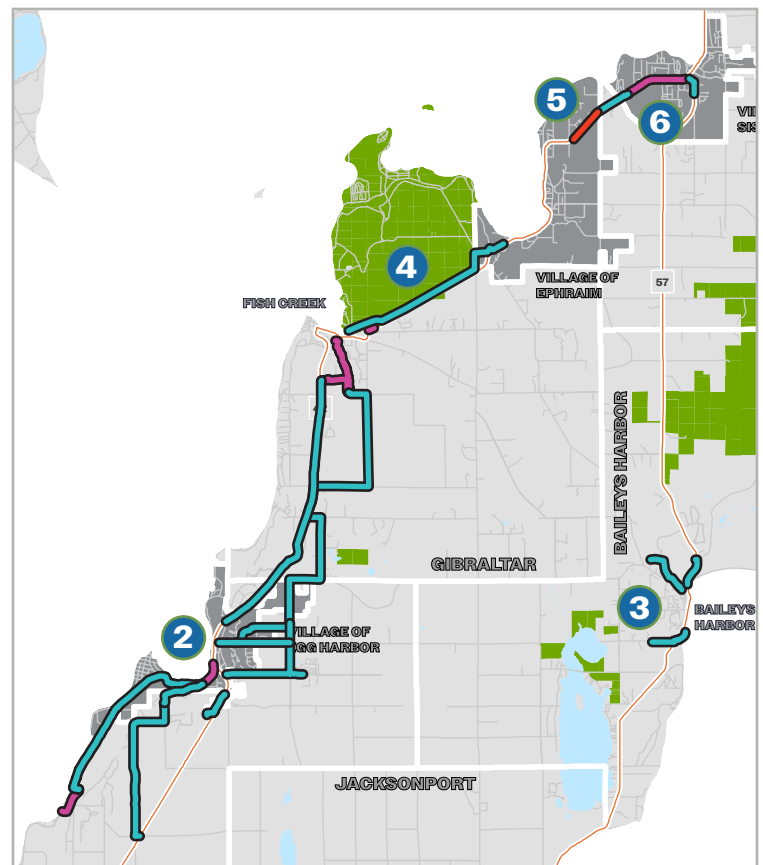
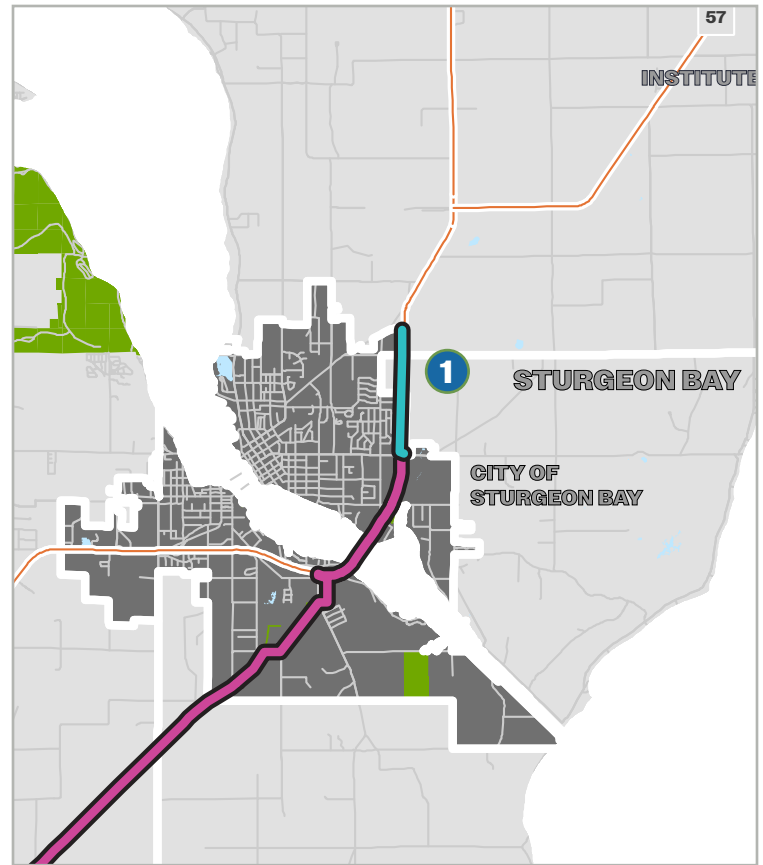
Several communities throughout Door County are currently exploring or actively planning new trail segments that could expand and strengthen the county's overall trail network. While these projects are not yet part of the existing trail system, they represent important opportunities to improve connections between communities, parks, and destinations across the peninsula. The following table highlights trail concepts and corridors that are currently being discussed, studied, or planned at the local level. As these projects move forward, they have the potential to fill key gaps in the network and support the long-term vision for a better connected Door County trail system.

Municipality/Owner	Trail Planning
WisDNR & the City of Sturgeon Bay	The Wisconsin Department of Natural Resources is planning for an extension of the Ahnapee State Trail from the intersection of Highway 42/57 and Michigan Street to the intersection of Highway 42/57 and Egg Harbor Road.
Village of Egg Harbor	The Village of Egg Harbor is actively advancing a network of trails to improve connectivity between key destinations, neighborhoods, and community assets. Key initiatives include the Beach to Beach Trail, Hillside Road–Bird View Trail Extension, Fish Creek Trail, and Rainbow Ridge Trail, with the Hillside Road–Bird View Trail Extension included in the Village's 2026 Capital Improvement Plan. Together, these projects reflect the Village's ongoing commitment to developing a more connected, accessible, and well-integrated local trail system. Additional opportunities are being explored to develop a trail system east towards the Heritage Lake residential development and onward to Baileys Harbor.
Town of Baileys Harbor	The Town of Baileys Harbor has planned for small trail segments to be developed at the north end of the Town along Ridges Road and County F. An additional segment has been planned to connect downtown Baileys Harbor to County Road E towards Kangaroo Lake. Both of these trail development areas would support further access north and west to Sister Bay and Egg Harbor or Gibraltar respectively.
WisDNR/Town of Gibraltar	The Wisconsin Department of Natural Resources, in coordination with the Town of Gibraltar, is working towards the development of a trail segment within Peninsula State Park running along Highway 42. The segment would connect into the Town at the intersection of Shore Road and Highway 42 and cross over into Fish Creek Park which would connect into the newly developed trail at the park that traverses the bluff and terminates at the Settlement Shops along Highway 42. Additional plans for this trail that currently terminates at the Settlement Shops is to further continue into Juddville and the Town and Village of Egg Harbor.
Village of Ephraim	The Village of Ephraim has planned out a short trail segment along Bayshore Drive that would provide pedestrian access to the businesses in the North Ephraim corridor. The trail is only being developed for pedestrian access due to land constraints.
Village of Sister Bay	The Village of Sister Bay is actively pursuing the development of a trail extension along Bayshore Drive from the intersection of Bayshore and Country Lane to the Village of Ephraim municipal limits. The extension will cross municipal boundaries into the Town of Liberty Grove. Additionally, the Village has been moving forward to develop a trail segment along Highway 57 that would connect the downtown area of the Village to Northwoods Drive.

POTENTIAL MULTI-USE BICYCLE AND PEDESTRIAN TRAILS

-  **BICYCLE & PEDESTRIAN**
-  **PEDESTRIAN ONLY**
-  **EXISTING MULTI-USE TRAIL**

- 1** Wisconsin Department of Natural Resources and the City of Sturgeon Bay
- 2** Village of Egg Harbor
- 3** Town of Baileys Harbor
- 4** Wisconsin Department of Natural Resources and the Town of Gibraltar
- 5** The Village of Ephraim
- 6** The Village of Sister Bay



OVERVIEW OF COMMUNITY NEEDS

The following maps introduce corridors identified through the public input process that will help shape the foundation of the countywide trail network. These corridors reflect where residents and stakeholders consistently expressed a desire for stronger connections between communities, neighborhoods, and key destinations.

Public Input Corridor

A generalized, shaded area representing where people want trail connections. These corridors reflect patterns in public feedback and are not intended to define exact routes. They do not designate specific alignments or limit future opportunities. Final trail locations will be determined through continued community engagement, municipal planning, engineering, land availability, and environmental considerations.

SOUTHERN DOOR NEEDS

In this plan, Southern Door is defined as the area from the southern county border to the Sturgeon Bay Canal, including Brussels, Gardner, Forestville (Town and Village), Clay Banks, Nasewaupée, and the southern part of the Town of Sturgeon Bay.

Municipality	Desired Connections	Municipality	Desired Connections
Town of Brussels	Forestville & Sturgeon Bay	Town of Nasewaupée	Sturgeon Bay
Town of Clay Banks	Sturgeon Bay & Egg Harbor	Town of Sturgeon Bay	City of Sturgeon Bay & Sevastopol
Town of Forestville	Sturgeon Bay	Town of Union	Sturgeon Bay
Town of Gardner	Brussels & Sturgeon Bay	Village of Forestville	Sturgeon Bay

The Ahnapee State Trail runs from the southern county border through Forestville and north into Nasewaupée and Sturgeon Bay, serving as a key existing corridor for regional connectivity. Connections near Maplewood could link Gardner and Clay Banks to Forestville and Sturgeon Bay, while additional trail development north of the state highway would help improve access from Nasewaupée.



NORTHERN DOOR NEEDS

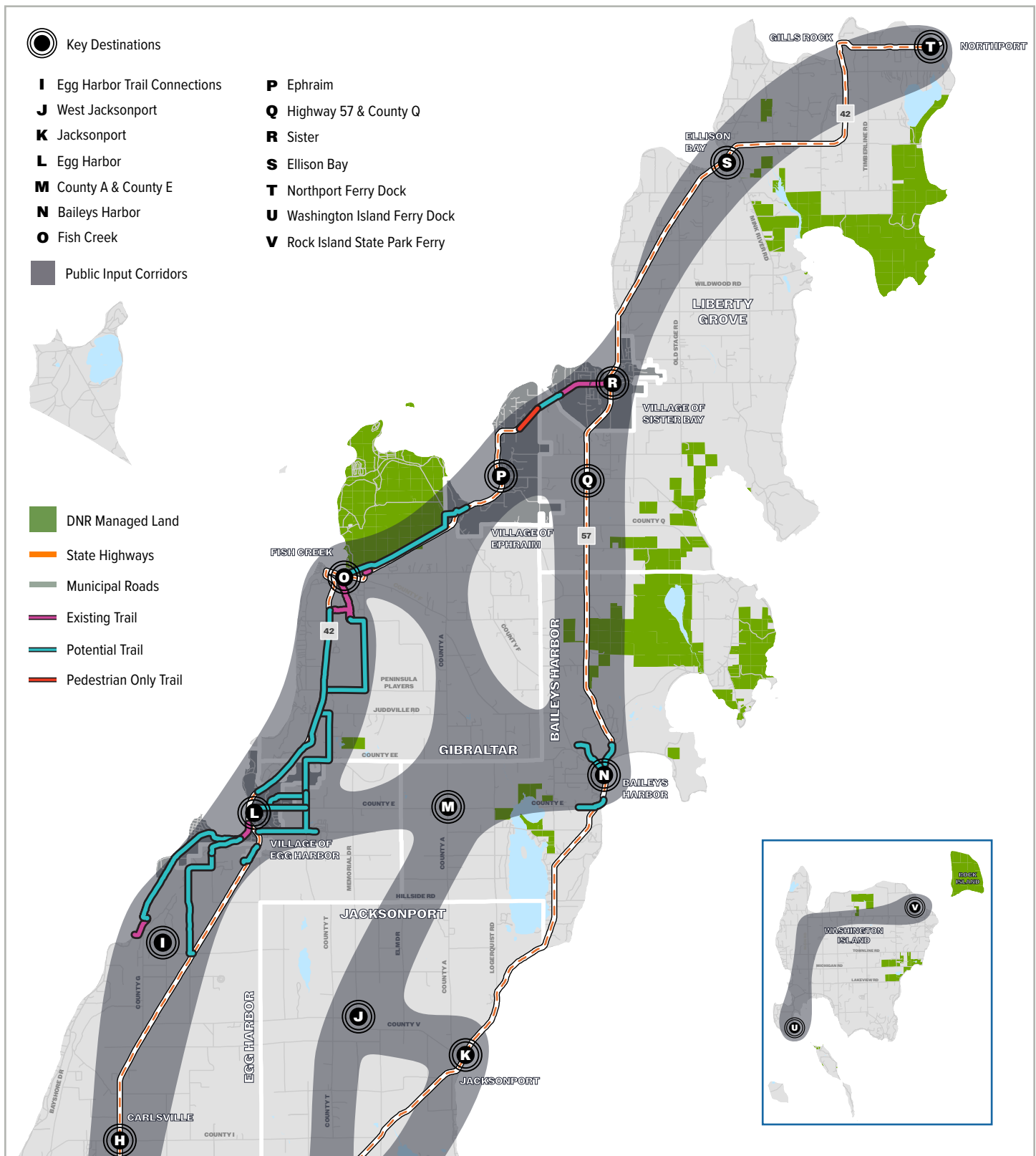
This plan defines Northern Door as north of the canal to Washington Island. This encompasses the Towns of Baileys Harbor, Egg Harbor, Gibraltar, Jacksonport, Liberty Grove, Sevastopol, Sturgeon Bay, Washington Island, and the Villages of Egg Harbor, Ephraim, and Sister Bay. Fish Creek is a popular unincorporated destination in the Town of Gibraltar.

Municipality	Desired Connections
City of Sturgeon Bay	Egg Harbor, Brussels & Sevastopol
Town of Baileys Harbor	Sturgeon Bay, Egg Harbor & Sister Bay
Town of Egg Harbor	Village of Egg Harbor, Fish Creek & Sturgeon Bay
Town of Gibraltar	Ephraim & Sister Bay
Town of Jacksonport	Baileys Harbor & Egg Harbor
Town of Liberty Grove	Sister Bay, Baileys Harbor & Ephraim
Town of Sevastopol	Sturgeon Bay & Egg Harbor
Town of Sturgeon Bay	City of Sturgeon Bay & Sevastopol
Town of Washington Island	Sister Bay
Village of Egg Harbor	Sturgeon Bay & Fish Creek
Village of Ephraim	Sister Bay & Egg Harbor
Village of Sister Bay	Ephraim & Fish Creek

There are currently no existing trails that extend to the north of Sturgeon Bay. Respondents to the survey noted the need for trails going north from Sturgeon Bay and many communities commented that they want access to Sturgeon Bay. The primary focus for the area north of Sturgeon Bay should be to connect into the adjacent communities of Sevastopol and the Town of Egg Harbor (Carlsville). This will help create a network that will eventually provide access from northern communities into the City of Sturgeon Bay.



Trail planning along the western edge of the peninsula is aiming to close gaps between Egg Harbor, Fish Creek, Ephraim and Sister Bay. This area is a high priority for the community. A second priority is development along the eastern edge of the peninsula, From Sister Bay to Sevastopol. The center of the peninsula is also a secondary priority both east to west and north to south. Corridors such as Egg Harbor or Gibraltar to Baileys Harbor and West Jacksonport to Ephraim are areas to consider for trail development. The final area of consideration is Sister Bay to Northport. On Washington Island, access to the ferry dock is the highest priority with connection to the Rock Island State Park Ferry.



VISION, GOALS & OBJECTIVES

VISION

We envision a Door County where safer, accessible trails connect our communities and are an integral part of everyday recreation and transportation, inspiring people to embrace cycling and walking for freedom, health, and happiness.

GOALS

1. BUILD A CONNECTED COUNTYWIDE TRAIL NETWORK

Each community in Door County plays a crucial role in developing a countywide connected transportation trail network. The following objectives reflect the needs and desires of individual communities that will support the long-term development of a connected network.

OBJECTIVES

Baileys Harbor

Strengthen trail connections between downtown Baileys Harbor, the Village of Egg Harbor and the Village of Sister Bay. Utilize current trail development efforts to expand access to the Village of Egg Harbor and the Village of Sister Bay.

Brussels

Explore opportunities to develop trails that connect Brussels to surrounding communities with emphasis on the Town of Gardner and the Town and Village of Forestville. Prioritize trail development that can lead to future connections to Southern Door Schools and Maplewood.

Clay Banks

Support the development of a trail that connects to the Ahnapee Trail and provides access from Clay Banks into the surrounding communities.

Egg Harbor (Village)

Enhance trail connections between downtown Egg Harbor, the waterfront, and surrounding local and county parks. Pursue development of a trail that connects into the Town of Egg Harbor, Town of Gibraltar, and the Town of Baileys Harbor with access to local destinations and residential areas.

Egg Harbor (Town)

Pursue opportunities to connect residential areas, parks, and rural landscapes to trail corridors in the Village of Egg Harbor, Town of Sevastopol (Carlsville) and the Town of Baileys Harbor.

Ephraim

Pursue development of a trail that connects Ephraim to the Village of Sister Bay, Fish Creek and the Town of Gibraltar.

Forestville (Village and Town)

Support trail development that extends access of the Ahnapee State Trail into new areas of the Village, Town and the surrounding area. Support development of a trail that can connect to Southern Door Schools.

Gardner

Explore opportunities for trails that connect in the Town of Brussels and the Town of Nasewaupee. Support trail development that provides access to Southern Door Schools from the Ahnapee State Trail.

Gibraltar (Fish Creek)

Enhance trail connections between downtown Fish Creek, Peninsula State Park, and surrounding communities including Ephraim and the Town and Village of Egg Harbor.

Jacksonport

Improve trail access between the village center, parks, and shoreline destinations while supporting connections to surrounding communities, state parks, and trail corridors along the eastern and central areas of the peninsula.

Liberty Grove

Support trail corridors that connect Liberty Grove to the Village of Sister Bay and the Town of Baileys Harbor. Pursue trail development that provides connections throughout the top of the thumb and access to the Northport ferry dock.

Nasewaupee

Identify opportunities to connect residential areas and parks to regional trail corridors, such as the Ahnapee State Trail, serving southern Door County and nearby communities including the City of Sturgeon Bay.

Sevastopol

Support trail connections between residential neighborhoods, rural areas, parks, and adjacent communities, including Sturgeon Bay and Jacksonport, while contributing to regional trail routes across central Door County.

Sister Bay

Enhance trail connections between the Village of Sister Bay, Town of Liberty Grove, Town of Baileys Harbor, and the Village of Ephraim.

Sturgeon Bay (City)

Expand trail connections between neighborhoods, downtown Sturgeon Bay, waterfront destinations, and local corridors serving both Southern and Northern Door County. Prioritize extension of the Ahnapee State Trail north.

Sturgeon Bay (Town)

Support trail connections from the Town of Sturgeon Bay into the Ahnapee State Trail or directly into the City of Sturgeon Bay as well as into the Town of Clay Banks (south of canal) and Town of Sevastopol (north of canal).

Union

Explore opportunities to connect the Town of Union to the Town of Brussels and other surrounding communities by trail.

Washington Island

Support the development of trails that connect areas of the Island to the Washington Island Ferry and the Rock Island State Park Ferry.

The following goals support the future connected network and help communities navigate development to ensure a coordinated and cohesive network that provides for safer accessible trails.

2. IMPROVE SAFETY AND ACCESSIBILITY

OBJECTIVES

- Ensure trails are comfortable, and accessible for users of all ages and abilities.
- Prioritize trails separated from the roadway and support protected bicycle and pedestrian facilities* as necessary.
- Ensure safer crossings at highways and major intersections.
- Incorporate universal design principles to support accessibility.
- Provide wayfinding signage and amenities that help users navigate the system.

3. SUPPORT HEALTH, WELL-BEING, AND QUALITY OF LIFE

OBJECTIVES

- Expand opportunities for residents and the greater community to enjoy outdoor recreation and active lifestyles.
- Provide trails suitable for walking, biking, and other non-motorized recreation.
- Improve access to scenic natural areas, shorelines, and parks.
- Encourage year-round use of trails where appropriate.

4. STRENGTHEN THE LOCAL ECONOMY

OBJECTIVES

- Leverage the trail network to support local businesses and enhance community identity.
- Connect trails to downtowns, waterfronts, and commercial areas.
- Highlight local destinations such as parks, cultural sites, and natural areas.
- Encourage trail-supportive amenities such as trailhead parking, bike parking, rest areas, and local services.
- Support local businesses and services by extending the tourist season.

5. COORDINATE IMPLEMENTATION AND FUNDING

OBJECTIVES

- Identify priority projects and phasing for trail development.
- Encourage partnerships between municipalities, the county, regional organizations, and property owners.
- Pursue state, federal, and private funding opportunities for trail projects.
- Establish consistent design standards and best practices for trail development.
- Review and update the strategic plan every five years to ensure goals and objectives remain relevant and support continued implementation and funding opportunities.

** Protected bicycle and pedestrian facilities refers to on-road bike lane markings, buffered on-road bike lanes, and any other bicycle or pedestrian specific infrastructure or marking that supports safer access along a roadway if full separation is not possible.*

BEST PRACTICES

Developing a successful trail network requires coordination, thoughtful design, and a long-term commitment to building connections between communities. Because trails in Door County will likely continue to develop incrementally, communities can benefit from a shared set of best practices that help guide decision-making as new opportunities arise. The following practices reflect common approaches used by successful regional trail systems and are intended to help communities develop safer, connected, and well-maintained trails over time.

PLAN FOR CONNECTIVITY

One of the most important principles of trail development is connectivity. Trails provide the greatest value when they link people to destinations such as downtowns, parks, schools, waterfront areas, and neighboring communities. When planning new segments, communities should consider how a trail fits into the broader countywide network rather than focusing only on local recreation needs. Even short trail segments can play an important role if they close a gap or extend an existing corridor. Communities should also prioritize connections to existing regional routes, including the Ahnapee State Trail, as well as future corridors identified in this plan.

SUPPORT INCREMENTAL DEVELOPMENT WHEN ABLE

In many communities, trail networks are built one segment at a time as funding, partnerships, and opportunities emerge. Municipalities should look for opportunities to incorporate trails into roadway improvements, park development projects, and new land development proposals. Over time, these incremental investments can create a larger connected network. Communities may also consider interim solutions such as signed bicycle routes or improved shoulders until dedicated off roadway facilities can be constructed.

PRIORITIZE SAFETY

Safety is a critical component of any successful trail network. Trails should be designed to minimize conflicts between users and motor vehicles and to provide a comfortable experience for people of all ages and abilities. Best practices include providing adequate separation from roadways where possible, designing safer street crossings, maintaining good visibility, and incorporating clear signage and pavement markings. Where trails intersect with roads, communities should consider treatments such as high-visibility crosswalks, pedestrian refuge islands, warning signage, and traffic calming measures to improve safety for trail users.

DESIGN FOR MULTIPLE USERS

Shared-use trails are typically designed to accommodate a variety of users including walkers, runners, bicyclists, and families with strollers. When planning new trails, communities should consider appropriate trail widths, surface materials, and accessibility standards to ensure the facility can safely accommodate different types of users. Trails should also be designed to meet accessibility guidelines so that people of all abilities can use and enjoy the network.

COORDINATE ACROSS MUNICIPAL BOUNDARIES

Because Door County is made up of multiple municipalities and jurisdictions, coordination is essential for creating a seamless trail network. Communities should communicate regularly with neighboring municipalities, the County, and partner organizations when planning new trail segments to ensure that routes align across jurisdictional boundaries. Shared planning efforts, joint funding applications, and coordinated signage can help create a more cohesive regional network and prevent situations where trails stop abruptly at municipal boundaries.

DOOR COUNTY TRAILS SUPPORT

Door County Trails serves as an important partner in advancing trail development across the peninsula. As a countywide organization focused on expanding and improving the trail network, Door County Trails can support municipalities by sharing information, identifying funding opportunities, assisting with grant applications, and helping communities coordinate trail planning efforts.

To support collaboration across jurisdictions, a municipal trails coordination committee has been established with liaisons representing communities throughout Door County. The committee meets quarterly to share updates on local trail projects, discuss funding opportunities, and coordinate potential connections between municipalities.

Communities are encouraged to use this forum to communicate upcoming projects, identify opportunities for partnership, and work collaboratively toward a better connected Door County trail network. Door County Trails helps facilitate these conversations and serves as a central resource for municipalities working to expand and strengthen the regional trail system.

PARTNER WITH LOCAL AND REGIONAL ORGANIZATIONS

Successful trail networks often rely on strong partnerships. Door County communities can benefit from collaborating with organizations such as the Wisconsin Department of Natural Resources, Door County Land Trust, Destination Door County, and community groups that support outdoor recreation. These partners can help identify funding opportunities, provide technical expertise, and assist with trail maintenance or promotion.

MAINTAIN AND STEWARD THE TRAIL NETWORK

Long-term maintenance is an important consideration in trail planning. Communities should plan for ongoing upkeep such as surface repairs, vegetation management, signage replacement, and winter maintenance where appropriate. Establishing clear maintenance responsibilities and budgeting for upkeep helps ensure that trails remain safe and enjoyable for years to come.

PROMOTE AND EDUCATE

Trails become more valuable when people know how to use them and where they connect. Wayfinding signage, maps, and digital resources can help people navigate the trail network and discover destinations along the route. Communities may also consider educational signage that highlights local history, natural features, and environmental stewardship.

ENCOURAGE COMMUNITIES TO INCORPORATE TRAILS PLANNING INTO COMPREHENSIVE PLANS

As communities update or refine their comprehensive plans, they are encouraged to consider how trail planning can be thoughtfully integrated to support local goals and enhance connections to surrounding areas. Incorporating trails into these plans can help ensure that future development decisions reflect community priorities while contributing to a better connected and cohesive network across Door County. Door County Trails encourages communities to adopt this strategic plan into their next comprehensive plan update.

FUNDING OPPORTUNITIES

Identifying funding sources is an important step in moving trail projects from concept to construction. While the vision for a connected trail network may develop through planning efforts such as this one, implementation often depends on securing funding through a combination of state, federal, and local resources. Fortunately, a number of grant programs exist that support trail planning, land acquisition, safety improvements, and construction of bicycle and pedestrian facilities.

Many of the most commonly used programs for trail development in Wisconsin are administered by the Wisconsin Department of Natural Resources and the Wisconsin Department of Transportation using federal funding sources. These programs typically require a local match and operate on a competitive application process, making coordination and early project planning important for communities seeking funding. In addition, several federal programs administered by the U.S. Department of Transportation can support larger or regionally significant projects, particularly those that improve safety, expand active transportation networks, or strengthen connections between communities.

The following table summarizes several state and federal funding opportunities that municipalities and partners in Door County may consider when pursuing trail planning, acquisition, and development projects. Because grant programs and eligibility requirements can change over time, communities should verify current program guidelines and application timelines before applying.

Program	Administrator	Eligible Uses	Requirements	Funding Amounts
Recreational Trails Program (RTP)	Federal Highway Administration administered by Wisconsin DNR	Trail construction, rehabilitation, maintenance, and trail-related facilities for motorized and non-motorized trails	Municipalities and eligible organizations can apply; typically requires 20% local match; projects must be trail-related and open to the public	Up to 80% reimbursement; Wisconsin awards typically up to about \$100,000
Transportation Alternatives Program (TAP)	Federal Highway Administration administered by WisDOT	Shared-use paths, bicycle and pedestrian infrastructure, Safe Routes to School improvements, and trail planning	Local sponsor required; 20% minimum match; projects must relate to active transportation infrastructure	Up to 80% federal funding; project sizes vary widely
Congestion Mitigation and Air Quality (CMAQ)	Federal Highway Administration administered by WisDOT	Bicycle and pedestrian projects that reduce vehicle emissions and support alternative transportation	Minimum project cost typically \$200,000 for construction; must demonstrate emissions reduction benefits	Up to 80% federal funding
Aids for the Acquisition and Development of Local Parks (ADLP)	Wisconsin Department of Natural Resources	Land acquisition and development of local parks and recreational facilities including trails	Project must be included in an approved Comprehensive Outdoor Recreation Plan (CORP); local governments are eligible applicants	Typically 50% cost share
Land and Water Conservation Fund (LWCF)	National Park Service administered by Wisconsin DNR	Acquisition and development of outdoor recreation facilities including trails, trailheads, and park amenities	Local governments must have a current Comprehensive Outdoor Recreation Plan; property must remain permanently dedicated to public recreation	Up to 50% cost share

Knowles-Nelson Stewardship Program	Wisconsin Department of Natural Resources	Land acquisition for trail corridors, conservation land, and outdoor recreation areas	Local governments and nonprofit conservation organizations may apply depending on project type	Typically up to 50% of project costs
Safe Streets and Roads for All (SS4A)	U.S. Department of Transportation	Trail crossings, pedestrian and bicycle safety improvements, and corridor safety projects	Local governments eligible; implementation grants require an adopted safety action plan	Planning grants typically \$100,000–\$5 million; implementation grants often \$2.5–\$25 million
Active Transportation Infrastructure Investment Program (ATIIP)	U.S. Department of Transportation	Funding for connected bicycle and pedestrian networks including regional trail systems	Supports planning, design, and construction of active transportation networks; local match typically required	Funding varies depending on project scale
BUILD Grants (Better Utilizing Investments to Leverage Development)	U.S. Department of Transportation	Large transportation infrastructure projects including multi-use trails and regional trail corridors	Highly competitive national grant; projects must demonstrate economic, mobility, or safety benefits	Awards typically \$1 million–\$25 million
Reconnecting Communities Pilot Program	U.S. Department of Transportation	Projects that reconnect communities divided by major transportation infrastructure including trails and linear parks	Projects must address barriers created by highways or major roads and improve access between neighborhoods	Planning grants up to about \$2 million; capital grants often \$5 million or more
Urban Green Space Program	Wisconsin Department of Natural Resources	Acquisition of natural land in urbanizing areas that may support passive recreation and trails	Local governments and nonprofit conservation organizations eligible for acquisition projects	Typically 50% cost share

APPENDIX A

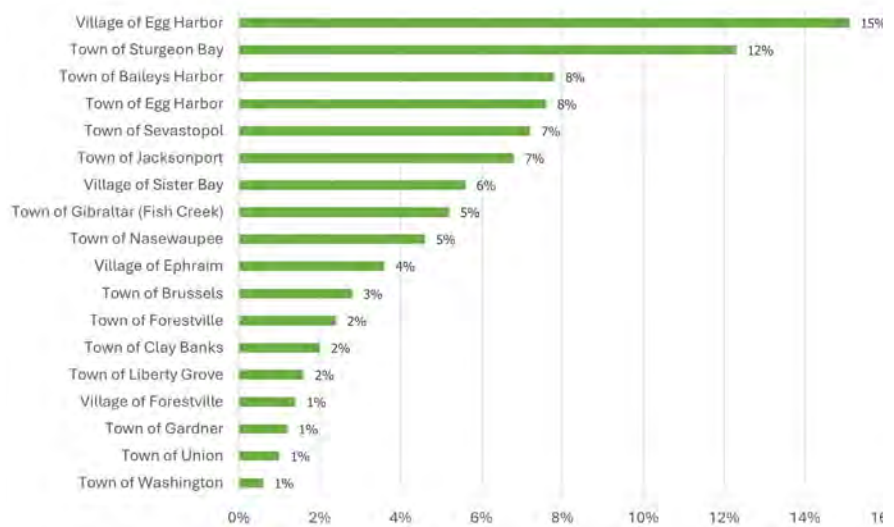
COMMUNITY SURVEY SUMMARIES

SUMMARY

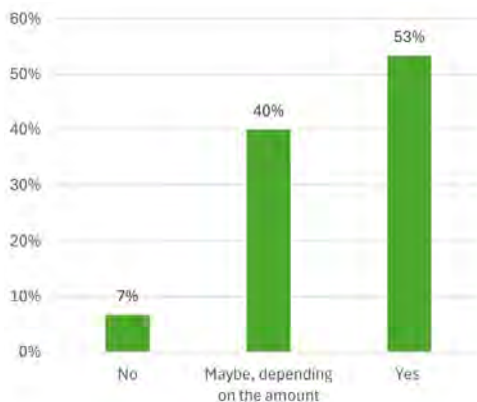
The City of Sturgeon Bay is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Sturgeon Bay community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE CITY OF STURGEON BAY WANT TO GO BY TRAIL:

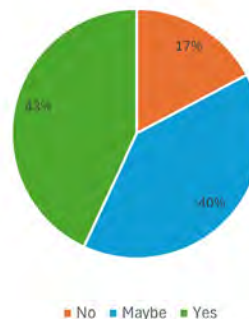


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

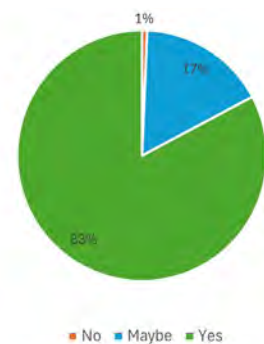


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Door County has been missing out on a great opportunity for family friendly tourism in not having well developed bike trails."

"Sturgeon Bay to Brussels is the toughest place to find a route that feels safe, and there are almost no places to safely cross the highway south of Sturgeon Bay."

"The entire area is lacking a safe trail system, lack of maintenance and it leads to streets with very limited signage. Biking in Sturgeon Bay is NOT safe."

"Trail Etiquette signage will be needed so that all trail users are guided by the same rules. There needs to be an education portion."

"Start with Sturgeon Bay and work outward. They are your tourist and human density hubs. Potential serving the most people."

"Hopefully local businesses will see this as an opportunity to get more foot traffic. They may be interested in easement opportunities."

"Bad timing to consider tax funding options. Please try to tap investments that do not impact property or sales tax."

"I cannot stress enough the importance of NOT allowing ATV's, UTV's and Snowmobiles on these trails. These trails should only support silent sports."

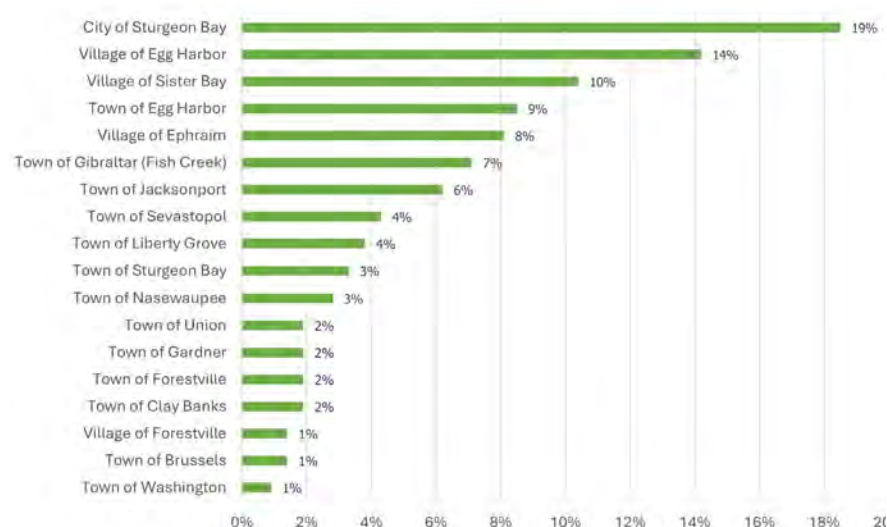
"Connecting Southern Door to Sturgeon Bay and Northern Door will increase the amounts of homeless and drifters. I do not see this helping the community."

SUMMARY

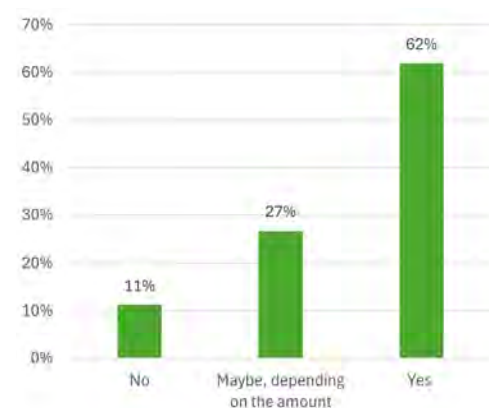
The Town of Baileys Harbor is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Baileys Harbor community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN BAILEYS HARBOR WANT TO GO BY TRAIL:



SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

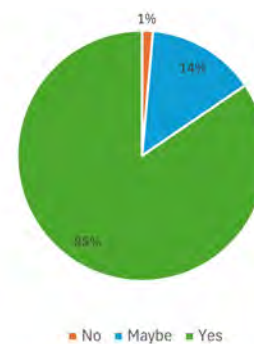


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Any access that is expanded will be good for the community's health, wellness, and tourism!"

"Establishing a bike/ped path is so important for safety of everyone in the county, whether they use it or not. As is shown in Vilas County, bike paths are a plus for the entire community. Be sure they will be wide enough to safely have two bikes with trailers to pass each other!"

"I am so happy that this is finally moving forward. It is a project that has been discussed for many years. Kudos to you!"

"If we connected a bike and walking trail between our town parks, the advantage would be, there are already bathrooms and facilities there."

"Other communities like ours with natural beauty and tourism are way ahead of us. We need this! A good trail system will be a definite asset to Door County. Thank you for your work on this!"

"A million dollars a mile? This absolutely needs to be privately funded as the snowmobile and equine trails are. NO PUBLIC FUNDS!"

"It would really be nice if it could be prioritized to make alternative mood transportation, especially going east and west on County Road EE"

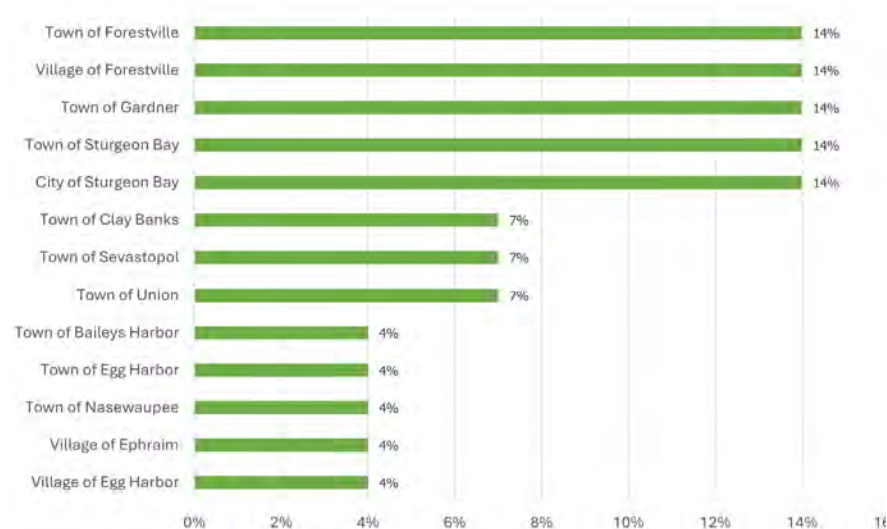
"More trails the better. I would prefer to have more trails connecting communities and care less about the surface of the trail. If gravel trails can get more connections over paving I would prefer that."

SUMMARY

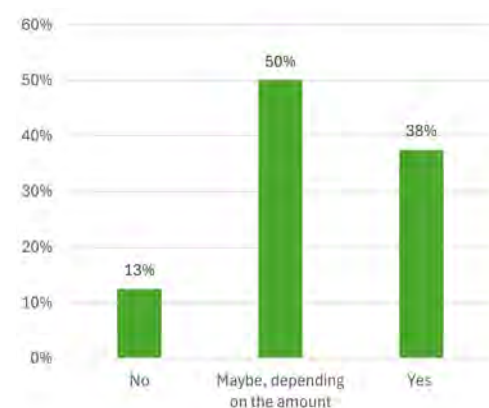
The Town of Brussels is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Brussels community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF BRUSSELS WANT TO GO BY TRAIL:

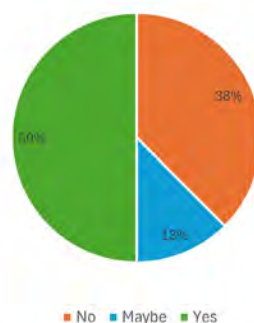


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

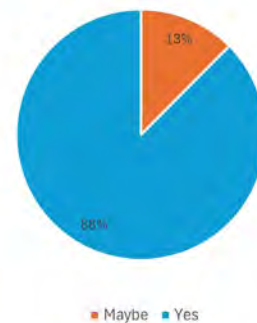


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Need safe horse trails"

"No, I think it's a good idea to use for recreation and a place to enjoy during the summer or fall"

"Please make them Equine friendly"

"Thank you for seeing how important it is to provide opportunities for people who live and visit here to be active and well. The model what they have with the Heart of Vilas county system and its marketing is very successful. I am excited for these developments!"

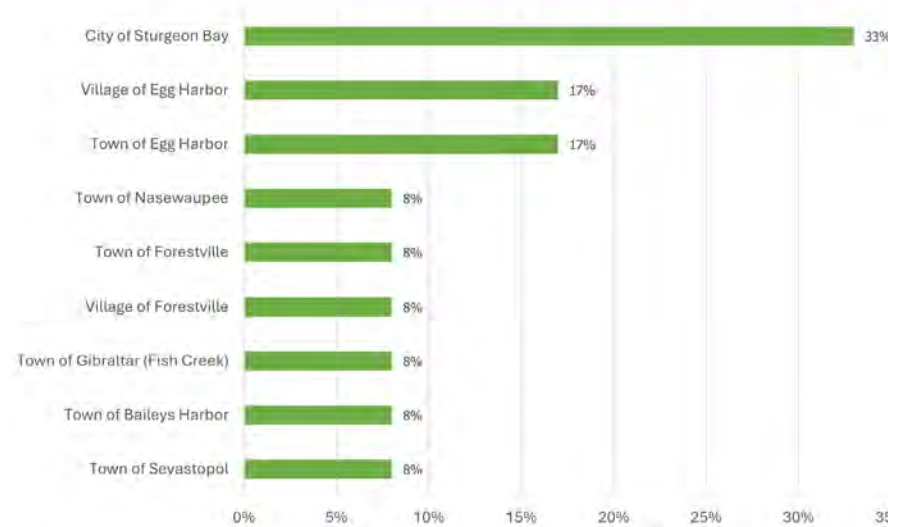
"We need horse trails"

SUMMARY

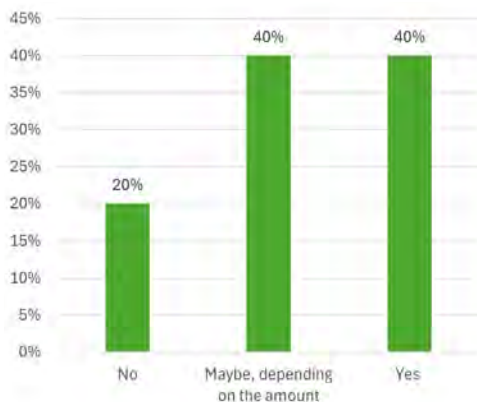
The Town of Clay Banks is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Clay Banks community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF CLAY BANKS WANT TO GO BY TRAIL:

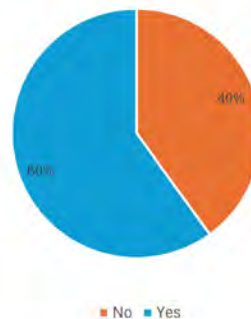


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

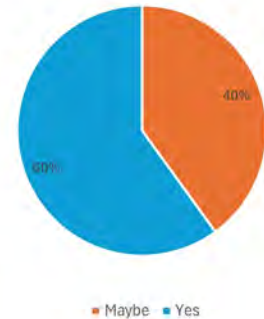


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Consider using lightly traveled town roads as a part of an integrated system of bike/hike paths"

TOWN OF EGG HARBOR



Total # of Respondents

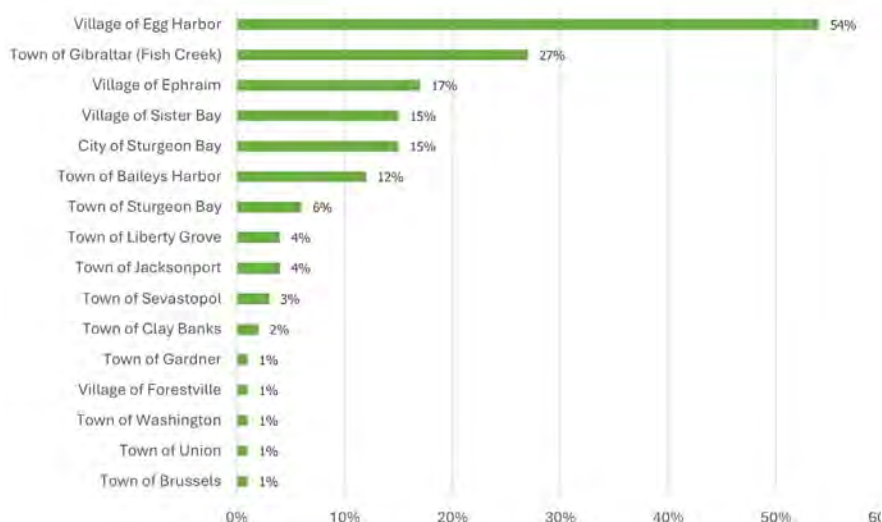
118

SUMMARY

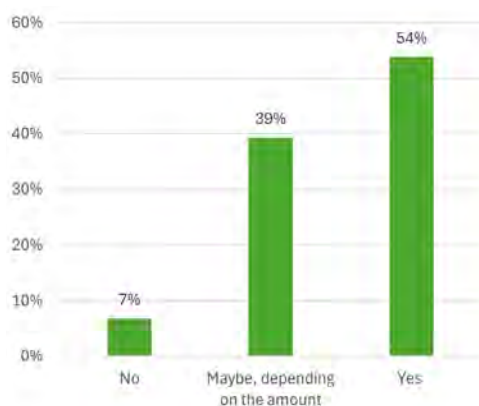
The Town of Egg Harbor is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Egg Harbor community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF EGG HARBOR WANT TO GO BY TRAIL:

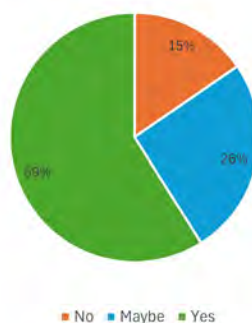


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

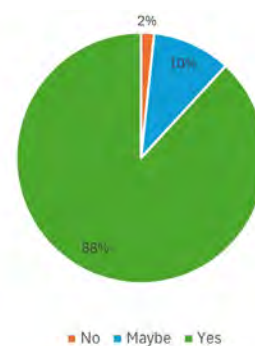


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Having safe, well constructed bike trails will take a considerable amount of traffic off county road. This will make the roads safer as well as the cyclists"

"I do not believe electric bikes or any type of motorized vehicles should be allowed. A paved trail will only have bikes go faster thus creating a safety hazard"

"I have experienced using a bicycle to commute to work, to grocery shop, and for recreation in other communities. The off-road experience is life changing"

"I think this is a great idea and fully support it. My only concern is that this does not become an electric bike speedway"

"I'd like to see them in areas that would have cell service in case of emergencies"

"Love the direction that this movement is going towards. More pedestrians less vehicles"

"Please ensure that walking and biking are segregated from driving. Please do not institute user fees—too much administrative overhead and hassle"

"The trails have to be separate from roadways. The Egg Harbor bike lanes aren't safe and thus are not used very much"

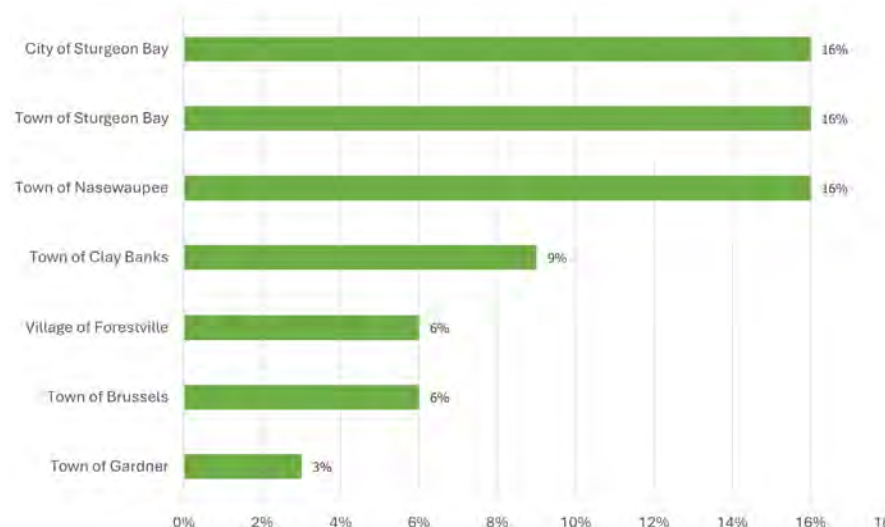
"Would be great to have a walking/bike path connecting the towns, especially the segment on Bay Shore Drive between Sturgeon Bay and Village of Egg Harbor"

SUMMARY

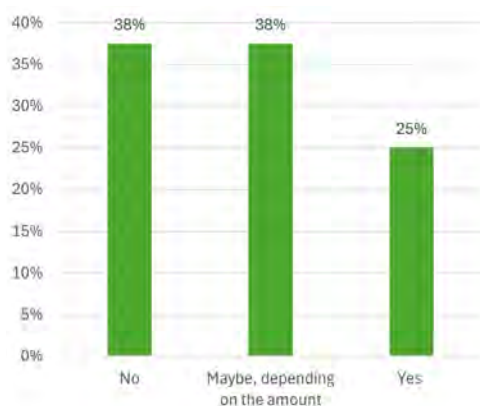
The Town of Forestville is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Forestville community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF FORESTVILLE WANT TO GO BY TRAIL:

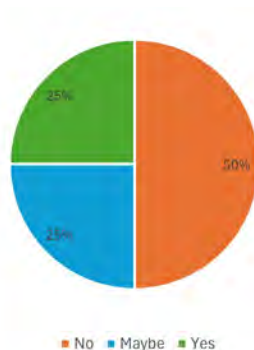


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

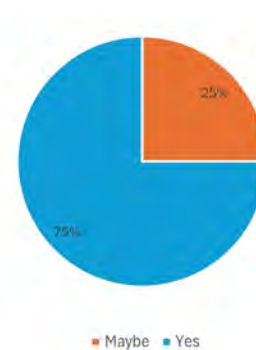


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Do this for everyone! For the kids that are yet to come. For someone that is never going to use the trail for they will still benefit from it in some way"

"Taxes in my township are high enough without using tax dollars to support a bike/walking trail. We have the Ahnapee Trail and utilize that trail. Additional trails in this specific township is not necessarily required and I do not support my taxes going up for this purpose in my township or in any other community in Door County"

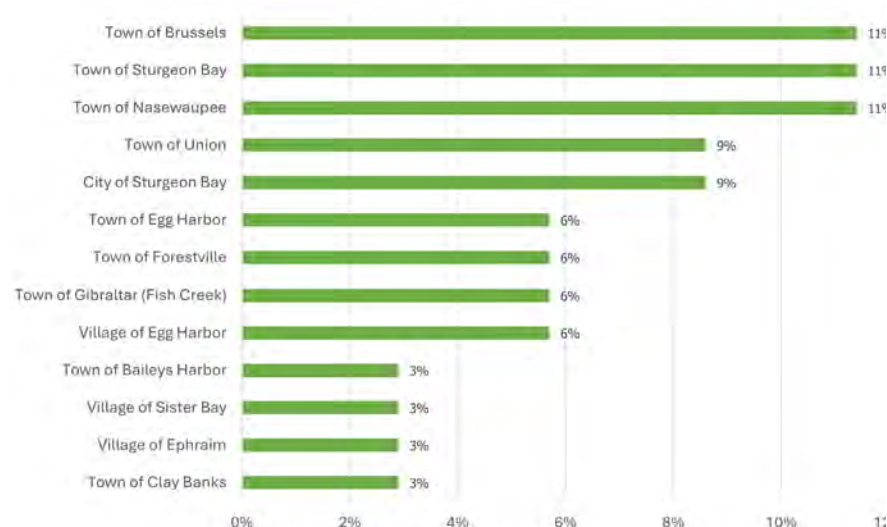
"Want snowmobile routes developed to certain businesses on the southern outskirts of Sturgeon Bay. Existing trail goes so close but would require coordination with multiple owners"

SUMMARY

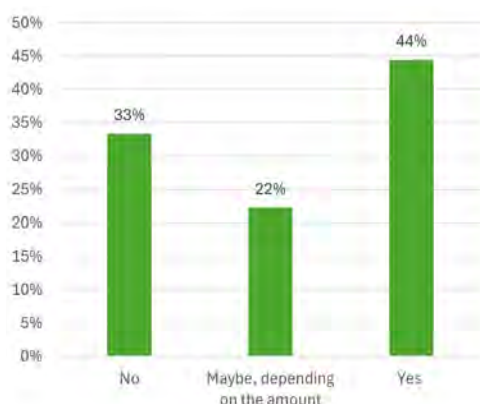
The Town of Gardner is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Gardner community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF GARDNER WANT TO GO BY TRAIL:



SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

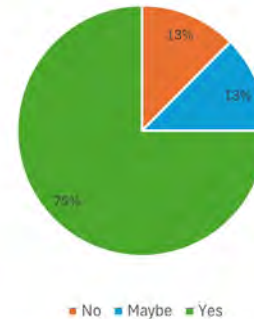


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"A phenomenal and necessary step for the growth and success of Door County!"

"Again. More horse back riding trails"

"Mountain bike trails are proven to bring visitors who stay overnight and pay for hotels and restaurants much better economic return than road bikes"

"The trails should be paved. I think gravel trails will deter some from using them"

"We have enough trespassing problems without trails and so many infrastructure items that need funding (county and local roads, schools, food banks) before trying to disrupt landowners and the continually decreasing untouched pieces of land in this county. Not to mention the allowed use of UTVs on roads that is disruptive in certain areas"

TOWN OF GIBRALTAR



Total # of Respondents

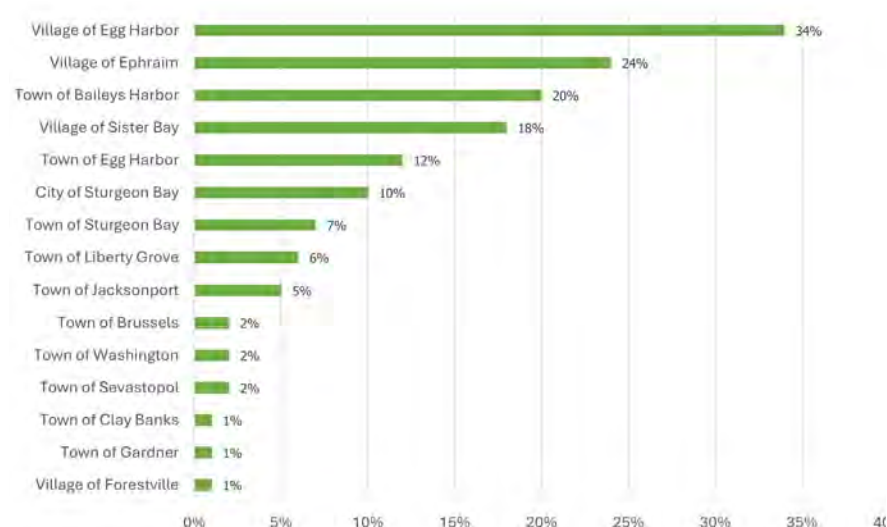
129

SUMMARY

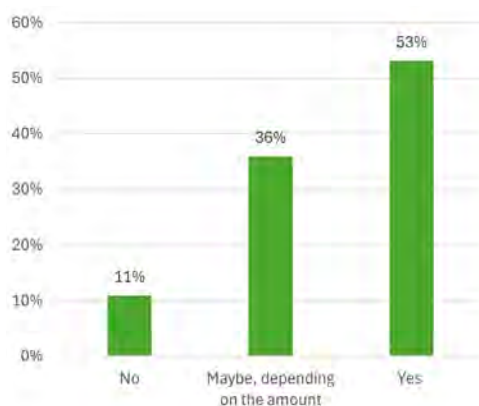
The Town of Gibraltar is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Gibraltar community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF GIBRALTAR WANT TO GO BY TRAIL:

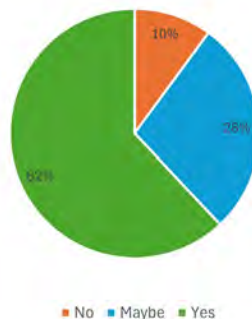


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

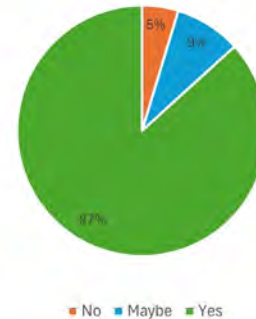


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Another option may be to refresh bike route signage throughout the peninsula to promote safer routes"

"Consider a more direct route to keep users off the highway; do not extend into areas to add scenic views. Focus on direct routes; others can be the focus of each municipality or park"

"Each municipality should be responsible for maintenance of the trail within their municipal limits"

"Ensure integration into the natural landscape as much as possible, avoiding destruction to natural environments"

"I believe that the trails could be a huge thing for Door County. In the summers the roads get crowded and dangerous. Having paths that are able to divert some of that traffic is essential to making Door County more accessible and reducing emissions"

"I hope safety is top-of-mind, too. Not just separation from vehicle traffic, but also ensuring safety for women using the trails alone, especially in the evenings"

"I would like to see punch blinking lights for crossing highway safety when needed"

"Please focus on routes that will get walkers and bikers off of the shoulder of the roads with a 55 mph speed limit"

"There are many senior citizens in Door that utilize electric pedal assist bikes to enhance their biking experience. I would be upset if those types of bikes would be prohibited on the trails"

TOWN OF JACKSONPORT



Total # of Respondents

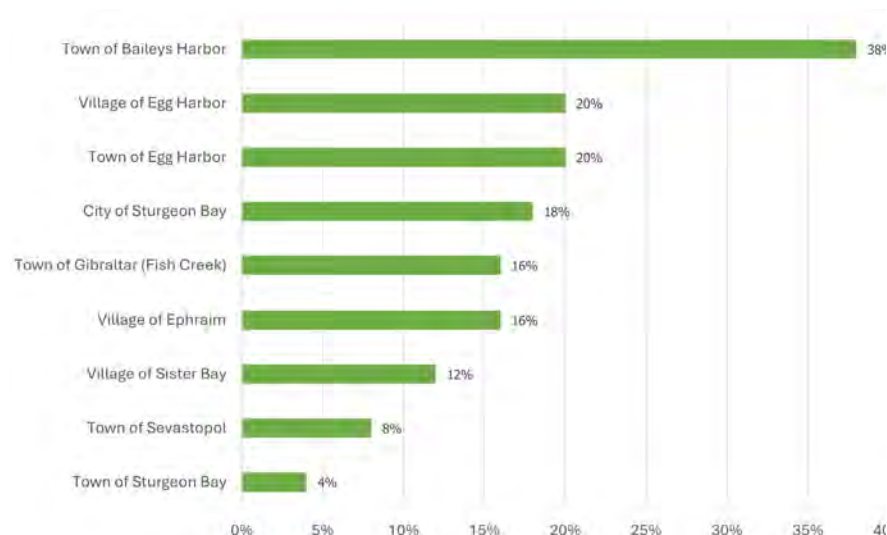
29

SUMMARY

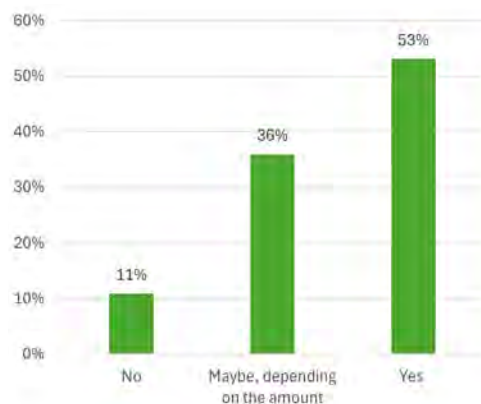
The Town of Jacksonport is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Jacksonport community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF JACKSONPORT WANT TO GO BY TRAIL:

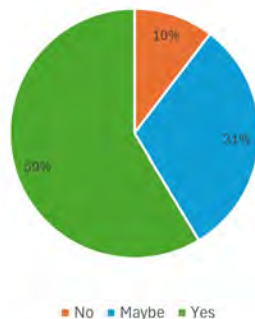


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:



IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"As the county gets more crowded, we need to create ways to allow pedestrians and bikers to get safely from place to place. By encouraging walking and biking, we lower the traffic and parking congestion that is becoming a serious issue. Many residents would love to "walk into town" instead of driving (or staying home), but it needs to be safe"

"I have limited my bike riding during summer because of high volume of traffic in summer and safety reasons"

"I look forward to these trails. Although I ride my bike often, I don't always feel safe riding on the roadways which are often narrow (e.g. Cave Point Road)"

"Love having: a simple place to sit and take in a view, or break. Dog waste supply stations. Appropriate but simple port a potties adequate at locations. Use volunteers to maximum potentials. Keep community involved with decisions and supports. Simple trails better than no trail...if cost becomes obstacle. Rustic accommodations are cool. Everything does not need to be top dollar nor modern. Keep the quaint when ever possible. Humble. Love of land and natural beauty.

"Safety is #1 for us! We love riding our bikes into Baileys Harbor or Egg Harbor from Jacksonport. However, we pick our days and times very carefully to avoid the speeding and/or distracted drivers. We would be thrilled to have biking paths or lanes!!!"

"The county needs more horse trails. I am being very specific with this as cyclists can be obnoxious about sharing trails with anyone"

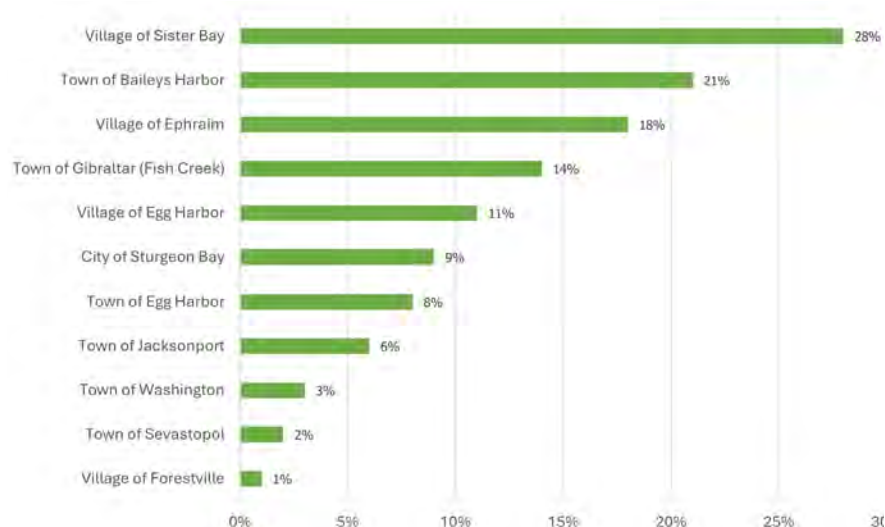
"The trails should be wide and constructed using gravel, not asphalt. The access must include E-bikes for us senior citizens"

SUMMARY

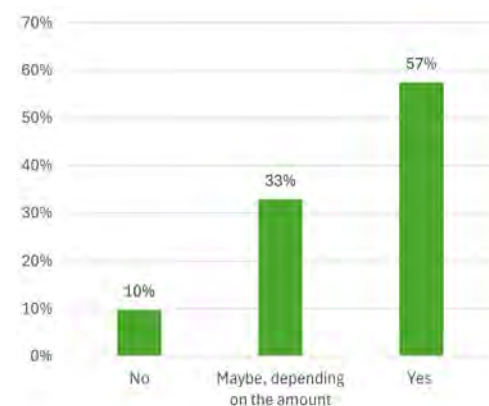
The Town of Liberty Grove is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Liberty Grove community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF LIBERTY GROVE WANT TO GO BY TRAIL:

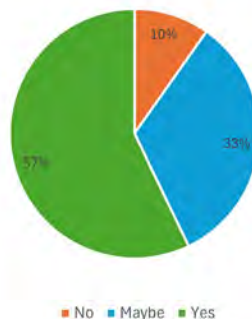


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

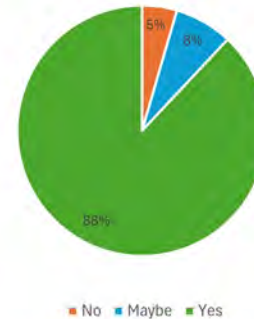


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"As the popularity and population of Door County grows the need for these trails multiplies. I like the idea of tapping into that growth, or connecting specific trail initiatives to new developments in some way, without making it prohibitive to grow businesses."

"By connecting the trails together and making car-free trails would be a huge boost for the local tourism. It also gets bikes off our overcrowded roads and protects people using bikes as a way to commute. It creates revenue and protects people—this is a win-win. Let's also keep some trails just for hiking."

"Consider more options to develop bike/pedestrian trails that are separate but parallel to existing roadways instead of simply providing a shoulder on the road for pedestrian use, which is unsafe and won't be used."

"Fragmentation of Door County's many important wetlands and land trust properties is already somewhat severe... it would be nice for this to provide alternative transportation so gaps between important forests and creeks can be closed."

"Get feedback from other successful rails-to-trails endeavors, such as the Fox River Trail model in Brown County regarding trail width, pavement, and friends groups that support the trail development and evolution of the system."

"I have biked the road in Door County for years, including riding in several Century rides. Door County is a beautiful area to ride and I am in full support of plans to increase access between communities."

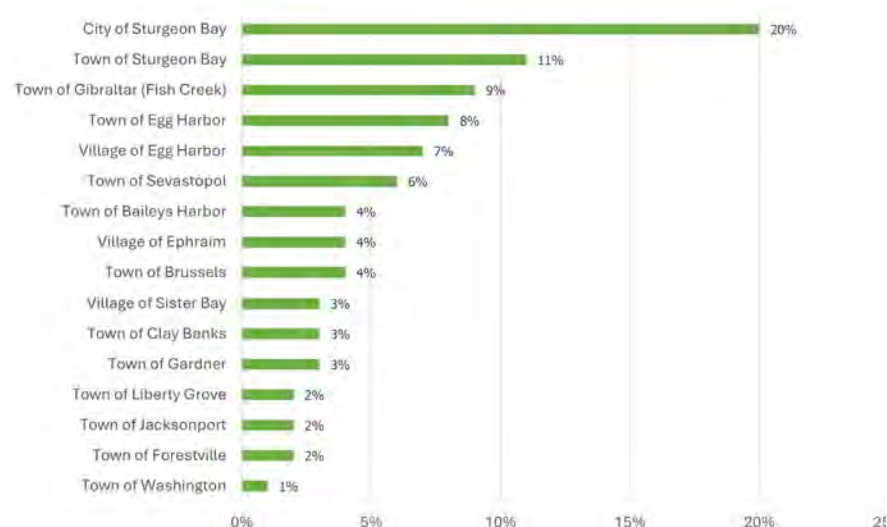
"I've enjoyed trails such as these in other places I've lived. Since I live remotely, I always have to drive my car. I'd like to ride my bike and walk more."

SUMMARY

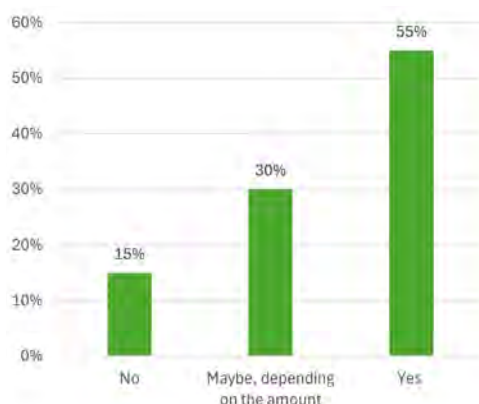
The Town of Nasewaupee is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Nasewaupee community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF NASEWAUPEE WANT TO GO BY TRAIL:

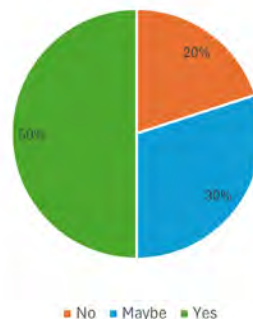


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

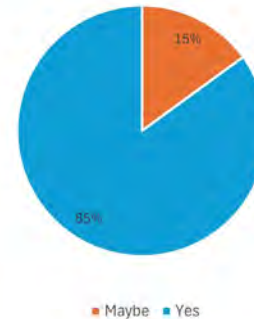


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Would love to see ice skating through the woods like Boulder Junction, WI built"

"Also would like to see snow made like Lapham Park in Lake Country (SE WI) for cross country skiing and snowshoeing"

"Future-planning to prevent over-use that tramples the original terrain and natural features i.e. don't end up like Cave Point with every trail surface beat down and bushwhacked and hordes of people standing on every surface like an amusement park"

So excited for this opportunity. Thank you!

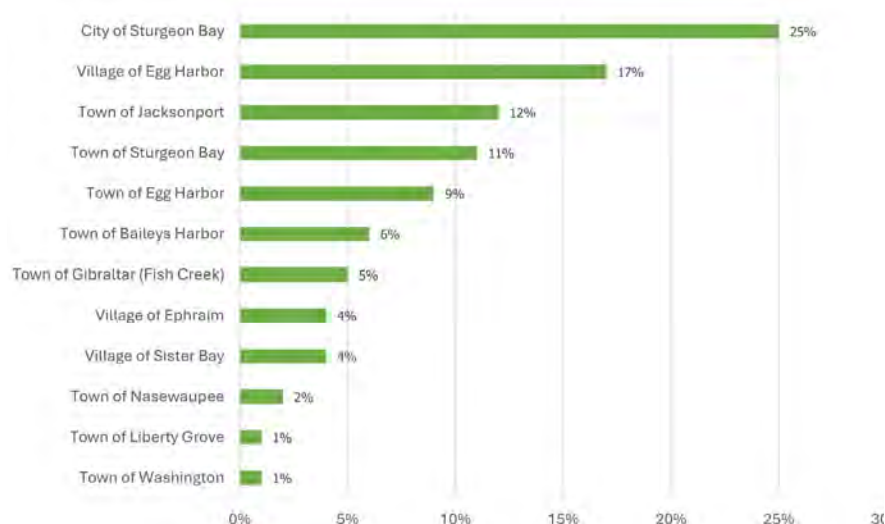
"The Northern Door trails are primarily for tourists"

SUMMARY

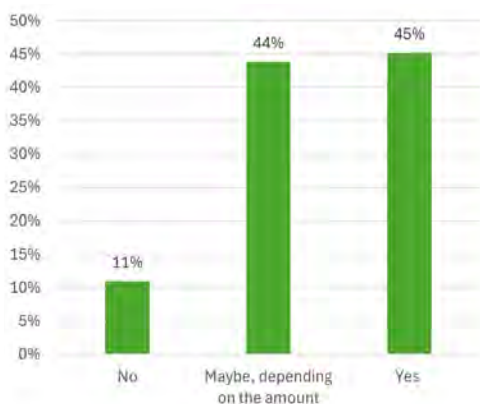
The Town of Sevastopol is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Sevastopol community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF SEVASTOPOL WANT TO GO BY TRAIL:

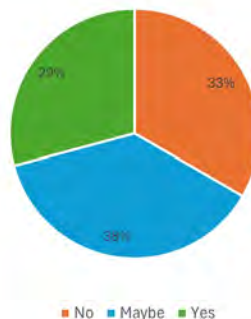


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

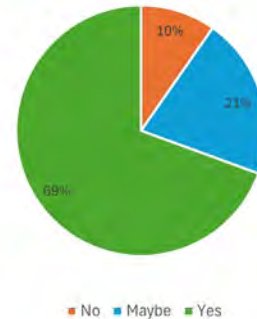


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Creating options for kids and working adults without vehicles is important. We have an efficient highway, but this makes it all but impossible for children living beyond downtown Sturgeon Bay to navigate their community. I would love to see safe options to connect to the schools."

"Access for horse trails! We need more trail riding locations."

"I have biked in Door County since the 1960's and it has gotten increasingly more dangerous to do so due to heavy traffic, inattentive driving habits, and the lack of a safe shoulder. I have significantly curtailed my biking because of the danger."

"Please make safety the main focus. I am deeply concerned about accidents and harm or death of pedestrians and bikers."

"Some current options for walking/biking just are not safe. Example – Bay Shore Drive North from Sturgeon Bay. What can be done to enhance the recreational experience on this route and others like it?"

"The natural beauty we have here is breathtaking. A connected trail system the whole length of the county would bring tourists here to use the system while also benefiting locals."

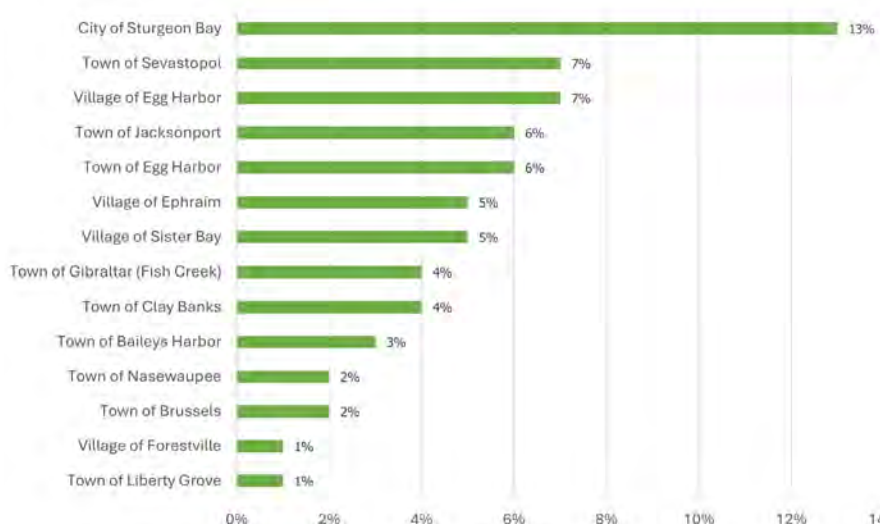
"We are a tourism destination and we lack multi-use silent sport trails compared to many other tourism destinations. This is a healthy way to get more people enjoying the outdoors and taking in Door County's scenic views."

SUMMARY

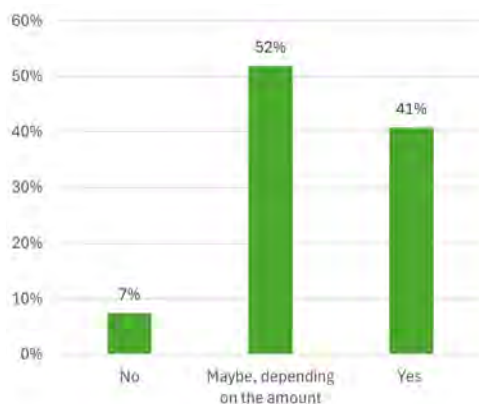
The Town of Sturgeon Bay is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Sturgeon Bay community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF STURGEON BAY WANT TO GO BY TRAIL:

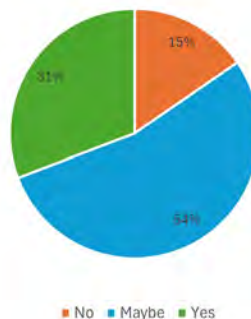


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:



IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Bikers and hikers/walkers don't necessarily share the same goals for trails"

"I believe good trails can create tourism and a sought after destination. A great example is the Heart of Vilas County Trail System"

"I love love love this initiative! A bike share would be a neat feature.... Bikes in a rack that you can rent and return to the same or other rack at your destination. Again, doing quite a bit of bike travel, this has been a great way to see a city/area when we have not been able to pack bikes"

"Inter-city bus loop funded by tourism. Decrease traffic congestion and drunk driving. It would set each downtown for tourism access via biking or walking. Consider advocating for a county funded bike share with stations located within each downtown. Tourism kiosks or private company could run rentals of bike/lock/helmets for a small fee or free of charge if funded as part of a safety mitigation plan to decrease crashes"

"This should have been initiated long long long ago before development increases"

"We could also tie in the ATV trail system to expand both trail systems. Opening the ATV trail system up to off-highway dirt bikes and other powersports could help promote tourism and support local businesses"

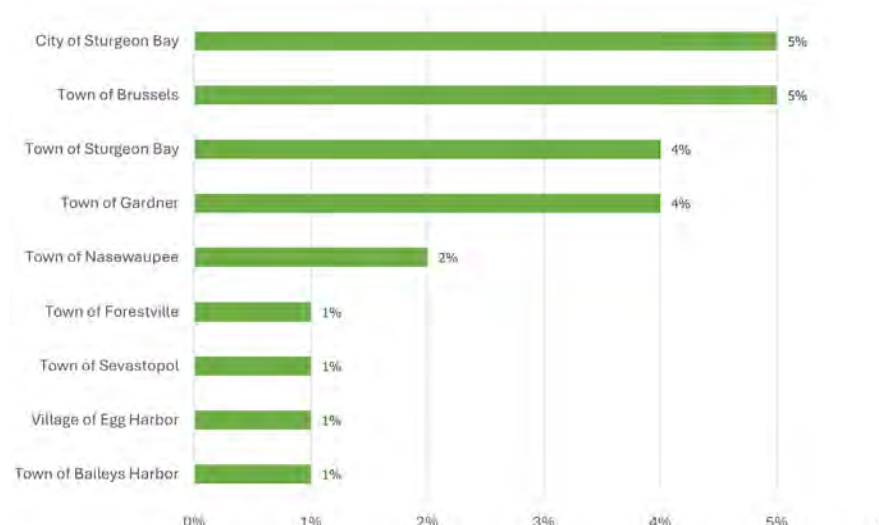
"When thinking about multi-use trails, please consider the equine centered community. There are no trails available for us. We are prohibited from use of any of the existing trails, whether it is in the parks, recreation areas, land trust areas, etc."

SUMMARY

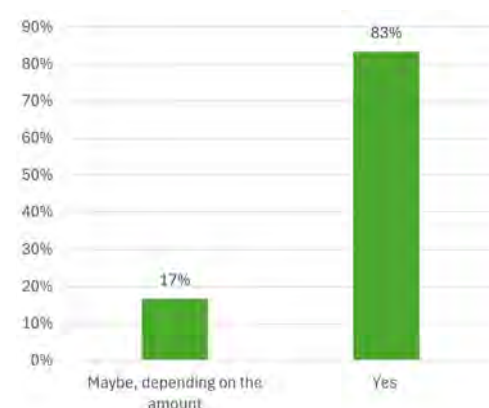
The Town of Union is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Union community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF UNION WANT TO GO BY TRAIL:

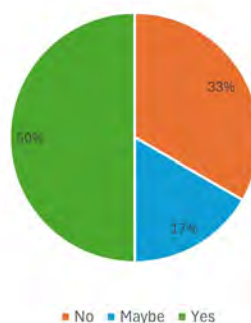


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

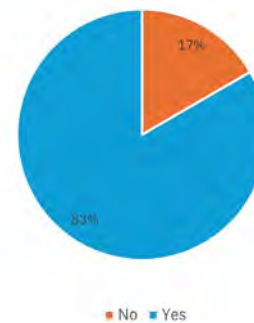


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"In the absence of strong public transportation I think this is a great pursuit. Also contributes to livability, a key factor for recruiting and retaining a younger workforce"

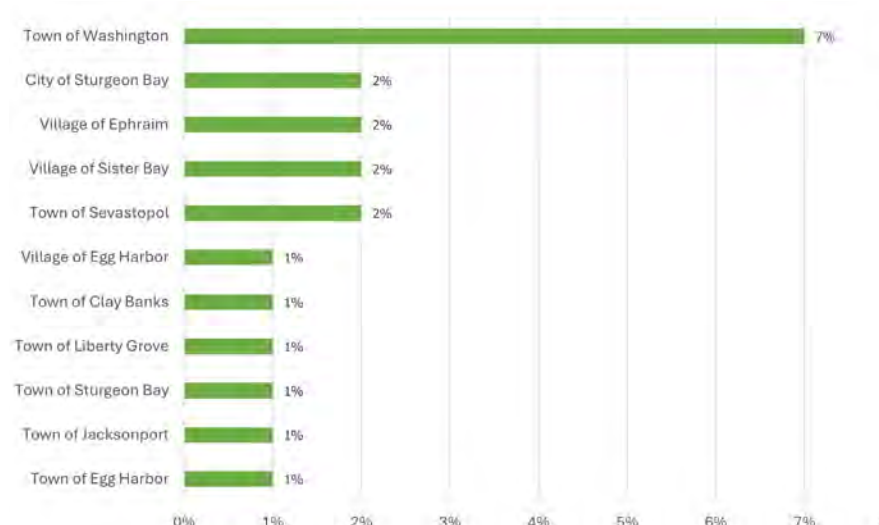
"Southern Door County is highly under-served by safe biking paths. We don't hold as much of the tourism might, but our community would benefit greatly from this amenity, and put it to good use! I would love to start a "bike bus" to school, but safe pathways aren't currently available"

SUMMARY

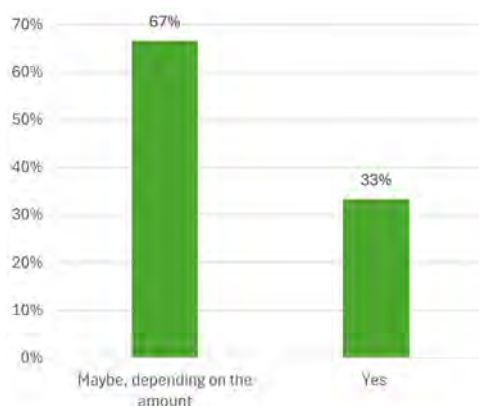
The Town of Washington is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Washington community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF WASHINGTON WANT TO GO BY TRAIL:

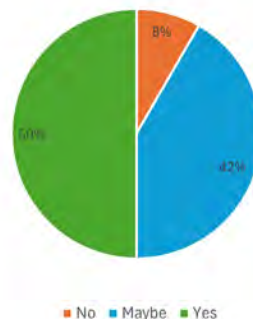


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

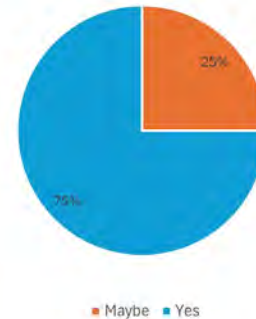


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"No more bikers on door county roads, it's not safe and they don't spend money when riding thru communities"

"Start/end points need to be as carefully planned as the routes themselves, as dumping additional pedestrians/bikes at dead ends (lakefront, residential, existing businesses with parking issues) is just moving a problem elsewhere (congestion)"

"The town of Fort Collins, Colorado, has a very nice bike and walking path system throughout the city. Their trail system could be an inspiration for a functional door country-specific trail system"

"As one of the PE teachers for the Island School, we would utilize a trail system to teach students more about hiking and cross-country skiing to help promote the great outdoors"

VILLAGE OF EGG HARBOR



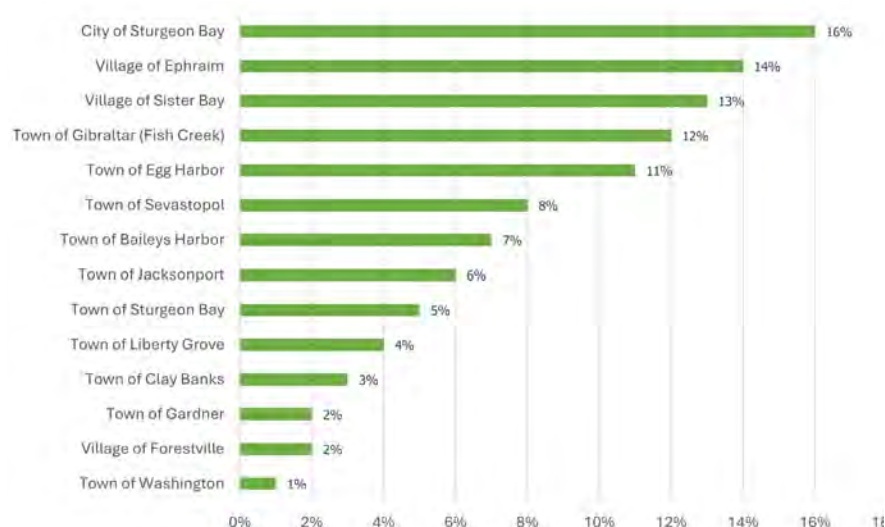
186

SUMMARY

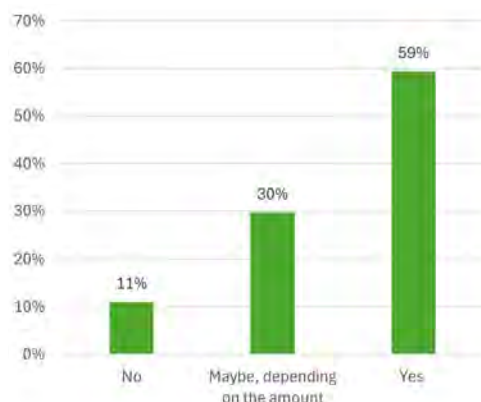
The Village of Egg Harbor is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Egg Harbor community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE VILLAGE OF EGG HARBOR WANT TO GO BY TRAIL:

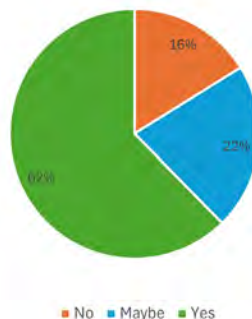


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

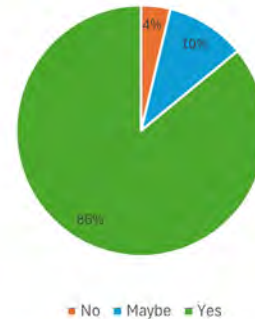


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Greatly needed to allow individuals to move safely through the Door for both recreational and personal use, reducing traffic and increasing safety."

"I have been biking around Door County for many years but feel increasingly unsafe. Bike trails would be so wonderful."

"Improve safety on all roads, especially internal roads. Off road trails along major roads. Widen for bike lanes."

"Please segregate any and all bike and pedestrian trails from roads and streets."

"Just remember not to destroy the nature that you should be protecting. The trail should be designed to avoid cutting down trees where possible."

"Strongly want trails paved for bikes. Only support paved trails."

"Support your efforts. It will help promote tourism and the local economy to have good bike infrastructure."

"We're so happy to see this happening. We'd rather bike places than always having to use our car."

"Let's work on visible quick wins between populated areas first, so that we can gain broader traction for this initiative."

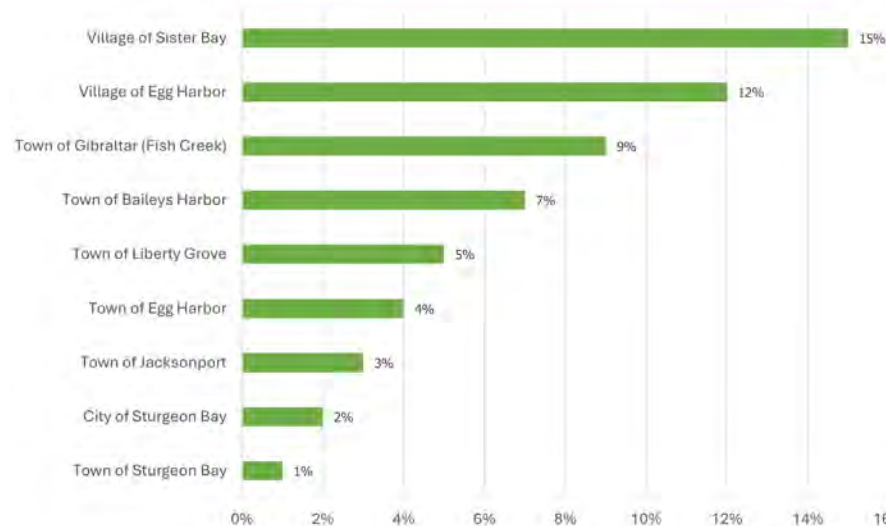
"Talk openly about what trails do for the disabled."

SUMMARY

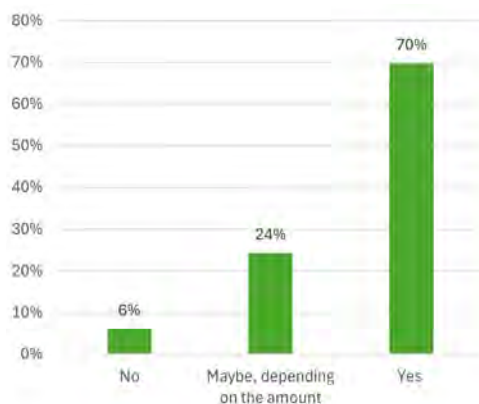
The Village of Ephraim is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Ephraim community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE VILLAGE OF EPHRAIM WANT TO GO BY TRAIL:

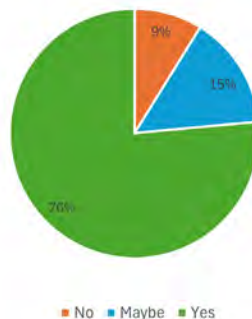


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

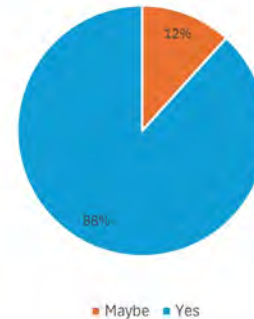


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Connection to state parks as well as villages would be nice as I bike and hike to get outdoors and be active while seeing features"

"Don't use asphalt. It deteriorates too fast and needs costly repairs. A hard surface. I am told asphalt needs car and truck traffic to help the surface. Use crushed limestone. Wider, softer path. Just needs replenishment every few years"

"Please include distinct, painted lane markings on the path to separate people who are walking/jogging from those who are biking. Especially with e-bikes, I see a multi use path with walkers and bikers (of different ages/mobility) without separation as unsafe and a mess"

"Thank you for making this topic a priority. Safety on the congested narrow roads is essential. While accomplishing this objective, is there an option to provide a series of trolleys so tourist will park their cars and visit by riding the trolley from town to town, to the parks and beaches?"

"We reside full-time in the Village of Ephraim specifically off County Q. We want to see this trail go through Q because the two greatest benefits is convenience, access and physical fitness. Please know that there are many people I see walking off Highway Q. So, building trail networks would make it easier to walk and bike where they need to go instead of getting in the car all the time" In addition, it brings zero-emission transportation, improving air quality. Building a multi-use trail through Highway Q corridor will promote for green space and active transport."

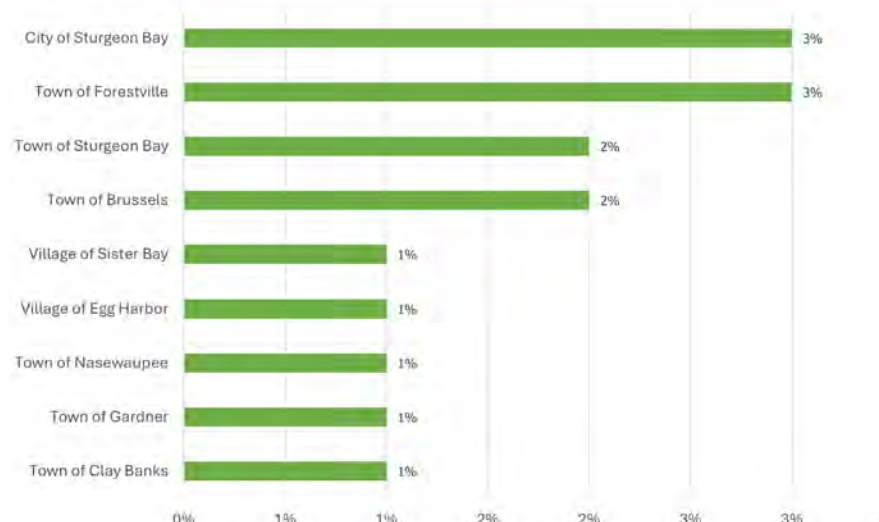
"Yes, please consider a horse trail. You would be amazed at how many riders there are"

SUMMARY

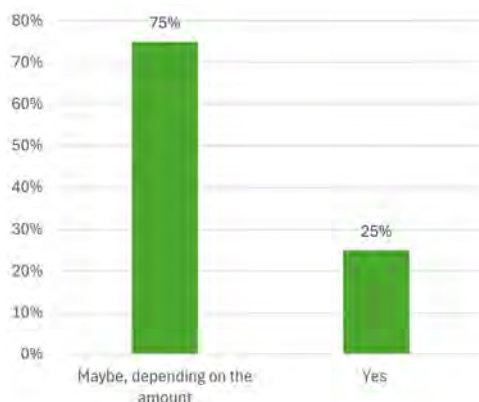
The Village of Forestville is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Forestville community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE VILLAGE OF FORESTVILLE WANT TO GO BY TRAIL:

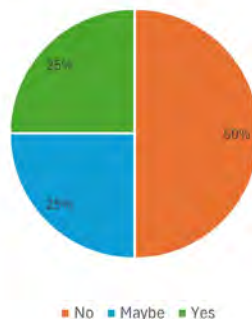


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

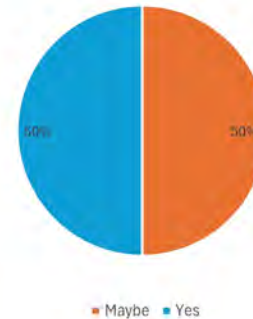


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Trails for horses to go on"

VILLAGE OF SISTER BAY



Total # of Respondents

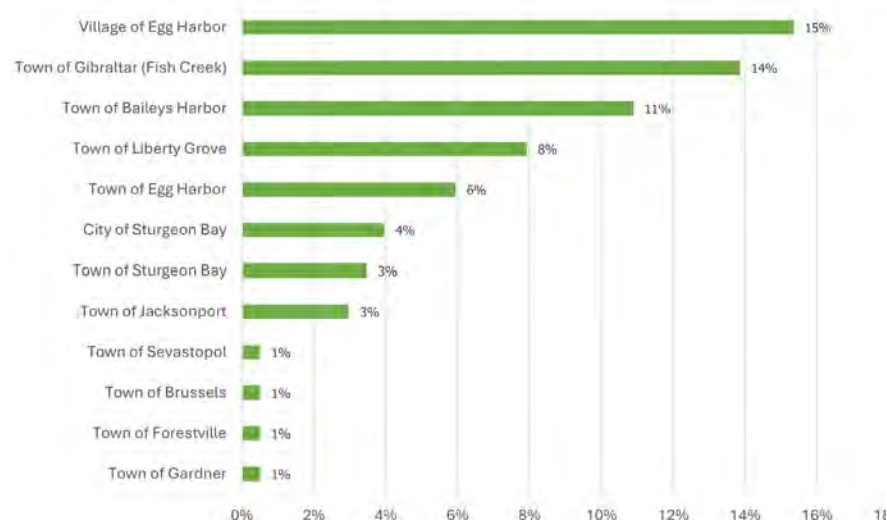
82

SUMMARY

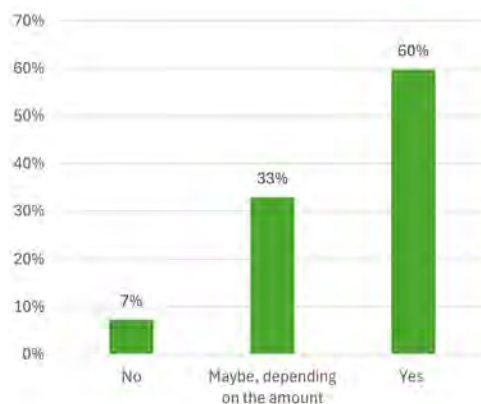
The Village of Sister Bay is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Sister Bay community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE VILLAGE OF SISTER BAY WANT TO GO BY TRAIL:

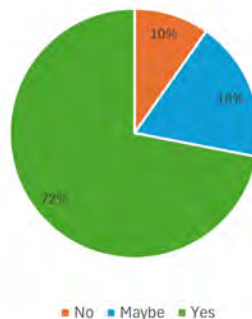


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

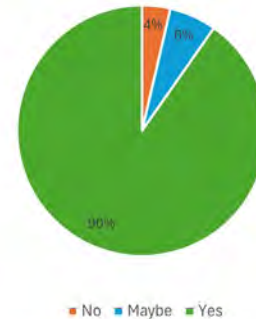


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Because Peninsula State Park is a popular biking hub, priority should be given to trail connections to and from there."

"Besides connecting communities by trail, we also need ways to safely get around and through downtown areas safely on foot or bike."

"Connecting villages seems most important in northern Door, off the highway and crowded roads."

"Designated trails separated from motor traffic are wonderful. Any future separated trail should have minimal driveway crossings to improve safety."

"Many lower income families that are year-round residents may have trouble with user fees. Perhaps a pass system similar to the State Park System would support maintenance while keeping trails accessible."

"Safety! If we can walk or bike safely we are more likely to do that and leave the car at home."

"I want to see equestrian trails included in your thinking."

"Enough money for future preventive maintenance. Trails in the Fox Valley seem to get forgotten about after implementation and degrade until it's time to completely replace them."

"You need to allow E-bikes access. It's the fastest growing transportation category in the U.S., and so many places are frowning on it."

APPENDIX B

RESOLUTIONS OF SUPPORT

TO BE INCLUDED

[UNIT OF GOVERNMENT]

RESOLUTION NO. _____

A RESOLUTION OF SUPPORT FOR THE DOOR COUNTY TRAILS STRATEGIC
TRAILS PLAN

WHEREAS, the (UNIT OF GOVERNMENT) supports plans and programs that promote health, wellness, and provide safe and accessible bicycle and pedestrian travel within and between Door County communities; and

WHEREAS, Door County Trails (DCT) is a volunteer-led nonprofit organization working to develop a unified countywide network of safe and accessible multi-use bicycle and pedestrian trails connecting people, communities, and places throughout the Door Peninsula; and

WHEREAS, DCT envisions a countywide trail network as an integral part of everyday recreation and transportation, inspiring people to embrace cycling and walking for freedom, health, and happiness; and

WHEREAS, DCT brings together community leaders, municipal officials, partners, and residents to advance a shared vision for development of a countywide bicycle and pedestrian trail network by serving as an information resource, identifying funding opportunities, assisting with grant applications and; helping communities coordinate and develop trail planning efforts; and

WHEREAS, DCT has prepared a Strategic Trails Plan, developed through a collaborative planning process including public open house information sessions, review of existing trail plans and studies, an online trail survey, and an analysis of trail needs and opportunities; and

WHEREAS, the Strategic Trails Plan includes plan maps showing the results of the planning process including, commonly requested (general locations) of bicycle and pedestrian travel corridors, desired trail destinations, and locations where improved trail safety or connectivity could support everyday travel; and

WHEREAS, the Strategic Trails Plan is intended to serve as a planning tool for use by Door County municipalities as they consider future trail development; and

WHEREAS, the Strategic Trails Plan supports coordination and collaboration between neighboring municipalities where future trail routes cross jurisdictional boundaries; and

WHEREAS, DCT is establishing a Community Trail Partners Working Group, which is anticipated to meet quarterly each year, and be comprised of two (2) representatives from each Community Partner, to include Door County municipalities for the purpose of sharing information, identifying opportunities for collaboration, and discussing funding opportunities for trail projects; and

WHEREAS, the (UNIT OF GOVERNMENT) supports the DCT Strategic Trails Plan and will use it as a guide when planning bicycle and pedestrian trail projects.

NOW THEREFORE BE IT RESOLVED BY THE (UNIT OF GOVERNMENTAL) AS FOLLOWS:

1. THE (UNIT OF GOVERNMENTAL) supports the DCT Strategic Trails Plan.
2. The (UNIT OF GOVERNMENTAL) will appoint two municipal representatives to serve on the DCT Community Trail Partners Working Group.
3. That this Resolution shall become effective upon its adoption.

Adopted this ____ day of _____, 2026.

Chief Elected Official

ATTEST:



STAFF REPORT

Date: September 15, 2026

To: Village Board
Re: Proclamation Honoring Joy Lang
Author(s): Benjamin Andrews, Village Administrator

Attached is a proclamation honoring Joy Lang. In the State of Wisconsin, the Village President's powers include issuing ceremonial proclamations at Village Board meetings. No formal motion is required, but a formal could be made by the Village Board acknowledging the proclamation if it so chooses.



**PROCLAMATION
HONORING JOY LANG
VILLAGE OF SISTER BAY, WISCONSIN**

WHEREAS, the Village of Sister Bay is enriched by the dedication of community members who generously give their time, talent, and care to enhance the beauty and vitality of our public spaces; and

WHEREAS, Joy Lang has, over many years, provided exceptional volunteer service in support of the Village's floral displays, contributing countless hours to planting, maintaining, and caring for the flowers that welcome residents and visitors throughout the community; and

WHEREAS, her commitment to beautification has significantly improved the charm and character of Sister Bay's parks, streetscapes, and gathering places, fostering a welcoming environment and strengthening community pride; and

WHEREAS, the Village of Sister Bay has formally identified recognition of Joy Lang as a matter of important and acknowledges sustained and meaningful contributions; and

WHEREAS, Joy's work exemplifies the spirit of volunteerism, demonstrating how individual dedication can positively influence the community and inspire others to get involved;

NOW, THEREFORE, the Village of Sister Bay hereby proclaims its sincere appreciation to Joy Lang for her long-term volunteer efforts and her outstanding stewardship of the Village's floral displays. The Village extends its gratitude and celebrates her enduring commitment to making Sister Bay a more vibrant, welcoming, and beautiful place for all.

Nate Bell, Village President

Date



STAFF REPORT

Date: September 15, 2026

To: Village Board
Re: Village President's Appointment
Author(s): Benjamin Andrews, Village Administrator

The Village President's powers include appointments to Village Committees and Commissions; the appointment must be confirmed by the Village Board.



STAFF REPORT

Date: September 15, 2026

To: Village Board
Re: Friends of the Ice Rink; Project Updates
Author(s): Benjamin Andrews, Village Administrator

The Friends of the Ice Rink are seeking to provide project updates at the September 15th, 2026 Village Board meeting.



STAFF REPORT

Date: September 15, 2026

To: Village Board

Re: Operational Agreement; Sister Bay Advancement Association

Author(s): Benjamin Andrews, Village Administrator

BACKGROUND INFORMATION

The Parks, Property & Streets Committee conducted its annual review of the Sister Bay Advancement Association (SBAA) Operational Agreement at its August 3, 2026 meeting. The Committee reviewed the SBAA's proposed revisions to the agreement, which were submitted to Village staff on June 4, 2026. The SBAA's cover letter explains that the proposed updates are intended to simplify administration, provide continuity, and reflect the Association's current event programming. Key areas of the agreement reviewed by the Committee included renewal provisions, annual contribution methodology, annual event schedule, and administrative/operational updates.

AGREEMENT INFORMATION

Below is a list of changes to the agreement:

1. Renewal Language:

SBAA requested that the agreement shift to an evergreen annual renewal structure unless reviewed, amended, or terminated by either party. The Committee agreed with this concept and directed staff to ensure the renewal clause includes a 60-day notice period for either party to initiate renegotiation, subject to legal review.

2. Termination:

The Committee recommended extending the termination notice to 120 days, providing both parties additional time for transition planning if the agreement is ended.

3. Annual Contribution:

Historically, SBAA's funding has been tied to 12% of room tax receipts. After discussion, the Committee determined that switching to a fixed annual contribution provides greater predictability for both SBAA and the Village's budgeting process. The Committee unanimously recommended setting the 2027 annual contribution at \$72,000.

4. Annual Event List:

SBAA proposed updates to reflect current programming and to clarify that events may be affected by weather, public safety, or other operational constraints. Events include long-standing activities such as the Easter Egg Hunt, Concerts in the Park, Fall Fest, Capture the Spirit, Winter Wellness Weekend, and newer programs such as the New Year's Eve Cherry Drop.

5. Other Administrative Updates

The agreement continues provisions regarding:

- Use of Village facilities without rental fees for SBAA-sponsored events
- Insurance and indemnification requirements
- Annual and quarterly reporting
- Visitor Center operations
- Wristbanding procedures for Fall Fest
- Cooperative signage practices

These provisions remain consistent with prior agreements and current practice.

COMMITTEE RECOMENDATION

The Parks, Property & Streets Committee voted unanimously to recommend approval of the updated SBAA Agreement to the Village Board, pending legal review, with the following explicitly recommended modifications:

- Fixed annual contribution of \$72,000
- Automatic annual renewal with 60-day notice for renegotiation
- 120-day termination notice by either party

Legal counsel has reviewed the updated agreement, and no material changes were required prior to forwarding the agreement to the Village Board.

FISCAL IMPACT

The Village's annual contribution of \$72,000 has been incorporated into the draft 2027 budget. Additional in-kind support, such as signage, utilities, waste removal, and event support, remains unchanged from past practice and is accounted for in departmental operational budgets.

STAFF RECOMMENDATION

Village Staff recommends that the Village Board **approve** the updated SBAA 2027 Operational Agreement as presented. The agreement reflects an ongoing strong partnership, updates outdated sections, clarifies event-related obligations, and provides predictable financial planning for both parties.

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

"I move to approve the Sister Bay Advancement Association Operational Agreement as presented."

ATTACHMENT(S)

1. SBAA Operational Agreement
 - a. Clean
 - b. Red-Lined

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

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

RECITALS

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

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

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

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

ARTICLE I: TERM AND TERMINATION

Section 1.1-Term: The term of this Agreement shall be for a period commencing as of the effective date of signature hereof and ending December 31, 2027.

Section 1.2 - Renewal: This Agreement shall automatically renew for successive one (1) year periods, unless either party provides written notice of its intent to reconsider or modify the agreement at least sixty (60) days prior to the end of the then-current term.

Section 1.3 - Termination: This Agreement may be terminated by either party hereto at any time upon 120-days' prior written notice to the other party. No further funding will be paid by the Village to the Association after the 120-day notice period terminates.

ARTICLE II: PROMOTIONAL SERVICES

Definitions:

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

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

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

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

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

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

Section 2.3 -Promotion Through Visitor Services: The Association shall operate a Visitor Center in a facility located in the Village of Sister Bay. Services rendered through the Visitor Center shall include but not be limited to production of publications, distribution, administration, and other activities related to the operation and provision of services related to tourism development and enhancement and promotion of the SBAA's members and the Village of Sister Bay.

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

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

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

ARTICLE III: USE OF PUBLIC FACILITIES

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

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

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

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

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

Section 3.5 - Signage: For events sponsored in whole or in part by the Association under this Agreement, the Village shall provide access to and the use of the designated temporary banner locations located throughout the Village without fee or charge. Where practical, the Village and the Association shall jointly produce and share costs of co-located banners where and when events produced by the Association and Village fall on similar days.

ARTICLE IV: INSURANCE AND INDEMNIFICATION

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

ARTICLE V: ANNUAL CONTRIBUTION

Section 5.1 - Annual Contribution:

- **Direct Contribution:** The Village will provide a direct annual contribution of \$72,000.
- **Other remuneration,** including continued event support for traffic control, signage, solid waste removal from event grounds, Village Utilities on event grounds, (where available), and use of the Old School House Visitor Center will be provided by the Village to the SBAA. The Village will print maps and flyers/posters for the Annual Rummage sale.

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

Section 5.3 – Annual Reporting: The Association shall report to the Village on an annual basis (which report must be submitted by February 1, 2027 and February 1 of each subsequent year of this agreement), the success of the events sponsored by it in the previous year under this Agreement. This report shall include event revenues, expenses.

ARTICLE VI: MISCELLANEOUS PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

VILLAGE OF SISTER BAY

By: _____ Date: _____

Nate Bell, Village President

ATTEST:

Julie Thyssen, Village Clerk

SISTER BAY ADVANCEMENT ASSOCIATION

By: _____ Date: _____
Nora Zacek, President

By: _____ Date: _____
SBAA Vice President

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

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

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- Winter Wellness Weekend

~~–The New Year's Eve Cherry Drop~~

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

ARTICLE V: ANNUAL CONTRIBUTION

Section 5.1 - Annual Contribution:

- **Direct Contribution:** The Village will provide a direct annual contribution of ~~\$72,000~~ twelve percent (12%) of the Village's 2025 room tax proceeds. The Finance Director will see that the applicable data is provided to the SBAA Coordinator in as timely a fashion as possible.
- **Other remuneration,** including continued event support for traffic control, signage, solid waste removal from event grounds, Village Utilities on event grounds, (where available), and use of the Old School House Visitor Center will be provided by the Village to the SBAA. The Village will print maps and flyers/posters for the Annual Rummage sale.

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Section 5.3 – Annual Reporting: The Association shall report to the Village on an annual basis (which report must be submitted by February 1, 2027 and February 1 of each subsequent year of this agreement), the success of the events sponsored by it in the previous year under this Agreement. This report shall include event revenues, expenses.

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

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

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

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

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

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

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

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

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

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

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

Section 6.10 - Entire Agreement: This Agreement contains the entire agreement between the parties with respect to the transactions contemplated by this Agreement and

matters related thereto and does hereby supersede and render null and void and of no further force or effect any and all prior agreements, drafts of agreements, and understandings between the parties.

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

VILLAGE OF SISTER BAY

By: _____ Date: _____

Nate Bell, Village President

ATTEST:

~~Interim~~ Julie Thyssen, Village Clerk

SISTER BAY ADVANCEMENT ASSOCIATION

By: _____ Date: _____

Nora Zacek, President ~~Tonya Crowell, President~~

By: _____ Date: _____

SBAA Vice President ~~Nora Zacek, Vice President~~



STAFF REPORT

Date: September 15, 2026

To: Village Board

Re: Agreement, Village Administration Building; Wold Architects and Engineers

Author(s): Benjamin Andrews, Village Administrator

BACKGROUND INFORMATION

The Village issued a Request for Proposals on May 5th, 2026, seeking architectural and engineering services for the design of a new Village Administration Building. The Parks, Property, and Streets Committee received fifteen proposals and narrowed the field to four finalists: Birchbach and Associates, the Bolt Company, Somerville, and Wold Architects & Engineers. Following an apples-to-apples comparison prepared by Village Staff, the Committee recommended Wold as the preferred firm based on breadth of services and competitive cost. At its August 18th, 2026 meeting, the Village Board formally accepted the Committee's recommendation and selected Wold Architects and Engineers as the preferred firm.

CONTRACT REVIEW

Following the Village Board's acceptance of the proposal, Village Staff coordinated with Wold to prepare the formal contract (AIA B101-2017). As directed by the Village Board, Trustee Heidler reviewed the contract prior to bringing it forward for approval. The Board's discussion at the August 18th meeting included several contract-related matters, such as the need to obtain updated certificates of insurance prior to execution and the monthly payment structure tied to proportional progress. Trustee Heidler indicated he would carefully review the contract, and Staff committed to returning it to the Board after legal and Trustee review. Trustee Heidler has now completed his review. In his communication, he noted there were no major concerns with the agreement. He did, however, highlight several areas the Village should be aware of as the project progresses. Staff has reviewed those items and does not believe any of them warrant changes to the contract or delay in project initiation. Below, the review is hyperlinked:

[AIA Contract Reviewed by Trustee Heidler](#) (Copy retained in meeting folder for record retention).

ADDITIONAL INFORMATION

Project Coordination

The Village Administrator met with Wold's representative to discuss project expectations and next steps. Wold indicated they would like to schedule an introductory kick-off meeting with Village representatives to kick-off the project.

Wold has provided availability on the following dates for the introductory meeting:

- September 22
- September 25
- September 31

Steering Committee Consideration

Large capital projects typically benefit from a steering committee to help guide planning, provide feedback, and participate in facility tours that help establish baseline expectations. A steering group ensures continuity of input and supports decision-making as design concepts evolve. If the Village Board wishes to establish a steering committee for the Administration Building project, ***members must be identified***. The commitment is generally one meeting every 2–3 weeks throughout the design phase, along with participation in tours of other municipal facilities. Village Staff recommends the Board discuss whether a steering committee should be formed and, if so, identify the individuals to serve.

Contract Components and Background Information

The contract establishes a fixed fee of \$120,000 for basic architectural services, with reimbursable expenses not to exceed \$7,000, for a maximum contract amount of \$127,000. It incorporates the Village's RFP (Exhibit A) and Wold's proposal (Exhibit B), both of which respond to the Administration Building Needs Assessment previously developed by Staff. The agreement outlines Wold's responsibilities across schematic design, design development, construction documents, bidding, and construction administration. It also incorporates insurance requirements and owner responsibilities typical for public projects.

STAFF RECOMMENDATION

Village Staff recommends that the Village Board:

1. Accept the Wold Architects & Engineers contract for Architecture/Engineering services related to the Village Administration Building;
2. Select a date for the introductory kick-off meeting with Wold (September 22, 25, or 31); and
3. Discuss and provide direction on whether to establish a steering committee, including identifying committee members if desired.

ATTACHMENT(S)

1. Wold Architects & Engineers AIA B101-2017 Contract



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.

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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

Init.

§ 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

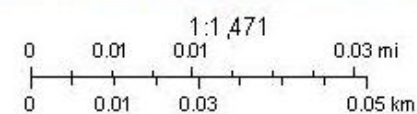
- Other needs or considerations from governing bodies and/or the public input...

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	Undesignated	Undesignated - Future Staffing Growth (if App) OR Temp. Storage	- 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	Undesignated	Undesignated - Future Staffing Growth (if App) OR Temp. Storage	- 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



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

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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 style="width: 100%;"> <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			Y	Y	PSB0004011	9/1/2025	9/1/2026	EACH OCCURRENCE		\$ 2,000,000		
	☐	CLAIMS-MADE	☒	OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)		\$ 1,000,000		
	☒	Contr Liab per								MED EXP (Any one person)		\$ 10,000		
	☒	Policy & XCU								PERSONAL & ADV INJURY		\$ Incl in Ex Occur		
	GEN'L AGGREGATE LIMIT APPLIES PER:									GENERAL AGGREGATE		\$ 4,000,000		
	☐	POLICY	☒	PRO-JECT						☒	LOC	PRODUCTS - COMP/OP AGG		\$ 4,000,000
	☐	OTHER:										\$		
	A	☒	AUTOMOBILE LIABILITY							Y	Y	PSA0001561	9/1/2025	9/1/2026
☐		ANY AUTO			BODILY INJURY (Per person)		\$							
☐		OWNED AUTOS ONLY	☐	SCHEDULED AUTOS	BODILY INJURY (Per accident)		\$							
☐		HIRED AUTOS ONLY	☐	NON-OWNED AUTOS ONLY	PROPERTY DAMAGE (Per accident)		\$							
☐			☐				\$							
☐			☐				\$							
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A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				Y	Y	PSW0002147	9/1/2025	9/1/2026	☒	PER STATUTE	☐	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below									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

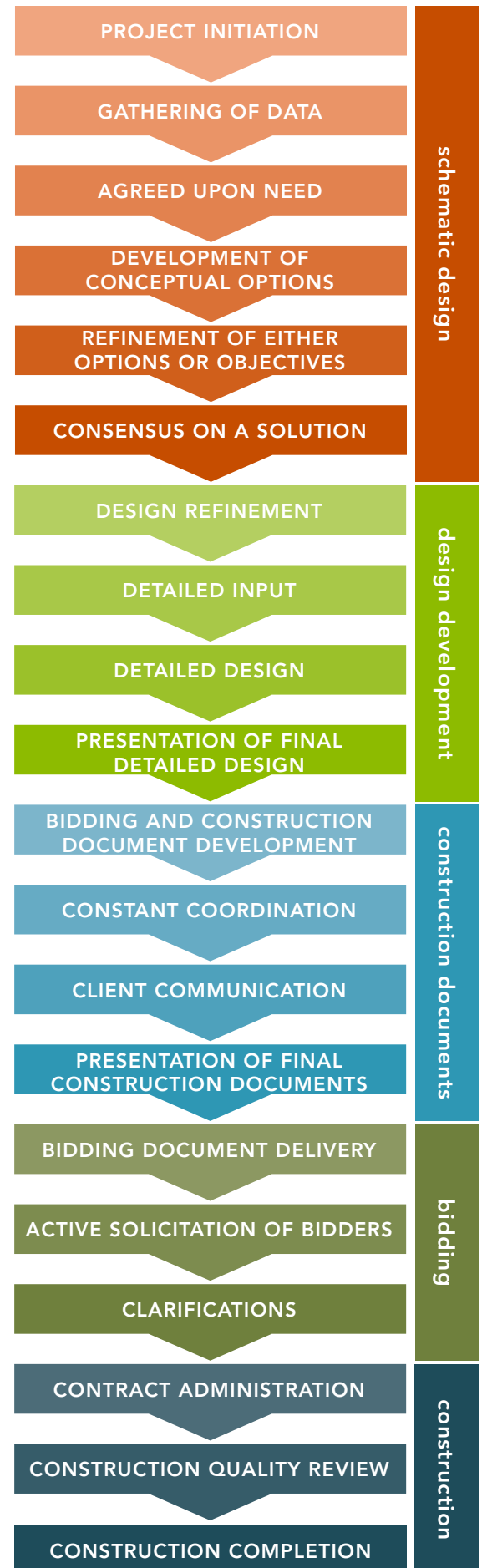
We will follow up that initial planning exercise with a construction documentation process forged by over 58 years of focusing on public sector architectural and engineering services. We know how to detail and specify materials so that they can be affordable, maintainable, long-lasting, and aesthetically-pleasing. 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.

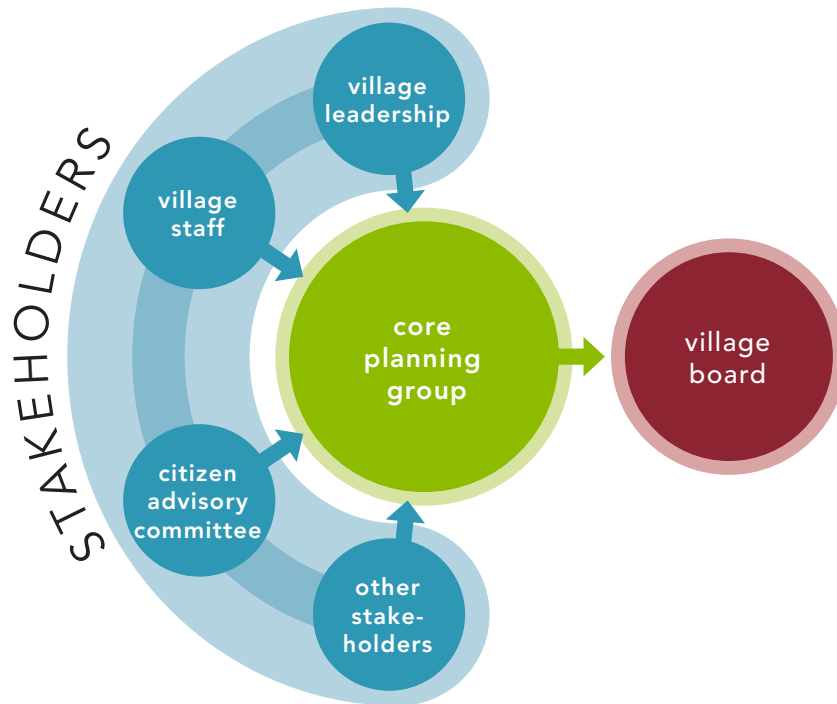
your ongoing ally

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:

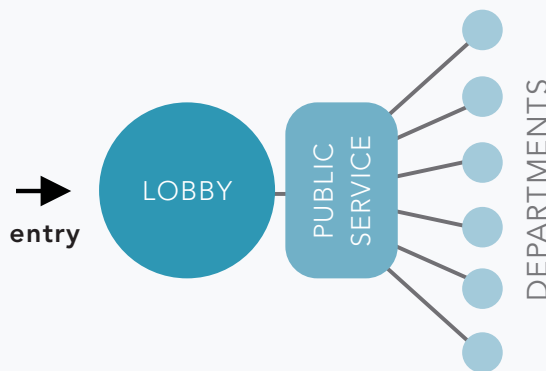
- Planning your village hall to fit into your operational needs, overall Village functions and mission. We listen to your goals and respond with design solutions.
- Challenging operational approaches to determine functional models for the Village of Sister Bay at appropriate settings.
- Testing the design 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.

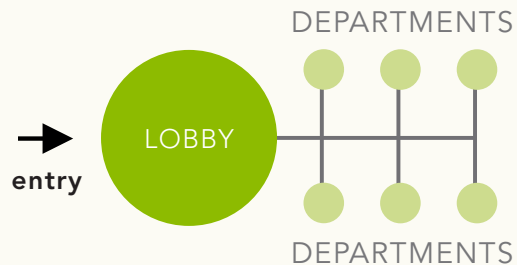
central

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.





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

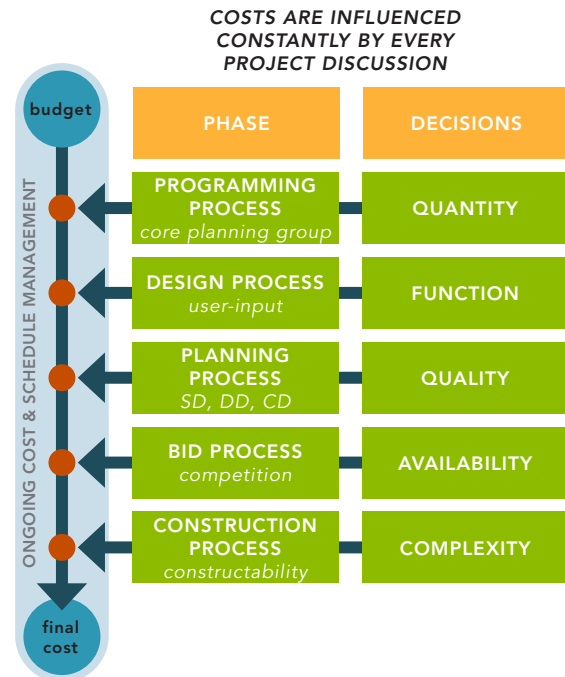
DETERMINING AND MAINTAINING YOUR SCHEDULE & BUDGET

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

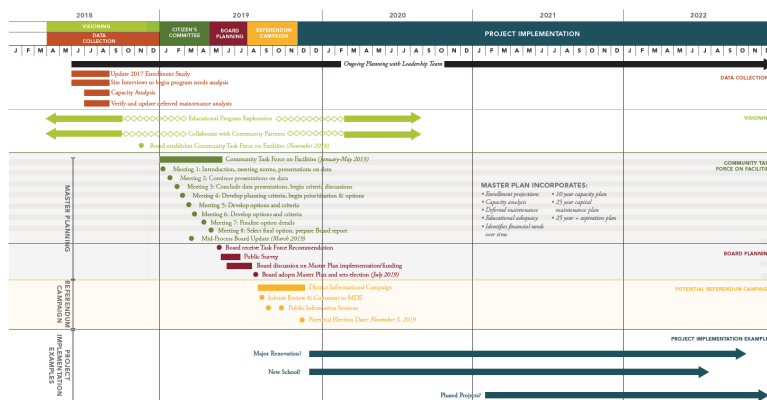
substantial completion

- 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

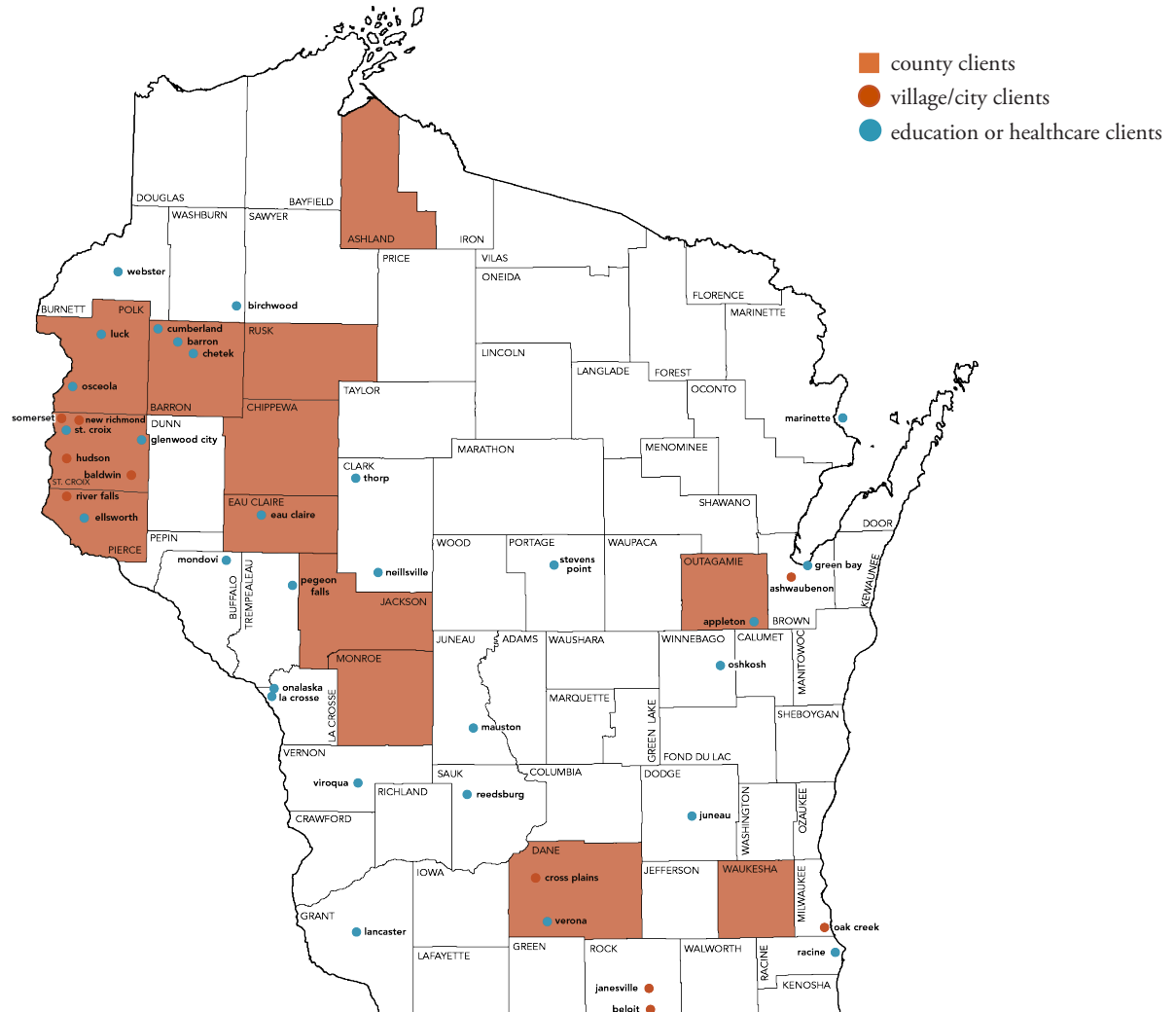
Wold partnered with the City of Carver to design a new City Hall that replaces the City's aging former facility with a building better suited to current operations, community use, and long-term civic needs.

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
bmccandrews@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: September 15, 2026

To: Village Board

Re: Declaration of Easement; Boathouse Improvement Project

Author(s): Benjamin Andrews, Village Administrator

BACKGROUND INFORMATION

The Sister Bay Marina Club, standing committee of the Sister Bay Historical Society, has requested Village approval of a no-build easement to support renovation work on the Boathouse building, which will become the Waterfront Museum. The request was submitted to the Village on August 8, 2026. The project team indicated that the easement is required by the State of Wisconsin as part of its building plan review. Specifically, the easement will allow for window openings on the south wall of the Boathouse without requiring construction of a fire-rated block wall. The Village owns both parcels affected by the proposed easement, the Boathouse parcel and the parcel immediately to the south, making this approval procedurally straightforward. The Historical Society notes that timely review will help the project maintain its planned late-fall construction start.

On August 13, 2026, the Village formally contacted Attorney Randy J. Nesbitt, Conway, Olejniczak & Jerry, S.C., requesting assistance with drafting a no-build easement along the south side of the Village-leased Boathouse. Legal counsel provided the Village with a formal Declaration of Easement. Key provisions of the declaration include:

1. Grant of Easement: The Village establishes a permanent no-build easement across the north 15 feet of the Village Hall Parcel, directly adjacent to the Boathouse Building, benefiting the use and development of the Boathouse Parcel.
2. Limitation of Use: No building or development is allowed within the easement area for as long as the Boathouse structure remains standing.
3. Termination: The easement cannot be terminated without written consent of the Village Board; it is tied to building approval requirements.
4. Covenants Running with the Land: All terms bind future heirs, successors, assigns, and relevant state agencies.

5. Governing Law & Public Dedication: The easement is governed by Wisconsin law and does not constitute any public dedication.

The document is prepared for execution by the Village President and Village Clerk and includes notary provisions.

The easement request is consistent with the project team's construction and design needs and aligns with state building review requirements. The draft Declaration of Easement provided by legal counsel achieves the goals described in the Village's August 13th request and is compatible with the governing Lease and Operational Agreement. No conflicts with existing project obligations were identified.

The easement area differs slightly from the 10-foot easement initially requested (legal counsel prepared a 15-foot easement). The Board may wish to confirm whether the additional 5 feet provides operational or regulatory benefit or whether adjustment is desired.

STAFF RECOMMENDATION

Village Staff recommends that the Village Board review and approve the Declaration of Easement as provided by legal counsel.

If approved, the next steps would be to

1. Execution of the easement via signature the Village President and Village Clerk and SBHS.
2. Staff would then coordinate recording of the executed document with the appropriate county office.
3. Notify the Sister Bay Historical Society upon completion so they may proceed with state permitting.

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

"I move to approve the Declaration of Easement as presented by legal counsel for the Boathouse project."

ATTACHMENTS

1. Letter from Sister Bay Marina Club
2. Letter from VOSB to Legal Counsel
3. Declaration of Easement

Letter from Sister Bay Marina Club



August 8, 2026

Ben Andrews, Village Administrator
Village of Sister Bay
2383 Maple Drive
Sister Bay, WI 54234

Dear Ben,

The Waterfront Museum Construction Project Team respectfully requests the Village's approval of a **10-foot no-build easement** along the **south side of the Village-leased Boat House Building**. As you may know, the State of Wisconsin requires documentation of this easement condition as part of its review of our construction plans for the renovation of the Boat House into the future Waterfront Museum. This easement is being requested so that we do not have to have a full block wall for fire protection and allows for design of windows along the south wall. Attached are the current plans that show the southside elevation and details.

Because the Village owns both the Boat House property and the parcel immediately south of the building, we anticipate that establishing this easement should be a straightforward approval. The easement is essential to the museum's design: it will allow the installation of south-facing windows that provide natural daylight to the exhibit spaces and create an exterior viewing opportunity for visitors walking along the waterfront. These windows are a key part of making the museum welcoming, accessible, and visually connected to the shoreline. We kindly request a timely written approval of the 10-foot no-build easement so we may include it in our state permitting package. Receiving this confirmation soon will allow us to remain on schedule and work toward a late-fall construction start.

Thank you for your continued partnership and support of this project. We appreciate the Village's collaboration in bringing the Waterfront Museum to life and look forward to completing this next step together.

Sincerely,

Laurie Zelnio, Chair, Sister Bay Marina Club

Standing Committee of the Sister Bay Historical Society

Tele – 309.235.7835 Email: LaurieZelnio@gmail.com

Museum Project Construction Committee

Scott Heidler, Vice-Chair - Tele – 630.712.4009 Email: scott@heidlerhardwood.com

Russ Forkert - Tele – 920.421.0300 Email: russ@yachtworks.com

Mike Peot - Tele – 920.421.0477 Email: mcpeot@icloud.com

Mike Kahr, Engineer - Tele – 920.421.1001 Email: mikekahr@gmail.com

Marc Isaksen, Architect - Tele – 239.269.0728 Email: midarchitect@gmail.com

Letter from VOSB to Legal Counsel



8/13/2026

Randy J. Nesbitt
Conway, Olejniczak & Jerry, S.C.
231 South Adams Street
Green Bay, WI

RE: Easement for Sister Bay Historical Society's Boathouse Project; Parcel: 181-00-05312841N1

Dear Mr. Nesbitt,

I'm writing to request your assistance in drafting a 10-foot no-build easement along the south side of the Village-leased Boathouse. This easement is required by the State of Wisconsin as part of its review of the construction plans for the Waterfront Museum renovation. The museum project team has formally requested this approval, noting that the easement will allow window installation on the south façade without requiring a full fire-rated block wall.

To help frame the legal context, here is a summary of the existing agreements governing the project:

1. **Lease Agreement:** Between the Village of Sister Bay and the Sister Bay Historical Society, the Lease grants the Society a 30-year term to remodel and operate the Boathouse as a waterfront museum, with automatic 10-year renewals. The Village owns both the Boathouse parcel and the adjacent southern parcel. The Lease requires adherence to the Operational Agreement and Development Agreement and establishes conditions for remodeling, museum operations, insurance coverage, access, and termination.
2. **Operational Agreement:** This Agreement defines operational responsibilities for the renovation and ongoing management of the museum. It outlines the Village's obligations (lawn mowing, snow removal, insuring the Boathouse) and the Operator's obligations (utilities, maintenance, staffing, permitting, insurance requirements). It also reaffirms that the Village is not entering into a joint venture and that amendments must be executed in writing.

Given that the Village owns both parcels affected by the easement and that the easement will be incorporated into state permitting documents, I would appreciate your assistance with:

1. Drafting the formal 10-foot no-build easement, suitable for approval by the Village Board;
2. Ensuring compatibility with the existing Lease and Operational Agreement;
3. Confirming any additional legal steps or filings required to record or formalize the easement.

The project team is aiming for a late-fall construction start, so timely preparation of this easement document would help keep the project on schedule.

Please let me know if you need any additional documents or details. Thank you in advance for your guidance.

Regards,

Benjamin Andrews

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

Attachments Included:

- Letter from Sister Bay Historical Society
- Renderings
- Executed Lease Agreement
- Executed Operational Agreement

CC'ed: John Lijewski, Sister Bay Historical Society

VILLAGE OF SISTER BAY
2383 MAPLE DRIVE – PO BOX 769 – SISTER BAY, WI 54234 – (920) 854-4118
WWW.SISTERBAYWI.GOV

DECLARATION OF EASEMENT

The **Village of Sister Bay, (“Village”)**, as grantor and declarant, hereby creates a permanent easement as described below:

RECITALS

A. Village is the owner of a parcel of real estate located in the Village of Sister Bay, WI and described as Lot 2 of CSM No. 2939, Vol. 18, P.27, Door County Records, Tax Parcel No. 1810005312841P2; The “Village Hall Parcel”.

B. Village is also the owner of an adjacent parcel to the North known as the “Boathouse Parcel”, Tax Parcel No. 1810005312841N1.

C. Village has been requested to approve a no-build easement on the northerly 15 feet of the Village Hall Parcel to assist in accommodating remodeling plans for the boathouse on the Boathouse Parcel.

Name and Return Address

Atty. Randall J. Nesbitt
Conway, Olejniczak & Jerry, SC
P.O. Box 23200
Green Bay, WI 54305-3200

2811085020104A

1810005312841N1

Parcel Identification Numbers (PIN)

DECLARATION

NOW, THEREFORE, in consideration of mutual covenants and agreements contained herein the Grantor declares as follows:

1. Grant of Easement: Village of Sister Bay hereby declares and establishes a permanent easement prohibiting any building or construction on and across that portion of the North 15 feet of Lot 2 of CSM No. 2939, Vol. 18, P.27, Door County Records, Tax Parcel No. 1810005312841P2, known as the “Village Hall Parcel”, which is adjacent to the Boathouse Building, granting such privileges to benefit the use and development of the Boathouse Parcel.

2. Limitation of Use: There shall be no building or development of the North 15 feet of that part of the Village Hall Parcel which is adjacent to the Boathouse Building, for so long as such structure remains standing.

4. Termination of Easement. Because the creation of this easement is a condition of a building approval, this Easement shall not be terminated without the written consent of the Village Board of the Village of Sister Bay.

5. Covenants Run With the Land: All the terms and conditions of this document, including the benefits and burdens, shall run with the land and be binding upon, inure to the benefit

of, and be enforceable by the parties and their respective heirs, successors or assigns, and well as the State of Wisconsin Department of Professional Services or its successor.

6. Governing Law: This document shall be construed and enforced in accordance with the laws of the State of Wisconsin.

7. No Public Dedication: Nothing in this agreement shall be deemed to be a gift or dedication of any of the portion of the easement tract or the easement granted under this agreement to the general public or for any public purpose whatsoever.

IN WITNESS WHEREOF, the parties have hereunder set their hands and seals this _____ day of _____, 2026.

Village of Sister Bay

By: Nate Bell, Village President

By: Julie Thyssen, Village Clerk

STATE OF WISCONSIN)
)SS
COUNTY OF DOOR)

Personally came before me this _____ day of _____, 2026, the above-named **Nate Bell and Julie Thyssen**, to me known to be the person who executed the foregoing instrument and has acknowledged the same.

Name:
Notary Public, State of Wisconsin
My commission is/expires: _____

This Document drafted by:
Atty. Randall J. Nesbitt
Law Firm of Conway, Olejniczak & Jerry, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200



STAFF REPORT

Date: September 15, 2026

To: Village Board

Re: Development Agreement; 10674 North Bay Shore Drive; Sister Bay General Store LLC

Author(s): Benjamin Andrews, Village Administrator

BACKGROUND INFORMATION

Sister Bay General Store, LLC agents Adam and Brigid White, has submitted a zoning permit application for the construction of a new two-story general store with basement storage and kitchen preparation space at 10674 North Bay Shore Drive. The use, retail, walk-up food counter, and ice cream shop, is permitted within the B-3 Downtown Business District. The project meets all dimensional standards, green space requirements, height limitations, setback requirements, and parking and circulation standards as outlined in the staff report prepared for the Plan Commission.

A complete site plan and architectural review was conducted by the Plan Commission at its July 28, 2026 meeting. The Commission reviewed all major components of the proposal, including parking configuration, drainage, tree preservation, landscaping, architectural details, lighting, and the addition of a proposed walking trail and wetland boardwalk. The Plan Commission reached consensus on an angled 35-stall parking layout, drainage solutions, propane tank placement (buried), screened HVAC, and tree removal parameters.

As required by Village Code, all commercial construction projects must enter into a Development Agreement, unless specifically exempted by a three-fourths vote of the Commission. The Commission did not grant an exemption and directed staff to proceed with preparing the agreement.

The Sister Bay Plan Commission was scheduled to review the final site plan and the Development Agreement at its August 2026 regular meeting. However, the August meeting was cancelled, resulting in an interruption to the previously anticipated approval timeline.

To maintain the project schedule and avoid undue delay for the applicant, Village Staff have placed the Development Agreement directly before the Village Board for consideration at this time. The applicant has been informed of this scheduling change and has acknowledged and accepted the updated review process.

STAFF RECOMMENDATION

Village Staff recommend that the Village Board approve and execute the Development Agreement for Sister Bay General Store LLC. The agreement is consistent with Village requirements, incorporates all Plan Commission direction, and is necessary to maintain the project timeline given the cancellation of the August Plan Commission meeting. Approval will allow the project to proceed toward permitting and construction in accordance with Village regulations and the agreed-upon conditions. If the Village Board were in favor of this action, the following motion could be made:

“Motion to approve and execute the Development Agreement for Sister Bay General Store, LLC, as presented.”

ATTACHMENT(S)

1. Sister Bay General Store Development Agreement

DEVELOPMENT AGREEMENT
FOR VILLAGE OF SISTER BAY PARCEL NO. 181-00-05312843G1
WHICH HAS BEEN ASSIGNED AN ADDRESS OF 10674 NORTH BAY SHORE DR, SISTER BAY WI
(Property Owner: Sister Bay General Store LLC, c/o Adam and Brigid White)

THIS AGREEMENT made this ____ day of _____, 2026, between ADAM AND BRIGID WHITE on behalf of SISTER BAY GENERAL STORE LLC, hereinafter referred to as "the Developer," and the Village of Sister Bay in the County of Door and the State of Wisconsin, hereinafter referred to as "the Village."

WHEREAS, the Developer is the owner of Village of Sister Bay Parcel No. 181-00-05312843G1, which has been assigned an address of 10674 North Bay Shore Dr, Sister Bay WI, hereafter referred to as "the property"; and,

WHEREAS, the Developer plans to construct a two-story general store, hereafter referred to as "the development", on the property; and,

WHEREAS, the property is presently zoned B-3 (Downtown Business District), and the previously mentioned development is allowed in that District; and,

WHEREAS, this Agreement is required in order to implement the Village's Zoning and Land Division Ordinances; and,

WHEREAS, the Developer agrees to develop the property as herein described in accord with this Agreement, the conditions established by the Village Plan Commission and Village Board, the conditions of certain agencies and individuals in the County, all Village Ordinances, and all laws and regulations governing said development; and,

WHEREAS, the parties mutually desire to establish fair and reasonable terms, conditions and requirements established by the Village for development of the property.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

AGREEMENT**SECTION 1. VILLAGE APPROVALS AND DEVELOPMENT SPECIFIC RESTRICTIONS:**

1. The Developer agrees to construct the buildings and develop the site as represented on the various attachments listed below as approved by the Plan Commission and the Village Board. If Village officials determine that the plans are not being complied with or determine that unpermitted modifications have been made to the buildings, after-the-fact permit fees will be imposed. The Village acknowledges that the exact location of interior walls and room sizes may vary from the attached drawings, but changes that warrant additional parking will need Plan Commission approval. Further, if any of the buildings are not constructed by **September 15, 2028**, minimum assessed value payments (the equivalent of the Village portion of real estate taxes based upon the value of the structure delineated on the Zoning/Building Permit which would be assessed had the building been completed), will be required.
 - a) The Site Plan reviewed and approved at the **July 28, 2026** meeting of the Plan Commission, which includes:
 - b) The Building Elevation Drawings and Floor Plans reviewed and approved at the **July 28, 2026**, meeting of the Plan Commission. If the Developers wish to change any of the approved architectural features, revised building elevation drawings must be reviewed and approved by the Plan Commission prior to the time that a Building Permit is issued.
 - c) The Landscaping Plan was reviewed and approved at the **July 28, 2026**, meeting of the Plan Commission.
 - d) The Lighting Plan was reviewed and approved at the **July 28, 2026**, meeting of the Plan Commission.
 - e) The Parking Plan was reviewed and approved at the **July 28, 2026**, meeting of the Plan Commission. The Plan Commission directed the Developer to develop the thirty-five (35) angled parking configuration at the **July 28, 2026** meeting.
 - e) The Drainage, Grading and Utilities Plans were reviewed and approved at the **July 28, 2026**, meeting of the Plan Commission.
2. The developer agrees to comply with the architectural feature determinations made by the Plan Commission upon their review, which shall be generally consistent with the approved plans and drawings as specified in this Development Agreement

SECTION 2. REPRESENTATIONS AND WARRANTIES OF THE DEVELOPER:

The Developer makes the following representations and warranties. The Village may rely upon those representations and warranties when entering into this and all other agreements with the Developer, and also may rely on them when granting approvals, permits and licenses for the development:

1. The Developer represents a legally incorporated limited liability company, duly organized and existing in good standing under the laws of the State of Wisconsin.
2. There are no lawsuits filed or pending, or to the knowledge of the Developer, threatened against him that may in any way jeopardize or materially and adversely affect his ability to perform his obligations hereunder.

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

3. The Developer has, at this time, and will have so long as this Development Agreement continues in effect, project-financing commitments sufficient to provide available funds for the completion of his obligations under this Development Agreement.
4. The Developer represents that he will make every effort to seek bids from Door County contractors and building material suppliers to construct the improvements on the property and will appropriate bidding laws as governed by the State of Wisconsin.

SECTION 3. PROJECT PHASING:

1. The Developer acknowledges that the time period of validity for the Zoning Permit is for a period of twenty-four (24) months from the date of issuance unless specified elsewhere in this Agreement.
2. The Developer acknowledges that the time period for a Building Permit is under the control of the Building Inspector.
3. The Developer acknowledges that the total development will be completed by **September 15, 2028**.

SECTION 4. OCCUPANCY PERMITS:

It is expressly understood and agreed that no Occupancy Permits or Certificates of Compliance will be issued unless and until the Village has determined that:

- a) The terms of Sections 1, 2 and 3 of this Agreement have been satisfied. Notwithstanding the foregoing, the Village will grant and issue Occupancy Permits for the building as it is completed.
- b) The Developer has paid all permit fees, impact fees, and connection fees in full and has reimbursed the Village for administrative costs as required and in effect at the time of this agreement.
- c) All destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish are removed from the development and disposed of lawfully.
- d) The Developer is not in default on any aspect of this Agreement.
- e) The site grading and construction of surface and storm water drainage facilities required to serve the development are completed, are connected with an operating system as required herein, are cleaned as needed, and have been accepted by the Village Board.
- f) As a condition for issuance of Occupancy Permits all aspects of the project must be in compliance with any and all applicable Fire and Building Codes, as well as all applicable Codes and regulations, including "as-builts".
- g) A Certificate of Compliance verifying compliance with this Development Agreement cannot be issued until the Developer has demonstrated compliance with this Agreement and the Zoning Code.

SECTION 5. PRIVATE AND PUBLIC IMPROVEMENTS:

It is the intent that the Developer will construct and dedicate to the Village the specifically itemized public improvements listed below, if applicable. If the Village were to require any additional public improvements at a later date, the cost of such improvements would be reimbursed to the Developer for 100% percent of such costs incurred, either directly or from the proceeds of a TIF.

A. PUBLIC STREETS/ROADS

The Developer hereby agrees that:

- 1
2 1. Developer will be responsible for any damage to the public streets/roads utilized during site
3 preparation and construction of the development. The Developer shall walk the affected streets or
4 roads with the Village's Parks and Streets Director and videotape the street/road condition(s) to
5 avoid dispute and potential litigation in regard to the required street/road repair(s). It is the
6 responsibility of the Developer to organize such walk. The Village reserves the right to designate
7 which streets or roads shall be avoided during the land disturbance phase and during development.
8

9 **B. SURFACE AND STORM WATER DRAINAGE**

10 The Developer hereby agrees that:

- 11
12 1. Prior to the start of construction of improvements, the Developer shall provide to the Village
13 written certification from its Engineer that all surface and storm water drainage facilities and
14 erosion control plans are in conformance with all federal, state, county and Village regulations,
15 guidelines, specifications, laws and ordinances, and provide written proof that the Village's
16 Engineer has reviewed and approved said plans. The cost of any review by the Village's Engineer
17 shall be paid by the Developer.
18
19 2. The Developer agrees that the site grading and construction of surface and storm water drainage
20 facilities for the property must be completed and accepted by the Village before Occupancy Permits
21 and Certificates of Compliance are issued. The Village will not accept the surface and storm water
22 drainage system until the entire system is installed in accord with the previously mentioned plans
23 and specifications, and the system meets the satisfaction of the Village Administrator, Director of
24 Public Works, and the Village's Engineer.
25
26 3. The Village retains the right to require the Developer to install additional surface and storm water
27 drainage measures if it is determined by the Village's Engineer that the original surface and storm
28 water drainage plan as designed and/or constructed does not provide reasonable storm water
29 drainage within the development. Said additional measures shall be paid by the Developer.
30

31 **C. GRADING, EROSION AND SILT CONTROL**

32 The Developer hereby agrees that:

- 33
34 1. The Developer will cause all grading, excavation, open cuts, side slopes and other land surface
35 disturbances to be seeded and mulched, sodded or otherwise protected in such fashion that
36 erosion, siltation, sedimentation and washing are prevented in accord with the plans and
37 specifications reviewed and approved by the Director of Public Works, Village's Engineer, Wisconsin
38 Department of Transportation, the Wisconsin Department of Natural Resources, and the Army
39 Corps of Engineers, if applicable.
40

41 **D. LANDSCAPING AND SITE WORK**

42 The Developer hereby agrees that:

- 43
44 1. Developer will preserve to the maximum reasonable extent possible existing trees, shrubbery,
45 vines, and grasses not actually lying on the public streets, drainage ways, building foundation sites,
46 private driveways, soil absorption waste disposal areas, paths and trails by use of sound
47 conservation practices.
48

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

2. The Developer will be required to remove and lawfully dispose of building foundation materials (if applicable), destroyed trees, brush, tree trunks, shrubs and other natural growth as well as all rubbish. The Village will require the Developer's contractor, who is responsible for the debris, to clean up the same and recycle all material or dispose of it at a local recycling facility. Specific construction debris which shall be recycled will include, but not be limited to lumber, aluminum, pallets, shingles and cardboard. The Developer will have sole responsibility for cleaning up debris that has blown from the building(s) under construction. The Developer and/or subject contractor shall clean up the debris within four (4) hours after receiving a notice from the Village. If, after notification, the debris is not cleaned up in the specified time period, the Village will do so at the Developer's and/or subject contractor's expense.
3. Landscaping, construction of rain gardens, if applicable, and removal of unwanted items must be completed and certified as complete by the Village prior to the time that an Occupancy Permit or Certificate of Compliance are issued. Any plants, trees or other screening vegetation required by the Development Agreement must also be maintained and replaced while this Development Agreement is in effect. No approved landscaping shall be removed unless replaced with equivalent plantings. If, due to weather conditions or unforeseen circumstances it will be impossible for the Developer to install the required landscaping within the designated time period, the Developer must request an extension from the Village Administrator. If an extension is requested, the Developer shall provide a sufficient amount of funds to cover the related costs. (In order to determine the sufficient amount of funds that will be required, the Village Administrator may present the previously mentioned landscaping plan to a representative of a Door County landscaping firm and request a written estimate for the required work.) The Developer will be provided a copy of the estimate as soon as it is available, and the required funds – the cost of the estimate plus a 10% contingency, will be held in an escrow account to be maintained by the Village for the express purpose of seeing that the required landscaping is completed in as timely a fashion as possible. As soon as the required landscaping has been completed, receipts shall be provided to the Developer, and any excess funds held in escrow will be refunded to the designated contact person. If the Village incurs any charges as the result of requesting the previously mentioned estimate, or if the cost of the landscaping exceeds the estimated amount, the Developer will be invoiced for those charges. Any such charges not paid by the Developer within thirty (30) days of being invoiced may be assessed against the property as a special charge pursuant to §66.0627 of the Wisconsin Statutes. All invasive species are to be removed. No firewood may be hauled onto the site that was not harvested in Door County; dependent on design, concrete firepits may require a zoning permit.
4. The Village has the right to trim and remove any foliage which would interfere with the safe operation and maintenance of the Village rights-of-way, including easements and drainage ways.

E. SIGNAGE, STREET SIGNS AND TRAFFIC CONTROL SIGNS N.A.

F. WATER MAIN AND SANITARY SEWER MAIN SYSTEM

The Developer hereby agrees that water main and sanitary sewer main system improvements shall be constructed in accord with the following specifications and are subject to approval by the Village's Engineer:

- a) The Village of Sister Bay Engineering Design Manual dated June 18, 2008, or as revised thereafter.

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- b) The Standard Specifications for Sewer and Water Construction in Wisconsin, Fifth Edition, March 1, 1988, as amended January 1, 1992, or as revised thereafter.
- c) The Wisconsin Construction Site Best Management Practice Handbook for Erosion Control.
- d) The State of Wisconsin, Department of Transportation Standard Specifications for Highway and Structure Construction, 1996 and supplemental specifications, or the most recent edition.

1. Prior to any further activity on the lot, the Developer shall enter into an agreement with the Village of Sister Bay Public Works Department that pertains to the installation of off-site infrastructure (sewer, water, roadway) within the Village's right-of-way, if such infrastructure is necessary.
2. A Sewer and Water Plan must be submitted to the Village's Utilities Department which shows where every water main and every sewer main as well as every service lateral is located, and that plan must also depict the designated water meter locations. The Developer must also provide calculations which depict WSFU's (Water Supply Fixture Units) and DFU's (Drainage Fixture Units) for each metered location in order to enable the Utilities Department personnel to determine the applicable Impact and hook-up fees. The Developer must also install and connect its sanitary and water connections to the Village's system in accord with the plans and specifications on file in the Village Administration Office.
3. The Developer agrees to do all the public and private infrastructure construction in accord with the Village's various Codes, including but not limited to the Utility Code, the Land Division Code, and the Development Standards delineated on Exhibit B, which is attached to this document. Upon completion of all construction the Developer shall provide the Village with "as built" plans. The Developer agrees that all underground piping, regardless of type or location, shall be marked with locating wire according to accepted standards. The Developer agrees that all improvements within the public right-of-way or public easements will be inspected by Village Inspectors at the Developer's expense.
4. The Developer understands that the Village cannot be held liable should any public infrastructure work be needed on-site to service the property that could disrupt landscaping, parking, stairs, electrical or retaining walls.

G. EXISTING INFRASTRUCTURE

The Developer is responsible for replacement of any infrastructure that is removed or damaged. The extent of the required work will be determined by the Village Board.

H. ADDITIONAL IMPROVEMENTS

The Developer hereby agrees that if, at any time after plan approval and during construction, the Village's Engineer reasonably determines that modifications to the plans, including additional improvements such as additional drainage ways, erosion control measures, and surface and storm water management measures are necessary in the interest of public safety, or in order to comply with current laws or implementation of the original intent of the improvement plans, the Village is authorized to order the Developer, at Developer's expense, to implement the same within the development area on the property. If the Developer fails to construct the additional improvements within a reasonable time under the circumstances, the Village may cause such work to be carried out and will charge the Developer for the related costs.

*SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT***SECTION 6. SITE SPECIFIC REQUIREMENTS:**

1. The Developer shall maintain continuous access around the building and to any fire hydrants as required by the current Zoning Code and as directed by the Fire Department and Water Utility, and the Developer shall dedicate an easement for the water main(s) to the Village upon completion and acceptance of all required work. The Developer shall confirm the designated location of the main(s) and hydrants with the Sister Bay Water and Sewer Utility and the Sister Bay Liberty Grove Fire Department before installing any of that equipment. These approvals shall be obtained before any building construction starts, and the hydrant(s) shall be accepted and placed in service before any above ground building framing begins.
2. The Developer agrees to bury all electric, telephone and cable television lines from existing wooden poles or underground service to the building(s).
3. In accord with Village regulations liquid propane tanks shall either be buried, or, if above ground, screened, but in all instances the tanks must be placed in a location approved by the Fire Department and in compliance with the setback requirements in the Zoning Code. The tank and line locations must also be registered with Door County officials.
4. As per the requirements of §66.0710(b) of the Zoning Code the Village agrees that the general contractor working on the development will be allowed a temporary construction sign on the property equal to 24 square feet per side.

SECTION 7. ACCEPTANCE OF WORK AND DEDICATION:

When the Developer has completed the improvements herein required and has dedicated the same to the Village as set forth herein, the same shall be accepted by the Village Board if the improvements have been completed as required by this Agreement and as required by all federal, state, county or Village guidelines, specifications, regulations, laws and ordinances and have been approved by the Village's Engineer.

SECTION 8. APPROVAL BY VILLAGE NOT TO BE DEEMED A WAIVER:

The ultimate responsibility for the proper design and installation of streets, water facilities, drainage facilities, ditches, landscaping, and all other improvements, if required by this Agreement, are upon the Developer. The fact that the Village or its Engineer, or its attorney, or its staff may approve a specific project shall not constitute a waiver or relieve the Developer from the ultimate responsibility for the design, performance and function of the development and related infrastructure based on the conditions at the time of installation.

SECTION 9. SETBACK AGREEMENT: N.A.**SECTION 10. DEVELOPER'S GUARANTEES OF IMPROVEMENTS: N.A.****SECTION 11. VILLAGE RESPONSIBILITY FOR IMPROVEMENTS: N.A.****SECTION 12. RISK OF PROCEEDING WITH IMPROVEMENTS PRIOR TO APPROVALS OF A CERTIFIED SURVEY MAP: N.A.****SECTION 13. CONSTRUCTION PERIOD FINANCIAL GUARANTEE: N.A.**

SECTION 14. NOISE AND HOURS OF OPERATIONS:

1. During the construction period the Developer shall make every effort to minimize noise, dust and similar disturbances. The project construction or demolition may only occur between the hours of 7:00 a.m. and 9:00 p.m. on weekdays and Saturdays, and 9:00 a.m. and 9:00 p.m. on Sundays. Grading, excavation, blasting, demolition, roadway construction or underground utility construction shall only occur between the hours of 8:00 a.m. and 9:00 p.m. on weekdays except in cases of urgent necessity in the interest of public health and safety, and all the provisions of Chapter SPS 307 of the Wisconsin Administrative Code shall be adhered to. If the Village Administrator determines that the public health and safety will not be impaired by these activities the Administrator may grant permission for such work to be done during other hours on application being made at the time the permit for the work is awarded or during the progress of the work.
2. No exterior construction work will be allowed to occur on the property that is the subject of this Development Agreement between June 30th and Fall Fest weekend, and during that entire time period the exterior of the property must remain free of unsightly construction materials or equipment. Tree removal is allowable between Labor Day and Fall Fest, with the condition that no construction equipment will be left on site overnight during this period; it does not include exterior construction work that will result in ground disturbance and does not include stump removal activities. Further, no construction work whatsoever will be allowed to occur on the property during Marina Fest, Fall Fest, the "Capture The Spirit" Tree Lighting Ceremony or any other festival or event listed in the Sister Bay Advancement Association brochure.

SECTION 15. CONDITIONS OF ALL OBLIGATIONS OF THE PARTIES UNDER THIS DEVELOPMENT AGREEMENT:

As a condition to each and all of the covenants, agreements and other obligations of the Village under this Development Agreement, all of the following, in addition to all other requirements and conditions set forth in this Development Agreement must occur:

- a) All representations and warranties of the Developer set forth in this Development Agreement and in all agreements expressly referred to herein shall at all times be true, complete and correct;
- b) All covenants and obligations of the Developer under this Development Agreement must be duly and substantially performed, observed, satisfied and paid, when and as required herein;
- c) There must be no event of default;
- d) There must be no material adverse change in the financial condition of the Developer which might impair his ability to perform his obligations under this Development Agreement.

SECTION 16. DEFAULT/REMEDIES:

1. An event of default, hereafter referred to as "event of default", is any of the following:
 - a) A failure by the Developer to cause substantial completion of the improvements or any part thereof to occur, pursuant to the terms, conditions and limitations of this Development Agreement; or a failure of either party to perform or observe any and all covenants, conditions, obligations or agreements on its part to be observed or performed when and as required under this Development Agreement within thirty (30) days of notice of the failure to the Developer;

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

- b) A failure by the Developer to pay any amount when and as due to the Village within ten (10) days of notice of such failure to the Developer;
- c) The Developer becomes insolvent or is the subject of bankruptcy, receivership or insolvency proceedings of any kind; or,
- d) The dissolution or liquidation of the Developer, or the commencement of any proceedings therefore.

2. Whenever an event of default occurs and is continuing, the non-breaching party may take any one or more of the following actions without waiving any rights or remedies available to it:

- a) Immediately suspend its performance under this Development Agreement from the time any notice of an event of default is given until it receives assurances from the breaching party deemed adequate by the non-breaching party, that the breaching party will cure its default and continue its due and punctual performance under this Development Agreement;
- b) Commence legal or administrative action, in law or in equity, which may appear necessary or desirable to enforce performance and observance of any obligation, agreement or covenant of the breaching party under this Development Agreement; or,
- c) Perform or have performed all necessary work in the event the non-breaching party determines that any event of default may pose an imminent threat to the public health or safety, without any requirement of any notice whatsoever.

3. No remedy or right conferred upon or reserved to a party in this Development Agreement is intended to be exclusive of any other remedy or remedies, but each and every such right and remedy shall be cumulative and shall be in addition to every other right and remedy given under this Development Agreement now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

4. In the event any warranty, covenant or agreement contained in this Development Agreement should be breached by a party and thereafter waived by the other, such waiver shall be limited to the particular breach so waived, and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

5. Whenever any event of default occurs and a party incurs attorney's fees, court costs and other such expenses for the collection of payments due or to become due or for the enforcement or performance or observance of any obligation or agreement on the part of the other herein contained, the prevailing party shall be reimbursed the actual attorney's fees, court costs and other such expenses incurred by such prevailing party.

SECTION 17. PERMITTED DELAYS: N.A.

SECTION 18. ADDITIONAL PROVISIONS:

1. All exhibits and other documents attached hereto or referred to herein are hereby incorporated into and shall become a part of this Development Agreement.

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

2. Nothing herein shall be construed or interpreted in any way to waive any obligation or requirement of the Developer to obtain all necessary approvals, licenses and permits from the Village in accord with its usual practices and procedures; including, without limitation, requiring the Developer to enter into a formal Development Agreement or similar document. Further, this Agreement will not limit or affect in any way the right and authority of the Village to approve or disapprove any and all plans and specifications, or any part thereof, or to impose any limitations, restrictions and requirements on the development, construction and/or use of the development as a condition of any such approval, license or permit.

3. Any notice required hereunder shall be given in writing, signed by the party giving notice, personally delivered or mailed by certified or registered mail, return receipt requested, to the parties' respective addresses as follows:

Village Administrator
Village of Sister Bay
P.O. Box 769
2383 Maple Drive
Sister Bay, WI 54234

Adam and Brigid White
Sister Bay General Store, LLC
10674 North Bay Shore Drive
Sister Bay, WI 54234

SECTION 19. PAYMENT OF COSTS, INSPECTION & ADMINISTRATIVE FEES:

The Developer shall pay and reimburse the Village promptly upon billing for all fees, expenses, costs and disbursements which shall be incurred by the Village in connection with the development or relative to the construction, installation, dedication and acceptance of the improvements covered by this Agreement, including without limitation by reason of enumeration, design, engineering, review, supervision, inspection and legal, administrative and fiscal work. If the Developer and/or his attorney contact the Village Attorney and additional legal fees are incurred by the Village, the Developer will be billed for any and all of those fees. Further, if the Developer and/or his representative(s) contact Village staff members after regular office hours (between 4:00 p.m. and 8:00 a.m. Monday through Thursday, or between 4:00 p.m. Friday and 8:00 a.m. Monday), an additional charge of \$100.00 per call will be assessed. Any such charges not paid by the Developer within thirty (30) days of being invoiced may be assessed against the property as a special charge pursuant to §66.0627 of the Wisconsin Statutes.

SECTION 20. GENERAL INDEMNITY:

The Developer will indemnify and hold harmless the Village, its governing body members, officers, and agents, including independent contractors, consultants and legal counsel, servants and employees thereof (hereafter, for purposes of this paragraph, collectively referred to as the "Indemnified Parties") against any loss or damage to property or any injury to or death of any person occurring at or about or resulting from any breach of any warranty, covenant or agreement of the Developer under this Development Agreement, and the development of the property; provided that the foregoing indemnification shall not be effective for any willful acts of the Indemnified Parties. Except for any willful misrepresentation or any willful misconduct of the Indemnified Parties, the Developer will protect and defend the Indemnified Parties from any claim, demand, suit, action or other proceeding whatsoever by any person or entity whatsoever arising or purportedly arising from the action or inaction of the Developer (or other persons acting on its behalf or under its direction or control), under this Development Agreement, or the

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

1 transactions contemplated hereby or the acquisition, construction, installation, ownership and operation
2 of the Development Project and the property. All covenants, stipulations, promises, agreements and
3 obligations of the Village contained herein shall be deemed to be covenants, stipulations, promises,
4 agreements and obligations of the Village and not of any governing body, member, officer, agent, servant
5 or employee or the Village. All covenants, stipulations, promises, agreements and obligations of the
6 Developer contained herein shall be deemed to be covenants, stipulations, promises, agreements and
7 obligations of the Developer and not of any of its officers, owners, agents, servants or employees. (Please
8 refer to the *Liability Insurance and Bond Specifications for Construction Projects* addendum which is
9 attached to this Development Agreement.)

SECTION 21. INSURANCE:

The Developer, his contractors, suppliers and any other individual working on the subject lands shall maintain at all times until the expiration of the guarantee period, insurance coverage in the forms and in the amounts as required by the Village. (Please refer to the *Liability Insurance Specifications for Construction Projects Schedule*, which is attached to this Development Agreement.)

Nothing contained within this Agreement is intended to be a waiver or estoppels of the contracting municipality or its insurer to rely upon the limitations, defenses, and immunities contained with Wisconsin law, including but not limited to, those contained within Wisconsin Statutes Section 893.80, Section 895.52 and Section 345.05. To the extent that indemnification is available and enforceable, neither the municipality nor its insurer shall be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

SECTION 22. EXCULPATION OF VILLAGE CORPORATE AUTHORITIES:

The parties mutually agree that the Village President and/or the Village Clerk will enter into and are signatory to this Agreement solely in their official capacity and not individually, and neither of them shall have any personal liability or responsibility hereunder. Any personal liability as may otherwise exist for the Village President and/or the Village Clerk with respect to the development is hereby expressly released and/or waived.

SECTION 23. GENERAL CONDITIONS AND REGULATIONS:

All provisions of the Village Ordinances are incorporated herein by reference, and all such provisions shall bind the parties hereto and be a part of this Agreement as fully as if set forth at length herein. This Agreement and all work and improvements required hereunder shall be performed and carried out in strict accordance with and subject to the provisions of said Ordinances.

SECTION 24. ZONING:

The Village does not guarantee or warrant that the subject lands of this Agreement will not at some later date be rezoned, nor does the Village herewith agree to rezone the lands into a different zoning district. It is further understood that any rezoning that may take place shall not void this Agreement.

SECTION 25. COMPLIANCE WITH CODES AND STATUTES:

The Developer shall comply with all current and future applicable Codes of the Village, County, State and federal government and, further, Developer shall follow all current and future lawful orders of all duly authorized employees and/or representatives of the Village, County, State or Federal Government.

SECTION 26. AGREEMENT FOR BENEFIT OF PURCHASERS: N.A.**SECTION 27. ASSIGNMENT:**

The Developer shall not transfer, sell, or assign the property or assign this Development Agreement or its obligation hereunder without the express prior written consent of the Village until the Developer has fully complied with its obligations under this Development Agreement. Any such consent requested of the Village prior thereto may be withheld, conditioned or delayed for any reasonable reason. If assignment does occur, the assignee must agree to all terms and conditions of this document in writing.

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

SECTION 28. PARTIES BOUND:

This Development Agreement shall be binding upon the parties hereto and their respective representatives, successors and assigns, and any and all future owners of the property or any portion thereof, and their respective heirs, representatives, successors and assigns.

SECTION 29. AMENDMENTS:

The Village and the Developer, by mutual consent, may amend this Development Agreement at any meeting of the Village Board. The Village Board shall not, however, consent to an amendment until after first having received a recommendation that the amendment shall be made from the Village's Plan Commission. If the Developer requests an amendment and the Village incurs related legal fees the Developer shall be billed for those fees and said fees paid within thirty (30) days of the invoice.

SECTION 30. DURATION:

The Developer acknowledges that the requirements regarding the operation and maintenance of the development as fully described above shall continue and not expire unless the property ceases to be used for its intended purpose for a period of twelve (12) months; future use may require review by the Plan Commission. The Developer acknowledges that the Village may from time to time establish new zoning, utility, storm water and other requirements or standards that apply to similarly situated properties which, if applicable, shall apply to this project. The Developer may petition the Village Board to cancel or eliminate the requirements of the Agreement. Prior to considering the petition, the Board shall ask the Plan Commission to conduct a public hearing and make a recommendation regarding the petition. The Board may cancel the Agreement if it determines that there is no further value or need for the Developer to comply with its requirements.

[Signature page to follow]

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*SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT***EXHIBIT A****PROPERTY DESCRIPTION**

Village of Sister Bay Tax Parcel No. **181-00-05312843G1**
Property Address: **10674 North Bay Shore Dr, Sister Bay WI**

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

EXHIBIT B

VILLAGE OF SISTER BAY DEVELOPMENT STANDARDS

1. INTRODUCTION

The detailed standards for the design and construction of all improvements required in this exhibit shall conform to the Village of Sister Bay Engineering Design Manual, adopted by the Board of Trustees and all future amendments thereof.

The Developer is responsible for seeing that the following requirements, improvements, and/or plans are prepared and must also satisfy the following conditions:

2. DEVELOPMENT GRADING AND DRAINAGE

- a) Required Improvements: Design, install, and provide grading of land as necessary to establish lot pads for future buildings, provide adequate drainage to prevent flooding, accept upstream runoff, and safely discharge runoff downstream to avoid property damage.
- b) Plans and Specifications:
 - 1. A Grading and Drainage Plan shall be prepared showing 2' contours for both the existing and proposed conditions and proposed finished yard grades.
 - 2. A System Plan showing all tributary areas to the proposed drainage and downstream analysis. Included on the System Plan shall be all proposed and existing drainage structures.
 - 3. A Building Grade Plan showing only minimum setback, offset dimensions, and proposed building grades.
 - 4. A Storm Water Management Plan which meets current Village storm water requirements along with the DNR Chapter 151 storm water requirements.
 - 5. An As-Built Grading Plan which certifies that all grading was performed in accord with the approved Grading and Drainage Plans. All grades shall be with +.3' of proposed grade. Certification shall be performed after topsoil installation. The plan shall be prepared by a consulting engineer, selected by and reimbursed by the Developer.
- c) Prior to the installation of any public improvements, the Developer shall perform rough grading, including planned street areas and drainage swales.
- d) Establish permanent vegetative cover on all exposed soil by applying topsoil, seeding, and mulching to prevent erosion. A permanent lawn shall be established for each building within one year after the issuance of the Occupancy Permit.
- e) The Developer, at his expense, shall provide detailed soil analysis and compaction results prepared by a competent Soils Engineer for all areas requiring fill. The results shall be submitted to the Village Engineer as soon as they are available.
- f) The Developer is responsible for restoring all damage to finish grades and vegetative cover caused, but not restored by, utility companies.

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g) If soil borings determine that the existing soil material on site is unsuitable for structural areas such as road or building construction, the Developer shall remove the material and replace it with approved engineered fill.

h) After site grading is completed, the Developer shall place 3" of topsoil on all exposed soil and seed, fertilize, and mulch it.

3. STORM DRAINAGE SYSTEM

a) Required Improvements: Design, install, and provide a complete storm drainage system, including culverts, curb and gutter, storm sewer and/or open ditches as required to adequately convey surface water from and through the development.

b) Plans and Specifications:

1. Storm Sewer Plans showing plan and profile views.

2. Storm sewer calculations in compliance with the Department of Natural Resources NR 151 requirements.

3. Storm Sewer System Plan updates.

c) Additional considerations will be required on all ditch slopes exceeding five percent. All areas within drainage easements shall have a minimum one percent slope. Ditch slopes with less than one percent will require storm sewer.

d) The permanent maintenance of the storm water detention facility shall be the responsibility of the Developer.

e) The permanent maintenance of all drainage swales shall be vested with the Developer.

4. EROSION AND RUN-OFF CONTROL

a) Required Improvements: Installation and construction of Best Management Practices in the proposed development that shall conform with the most current edition of the Wisconsin Department of Natural Resources publication, "Wisconsin Construction Site Best Management Practice Handbook."

b) Plans and Specifications: Control plan for land-disturbing activities showing existing contours at least 200' into adjacent parcels. This plan will show locations and dimensions of all construction site management measures to control erosion and sedimentation.

c) Erosion Control: The Developer shall not commence land-disturbing activities until all erosion control measures are installed and approved by the Village. An Erosion Control Permit must be obtained, which requires the Developer to construct and maintain such measures in conformance with the Village's erosion control ordinance.

d) Vegetation: Both during and after construction, the surface of exposed bare soils shall be protected by mulches and perennial grasses. This does not apply to the immediate building site area as there could be people and equipment working in and around the perimeter of a new structure.

5. SANITARY SEWER

- a) Required Improvements: Design, install, and provide a complete sanitary sewer system designed to meet the ultimate needs of this development and all tributary areas, in accord with the Village's Sanitary Sewer System Plan with rules, regulations and procedures of the Village, and the State of Wisconsin Department of Natural Resources.
- b) Plans and Specifications:
 - 1. Sanitary Sewer Plans, specifications, design calculations, and copies of all easements.
 - 2. The Developer is to furnish as-built plans of the entire system on Mylar, including location and elevation of laterals to mains.
 - 3. Sanitary sewer system plan updates.
 - 4. All reports required by the State of Wisconsin.
 - 5. Separate sanitary sewer easements, where appropriate, shown on the plat.
- c) Installation of one sanitary sewer lateral from the sanitary sewer main to the property line for each proposed building.

6. WATER

- a) Required Improvements: Design, install, and provide a complete water distribution system designed to meet the ultimate needs of this development and all tributary areas, in accord with the Village's Water Main System Plan and the rules, regulations, and procedures of the Village and the State of Wisconsin Department of Natural Resources.
- b) Plans and Specifications:
 - 1. Water Main Plans, specifications, design calculations, and copies of all Easements.
 - 2. The Developer shall furnish as-built plans of the entire system on Mylar, including hydrant and valve locations, and the location and elevation of laterals to the lot lines.
 - 3. Separate water main easements for each parcel, where appropriate, recorded on the plat.
- c) Upon completion, furnish and provide to the Village a complete summary of the actual construction costs for water distribution, itemized in sufficient detail to satisfy the requirements of the Public Service Commission of the State of Wisconsin in establishing or revising a rate base.
- d) Installation of one water lateral from the water main to the property line, for each proposed building.
- e) Provide hydrant marker flags for each installed fire hydrant.

7. STREETS (IF APPLICABLE)

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

- a) Required Improvements: A 22-foot paved asphalt pavement. The pavement section shall be comprised of an 8" crushed stone base, pavement edge drains, 1½" asphalt binder course and a 1½" layer of asphalt surface course.
 - b) Plans and Specifications:
 1. Street plans, including plan and profile view, road cross-section and specifications.
 2. Pavement design calculations.
 3. Proposed established street grade drawing.
 - c) The initial binder course shall be installed prior to approval of the first Occupancy Permit, and the final surface course shall be installed at such time as homes representing 90% of the units are issued Occupancy Permits, or as directed by the Village. Surface course shall be laid no later than one year after 90% occupancy.
 - d) Clean-up, repairs, and restoration of all pavement, sub grade, shoulder, or curb and gutter defects shall be performed prior to the placement of the final asphalt surface course.
 - e) If directed by the Village Engineer, soil borings shall be taken within the roadway at sufficient intervals to determine sub-base composition. If material is determined unsuitable for a stable road base, the material shall be removed and replaced with material approved by the Village Engineer.
 - f) The Developer shall repair all damage to Village streets caused by construction operations.
 - g) Developer shall arrange for installation of approved street signs.
 - h) Provide Class III barricades at all dead-end streets.
- 8. MISCELLANEOUS**
- The term "the Developer" as used in the context of these deed restrictions shall mean the Developer, his heirs, personal representatives, successors and assigns.
- The Developer:
- a) Will be responsible for preserving existing trees, brush, or shrubs, not approved for removal. If unauthorized removal occurs, landscaping will be replaced at the Developer's expense.
 - b) Shall acquire all required underground utility easements. All sanitary, drainage, and other public utility easements must be shown on the Certified Survey Map or Plat for the property which is the subject of this Development Agreement, if a new Certified Survey Map or Plat is proposed. If required easements are omitted, or errors are detected on the Plat, the Developer shall make all necessary modifications to the plat at his expense.
 - c) Must see that all electric, telephone and cable television service lines are installed underground.

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

- d) See that a copy of the approved Grading Plans referred to in the Development Agreement is on file at the office of the Village's Engineer.
- e) Must obtain all applicable permits from the Village and/or the State of Wisconsin before any type of improvements are installed on the public street right-of-way (walks, drives, sprinkler systems, etc.).
- f) Shall provide certification from a registered land surveyor or professional engineer that the final grade along all lot lines, in the invert of all drainage swales, building pads, and at other critical locations as determined by the Village Engineer, complies with the approved Grading Plan. Such certification shall be on a plan copy with the elevations as existing so indicated. All such elevations shall be within plus or minus 0.3 feet of the accepted grading plan elevations. If not in compliance, appropriate regrading shall be performed.
- g) Must see that a driveway approach which complies with the provisions of Chapter 66 of the Sister Bay Municipal Code is installed to service the parcel which is the subject of this Development Agreement prior to issuance of the Occupancy Permit. It shall be the responsibility of the Developer to ensure the approach has been completed prior to occupancy. A Driveway Permit from the Village is required for this construction.

9. SPECIFICATIONS

The improvements shall be constructed in accord with the following specifications.

- a) The most recent edition of the Village of Sister Bay Engineering Design Manual.
- b) Standard Specifications for Sewer and Water Construction in Wisconsin, Fifth Edition, March 1, 1988, and as amended January 1, 1992.
- c) The Wisconsin Construction Site Best Management Practice Handbook for Erosion Control.
- d) State of Wisconsin, Department of Transportation Standard Specifications for Highway and Structure Construction, 1996 and supplemental specifications.

10. SPECIAL PROVISIONS

The development process shall strictly conform to the conditions set forth in this Development Agreement. Request for final plat approval is subject to the Village Engineer's certification that all public improvements required to be installed are satisfactorily completed.

Approved by:

Village Engineer

Date

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

EXHIBIT C

**VILLAGE OF SISTER BAY LIABILITY INSURANCE SPECIFICATIONS
FOR CONSTRUCTION PROJECTS**

I. INSURANCE REQUIREMENTS FOR ARCHITECTS, CONSULTING ENGINEERS AND DESIGN/BUILD CONTRACTORS WORKING ON ANY AND ALL VILLAGE INFRASTRUCTURE:

A. Minimum Scope and Limits

1. Architects, Consulting Engineers and Design/Build Contractors Errors & Omissions Liability Coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance shall be maintained for at least two years after completion of the project.
2. Commercial General Liability Coverage together with excess or umbrella liability with limits of no less than the following:
 - a. Each Occurrence Limit \$2,000,000
 - b. General aggregate limit (Other than Products – Completed Operations)
Per Project \$5,000,000
 - c. Products – Completed Operations Aggregate
Per Project \$5,000,000
 - d. Personal and Advertising Injury Limit Aggregate \$5,000,000
3. Automobile Liability together with excess or umbrella coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1 – Any Auto basis.
4. Workers' Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
5. See requirements under Section II for Design/Build Contractors and Section IV for Architects, Consulting Engineers and Design/Build Contractors and General Contractors.

II. INSURANCE REQUIREMENTS FOR GENERAL CONTRACTORS & DESIGN/BUILD CONTRACTORS – LIABILITY & PROPERTY

A. Commercial General Liability Coverage together with excess or umbrella liability policies including coverage for Products Liability, Completed Operations, Contractual Liability and XCU coverage with the following minimum limits:

1. Each Occurrence Limit \$2,000,000
2. General Aggregate Limit (Other Than Products - Completed Operations)
Per Project \$5,000,000
3. Products – Completed Operations Aggregate - Per Project \$5,000,000
4. Personal and Advertising Injury \$5,000,000

B. Automobile Liability Coverage together with excess or umbrella liability policies with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1 – Any Auto basis.

SISTER BAY GENERAL STORE LLC DEVELOPMENT AGREEMENT

C. Workers' Compensation as required by the State of Wisconsin, and Employers Liability Insurance with sufficient limits to meet underlying excess or Umbrella Liability Insurance requirements.

D. Aircraft Liability and Watercraft Liability. If the project work includes the use of, or operation of, any aircraft or watercraft, then Aircraft, Helicopter and Watercraft Liability Insurance must be in force with a limit of \$2,000,000 per occurrence for bodily injury and property damage.

E. Pollution Liability. \$1,000,000 each occurrence/aggregate.

F. Property Coverage. (To be provided by Contractors & Design/Build Contractors)

1. The Contractor shall determine the amount of perils coverage and what policy form is necessary to complete the project, should a loss of any type occur, and that coverage must also meet the requirements of the Contractor's performance bonding company.

2. The covered property will include property in transit, property stored on the project work sites, and property stored off the project work sites.

3. The municipality, architect, engineer and subcontractors shall be added as loss payees to the policy.

G. Bond Requirements

1. Bid Bond. The contractor will provide to the owner a Bid Bond, which will accompany the bid for the project. The Bid Bond shall be equal to Five Percent (5%) of the contract bid.

2. Payment and Performance Bond. If awarded the contract, the contractor will provide to the owner a Payment and Performance Bond in the amount of contract price, covering faithful performance of the contract and payment of obligations arising thereunder as stipulated in the bidding requirements or specifically required in the contract documents on the date of the contract's execution.

3. Acceptability of Bonding Company. The Bid, Payment and Performance Bonds shall be placed with a bonding company with a *Best Insurance Reports* rating of no less than "A" and a Financial Size Category of no less than "Class V".

III. INSURANCE REQUIREMENTS FOR SUB-CONTRACTORS

A. All sub-contractors shall be required to obtain at least Commercial General Liability, Automobile Liability, Workers' Compensation, and Employers' Liability Insurance. The insurance coverages shall be as broad as those noted for Contractor requirements contained in Section II above.

IV. APPLICABLE TO ARCHITECTS, CONSULTING, ENGINEERS, GENERAL CONTRACTORS & DESIGN/BUILD CONTRACTORS

A. Acceptability of Insurers. Insurance shall be placed with insurers who have a *Best's Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.

B. Certificates of Insurance and Additional Insured Policy Endorsements acceptable to the municipality shall be submitted prior to commencement of the work.

SISTER BAY GENERAL STORE



ARTIST'S RENDERING, NOT FOR CONSTRUCTION

WADE WEISSMANN ARCHITECTURE, INC.
8655 NORTH DEERWOOD DRIVE - BROWN DEER, WISCONSIN 53209

SISTER BAY
GENERAL STORE
10674 North Bay Shore Drive
Sister Bay, WI 54234
WADE WEISSMANN ARCHITECTURE, INC. © 2026 / P: 414-351-1200 F: 414-352-8985

PRELIMINARY
NOT FOR
CONSTRUCTION

ISSUE:
COURTESY REVIEW 2026.05.05
PLAN COMMISSION 2026.07.07

COVER

G0.00

PROJECT DATA

OWNER INFORMATION

OWNER:

Brigid & Adam White
c/o Wade Weissmann Architecture Inc.
8655 N. Deerwood Drive
Brown Deer, WI 53209

PROJECT CONTACTS

ARCHITECT:

Wade Weissmann Architecture Inc.
8655 N. Deerwood Drive
Brown Deer, WI 53209

Tele: 414.351.1200
Fax: 414.352.8385

Contact: Michael Langer
email: mlanger@wwa-design.com

CIVIL ENGINEER:

Stantec
312 N 5th Avenue, First Floor
Sturgeon Bay, Wisconsin 54235-2102

Tele: (920) 743-8211
Fax:

Contact: Skyler Witalison
email: skyler.witalison@stantec.com

LANDSCAPE ARCHITECT:

Bridenhagen Tree & Landscape
2271 Old Lime Kiln Road
Baileys Harbor, WI, 54202

Tele: (920) 854-5993
Fax:

Contact: Ivan Bridenhagen
email: bridenhagentreelandlandscape@gmail.com

LIGHTING DESIGNER:

Lighting Design Solutions, Inc.
206597 Driftwood Lane
Mosinee, WI, 54455
Tele: (888) 357-7070, ext. 4
Fax:

Contact: Ashley Thomer
email: Ashley@LightingDesignSolutions.com

GEN. CONTRACTOR:

Carlson Erickson Builders, Inc.
2505 Triax Parkway
Baileys Harbor, WI 54202

Tele: 920-328-7016
Fax:

Contact: Craig Billings
email: craigb@carlsonericksonbuilders.com

STRUCTURAL ENGINEER:

Spire Engineering, Inc.
305 N. Plankinton Avenue, Suite 210
Milwaukee, Wisconsin, 53203

Tele: (414) 278-9200
Fax:

Contact: Brian Genduso
email: bjg@spireengineering.com

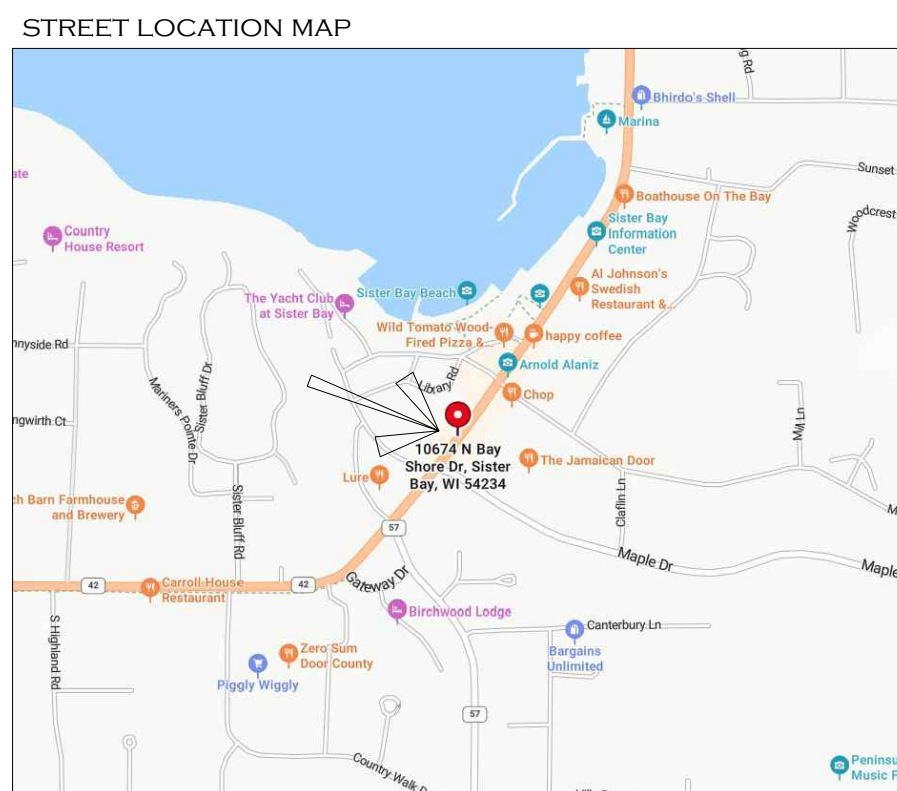
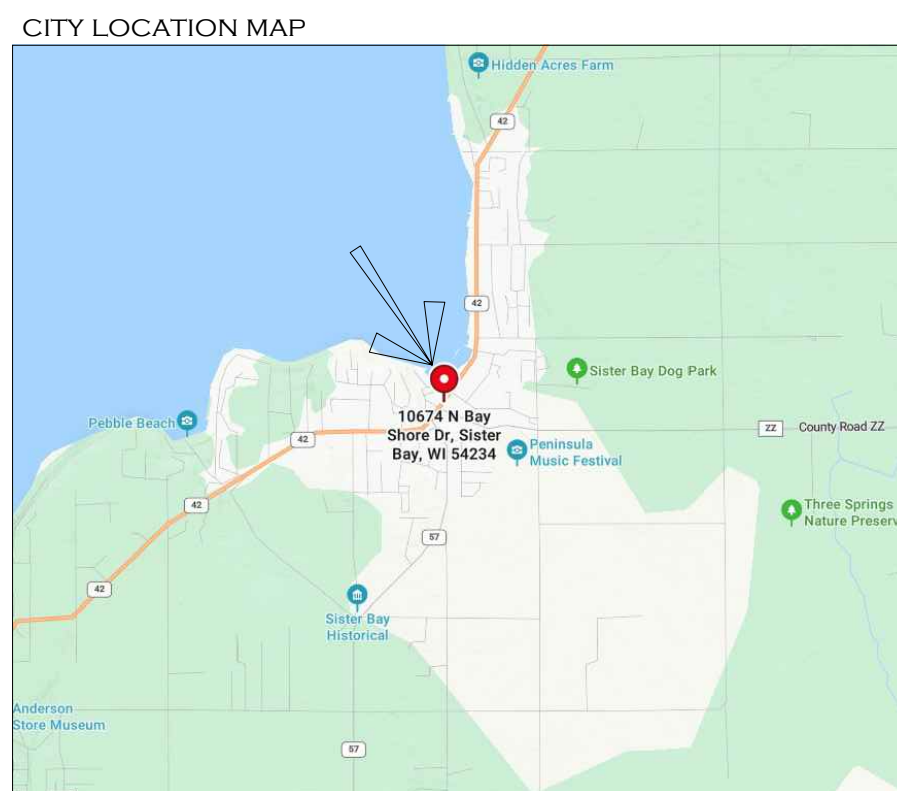
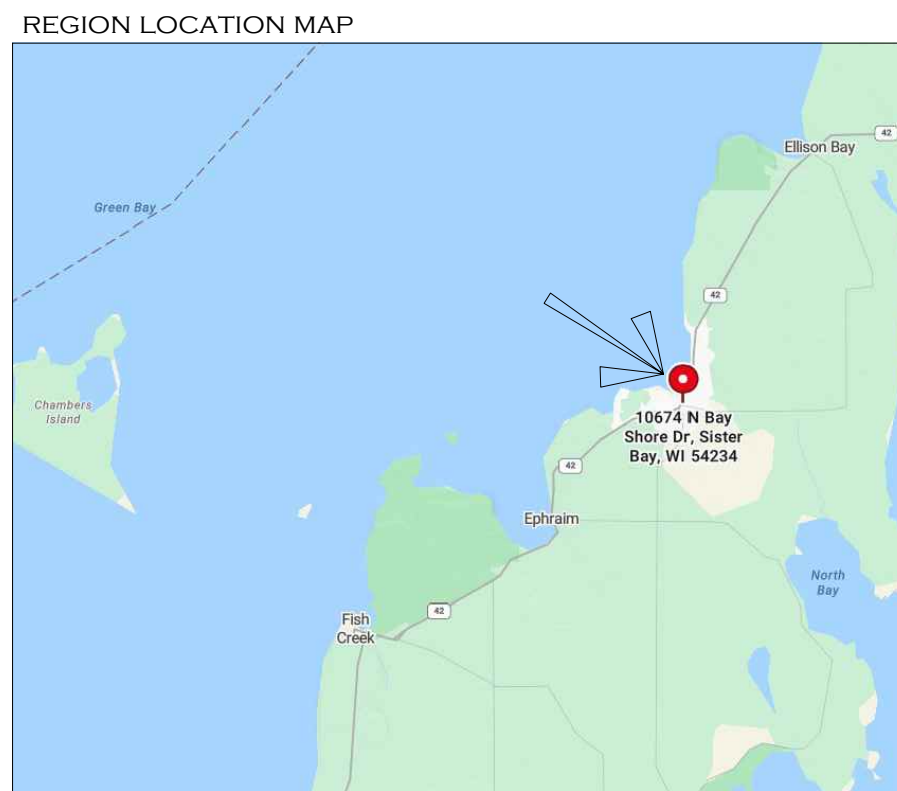
GEOTECHNICAL ENGINEER:

Giles Engineering Associates, Inc.
N8 W22350 Johnson Drive, Suite A1
Waukesha, Wisconsin, 53186

Tele: (262) 544-0118
Fax:

Contact: Benjamin Stark
email: bstark@gilesengr.com

SITE LOCATION MAPS



PROJECT INFORMATION

PROJECT ADDRESS: 10674 NORTH BAY SHORE DRIVE
SISTER BAY, WISCONSIN, 54234
181-00-05312843G1
ZONING: B-3
CURRENT USE: VACANT
PROPOSED USE: MIXED USE COMMERCIAL BUILDING
PROPOSED OCCUPANCY: A-2, B, M
TYPE OF CONSTRUCTION: V-B
FIRE SPRINKLERS: YES
FIRE ALARM: YES

LOT AREA: 61,874 SQ. FT. = 1.42 ACRES +/-

PROPOSED LOT COVERAGE:
REFER TO CIVIL PLANS

SETBACKS:
FRONT: 20' (FROM FACE OF CURB)
REAR: 40'
SIDES: 6'
WETLAND: 10'

PROJECT DESCRIPTION:
THE PROPOSED PROJECT INCLUDES A TWO STORY ABOVE GRADE COMMERCIAL BUILDING ON A 1.42 ACRE PARCEL. THE PROPERTY IS CURRENTLY VACANT. THE BUILDING WILL HAVE A LOWER LEVEL SUB-GRADE WITH TWO STORIES ABOVE GRADE WITH A MAXIMUM BUILDING HEIGHT OF 35' ABOVE PROPOSED GRADE (FINISH). THE PROPOSED OCCUPANCIES ARE RESTAURANT (A-2), RETAIL (M), AND OFFICE SPACE (B).

BUILDING HEIGHT:
MAXIMUM ALLOWED = 35' ABOVE PROPOSED GRADE (FINISH)
PROPOSED = 34'-2" +/- ABOVE PROPOSED GRADE (FINISH)

BUILDING AREA IN SQUARE FEET (GROSS CONDITIONED):
LOWER LEVEL FLOOR PLAN: 5,610 SQ. FT.
MAIN LEVEL FLOOR PLAN: 5,531 SQ. FT.
UPPER LEVEL FLOOR PLAN: 3,941 SQ. FT.
TOTAL: 15,082 SQ. FT.

CODE COMPLIANCE

2021 IBC, BUILDING CODE
2021 IBC, MECHANICAL CODE
2021 IBC, PLUMBING CODE
2021 IBC, ELECTRICAL CODE
2021 IBC, FIRE CODE
2021 IBC, ENERGY CONSERVATION CODE
2017 ICC, a117.1 ACCESSIBILITY CODE

INDEX OF DRAWINGS / DOCUMENTS

NEW SHEET ● ISSUED WITH REVISIONS ● ISSUED WITHOUT REVISIONS ○ SHEET REMOVED ☒

GENERAL

G0.00 COVER
G1.00 PROJECT DATA
G2.00 OCCUPANCY CALCULATIONS

CIVIL

C001 COVER SHEET
C002 GENERAL NOTES AND QUANTITIES
C100 EXISTING CONDITIONS & REMOVALS
C101 EROSION CONTROL PLAN
C200 SITE PLAN
C201 VEHICLE TURNING PATHS
C300 UTILITY PLAN
C400 GRADING PLAN
C500 LANDSCAPE PLAN
C600 CONSTRUCTION DETAILS
C601 UTILITY DETAILS
C200 REDUCED ANGLE PARKING

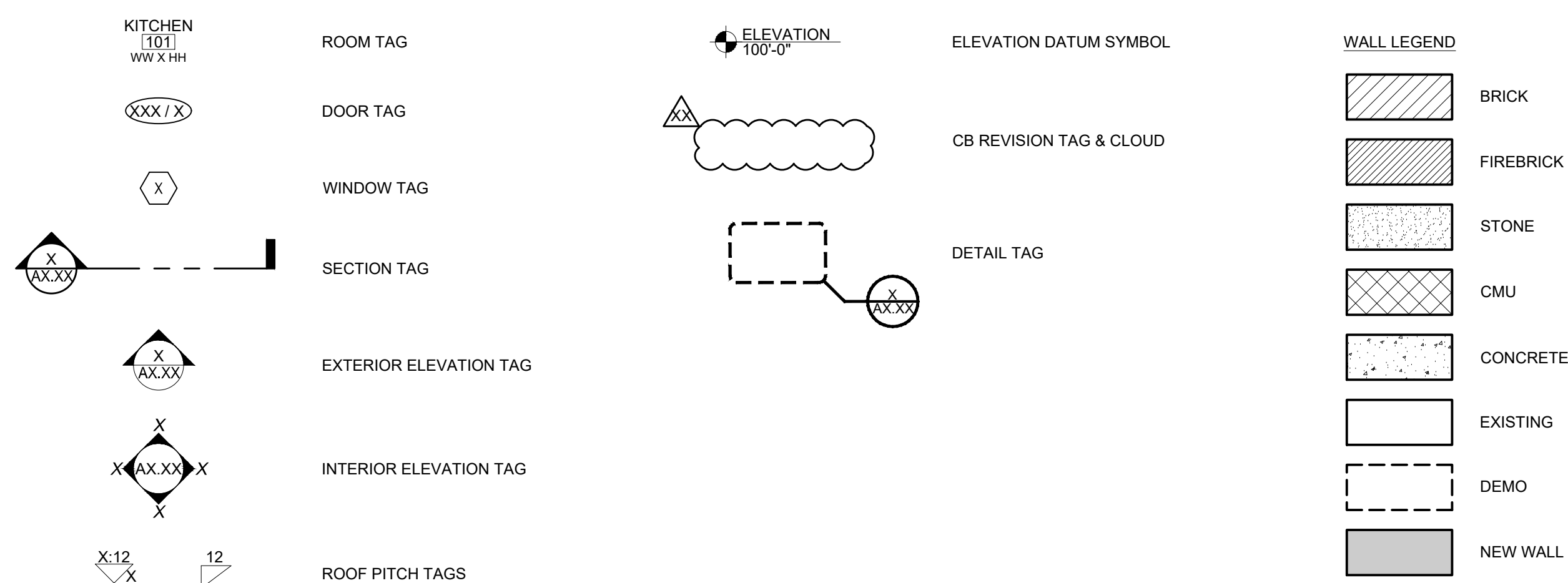
LANDSCAPE

L1.00 LANDSCAPE PLAN

ARCHITECTURAL

AC1.00 ARCHITECTURAL SITE PLAN
A0.00 FOUNDATION PLAN
A1.00 LOWER LEVEL PLAN
A1.01 MAIN LEVEL PLAN
A1.02 UPPER LEVEL PLAN
A1.03 ROOF PLAN
A2.00 EXTERIOR ELEVATIONS
A2.01 EXTERIOR ELEVATIONS
A3.00 BUILDING SECTION
A3.00A BUILDING SECTION
A3.01 BUILDING SECTION
A3.01A BUILDING SECTION
A3.02 BUILDING SECTION
A3.02A BUILDING SECTION
A3.03 BUILDING SECTION
A3.03A BUILDING SECTION
A3.04 BUILDING SECTION
E1.01 MAIN LEVEL LIGHTING & RECEPTACLE PLAN
E1.02 UPPER LEVEL LIGHTING & RECEPTACLE PLAN
SL1.00 SITE LIGHTING PLAN

ARCHITECTURAL SYMBOLS



ABBREVIATIONS LIST

ADJ.	ADJUSTABLE	COL.	COLUMN
A.F.F.	ABOVE FINISHED FLOOR	CONC.	CONCRETE
ALUM.	ALUMINUM	CONT.	CONTINUOUS
BLDG.	BUILDING	CPT.	CARPET
BSMT.	BASEMENT	CSMT.	CASEMENT
B.O.F.	BOTTOM OF FOOTING	DBL.	DOUBLE
B.O.O.	BOTTOM OF OPENING	DEMO.	DEMOLISH OR DEMOLITION
BD.	BOARD	DH.	DOUBLE HUNG
BK.	BOOKCASE	DIA.	DIAMETER
CAB.	CABINET	DIM.	DIMENSION
CB.	CONSTRUCTION BULLETIN	DIMS.	DIMENSIONS
CIP.	CAST IN PLACE	DISP.	DISPOSAL
CHNL.	CHANNEL	DN.	DOWN
C.J.	CONTROL JOINT	DR.	DOOR
CLG.	CEILING	DW.	DISHWASHER
CLR.	CLEAR	DWG.	DRAWING
CLO.	CLOSET	DS.	DOWNSPOUT
CMU.	CONCRETE MASONRY UNIT	E.	EAST
C.O.	CASED OPENING	EA.	EACH

EJ.	EXPANSION JOINT
ELEC.	ELECTRIC OR ELECTRICAL
ELEV.	ELEVATION
EPDM.	ETHYLENE PROPYLENE DIENE M - CLASS
EQ.	EQUAL
EXIST.	EXISTING
EXT.	EXTERIOR
F.D.	FLOOR DRAIN
FIN.	FINISHED
FIXT.	FIXTURE
FLR.	FLOOR
FND.	FOUNDATION
F.O.	FACE OF
MEMB.	MEMBRANE
FRZ.	FREEZER
FTG.	FOOTING
GAL.	GALVANEZ
GC.	GENERAL CONTRACTOR

GWB.	GYPSUM WALL BOARD
HD.	HEAD
HR.	HOOR
HT.	HEIGHT
HVAC.	HEATING, VENTILATING, AND COOLING
ICE.	ICE MAKER
I.D.	INTERIOR DESIGNER
INSUL.	INSULATION
INT.	INTERIOR OR INTERNAL
LIN.	LINEN
MAX.	MAXIMUM
M.O.	MASONRY OPENING
MECH.	MECHANICAL
MEMB.	MEMBRANE
MIN.	MINIMUM
MW.	MICROWAVE
MTL.	METAL

N.	NORTH
NOM.	NOMINAL
O.A.	OVERALL
O.C.	ON CENTER
OH.	OVERHANG
OPP.	OPPOSITE
PCC.	PRE-CAST CONCRETE
PNLD.	PANELED
PLYWD.	PLYWOOD
POWDR.	POWDER
P.T.	PRESSURE TREATED
PNT.	PAINT OR PAINTED
PVC.	POLYVINYL CHLORIDE
RBR.	RUBBER
RCP.	REFLECTED CEILING PLAN
REF.	REFRIGERATOR
REBAR.	REINFORCEMENT BAR

REQD.	REQUIRED
REV.	REVISION
R.	RISER
RM.	ROOM
R.O.	ROUGH OPENING
S.	SOUTH
SIM.	SIMILAR
SHWR.	SHOWER
SK.	SKETCH
SPEC.	SPECIFIED OR SPECIFICATION
SQ.FT.	SQUARE FEET
SS.	STAINLESS STEEL
STL.	STEEL
STN.	STAIN OR STAINED
T&G.	TOUNGE AND GROOVE
T.B.D.	TO BE DETERMINED
T.B.S.	TO BE SELECTED

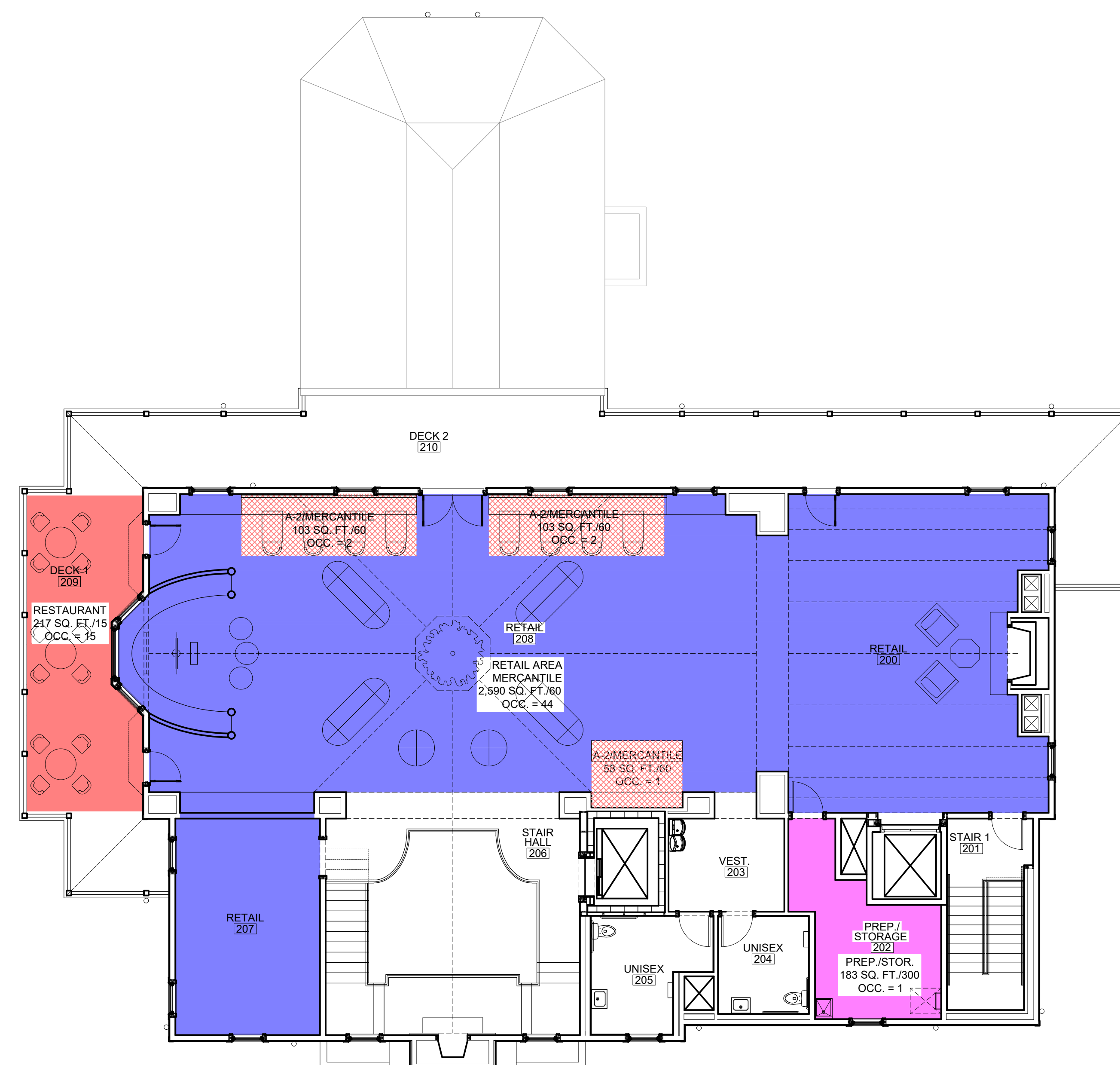
TCG.	TERNE COATED COPPER
T.D.	TRENCH DRAIN
THRU.	THROUGH
TELE.	TELEPHONE
T.M.E.	TO MATCH EXISTING
T.O.	TOP OF
T.O.C.	TOP OF CONCRETE
T.O.B.	TOP OF BEAM
T.O.D.	TOP OF DRAIN
T.O.F.	TOP OF FOOTING
T.O.L.	TOP OF LEDGE
T.O.O.	TOP OF OPENING
T.O.S.	TOP OF SLAB
T.O.W.	TOP OF WALL
TYP.	TYPICAL
UC.	UNDER COUNTER
UNEXC.	UNEXCAVATED
U.N.O.	UNLESS NOTED

OTHERWISE	VESTIBULE
VEST.	VERIFY IN FIELD
V.I.F.	WEST
W.	WITH
WIN.	WINDOW
WC.	WATER CLOSET
WD.	WOOD
WP.	WATERPROOF
WRB.	WEATHER RESISTANT BARRIER

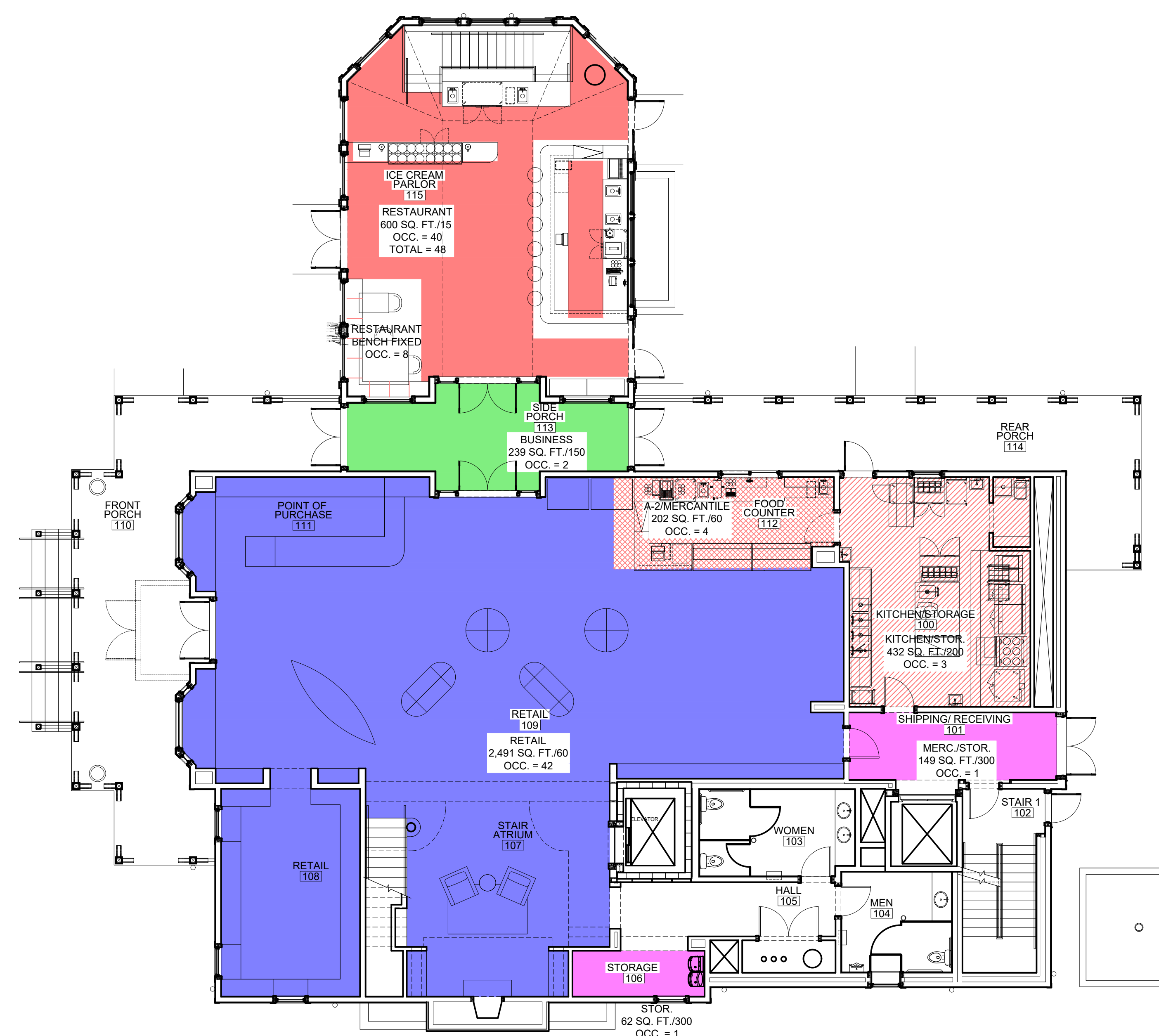
PROJECT DATA

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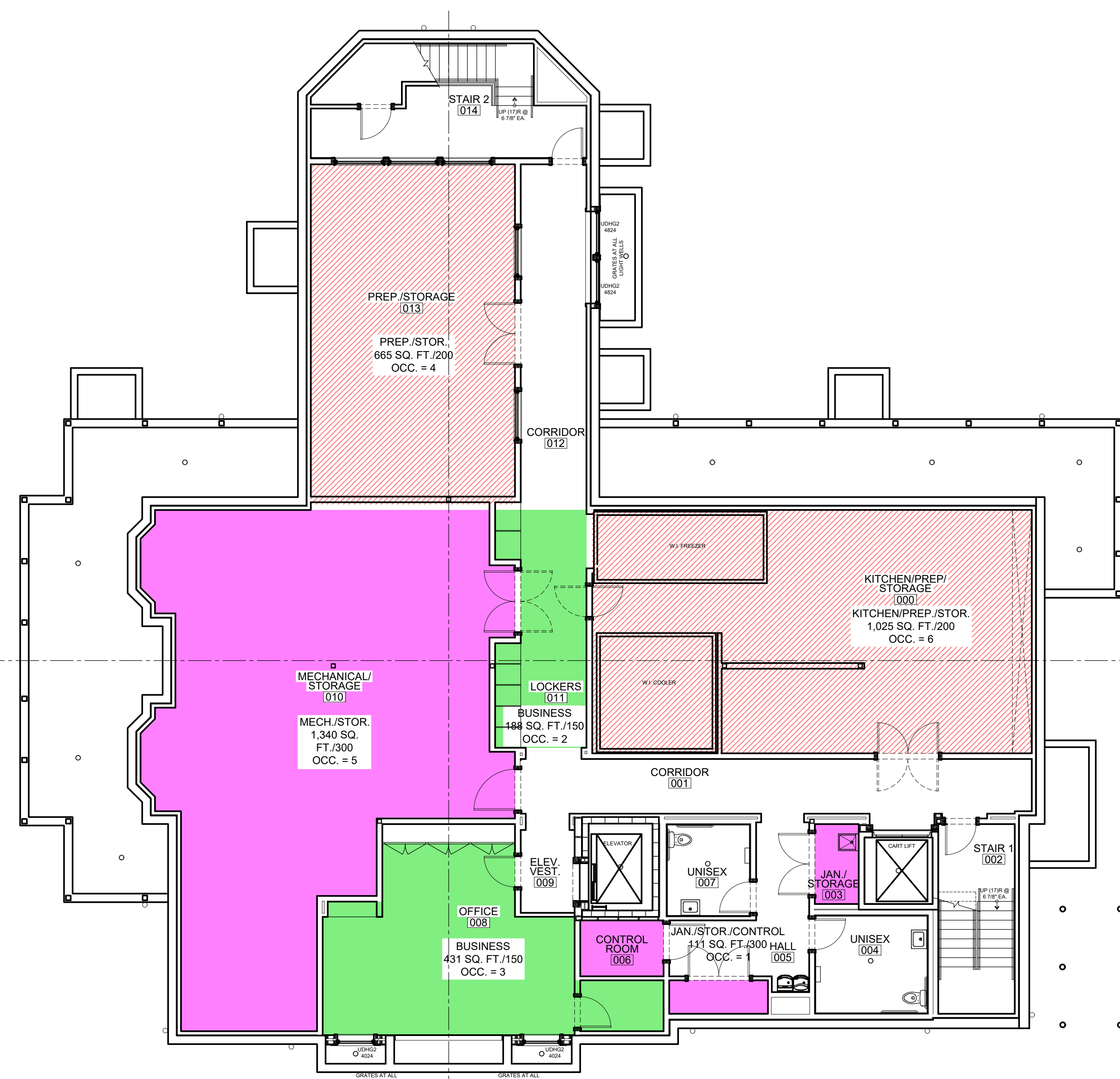
PRELIMINARY
NOT FOR
CONSTRUCTIONISSUE:
COURTESY REVIEW
PLAN COMMISSION
2026.05.05
2026.07.07SISTER BAY
GENERAL STORE
10674 North Bay Shore Drive
Sister Bay, WI 54234
WADE WEISSMANN ARCHITECTURE, INC. © 2026 / P: 414.351.1200 F: 414.352.8385



3 UPPER LEVEL OCCUPANCY PLAN
SCALE: 1/8" = 1'-0"



2 MAIN LEVEL OCCUPANCY PLAN
SCALE: 1/8" = 1'-0"



1 LOWER LEVEL OCCUPANCY PLAN
SCALE: 1/8" = 1'-0"

	A-2 (RESTAURANT), 15 net & FIXED
	A-2 (RESTAURANT), SMALL ASSEMBLY CONVERT TO MERCANTILE PER 2021 IBC SECTION 303.1.2, OPTION 2, A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES THAT IS LESS THAN 750 SQ. FT. IN AREA AND ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS PART OF THAT OCCUPANCY.
	KITCHEN/PREP./STOR, 200 gross
	B (BUSINESS), 150 gross
	M (MERCANTILE), 60 gross
	M (MERCANTILE)/STORAGE, 300 gross

PLUMBING FIXTURE CALCULATIONS AT BUSINESS, MERCANTILE, AND RESTAURANT:

PER 2021 IBC TABLE 1004.5 MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT:
OCCUPANCY :B, OCCUPANT LOAD FACTOR: 7

MEN 50% 4 OCCUPANTS, REQUIRED: (1) WATER CLOSET, (1) LAVATORY
WOMEN 50% 3 OCCUPANTS, REQUIRED: (1) WATER CLOSET, (1) LAVATORY

PER SECTION 2902.2, SEPARATE FACILITIES, EXCEPTION 4, SEPARATE FACILITIES SHALL NOT BE REQUIRED IN BUSINESS OCCUPANCIES IN WHICH THE MAXIMUM OCCUPANT LOAD IS 25 OR FEWER.

DRINKING FOUNTAIN AND SERVICE SINK PER TABLE 2902.1:
DRINKING FOUNTAIN NOT REQUIRED PER SECTION 2902.6
SERVICE SINK NOT REQUIRED PER TABLE 2902.1, e

PER 2021 IBC TABLE 1004.5 MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT:
OCCUPANCY :M & M-STORAGE, OCCUPANT LOAD FACTOR: 103

MEN 50% 52 OCCUPANTS, REQUIRED: (1) WATER CLOSET, (1) LAVATORY
WOMEN 50% 51 OCCUPANTS, REQUIRED: (1) WATER CLOSET, (1) LAVATORY

PER SECTION 2902.2, SEPARATE FACILITIES, EXCEPTION 3, SEPARATE FACILITIES SHALL NOT BE REQUIRED IN MERCANTILE OCCUPANCIES IN WHICH THE MAXIMUM OCCUPANT LOAD IS 100 OR

DRINKING FOUNTAIN AND SERVICE SINK PER TABLE 2902.1:
(1) DRINKING FOUNTAIN

PER 2021 IBC TABLE 1004.5 MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT:

LOAD FACTOR: 77

MEN 50%	39 OCCUPANTS, REQUIRED: (1) WATER CLOSET, (1) LAVATORY
WOMEN 50%	38 OCCUPANTS, REQUIRED: (1) WATER CLOSET, (1) LAVATORY

DRINKING FOUNTAIN AND SERVICE SINK PER TABLE 2902.1:
(1) DRINKING FOUNTAIN
(1) SERVICE SINK

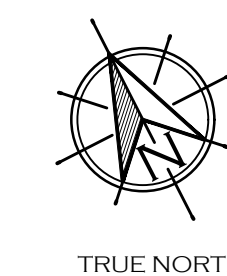
MEN	WATER CLOSET	URINAL	LAVATORY
	3	0	3
WOMEN	WATER CLOSET		LAVATORY
	3		3
	6		6
DRINKING FOUNTAIN =	2		
SERVICE SINK =	2		

MEN	WATER CLOSET	URINAL	LAVATORY
	3	1	3
WOMEN	WATER CLOSET		LAVATORY
	4		4
	7	1	7

DRINKING FOUNTAIN = 3

SERVICE SINK = 3

FAUCETS AT KITCHEN & PREP AREAS = 19



SISTER BAY GENERAL STORE

SISTER BAY, DOOR COUNTY, WI

CIVIL CONSTRUCTION PLAN SET



INDEX OF SHEETS

C001	1	COVER SHEET
C002	2	GENERAL NOTES AND QUANTITIES
C100	3	EXISTING CONDITIONS & REMOVALS
C101	4	EROSION CONTROL PLAN
C200	5	SITE PLAN
C201	6	VEHICLE TURNING PATHS
C300	7	UTILITY PLAN
C400	8	GRADING PLAN
C500	9	LANDSCAPE PLAN
C600	10	CONSTRUCTION DETAILS
C601	11	UTILITY DETAILS

SITE DATA	OWNER: SISTER BAY GENERAL STORE LLC		
	10774 NORTH BAY SHORE DRIVE		
	SISTER BAY, WI 54234		
	SITE ADDRESS: 10674 NORTH BAY SHORE DRIVE		
	SISTER BAY, WI 54234		
	PARCEL NUMBER: 1810005312843G1		
	PARCEL SIZE: 61,874 SQ. FT / 1.42 ACRES		
	ZONING: B-3 (DOWNTOWN BUSINESS DISTRICT)		
	OVERLAY: W-1 (WETLAND OVERLAY DISTRICT)		

AREA EXISTING SITE	GREEN SPACE:	61,874 SQ. FT /	1.42 ACRES =	100%
	BUILDINGS:	- SQ. FT /	- ACRES =	0%
	PAVEMENT:	- SQ. FT /	- ACRES =	0%
	IMPERVIOUS AREAS: (TOTAL)	- SQ. FT /	- ACRES =	0%

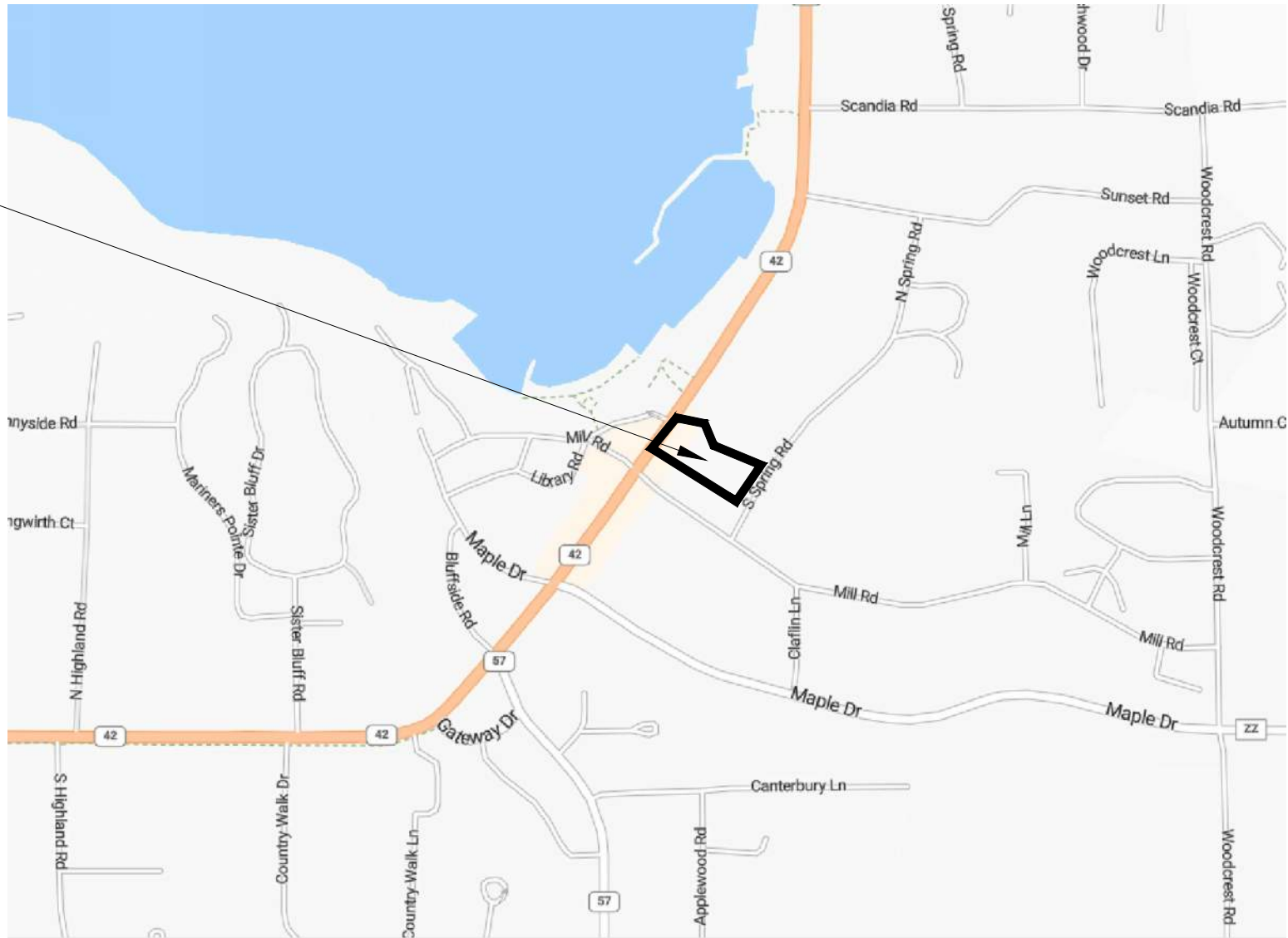
AREA PROPOSED SITE	GREEN SPACE:	32,116 SQ. FT /	0.74 ACRES =	52%	>20% REQUIRED)
	BUILDINGS:	7,100 SQ. FT /	0.16 ACRES =	11%	
	PAVEMENT:	22,658 SQ. FT /	0.52 ACRES =	37%	
	IMPERVIOUS AREAS: (TOTAL)	29,758 SQ. FT /	0.68 ACRES =	48%	

TOTAL DISTURBED AREA:	42,460 SQ. FT /	0.97 ACRES =	69%
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SETBACKS	FRONT: 20' (PRINCIPAL AND ACCESSORY)	
	SIDE: 6' (PRINCIPAL AND ACCESSORY)	
	REAR: 20' (PRINCIPAL AND ACCESSORY)	

PARKING	EXISTING	0
	REQUIRED:	40 SEE ARCHITECTURAL PLANS FOR CALCULATIONS
	PROVIDED	40 (INCLUDES 2 ADA-COMPLIANT STALLS)

PROJECT LOCATION



LOCATION MAP

NO SCALE

PROJECT TEAM:

OWNER:
SISTER BAY GENERAL STORE, LLC.
OWNER: BRIGID WHITE

10774 NORTH BAY SHORE DRIVE
SISTER BAY, WI 54234

brigid@whitefamilycottages.com

CIVIL ENGINEER:
STANTEC CONSULTING SERVICES, INC.
312 N 5TH AVE
STURGEON BAY, WI 54235

CONTACT:
SKYLER WITALISON, P.E.
920-298-1763
SKYLER.WITALISON@STANTEC.COM

UTILITY CONTACT INFORMATION
SISTER BAY ADMINISTRATION OFFICE
BENJAMIN ANDREWS, VILLAGE ADMINISTRATOR
2383 MAPLE DRIVE
PO BOX 769
SISTER BAY, WI 54234
920-854-4118

SISTER BAY PUBLIC WORKS
MEGAN BARNES, DPW DIRECTOR
2124 AUTUMN COURT
SISTER BAY, WI 54234
920-854-2246
MEGAN.BARNES@SISTERBAYWI.GOV

EMERGENCY NUMBERS
POLICE/FIRE
911

NON-EMERGENCY NUMBERS

SHERIFF
920-746-2400
FIRE DEPARTMENT
920-854-4021



Call 811 3 Work Days Before You Dig
Or Toll Free (800) 242-8511
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

THE LOCATIONS OF EXISTING UTILITY INSTALLATIONS AS SHOWN ON THIS PLAN ARE APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.

STANTEC ASSUMES NO RESPONSIBILITY FOR DAMAGES, LIABILITY OR COSTS RESULTING FROM CHANGES OR ALTERATIONS MADE TO THIS PLAN WITHOUT WRITTEN CONSENT OF STANTEC.

THESE DRAWINGS HAVE BEEN PREPARED BASED ON INFORMATION PROVIDED BY OTHERS. STANTEC HAS NOT VERIFIED THE ACCURACY AND/OR COMPLETENESS OF THIS INFORMATION AND SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH MAY BE INCORPORATED HEREIN AS A RESULT.

COVER SHEET

SISTER BAY GENERAL STORE
OWNER: SISTER BAY GENERAL STORE, LLC.
10674 N BAY SHORE DR., SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE
PRELIM. 2026-08-10

NO REVISION DATE

SURVEY	STANTEC
DRAWN	SRW
DESIGNED	SRW
CHECKED	SRW
APPROVED	SRW
PROJ. NO.	193807679

SHEET NUMBER
C001

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Plot Date: 08/10/2026 - 2:24pm
Drawing name: C:\Users\jwifallison\appdata\local\temp\AcPlotJob_3978A\193807679_Whites\Sister Bay General Store_ENG.dwg
Xref: 193807679_Whites\Sister Bay General Store_SHEET BODDER.dwg, 2026-08-24_GSW_C1.DWG, Site Plan_model.dwg, 193807679200_ENG_UPDATE

STANTEC ASSUMES NO RESPONSIBILITY FOR DAMAGES, LIABILITY OR COSTS RESULTING FROM CHANGES OR ALTERATIONS MADE TO THIS PLAN WITHOUT THE EXPRESSED WRITTEN CONSENT OF STANTEC.

GENERAL

- THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE MUNICIPALITY FORTY-EIGHT HOURS PRIOR TO THE START OF CONSTRUCTION.
- THE CONTRACTOR SHALL INDEMNIFY THE OWNER, THE ENGINEER, AND THE MUNICIPALITY, THEIR AGENTS, ETC., FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION, AND TESTING OF THE WORK ON THIS PROJECT.
- SITE SAFETY SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
- THE BIDDER WILL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES AND SHALL STATE SUCH QUANTITIES IN HIS OR HER PROPOSAL. HE OR SHE SHALL BASE THEIR BID ON HIS OR HER OWN ESTIMATE OF THE WORK REQUIRED AND SHALL NOT RELY ON THE ENGINEER'S ESTIMATE.
- THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION. A GEOTECHNICAL REPORT MAY BE AVAILABLE FROM THE OWNER. THE CONTRACTOR SHALL ABIDE BY THE RECOMMENDATIONS FO THE GEOTECHNICAL ENGINEER.
- THE CONTRACTOR IS RESPONSIBLE FOR EXAMINING ALL SITE CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION AND SHALL COMPARE FIELD CONDITIONS WITH DRAWINGS.
- THE OWNER SHALL OBTAIN AND PAY FOR ALL PERMITS REQUIRED FOR EXECUTION OF THE WORK. THE CONTRACTOR SHALL CONDUCT HIS WORK ACCORDING TO THE REQUIREMENTS OF THE PERMITS.
- THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL UTILITY INFORMATION SHOWN ON THE PLANS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL CALL DIGGER'S HOTLINE AT 1-800-242-8511 TO NOTIFY THE UTILITIES OF HIS OR HER INTENTIONS, AND TO REQUEST FIELD STAKING OF EXISTING UTILITIES.
- CONTRACTOR IS ADVISED THAT ALL MUD AND DEBRIS MUST NOT BE DEPOSITED ONTO THE ADJACENT ROADWAYS PER THE REQUIREMENT OF THE MUNICIPALITY OR OTHER APPROPRIATE GOVERNMENT AGENCIES.
- ANY ADJACENT PROPERTIES OR ROAD RIGHTS-OF-WAY WHICH ARE DAMAGED DURING CONSTRUCTION MUST BE RESTORED BY THE CONTRACTOR. THE COST OF THE RESTORATION IS CONSIDERED INCIDENTAL AND SHOULD BE INCLUDED IN THE BID PRICES.
- CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION AND DIMENSION OF ENTRANCES, VESTIBULES, STAIRS, RETAINING WALLS, RAMPS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
- CONTRACTOR SHALL PROVIDE EROSION CONTROL FACILITIES IN ACCORDANCE WITH WDNR TECHNICAL STANDARDS.
- ALL DIMENSIONS AND CORRESPONDING HORIZONTAL CONTROL RELATED TO PAVING REPRESENT FACE OF CURB, ELEVATION AND CONTOURS REPRESENT FINISHED GRADES UNLESS OTHERWISE INDICATED. BUILDINGS ARE DIMENSIONED TO FACE OF BUILDING.
- BEFORE PROCEEDING WITH ANY UTILITY CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE EACH EXISTING LATERAL OR POINT OF CONNECTION AND VERIFY THE SIZE, LOCATION AND ELEVATION OF ALL UTILITIES.

EROSION CONTROL NOTES

- EROSION CONTROL METHODS SHALL BE IMPLEMENTED AS DIRECTED BY THE ENGINEER PRIOR TO AND DURING CONSTRUCTION TO CONTROL WATER POLLUTION, EROSION, AND SILTATION
- THE CONTRACTOR (OR REPRESENTATIVE) SHALL INSPECT EROSION AND SEDIMENT CONTROL PRACTICES WEEKLY, AND WITHIN 24 HOURS FOLLOWING A RAINFALL OF 0.5 INCHES OR GREATER. WRITTEN DOCUMENTATION OF EACH INSPECTION SHALL BE MAINTAINED AT THE CONSTRUCTION SITE. SEE CONSTRUCTION SITE INSPECTION REPORT (FORM 3400-187) FROM THE WDNR
- CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE AND DOCUMENTATION OF EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION PHASE. OWNER IS RESPONSIBLE FOR POST-CONSTRUCTION MAINTENANCE AND EFFORT
- ALL DISTURBED AREAS SHALL BE TREATED WITH STABILIZATION MEASURES, AS SPECIFIED, WITHIN 3 WORKING DAYS OF FINAL GRADING
- A MINIMUM OF 4 TO 6 INCHES OF TOPSOIL MUST BE APPLIED TO ALL AREAS TO BE SEEDED OR SODDED
- WINTER STABILIZATION: ALL AREAS REQUIRING SEED AFTER OCTOBER 15TH SHALL BE STABILIZED BY AN APPROVED WINTER STABILIZATION METHOD
- ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR STORM EVENT SHALL BE CLEANED BY THE END OF EACH WORKDAY. FLUSHING SHALL NOT BE ALLOWED
- WIND EROSION SHALL BE KEPT TO A MINIMUM DURING CONSTRUCTION. WATERING, MULCHING, OR A TACKING AGENT MAY NEED TO BE UTILIZED TO PROTECT NEARBY RESIDENTS AND WATER RESOURCES
- ANY DISTURBED AREAS OR SOIL STOCKPILES THAT REMAINS FOR MORE THAN 7 DAYS SHALL BE COVERED OR TREATED WITH STABILIZATION PRACTICES. ALL TOPSOIL STOCKPILES SHALL BE SEEDED OR HAULED OFF-SITE WITHIN 60 DAYS OF CONSTRUCTION COMPLETION. THE CONTRACTOR SHALL DISPOSE OF ALL OTHER WASTE AND EXCESS MATERIAL IN AN APPROVED MANNER
- ALL TEMPORARY BEST MANAGEMENT PRACTICES SHALL BE MAINTAINED UNTIL THE SITE IS STABILIZED. ANY SOIL EROSION THAT OCCURS AFTER FINAL GRADING AND/OR THE APPLICATION OF STABILIZATION MEASURES MUST BE REPAIRED AND STABILIZATION WORK REDONE
- WHEN THE DISTURBED AREA HAS BEEN STABILIZED BY PERMANENT VEGETATION OR OTHER MEANS, TEMPORARY EROSION CONTROL PRACTICES SHALL BE REMOVED
- EROSION CONTROL CONSTRUCTION STANDARDS - SEE WDNR CONSTRUCTION SITE EROSION & SEDIMENT CONTROL STANDARDS AS FOLLOWS:
 - 1053 = CHANNEL EROSION MAT
 - 1066 = CONSTRUCTION SITE DIVERSION
 - 1062 = DITCH CHECKS
 - 1068 = DUST CONTROL
 - 1050 = LAND APPLICATION OF ADDITIVES FOR EROSION CONTROL
 - 1058 = MULCHING FOR CONSTRUCTION SITES
 - 1052 = NON-CHANNEL EROSION MAT
 - 1059 = SEEDING
 - 1057 = TRACKOUT CONTROL PRACTICES
 - 1067 = GRADING PRACTICES FOR EROSION CONTROL - TEMPORARY
 - 1054 = VEGETATIVE BUFFER FOR CONSTRUCTION SITES
 - 1061 = DE-WATERING
 - 1055 = SEDIMENT BALE BARRIER
 - 1064 = SEDIMENT BASIN
 - 1063 = SEDIMENT TRAP
 - 1070 = SILT CURTAIN
 - 1056 = SILT FENCE
 - 1060 = STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES
 - 1069 = TURBIDITY BARRIERS
 - 1051 = WATER APPLICATION OF ADDITIVES FOR EROSION CONTROL
 - 1071 = INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS

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312 N. 5th Avenue
Sturgeon Bay, WI 54235
www.stantec.com

GENERAL NOTES AND QUANTITIES

SISTER BAY GENERAL STORE
OWNER: SISTER BAY GENERAL STORE, LLC.
10674 N BAY SHORE DR., SISTER BAY, DOOR COUNTY, WI 54234

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C002

EROSION CONTROL PLAN

SISTER BAY GENERAL STORE
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Drawing name: C:\Users\jwilliams\appdata\local\temp\AcPlotJob_3978A\193807679_Whites Sister Bay General Store_ENG.dwg
Xrefs: 193807679_Whites Sister Bay General Store_SHEET EROSION CONTROL.dwg, 2026-08-24_GSW_C100_Site Plan_model.dwg, 193807679-200_ENG_UPDATE



SHEET KEY NOTES

SEE EROSION CONTROL NOTES SHEET C002

1. STONE TRACKING PAD; SEE WDNR STANDARD 1057 "TRACKOUT CONTROL PRACTICES"
2. SILT FENCE; SEE WDNR STANDARD 1056 "SILT FENCE"
3. EROSION CONTROL MAT; SEE WDNR STANDARD 1053 "CHANNEL EROSION MAT" AND 1052 "NON-CHANNEL EROSION MAT"
4. SEE LANDSCAPING PLAN FOR VEGETATION SCHEDULE; SEED & MULCH AREA OR HYDROSEED; SEE WDNR STANDARDS 1058 "MULCHING FOR CONSTRUCTION SITES" AND 1059 "SEEDING"; SEE LANDSCAPE PLAN SHEET C500 FOR PLANTING MIXTURE TYPES
5. SOIL/MATERIAL STOCKPILE AREA
6. EXTENTS OF FINISHED GRADING; REMOVE/GRUB ALL TREES AND ROOTBALLS TO 3' BELOW FINISHED GRADE WITHIN BOUNDARY AREA
7. WETLAND DELINEATION BOUNDARY; PRESERVE AND PROTECT WETLANDS
8. BOARDWALK AREA OVER WETLAND AREA; NO SOIL DISTURBANCE ANTICIPATED (CONSTRUCTED ABOVE GROUND, ON PIERS)

SITE PLAN

SISTER BAY GENERAL STORE
OWNER: SISTER BAY GENERAL STORE, LLC.
10674 N BAY SHORE DR., SISTER BAY, DOOR COUNTY, WI 54234

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Xrefs: 193807679 Whites Sister Bay General Store_SHEET BORDER.dwg, 2026-08-24_GSW_CI_00_Site Plan_model.dwg, 193807679-200_ENG_UPDATE



SHEET KEY NOTES

1. ASPHALT PAVEMENT - 3" SECTION; SEE DETAIL A SHEET C600
2. CONCRETE SIDEWALK; 4" THICKNESS WITH THICKENED EDGE AT INTERFACE WITH ASPHALT AREAS; SEE DETAIL B SHEET C600
3. CONCRETE PAD/APRON; 6" THICKNESS WITH THICKENED EDGE AT INTERFACE WITH ASPHALT AREAS; SEE DETAIL C SHEET C600
4. CONCRETE STOOP/EXTERIOR SLAB AT BUILDING; REFER TO STRUCTURAL PLANS FOR CONSTRUCTION SPECIFICATIONS
5. STEEL PIPE GUARD-POST BOLLARD - 6" Ø; SEE DETAIL D SHEET C600
6. ADA-COMPLIANT PARKING STALL WITH SIGN, LOADING AREA, AND PAVEMENT SYMBOL
7. PARKING STALL PAINT STRIPE; 4" WIDTH; COLOR BY OWNER PREFERENCE
8. DUMPSTER ENCLOSURE WITH FENCE; 6' TALL FENCE TO SCREEN ENTIRE ENCLOSURE; PVC; COLOR BY OWNER PREFERENCE; WITH OPERABLE DOUBLE GATE
9. BIKE RACK; MUNICIPAL STYLE; 10-SLOT MINIMUM
10. WHITE PICKET FENCE ALONG FRONT SIDEWALK; 4' TALL WITH GATE AT SIDEWALK ENTRY POINT
11. RETAINING WALL; STACKED ROCK; SEE GRADING PLAN SHEET C400 FOR ELEVATIONS; SEE DETAIL E SHEET C600
12. GRAVEL OR WOOD-CHIP FOOTPATH; TO CONNECT REAR OF PROPERTY TO FRONT
13. ELEVATED WETLAND BOARDWALK; PENDING DNR PERMIT APPROVALS
14. FIRE PIT AREA; FIRE TO USE L.P. AS FUEL

UTILITY PLAN

SISTER BAY GENERAL STORE
OWNER: SISTER BAY GENERAL STORE, LLC.
10674 N BAY SHORE DR., SISTER BAY, DOOR COUNTY, WI 54234DATE OF ISSUANCE
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C300

UTILITY NOTES

- SANITARY LATERAL & WATER PIPE BURIAL: SEE DETAIL E SHEET C601
- ALL MATERIALS AND CONSTRUCTION FOR STORM SEWERS, SANITARY SEWERS, AND WATER SUPPLY SHALL BE IN ACCORDANCE WITH THE "STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN," LATEST EDITION, WITH ALL CURRENT SUPPLEMENTAL SPECIFICATIONS AND ADDENDA
- SANITARY SEWER SHALL BE CONSTRUCTED OF MATERIALS LISTED IN TABLE SPS 384.30-2
- SANITARY BUILDING SEWER BURIAL DEPTH = 5.0' MINIMUM TO TOP OF PIPE (ZONE B, SANDY LOAM) PER SPS 382.30
- WATER SUPPLY SYSTEMS SHALL BE CONSTRUCTED OF MATERIALS LISTED IN TABLE SPS 384.30-7
- WATER SUPPLY BURIAL DEPTH = 5.0' MINIMUM TO TOP OF PIPE (5.0' MINIMUM TO TOP OF PIPE (ZONE B, SANDY LOAM) PER SPS 382.30
- WATER AND SANITARY LINES MAY BE INSTALLED IN A COMMON TRENCH IF SEPARATED BY AT LEAST 24"

UTILITY CONTACT

- CONTACT VILLAGE OF SISTER BAY DEPARTMENT OF PUBLIC WORKS 3 WORKING DAYS PRIOR TO ANY WORK NEAR PUBLIC UTILITY MAINS
- DIRECTOR OF PUBLIC WORKS: MEGAN BARNES; (920) 854-4118
- CONTACT WI DOT PRIOR TO ANY WORK WITHIN HIGHWAY RIGHT OF WAY



SHEET KEY NOTES

- WATER CONNECTION/VALVE/CURB STOP - CONNECT TO EXISTING LATERAL/CURB STOP; FIELD VERIFY LOCATION AND DEPTH; SEE DETAIL A & B SHEET C601
- WATER CONNECTION TO BUILDING; VERIFY LOCATION, SIZE, METER, AND SHUT-OFF VALVING WITH PLUMBING CONTRACTOR AND PLUMBING PLANS
- SANITARY CONNECTION TO PUBLIC SANITARY MAIN; INSTALL RISER PIPE (6.0' MAXIMUM) IF DEPTH IS GREATER THAN 10'; FIELD VERIFY LOCATION AND DEPTH; SEE DETAIL E, SHEET C601
- SANITARY CLEANOUT; SEE DETAIL C SHEET C601
- SANITARY CONNECTION TO BUILDING; VERIFY LOCATION WITH PLUMBING CONTRACTOR AND PLUMBING PLANS
- ELECTRIC SUPPLY (MAIN, UNDERGROUND); REFER TO ELECTRIC PLANS; VERIFY WITH WPS; LOCATION SHOWN FOR LAYOUT PURPOSES ONLY
- TELECOM LINE; REFER ELECTRIC, AND ARCHITECTURAL PLANS; VERIFY WITH UTILITY PROVIDED
- ELECTRIC/TELECOM/CABLE PEDESTALS; TO BE MOVED BY UTILITY PROVIDER AT OWNER DISCRETION
- LIQUID PROPANE GAS TANKS (BURIED) AND SUPPLY LINE; 1,000 GALLONS; REFER TO TO MECHANICAL PLANS; VERIFY WITH UTILITY PROVIDER
- HVAC CONDENSER UNITS; REFER TO ARCHITECTURAL PLANS FOR EQUIPMENT PLACEMENT; TO BE SCREENED BY FENCING OR VEGETATION
- DOWNSPOUT CONNECTIONS; 6" Ø STORM PIPE; REFER TO ARCHITECTURAL PLANS FOR FINAL LOCATIONS OF DOWNSPOUTS
- STORM CLEANOUT; SEE DETAIL D SHEET C601
- CONNECT TO EXISTING STORM CATCH BASIN
- LIGHT POLE; REFER TO ELECTRICAL PLANS

- DRIVEWAY CULVERT; 12" CMP
- BACKUP GENERATOR; REFER TO ARCHITECTURAL AND ELECTRICAL PLANS; VERIFY WITH WPS
- FIRE HYDRANT; FIELD VERIFY ADJACENT WATER LATERAL/VALVE FOR ADEQUATE PIPE SIZE AND CAPACITY; IF LATERAL/VALVE IS NOT FEASIBLE CONNECT TO WATER MAIN UNDER HIGHWAY; SEE DETAIL E SHEET C600

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Xref: 193807679_Whites Sister Bay General Store_SHEET BORDER.dwg, 2026.08.24_GSW_CI.00_Site Plan_model.dwg, 193807679200_ENG_UPDATE



SHEET KEY NOTES

1. BENCHMARK; TOP OF IRON PIPE, ELEVATION = 587.00
2. STAIR LOCATION
3. ADA PATH - FRONT; ALONG WALKWAY; 8.33% (1:12) MAX SLOPE FOR 2.5' FOLLOWED BY 5' LANDING PAD AT 2%
4. ADA STALLS; 2% (1:48) MAX SLOPE IN ALL DIRECTIONS
5. ADA PATH - REAR; 5% RUNNING SLOPE MAX
6. RETAINING WALL; TOP ELEVATION = 589 TO 590, BOTTOM ELEVATION = 587.5
7. 6" STEP-UP TO PORCH FROM PARKING LOT

LANDSCAPING (GREEN SPACE) PLAN

SISTER BAY GENERAL STORE
OWNER: SISTER BAY GENERAL STORE, LLC.
10674 N BAY SHORE DR., SISTER BAY, DOOR COUNTY, WI 54234

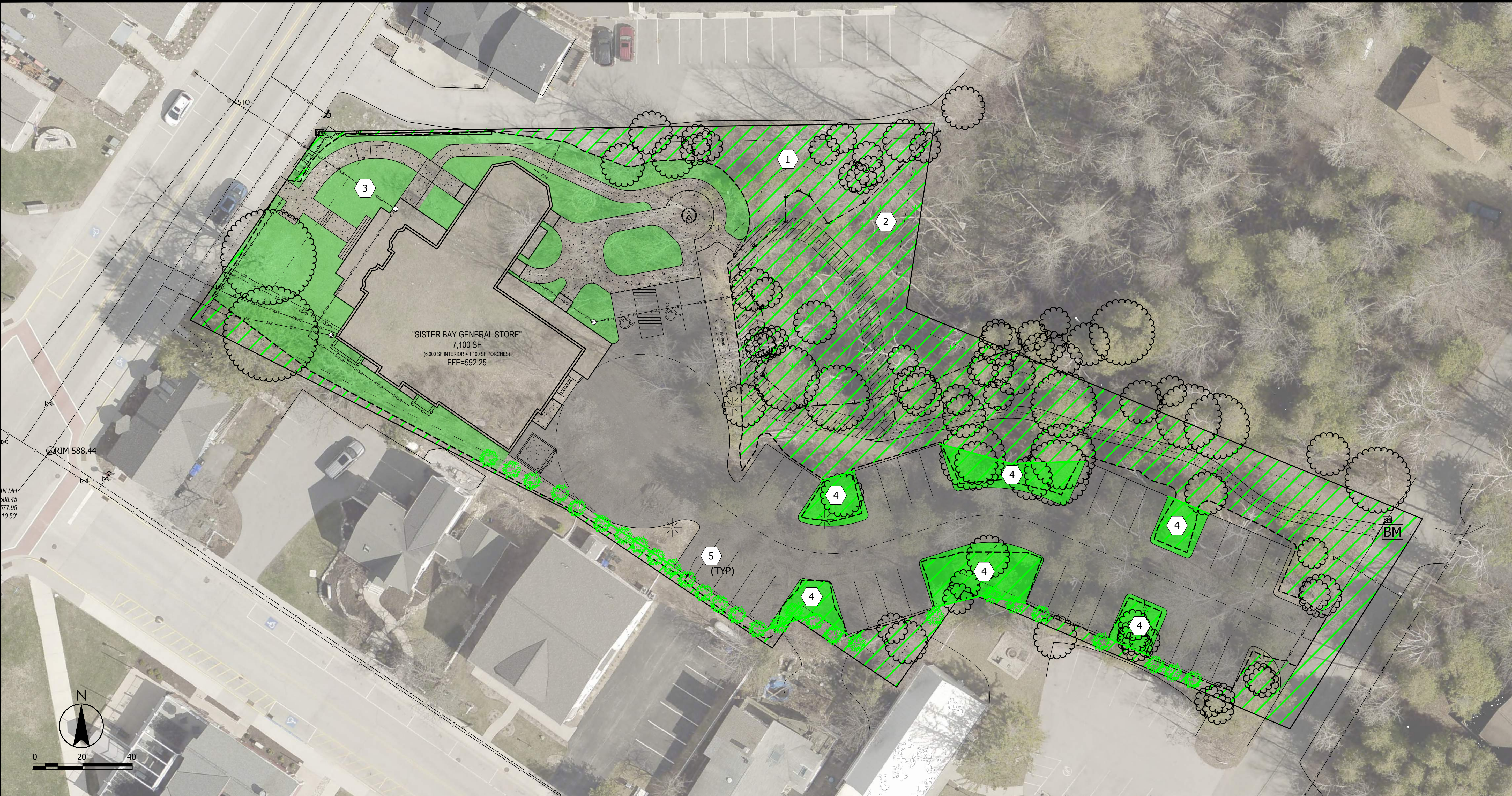
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SHEET NUMBER

C500



SHEET KEY NOTES

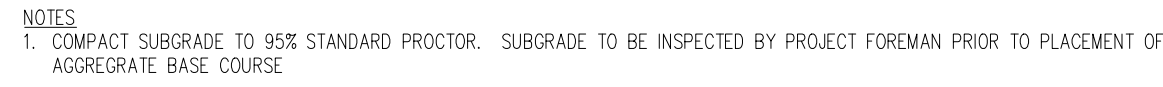
DETAILED LANDSCAPE PLAN AND PLANTINGS FOR FRONT OF BUILDING TO BE COMPLETED BY OWNER PRIOR TO OCCUPANCY PERMIT (THIS PLAN IS A 'GREEN SPACE' PLAN, SHOWING GENERAL FOOTPRINTS OF PRESERVED AND CONSTRUCTED LANDSCAPING AREAS FOR FRONT OF BUILDING AREAS)

REAR AND PARKING LOT KEY NOTES

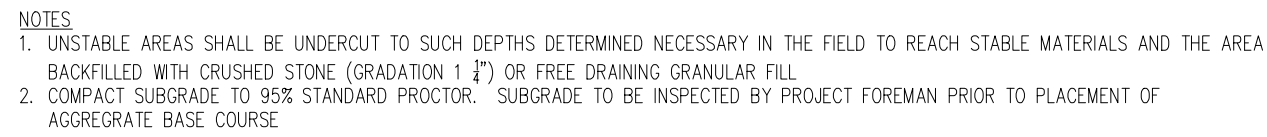
- PRESERVED OPEN SPACE; OUTSIDE OF DEVELOPMENT IMPACT FOOTPRINT; INTENDED TO BE PRESERVED AS EXISTING WOODLANDS (GREEN CROSS HATCH)
- WETLANDS; DELINEATED; PROTECTED VIA DNR REGULATION (WETLAND GRASS HATCH)
- VEGETATED/LANDSCAPED AREAS WITHIN THE PROJECT DEVELOPMENT; FRONT SIDE (LIGHT GREEN SHADED); SEE NOTE ABOVE ABOUT DETAILED LANDSCAPE PLAN
- PARKING LOT LANDSCAPE ISLANDS; (DARK GREEN SHADED) EXISTING TREES TO REMAIN, AUGMENTED WITH PLANTED EVERGREENS
- PARKING LOT SCREENING; EXISTING TREES TO REMAIN, AUGMENTED WITH PLANTED EVERGREENS (WHITE CEDAR; QTY: 28)

TOTAL GREEN SPACE = 32,116 SF (OUT OF 61,874 SF TOTAL LOT AREA) = 52%

LANDSCAPE STATISTICS			
STREET TREES	TOTAL R.O.W. LENGTH (SPRING ROAD)	100	
	TREES REQUIRED @ 35' SPACING	3	
	TREES PROVIDED	10+	(EXISTING TREES TO REMAIN. SITE IS FULLY WOODED ALONG SPRING ROAD)
PARKING LOT SCREENING/ PERIMETER LANDSCAPE AREA	NORTH	EXISTING TREES	
	EAST	EXISTING TREES	
	SOUTH	EXISTING TREES + EVERGREENS	
	WEST	N/A - ABUTS BUILDING	
INTERIOR LANDSCAPED AREA	TOTAL PARKING LOT AREA (SF)	17014	
	INTERIOR AREA REQUIRED (SF)	851	
	INTERIOR AREA PROVIDED (SF)	1957	11.50%
TREE TYPE MIXTURE	TOTAL TREES	28	
	EVERGREEN	28	100%
	DECIDUOUS	0	0%
LANDSCAPE STRIP ADJACENT TO BUILDINGS	WIDTH REQUIRED (FT)	3	
	WIDTH PROVIDED (FT)	10+	
SCREENING OF TRASH	FENCE + EVERGREEN HEDGE		
GROUND MOUNTED UTILITIES	FENCE		
ROOF MOUNTED UTILITIES	SCREENED VIA PARAPET		
RETAINING WALLS	STACKED ROCK		

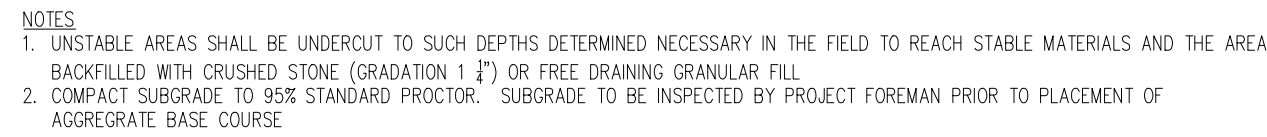


- THE ASPHALTIC BASE AND SURFACE COURSE SHOULD BE PLACED AND PROVIDED IN ACCORDANCE WITH SECTION 455/460 OF THE STATE OF WISCONSIN STANDARD SPECIFICATION FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
- THE CRUSHED AGGREGATE BASE COURSE SHOULD BE PROVIDED AND PLACED IN ACCORDANCE WITH SECTION 301/305 OF THE STANDARD SPECIFICATION.
- ASPHALT PAVING CONTRACTOR TO SAW CUT EXISTING ASPHALT EDGE PRIOR TO JOINING NEW PAVEMENT



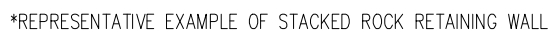
SPECIFICATIONS

- CONCRETE PAVEMENT CONSTRUCTION SHALL BE PLACED AND PROVIDED IN ACCORDANCE WITH SECTION 501 OF THE STATE OF WISCONSIN STANDARD SPECIFICATION FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
- CONCRETE SHALL BE 4,000 PSI MINIMUM
- CONCRETE SHALL RECEIVE A BROOMED FINISH



SPECIFICATIONS

- CONCRETE PAVEMENT CONSTRUCTION SHALL BE PLACED AND PROVIDED IN ACCORDANCE WITH SECTION 501 OF THE STATE OF WISCONSIN STANDARD SPECIFICATION FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
- CONCRETE SHALL BE 4,000 PSI MINIMUM
- CONCRETE SHALL RECEIVE A BROOMED FINISH



E N.T.S.
ROCK RETAINING WALL

CONSTRUCTION DETAILS

SISTER BAY GENERAL STORE
OWNER: SISTER BAY GENERAL STORE, LLC.
10674 N BAY SHORE DR., SISTER BAY, DOOR COUNTY, WI 54234

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GENERAL NOTES

1. ALL OUTSIDE DIMENSIONS OF FRAMING PLAN TO FACE OF EXTERIOR SHEATHING OR MASONRY, U.N.O. ALL INTERIOR PARTITION DIMENSIONS TO FACE OF STUD, U.N.O.
2. GENERAL CONTRACTOR TO FIELD VERIFY ALL DIMENSION LAYOUTS REPRESENTED ON THIS PLAN & NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES.
3. ALL DOORS / WINDOWS TO BE CENTERED AS SHOWN ON PLANS. DIMENSIONS AT DOORS, WINDOWS, AND FRAMED OPENINGS ARE TO CENTERLINE, SEE DOOR AND WINDOW SUBMITTALS FOR MANUFACTURER AND SIZE INFORMATION.
4. ALL WOOD IN DIRECT CONTACT WITH CONCRETE TO BE PRESSURE TREATED.
5. ALL PLUMBING FIXTURES LOCATED ON EXTERIOR WALLS SHOULD BE SUPPLIED THROUGH THE FLOOR AND/OR WITHIN THE INSULATED ENVELOPE.
6. SEE ELECTRICAL PLANS FOR SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR LOCATIONS.
7. PROVIDE BLOCKING FOR BATH ACCESSORIES, OWNER'S ART, COAT HOOKS, OR TV.
8. GO TO COORDINATE TRUSS LAYOUT WITH FLOOR DRAINS, TOILETS, MECHANICAL GRILLES, ETC.

WINDOW & DOOR NOTES

- EXTERIOR UNITS:
1. MARVIN ULTIMATE CLAD WOOD WINDOWS & DOORS, U.N.O.
 2. SEE PLAN FOR UNIT SIZE
 3. SEE EXTERIOR ELEVATION FOR LITE PATTERN
 4. STONE WHITE EXTERIOR, PRIMED WHITE INTERIOR
 5. INSULATED GLASS, DUAL-PANE-LOW E2 WITH ARGON
 6. 1" WIDE TRADITIONAL OGEE SIMULATED DIVIDED LITES WITH ALUMINUM SPACER BAR
 7. NEW DOORS SHALL MEET THE 0.35 FENESTRATION U-FACTOR PER **SPS 322.37-1**
 8. ALL DOORS TO HAVE TEMPERED GLASS WHERE REQUIRED BY CODE
 9. WINDOWS TO HAVE TEMPERED GLASS WHERE REQUIRED BY CODE
 10. HARDWARE SELECTION BY OWNER
 11. SHOP DRAWINGS REQUIRED FOR ARCHITECT REVIEW AND APPROVAL PRIOR TO PRODUCTION OF WINDOWS & DOORS

- NEW WALL
- RECESSED SLAB OR FLOOR JOIST, 4" DROP AT BATHROOMS, 7" DROP AT FREEZERS.
- STEEL BEAM, SEE STRUCTURAL DRAWINGS.
- 24 GA. DOWNSPOUT, PAINT.
- DRAIN INLET, REFER TO CIVIL & PLUMBING DRAWINGS.

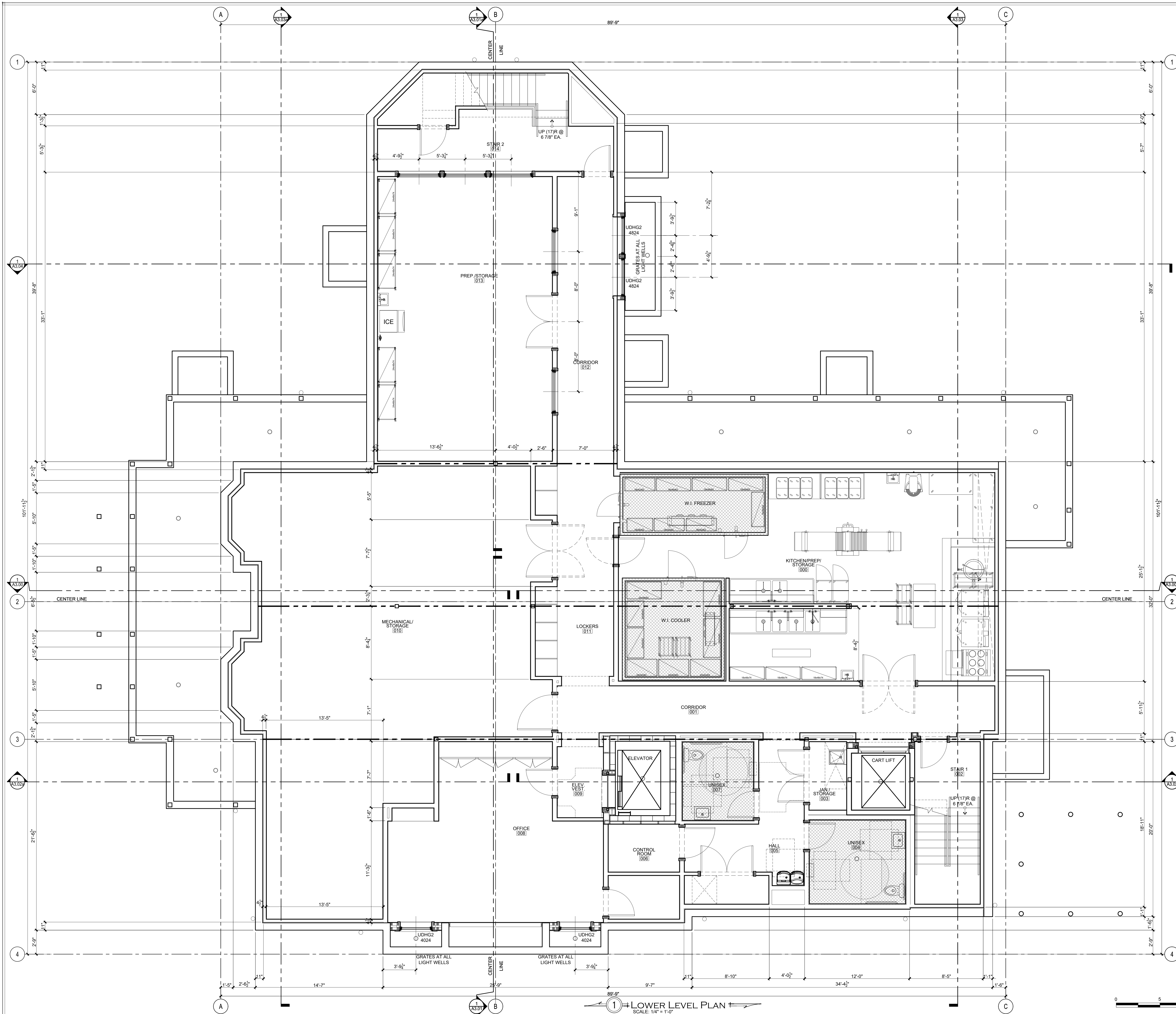
BLDG. SQ. FT. ANALYSIS (gross)

LOWER LEVEL FLOOR PLAN	5,610 SQ. FT.
MAIN LEVEL FLOOR PLAN	5,531 SQ. FT.
UPPER LEVEL FLOOR PLAN	3,941 SQ. FT.
TOTAL	15,082 SQ. FT.
DECKS	
MAIN LEVEL DECK	1,107 SQ. FT.
UPPER LEVEL DECK	1,353 SQ. FT.
TOTAL	2,460 SQ. FT.
TRASH ENCLOSURE	130 SQ. FT.



0 5 10 15 20 25

1 LOWER LEVEL PLAN
SCALE: 1/4" = 1'-0"



GENERAL NOTES

1. ALL OUTSIDE DIMENSIONS OF FRAMING PLAN TO FACE OF EXTERIOR SHEATHING OR MASONRY, U.N.O. ALL INTERIOR PARTITION DIMENSIONS TO FACE OF STUD, U.N.O.
2. GENERAL CONTRACTOR TO FIELD VERIFY ALL DIMENSION LAYOUTS REPRESENTED ON THIS PLAN & NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES.
3. ALL DOORS / WINDOWS TO BE CENTERED AS SHOWN ON PLANS. DIMENSIONS AT DOORS, WINDOWS, AND FRAMED OPENINGS ARE TO CENTERLINE, SEE DOOR AND WINDOW SUBMITTALS FOR MANUFACTURER AND SIZE INFORMATION.
4. ALL WOOD IN DIRECT CONTACT WITH CONCRETE TO BE PRESSURE TREATED.
5. ALL PLUMBING FIXTURES LOCATED ON EXTERIOR WALLS SHOULD BE SUPPLIED THROUGH THE FLOOR AND/OR WITHIN THE INSULATED ENVELOPE.
6. SEE ELECTRICAL PLANS FOR SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR LOCATIONS.
7. PROVIDE BLOCKING FOR BATH ACCESSORIES, OWNER'S ART, COAT HOOKS, OR TV.
8. GO TO COORDINATE TRUSS LAYOUT WITH FLOOR DRAINS, TOILETS, MECHANICAL GRILLES, ETC.

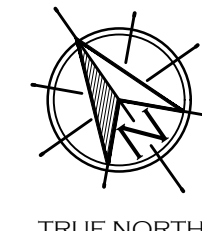
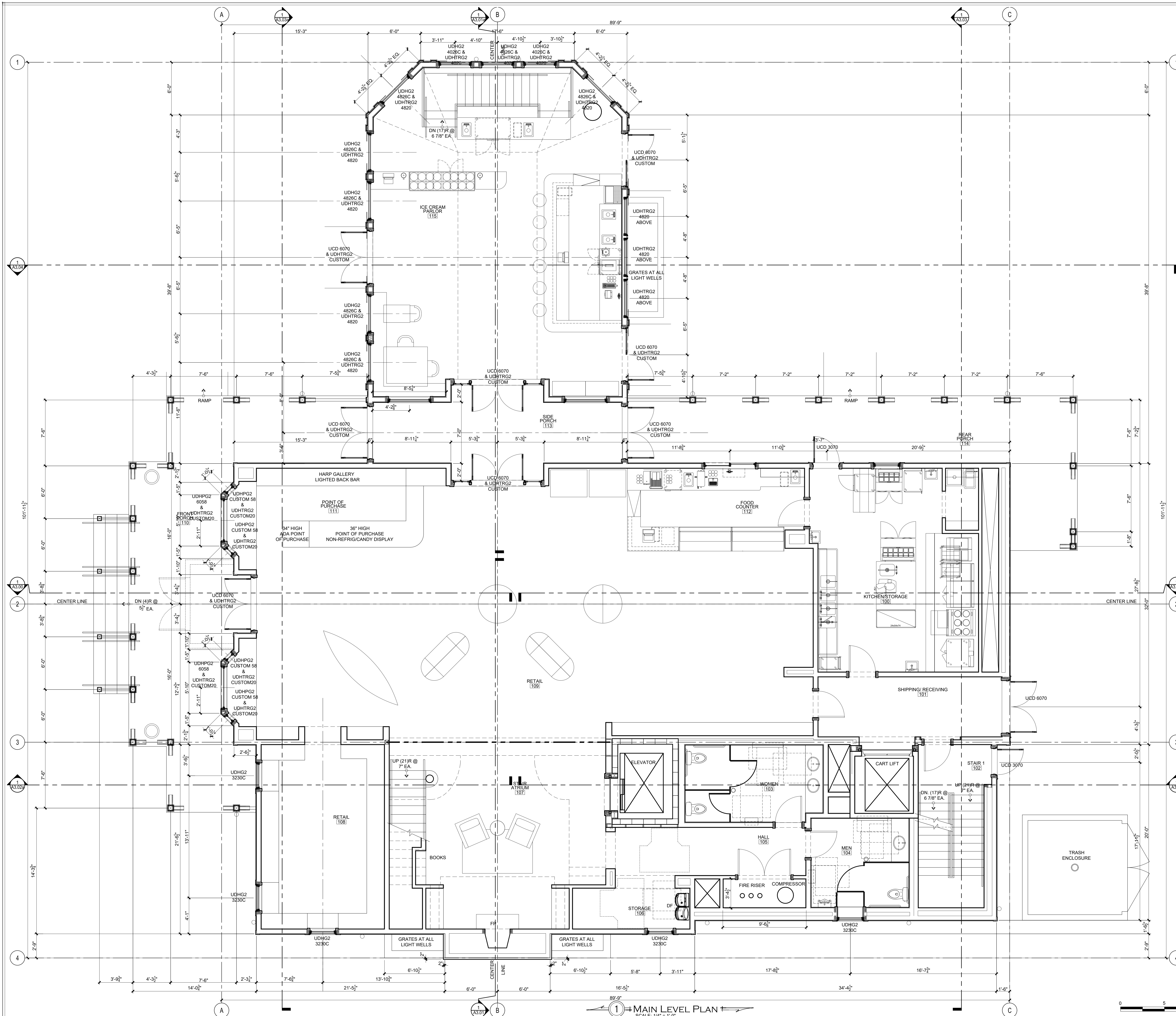
WINDOW & DOOR NOTES

- EXTERIOR UNITS:
1. MARVIN ULTIMATE CLAD WOOD WINDOWS & DOORS, U.N.O.
 2. SEE PLAN FOR UNIT SIZE
 3. SEE EXTERIOR ELEVATION FOR LITE PATTERN
 4. STONE WHITE EXTERIOR, PRIMED WHITE INTERIOR
 5. INSULATED GLASS, DUAL-PANE-LOW E2 WITH ARGON
 6. 1" WIDE TRADITIONAL OGEE SIMULATED DIVIDED LITES WITH ALUMINUM SPACER BAR
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 8. ALL DOORS TO HAVE TEMPERED GLASS
 - 9.1. WINDOWS TO HAVE TEMPERED GLASS WHERE REQUIRED BY CODE
 10. HARDWARE SELECTION BY OWNER
 11. SHOP DRAWINGS REQUIRED FOR ARCHITECT REVIEW AND APPROVAL PRIOR TO PRODUCTION OF WINDOWS & DOORS

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- STEEL BEAM, SEE STRUCTURAL DRAWINGS.
- 24 GA. DOWNSPOUT, PAINT.
- DRAIN INLET, REFER TO CIVIL & PLUMBING DRAWINGS.

BLDG. SQ. FT. ANALYSIS
(gross)

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TRASH ENCLOSURE	130 SQ. FT.



GENERAL NOTES

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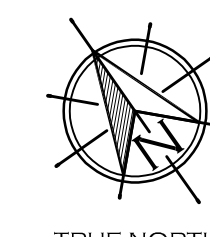
WINDOW & DOOR NOTES

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- STEEL BEAM, SEE STRUCTURAL DRAWINGS.
- 24 GA. DOWNSPOUT, PAINT.
- DRAIN INLET, REFER TO CIVIL & PLUMBING DRAWINGS.

BLDG. SQ. FT. ANALYSIS (gross)

LOWER LEVEL FLOOR PLAN	5,610 SQ. FT.
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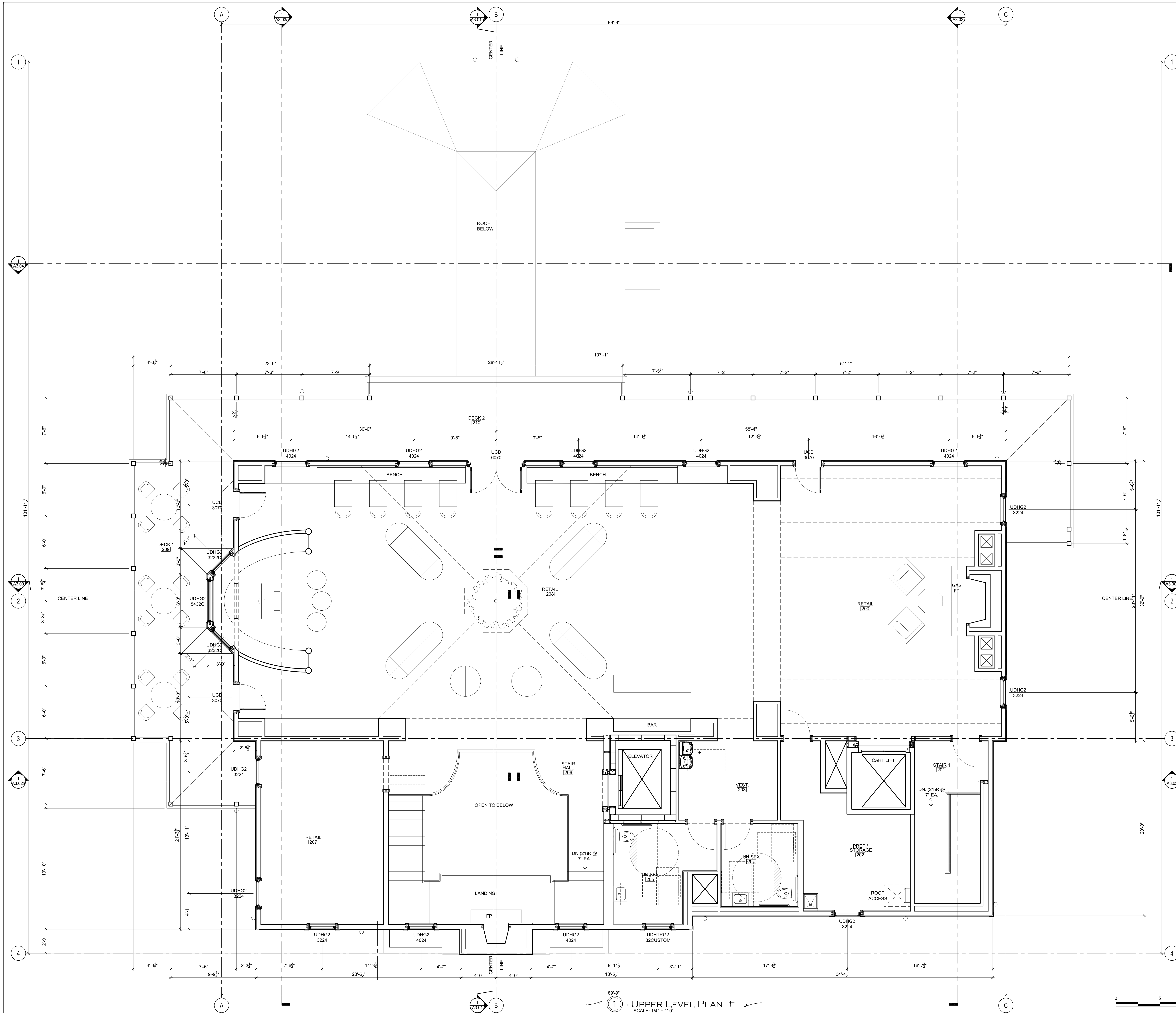


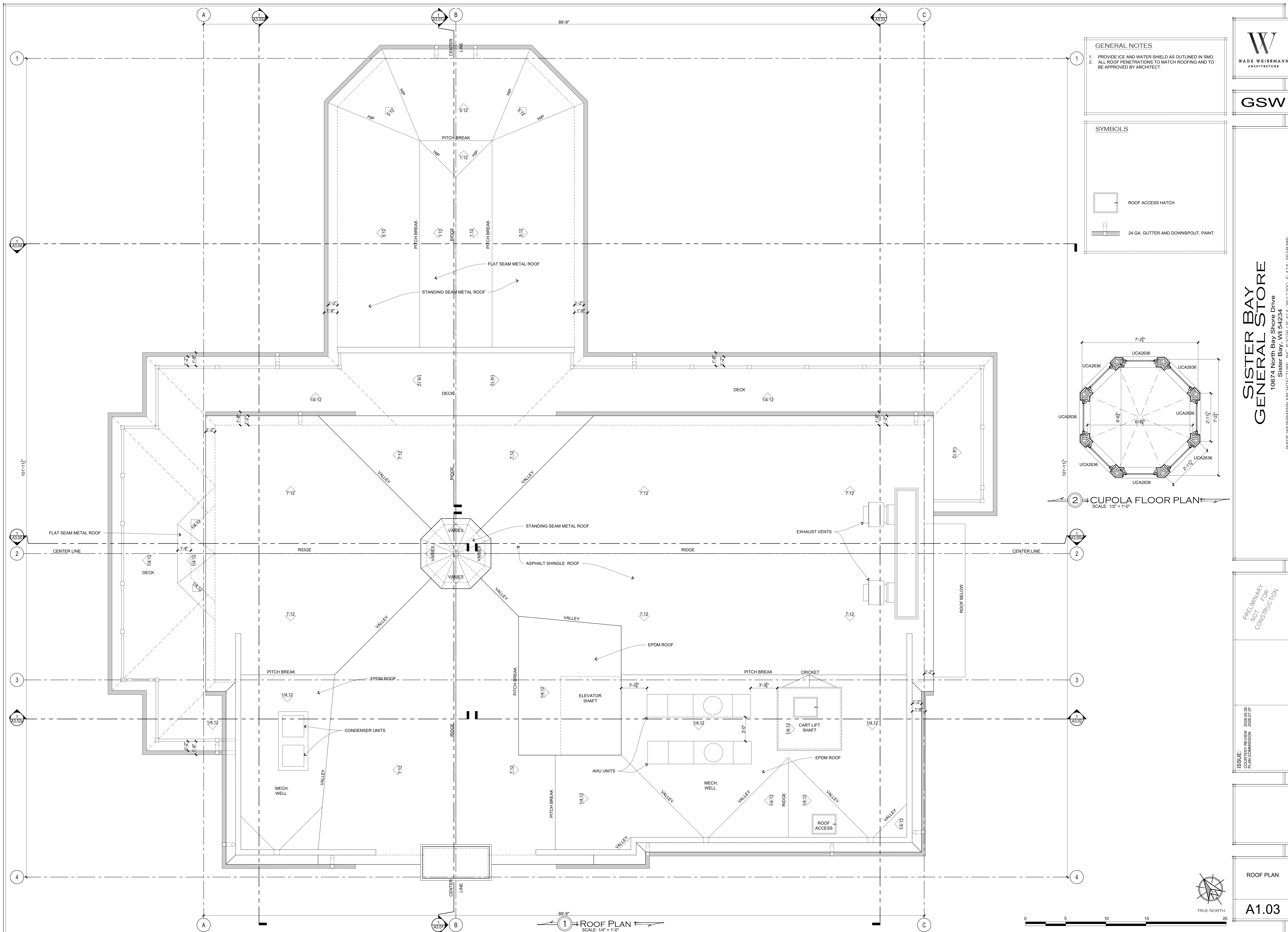
TRUE NORTH

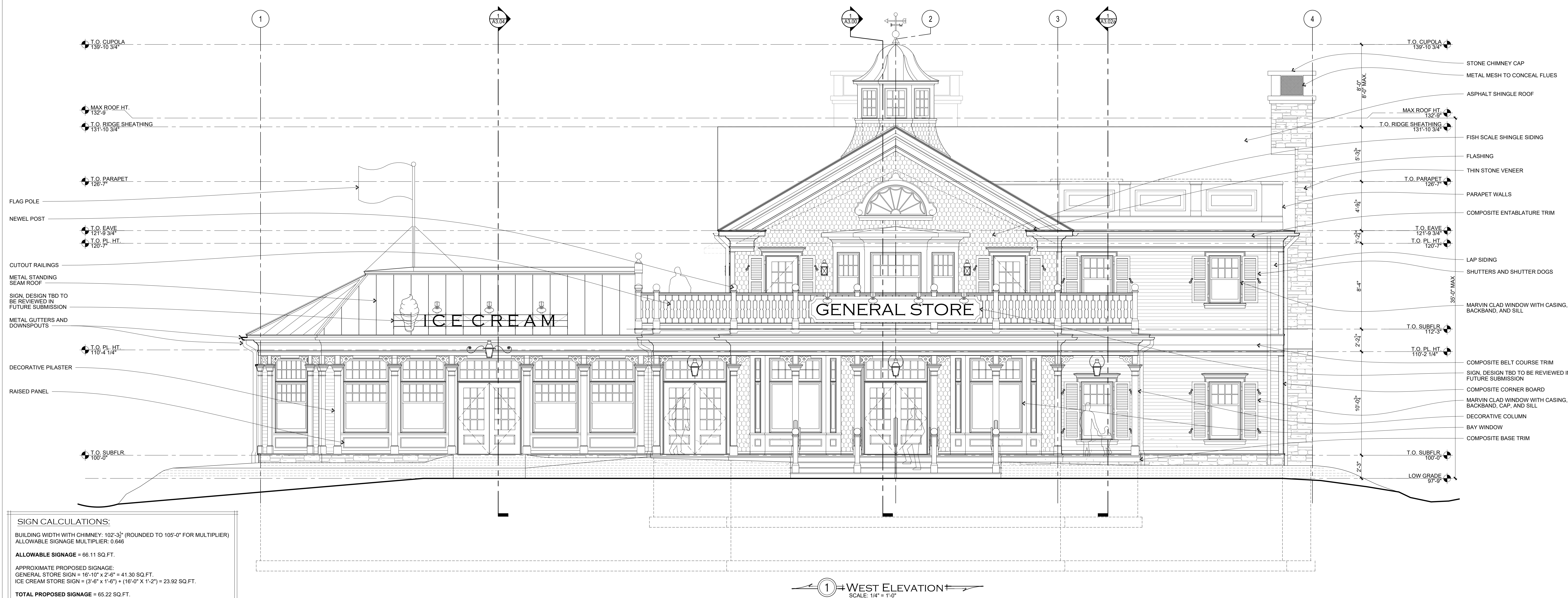
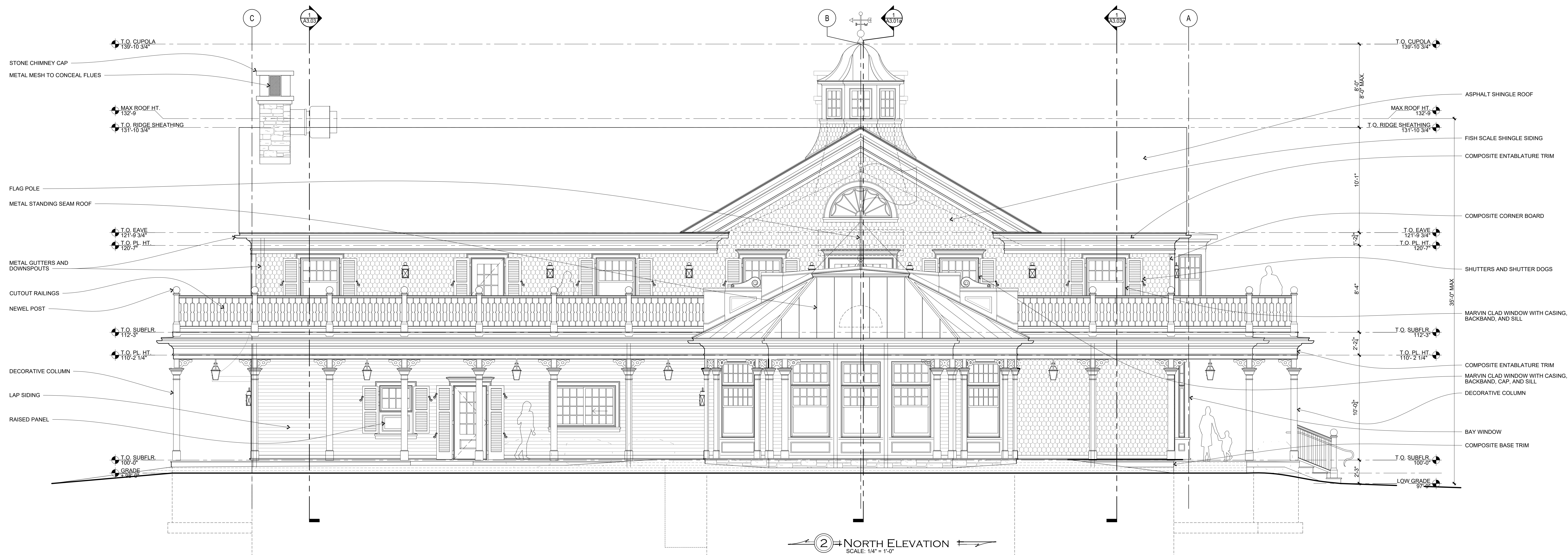
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89'-9" 1" = 1/4" = 1/4"

UPPER LEVEL PLAN







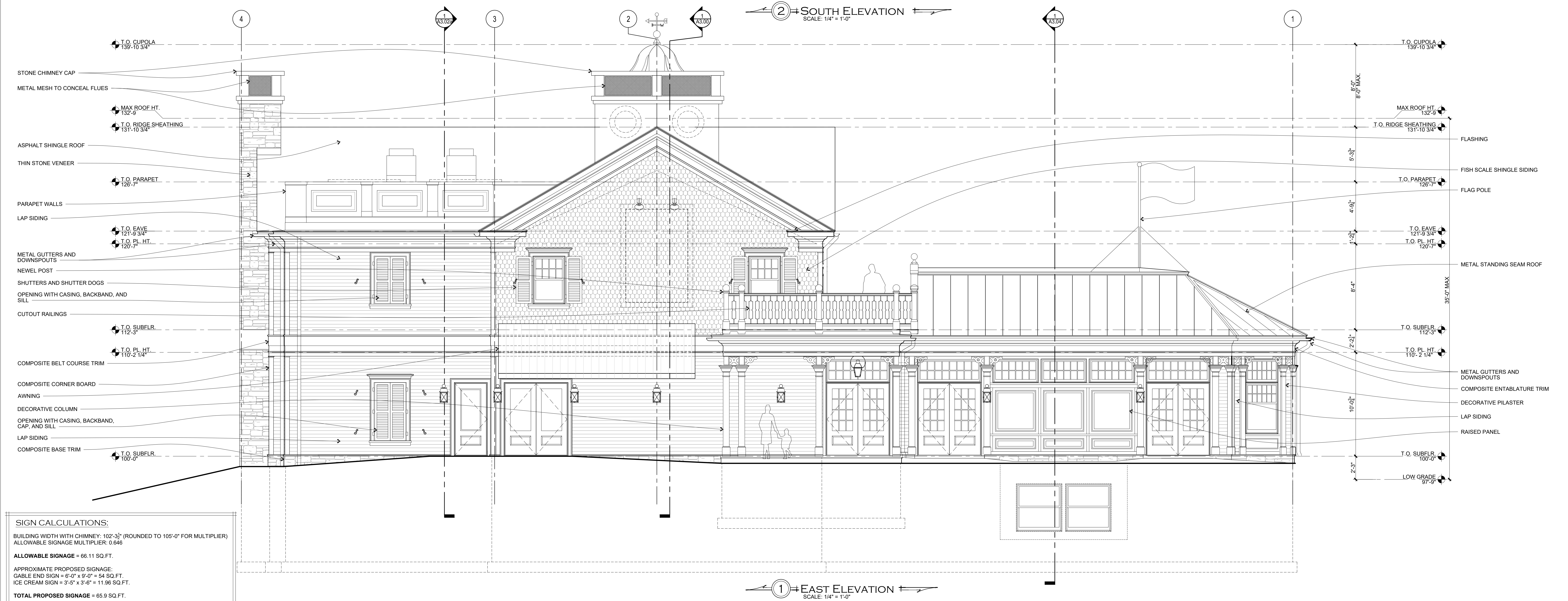
SIGN CALCULATIONS:

BUILDING WIDTH WITH CHIMNEY: 102'-3" (ROUNDED TO 105'-0" FOR MULTIPLIER)
ALLOWABLE SIGNAGE MULTIPLIER: 0.646

ALLOWABLE SIGNAGE = 66.11 SQ.FT.

APPROXIMATE PROPOSED SIGNAGE:
GENERAL STORE SIGN = 16'-10" x 2'-6" = 41.30 SQ.FT.
ICE CREAM STORE SIGN = (3'-6" x 1'-6") + (16'-0" x 1'-2") = 23.92 SQ.FT.

TOTAL PROPOSED SIGNAGE = 65.22 SQ.FT.



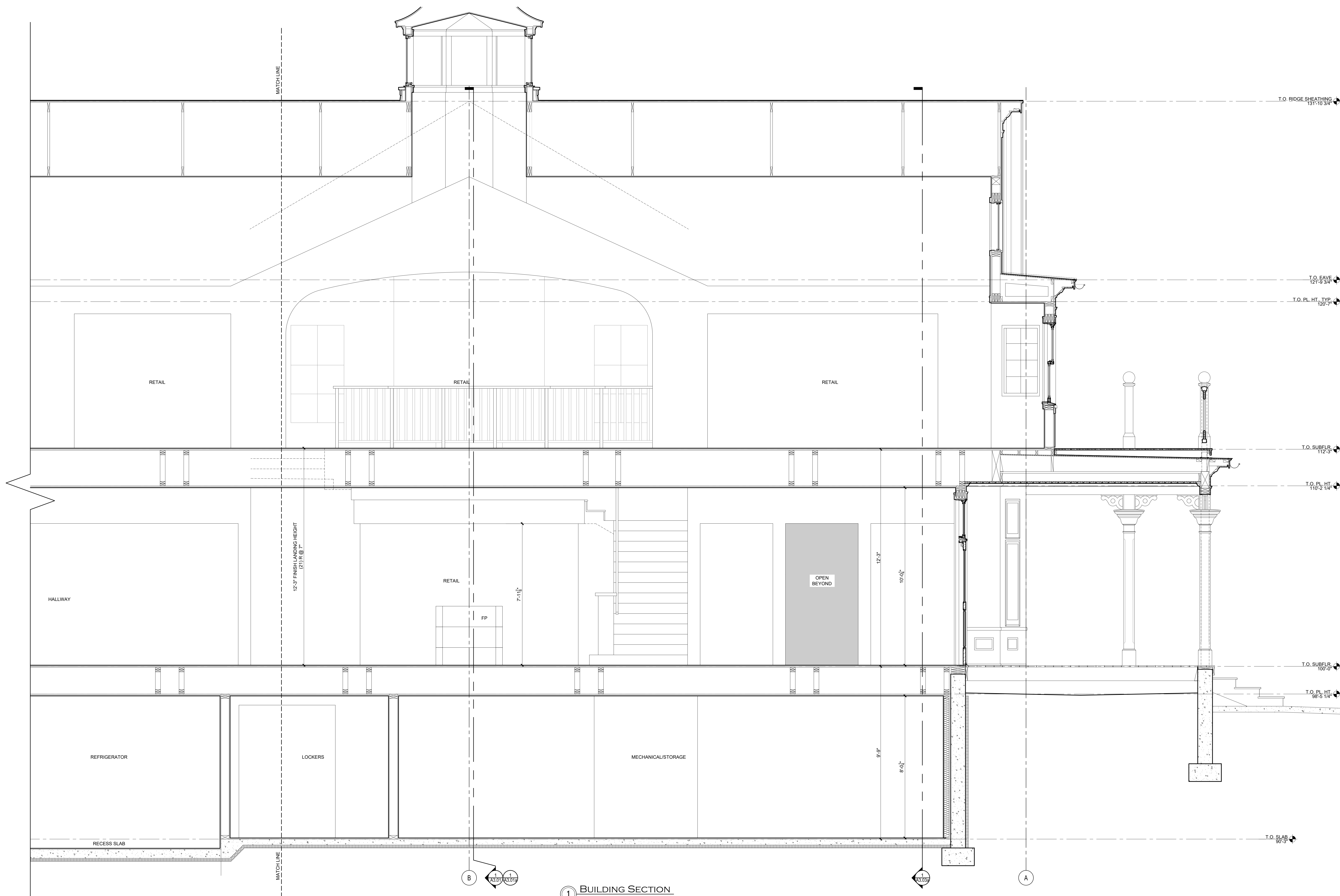
SIGN CALCULATIONS:

BUILDING WIDTH WITH CHIMNEY: 102'-3 3/4" (ROUNDED TO 105'-0" FOR MULTIPLIER)
ALLOWABLE SIGNAGE MULTIPLIER: 0.646

ALLOWABLE SIGNAGE = 66.11 SQ.FT.

APPROXIMATE PROPOSED SIGNAGE:
GABLE END SIGN = 6'-0" x 9'-0" = 54 SQ.FT.
ICE CREAM SIGN = 3'-5" x 3'-6" = 11.96 SQ.FT.

TOTAL PROPOSED SIGNAGE = 65.9 SQ. FT.



1 BUILDING SECTION
SCALE: 1/2" = 1'-0"

TYPICAL SLAB CONSTRUCTION
- 4" CONCRETE SLAB.
- REBAR REINFORCEMENT PER STRUCTURAL
- 6 MIL VAPOR BARRIER
- 2" RIGID INSULATION (R-10 MIN.)
- 6" MIN. CLEAN, COMPACTED GRAVEL FILL
- UNDISTURBED SOIL

TYPICAL SLAB CONSTRUCTION @ FIN. FLOOR
- FINISH FLOOR SELECTION, TBD.
- TYPICAL SLAB CONSTRUCTION

TYPICAL FOUNDATION WALL CONSTRUCTION
- 2" DRAINAGE & INSULATION BOARD (R-10 MIN.)
- CONT. FLUID-APPLIED WATERPROOFING MEMBRANE, INSTALL PER MFR'S INSTRUCTIONS
- CAST-IN-PLACE CONCRETE WALL, REBAR REINFORCEMENT PER STRUCTURAL

TYPICAL INTERIOR WALL @ FOUNDATION CONSTRUCTION
- TYPICAL CAST-IN-PLACE CONCRETE WALL
- 1" AIR GAP
- 2x4 WALL FRAMING, U.N.O.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 8" GWB, TYP.

TYPICAL SIDING WALL CONSTRUCTION
- CERTAINTED CLAPBOARD SIDING, 4" REVEAL.
- WRB
- 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL
- 2x WOOD STUD WALLS.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL SHINGLE WALL CONSTRUCTION
- NUCEDAR CLASSIC R&R 13" SHINGLES, FISH SCALE, 5" REVEAL.
- WRB
- 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL
- 2x WOOD STUD WALLS.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL ROOF CONSTRUCTION
- ARCHITECTURAL ASPHALT SHINGLE ROOF.
- HIGH TEMP ICE AND WATER SHIELD ROLL ROOFING OVER ENTIRE ROOF & DORMER SIDE WALLS (GRADE OR SIM.)
- 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL
- ROOF FRAMING PER STRUCTURAL
- ROOF BAFFLES & SOFFIT VENTS.
- R-49 MIN. INSULATION.
- 5/8" GWB, TYP.
- NOTE: HOT ROOF, OMIT VENTING

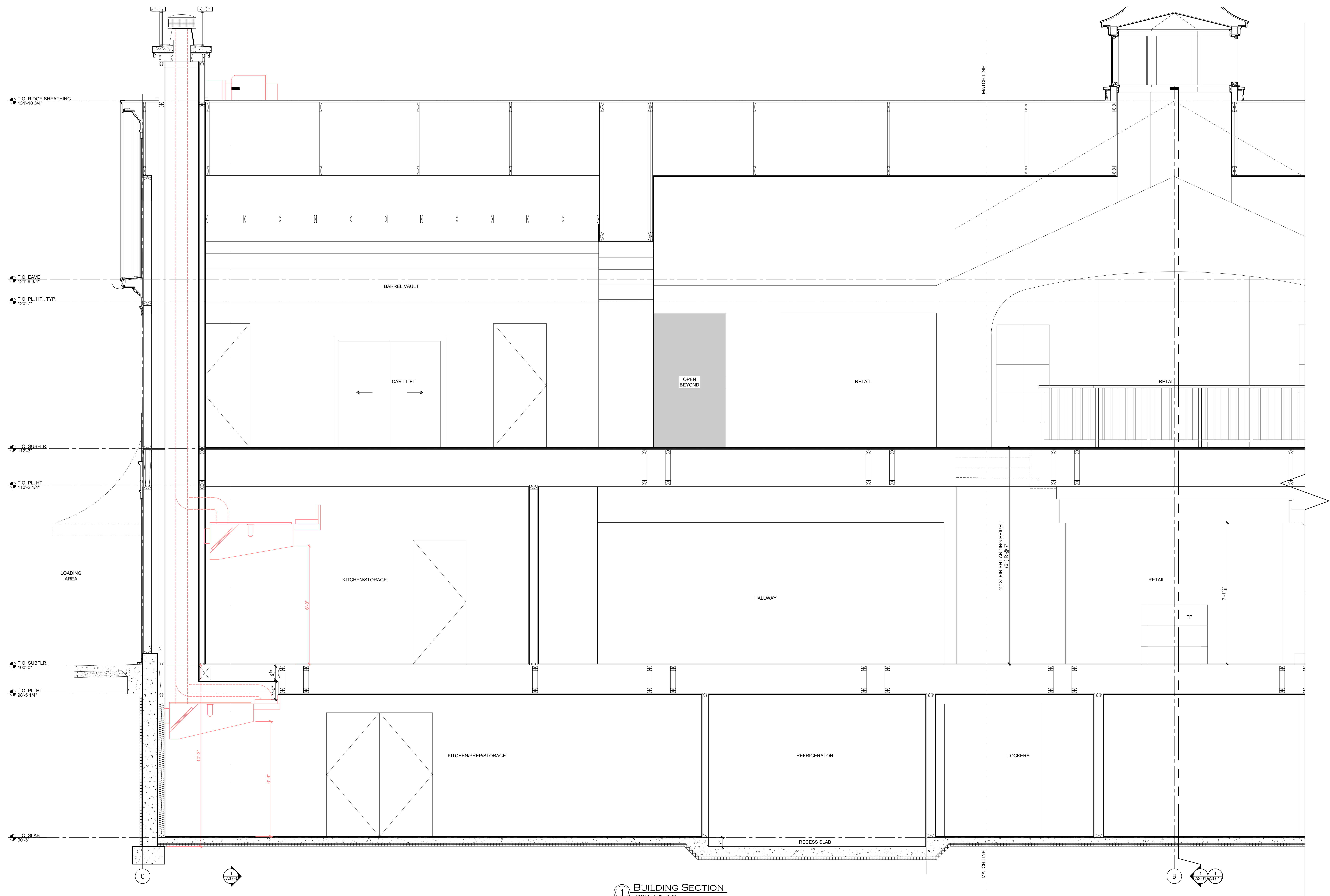
TYPICAL METAL ROOF CONSTRUCTION
- METAL STANDING SEAM ROOF @ 22" O.C.
- HIGH TEMP ICE AND WATER SHIELD OVER ENTIRE ROOF (GRADE OR SIM.)
- 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL
- ROOF FRAMING PER STRUCTURAL
- R-49 MIN. CLOSED-CELL SPRAY FOAM INSULATION
- 5/8" GWB, TYP.
- NOTE: HOT ROOF, OMIT VENTING

TYPICAL WOOD FLOOR CONSTRUCTION
- 3/4" WOOD FLOOR
- 3/4" APA RATED SUBFLOOR, GLUED AND SCREWED TO FLOOR FRAMING
- FLOOR FRAMING SYSTEM PER STRUCTURAL
- R-30 MIN. INSULATION OR SIM. FOR SOUND DEADENING

TYPICAL EXTERIOR DECKING CONSTRUCTION
- 1" IRONWOOD OR IPE DECK
- 2x TAPERED WOOD SLEEPERS
- ELASTOMERIC MEMBRANE ROOFING
- EXTERIOR GRADE ROOF SHEATHING
- RIPPED JOISTS FOR SLOPE

TYPICAL EXTERIOR TRIM
- TRIM AND PROFILES TO BE PLASTIC, PAINT FINISH, TYP.
- WESTERN RED CEDAR OR SIM.
- AT SOFFITS OR OTHER PROTECTED CONDITIONS.
- SEE SECTIONS AND DETAILS FOR SIZING INFORMATION

GENERAL NOTES
- ALL MECHANICAL LOCATIONS TO BE VERIFIED PRIOR TO FABRICATION OF FLOOR & ROOF TRUSSES
- SEE SPEC BOOK FOR MORE INFORMATION



1 BUILDING SECTION
SCALE: 1/2" = 1'-0"

TYPICAL SLAB CONSTRUCTION - 4" CONCRETE SLAB. - REBAR REINFORCEMENT PER STRUCTURAL - 6 MIL VAPOR BARRIER - 2" RIGID INSULATION (R-10 MIN.) - 6" MIN. CLEAN, COMPACTED GRAVEL FILL - UNDISTURBED SOIL	TYPICAL FOUNDATION WALL CONSTRUCTION - 2" DRAINAGE & INSULATION BOARD (R-10 MIN.) - CONT. FLUID-APPLIED WATERPROOFING MEMBRANE. INSTALL PER MFR'S INSTRUCTIONS - CAST-IN-PLACE CONCRETE WALL. REBAR REINFORCEMENT PER STRUCTURAL	TYPICAL SIDING WALL CONSTRUCTION - CERTAINTED CLAPBOARD SIDING, 4" REVEAL. - WRB - 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL - 2x WOOD STUD WALLS. - R-21 MIN. INSULATION - VAPOR BARRIER, PENDING INSULATION SELECTION - 5/8" GWB, TYP.	TYPICAL SHINGLE WALL CONSTRUCTION - NUCEDAR CLASSIC R&R 13" SHINGLES, FISH SCALE, 5" REVEAL. - WRB - 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL - 2x WOOD STUD WALLS. - R-21 MIN. INSULATION - VAPOR BARRIER, PENDING INSULATION SELECTION - 5/8" GWB, TYP.	TYPICAL ROOF CONSTRUCTION - ARCHITECTURAL ASPHALT SHINGLE ROOF. - HIGH TEMP ICE AND WATER SHIELD ROLL ROOFING OVER ENTIRE ROOF & DORMER SIDE WALLS (GRADE OR SIM.) - 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL - ROOF FRAMING PER STRUCTURAL - ROOF BAFFLES & SOFFIT VENTS. - R-49 MIN. INSULATION - 5/8" GWB, TYP.	TYPICAL METAL ROOF CONSTRUCTION - METAL STANDING SEAM ROOF @ 22" O.C. - HIGH TEMP ICE AND WATER SHIELD OVER ENTIRE ROOF (GRADE OR SIM.) - 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL - ROOF FRAMING PER STRUCTURAL - R-49 MIN. CLOSED-CELL SPRAY FOAM INSULATION - 5/8" GWB, TYP.	TYPICAL WOOD FLOOR CONSTRUCTION - 3/4" WOOD FLOOR - 3/4" APA RATED SUBFLOOR, GLUED AND SCREWED TO FLOOR FRAMING - FLOOR FRAMING SYSTEM PER STRUCTURAL - R-30 MIN. INSULATION OR SIM. FOR SOUND DEADENING	TYPICAL EXTERIOR DECKING CONSTRUCTION - 1" IRONWOOD OR IPE DECK - 2x TAPERED WOOD SLEEPERS - ELASTOMERIC MEMBRANE ROOFING - EXTERIOR GRADE ROOF SHEATHING - RIPPED JOISTS FOR SLOPE	TYPICAL EXTERIOR TRIM - TRIM AND PROFILES TO BE PLASTIC. PAINT FINISH, TYP. - WESTERN RED CEDAR OR SIM. - AT SOFFITS OR OTHER PROTECTED CONDITIONS. - SEE SECTIONS AND DETAILS FOR SIZING INFORMATION	GENERAL NOTES - ALL MECHANICAL LOCATIONS TO BE VERIFIED PRIOR TO FABRICATION OF FLOOR & ROOF TRUSSES - SEE SPEC BOOK FOR MORE INFORMATION
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TYPICAL SLAB CONSTRUCTION @ FIN. FLOOR

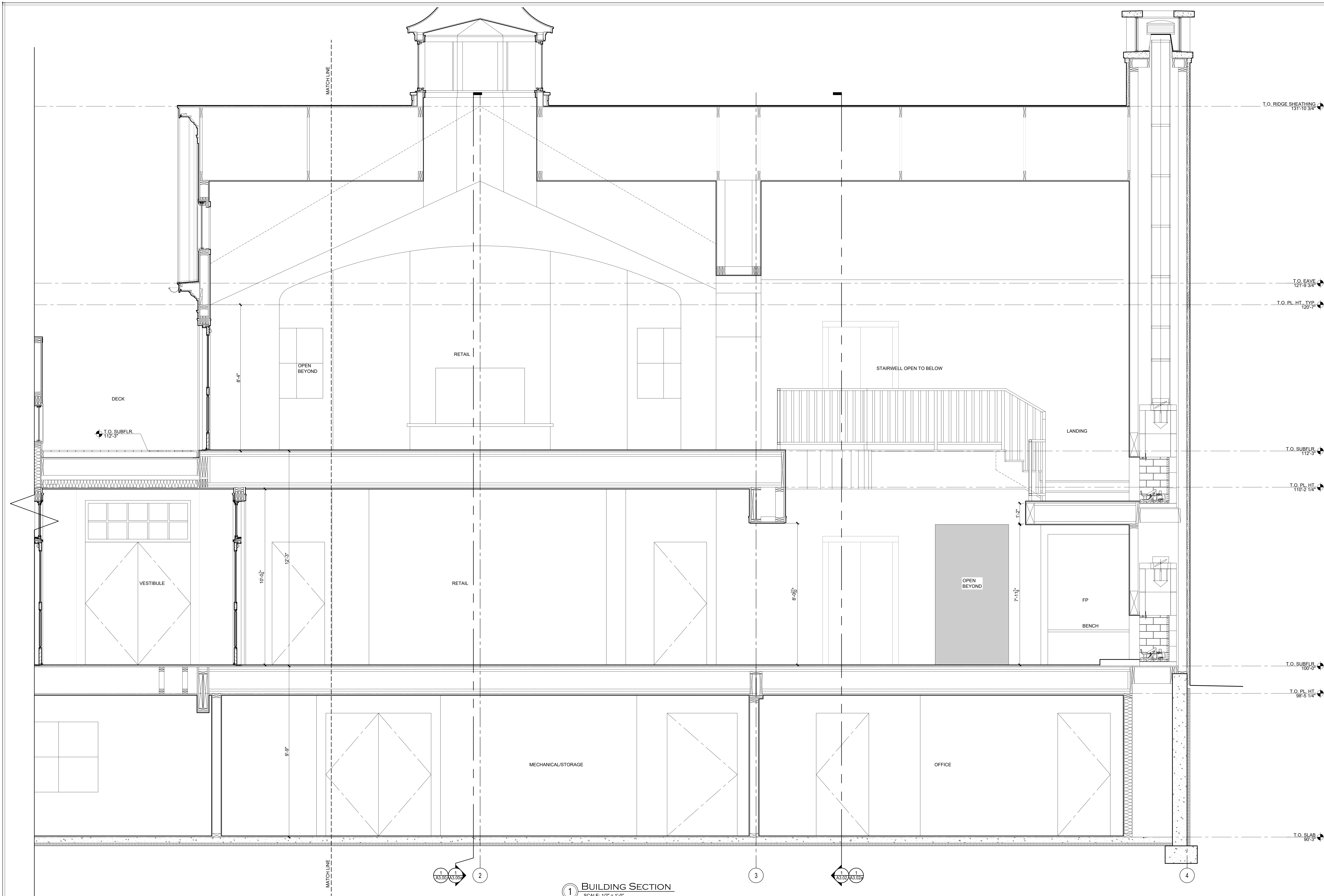
- FINISH FLOOR SELECTION, TBD.
- TYPICAL SLAB CONSTRUCTION

TYPICAL INTERIOR WALL @ FOUNDATION CONSTRUCTION

- TYPICAL CAST-IN-PLACE CONCRETE WALL
- 1" AIR GAP
- 2x4 WALL FRAMING, U.N.O.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 3/8" GWB, TYP.

- NOTE: HOT ROOF, OMIT VENTING

- NOTE: HOT ROOF, OMIT VENTING



1 BUILDING SECTION
SCALE: 1/2" = 1'-0"

TYPICAL SLAB CONSTRUCTION

- 4" CONCRETE SLAB.
- REBAR REINFORCEMENT PER STRUCTURAL
- 6 MIL VAPOR BARRIER
- 2" RIGID INSULATION (R-10 MIN.)
- 6" MIN. CLEAN, COMPACTED GRAVEL FILL
- UNDISTURBED SOIL

TYPICAL SLAB CONSTRUCTION @ FIN. FLOOR

- FINISH FLOOR SELECTION, TBD.
- TYPICAL SLAB CONSTRUCTION

TYPICAL FOUNDATION WALL CONSTRUCTION

- 2" DRAINAGE & INSULATION BOARD (R-10 MIN.)
- CONT. FLUID-APPLIED WATERPROOFING MEMBRANE. INSTALL PER MFR'S INSTRUCTIONS
- CAST-IN-PLACE CONCRETE WALL, REBAR REINFORCEMENT PER STRUCTURAL

TYPICAL INTERIOR WALL @ FOUNDATION CONSTRUCTION

- TYPICAL CAST-IN-PLACE CONCRETE WALL
- 1" AIR GAP
- 2x4 WALL FRAMING, U.N.O.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL SIDING WALL CONSTRUCTION

- CERTAINTED CLAPBOARD SIDING, 4" REVEAL.
- WRB
- 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL
- 2x WOOD STUD WALLS.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL SHINGLE WALL CONSTRUCTION

- NUCEDAR CLASSIC R&R 13" SHINGLES, FISH SCALE, 5" REVEAL.
- WRB
- 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL
- 2x WOOD STUD WALLS.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL ROOF CONSTRUCTION

- ARCHITECTURAL ASPHALT SHINGLE ROOF.
- HIGH TEMP ICE AND WATER SHIELD ROLL ROOFING OVER ENTIRE ROOF & DORMER SIDE WALLS (GRADE OR SIM.)
- 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL
- ROOF FRAMING PER STRUCTURAL
- ROOF BAFFLES & SOFFIT VENTS.
- R-49 MIN. INSULATION.
- 5/8" GWB, TYP.

- NOTE: HOT ROOF, OMIT VENTING

TYPICAL METAL ROOF CONSTRUCTION

- METAL STANDING SEAM ROOF @ 22" O.C.
- HIGH TEMP ICE AND WATER SHIELD OVER ENTIRE ROOF (GRADE OR SIM.)
- 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL
- ROOF FRAMING PER STRUCTURAL
- R-49 MIN. CLOSED-CELL SPRAY FOAM INSULATION
- 5/8" GWB, TYP.

- NOTE: HOT ROOF, OMIT VENTING

TYPICAL WOOD FLOOR CONSTRUCTION

- 3/4" WOOD FLOOR
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- FLOOR FRAMING SYSTEM PER STRUCTURAL
- R-30 MIN. INSULATION OR SIM. FOR SOUND DEADENING

TYPICAL EXTERIOR DECKING CONSTRUCTION

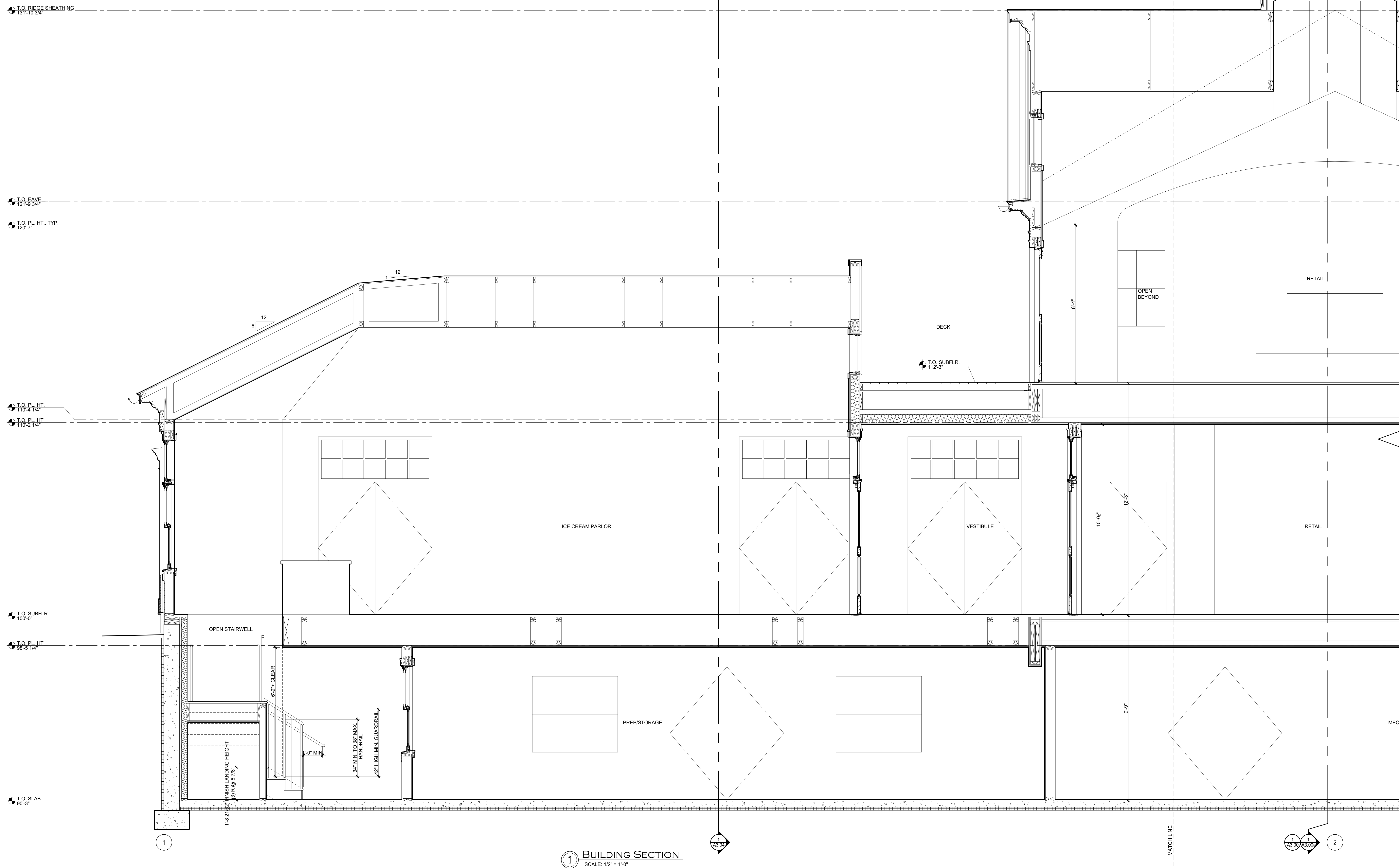
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- RIPPED JOISTS FOR SLOPE

TYPICAL EXTERIOR TRIM

- TRIM AND PROFILES TO BE PLASTIC. PAINT FINISH, TYP.
- WESTERN RED CEDAR OR SIM. AT SOFFITS OR OTHER PROTECTED CONDITIONS.
- SEE SECTIONS AND DETAILS FOR SIZING INFORMATION

GENERAL NOTES

- ALL MECHANICAL LOCATIONS TO BE VERIFIED PRIOR TO FABRICATION OF FLOOR & ROOF TRUSSES
- SEE SPEC BOOK FOR MORE INFORMATION



1 BUILDING SECTION
SCALE: 1/2" = 1'-0"

TYPICAL SLAB CONSTRUCTION

- 4" CONCRETE SLAB.
- REBAR REINFORCEMENT PER STRUCTURAL
- 6 MIL VAPOR BARRIER
- 2" RIGID INSULATION (R-10 MIN.)
- 6" MIN. CLEAN, COMPACTED GRAVEL FILL
- UNDISTURBED SOIL

TYPICAL SLAB CONSTRUCTION @ FIN. FLOOR

- FINISH FLOOR SELECTION, TBD.
- TYPICAL SLAB CONSTRUCTION

TYPICAL FOUNDATION WALL CONSTRUCTION

- 2" DRAINAGE & INSULATION BOARD (R-10 MIN.)
- CONT. FLUID-APPLIED WATERPROOFING MEMBRANE, INSTALL PER MFR'S INSTRUCTIONS
- CAST-IN-PLACE CONCRETE WALL, REBAR REINFORCEMENT PER STRUCTURAL

TYPICAL INTERIOR WALL @ FOUNDATION CONSTRUCTION

- TYPICAL CAST-IN-PLACE CONCRETE WALL
- 1" AIR GAP
- 2x4 WALL FRAMING, U.N.O.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL SIDING WALL CONSTRUCTION

- CERTAINTED CLAPBOARD SIDING, 4" REVEAL.
- WRB
- 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL
- 2x WOOD STUD WALLS.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL SHINGLE WALL CONSTRUCTION

- NUCEDAR CLASSIC R&R 13" SHINGLES, FISH SCALE, 5" REVEAL.
- WRB
- 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL
- 2x WOOD STUD WALLS.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL ROOF CONSTRUCTION

- ARCHITECTURAL ASPHALT SHINGLE ROOF.
- HIGH TEMP ICE AND WATER SHIELD ROLL ROOFING OVER ENTIRE ROOF & DORMER SIDE WALLS (GRADE OR SIM.)
- 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL
- ROOF FRAMING PER STRUCTURAL
- ROOF BAFFLES & SOFFIT VENTS.
- R-49 MIN. INSULATION
- 5/8" GWB, TYP.

- NOTE: HOT ROOF, OMIT VENTING

TYPICAL METAL ROOF CONSTRUCTION

- METAL STANDING SEAM ROOF @ 22" O.C.
- HIGH TEMP ICE AND WATER SHIELD OVER ENTIRE ROOF (GRADE OR SIM.)
- 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL
- ROOF FRAMING PER STRUCTURAL
- R-49 MIN. CLOSED-CELL SPRAY FOAM INSULATION
- 5/8" GWB, TYP.

- NOTE: HOT ROOF, OMIT VENTING

TYPICAL WOOD FLOOR CONSTRUCTION

- 3/4" WOOD FLOOR
- 3/4" APA RATED SUBFLOOR, GLUED AND SCREWED TO FLOOR FRAMING
- FLOOR FRAMING SYSTEM PER STRUCTURAL
- R-30 MIN. INSULATION OR SIM. FOR SOUND DEADENING

TYPICAL EXTERIOR DECKING CONSTRUCTION

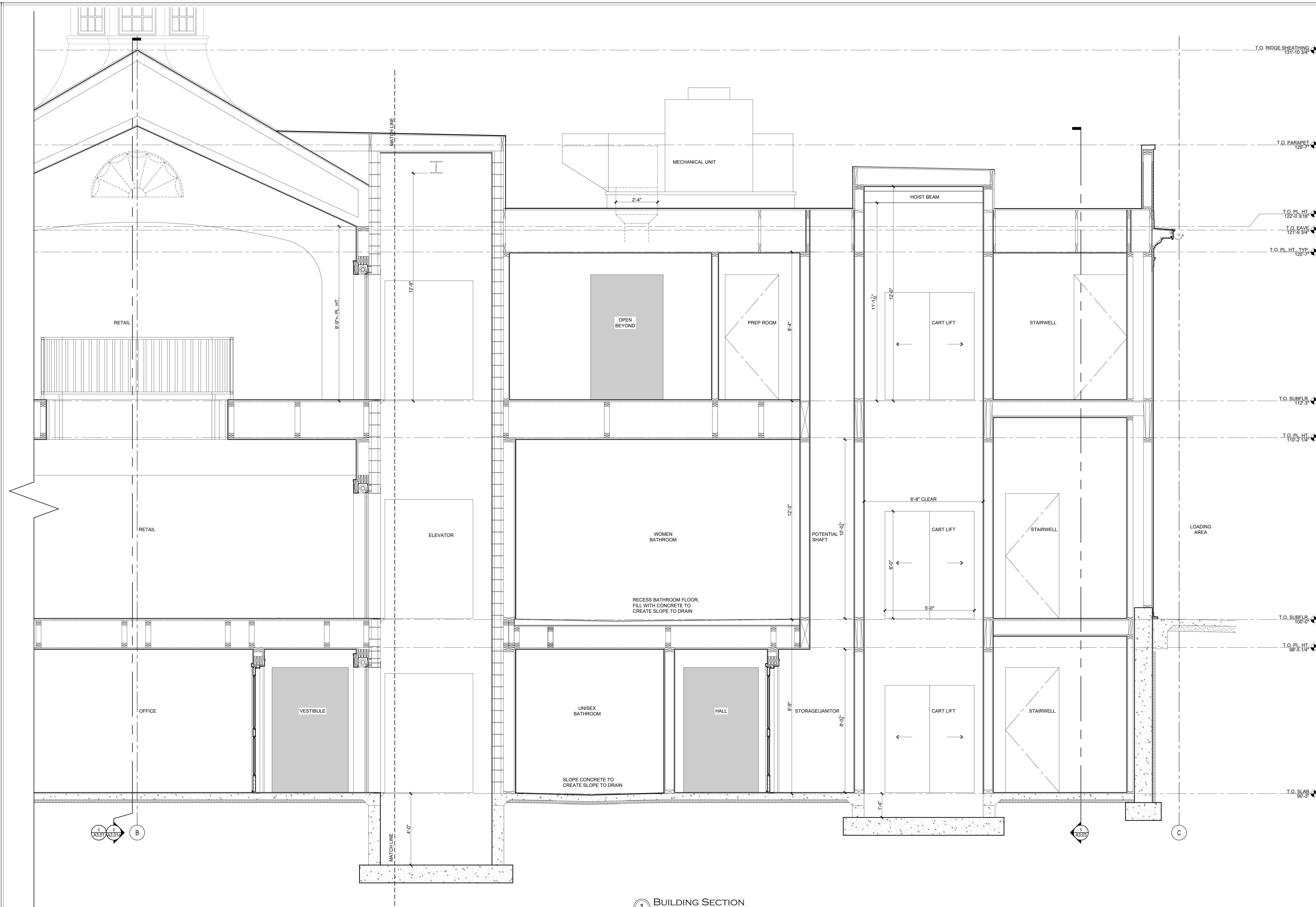
- 1" IRONWOOD OR IPE DECK
- 2x TAPERED WOOD SLEEPERS
- ELASTOMERIC MEMBRANE ROOFING
- EXTERIOR GRADE ROOF SHEATHING
- RIPPED JOISTS FOR SLOPE

TYPICAL EXTERIOR TRIM

- TRIM AND PROFILES TO BE PLASTIC, PAINT FINISH, TYP.
- WESTERN RED CEDAR OR SIM.
- AT SOFFITS OR OTHER PROTECTED CONDITIONS
- SEE SECTIONS AND DETAILS FOR SIZING INFORMATION

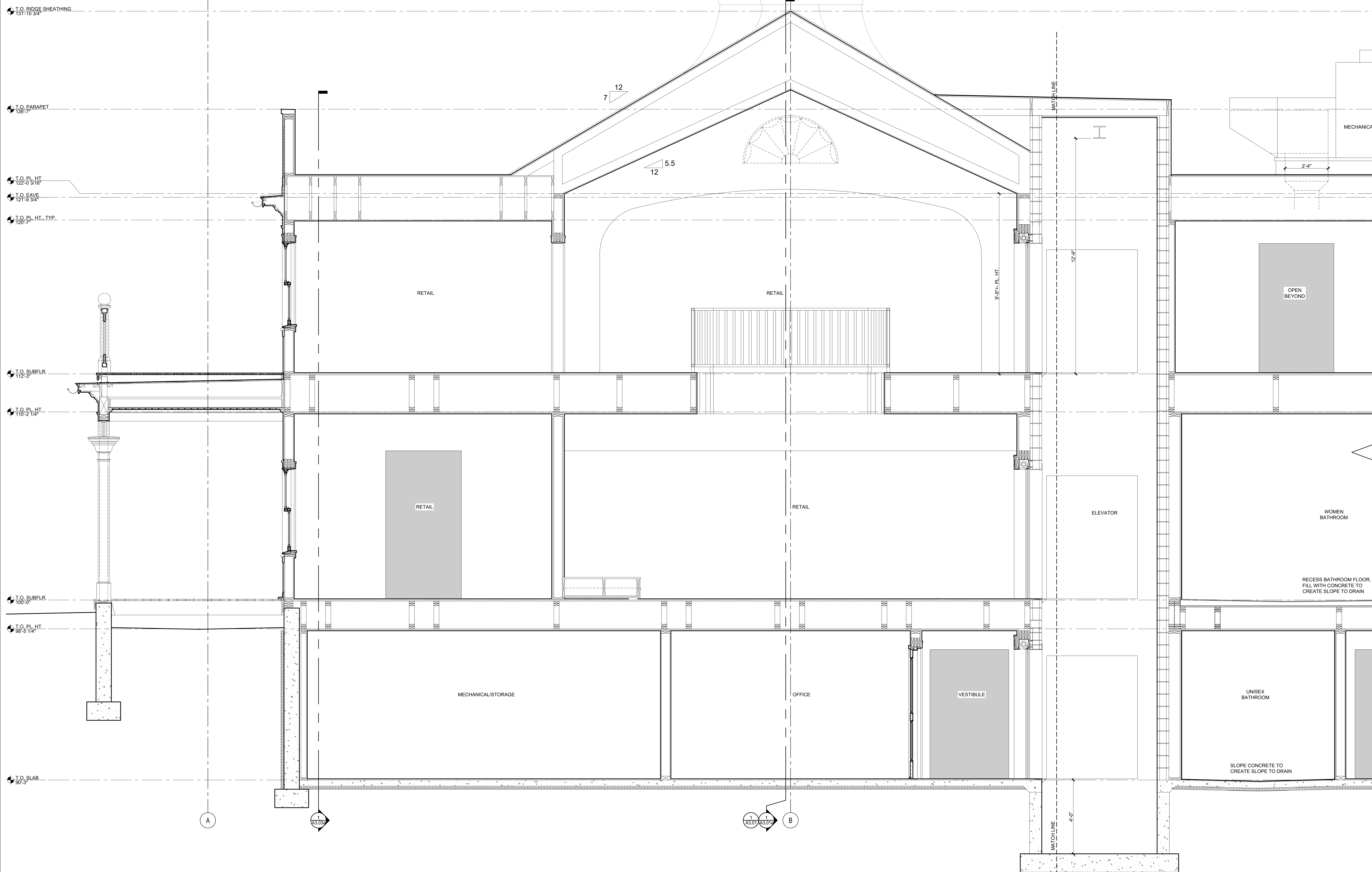
GENERAL NOTES

- ALL MECHANICAL LOCATIONS TO BE VERIFIED PRIOR TO FABRICATION OF FLOOR & ROOF TRUSSES
- SEE SPEC BOOK FOR MORE INFORMATION



1 BUILDING SECTION
SCALE: 1/2" = 1'-0"

TYPICAL SLAB CONSTRUCTION - 4" CONCRETE SLAB. - REBAR REINFORCEMENT PER STRUCTURAL - 6 MIL VAPOR BARRIER - 2" RIGID INSULATION (R-10 MIN.) - 6" MIN. CLEAN, COMPACTED GRAVEL FILL - UNDISTURBED SOIL TYPICAL SLAB CONSTRUCTION @ FIN. FLOOR - FINISH FLOOR SELECTION, TBD. - TYPICAL SLAB CONSTRUCTION	TYPICAL FOUNDATION WALL CONSTRUCTION - 2" DRAINAGE & INSULATION BOARD (R-10 MIN.) - CONT. FLUID-APPLIED WATERPROOFING MEMBRANE, INSTALL PER MFR'S INSTRUCTIONS - CAST-IN-PLACE CONCRETE WALL, REBAR REINFORCEMENT PER STRUCTURAL TYPICAL INTERIOR WALL @ FOUNDATION CONSTRUCTION - TYPICAL CAST-IN-PLACE CONCRETE WALL - 1" AIR GAP - 2x4 WALL FRAMING, U.N.O. - R-21 MIN. INSULATION - VAPOR BARRIER, PENDING INSULATION SELECTION - 8" GWB, TYP.	TYPICAL SIDING WALL CONSTRUCTION - CERTAINTEED CLAPBOARD SIDING, 4" REVEAL. - WRB - 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL - 2x WOOD STUD WALLS. - R-21 MIN. INSULATION - VAPOR BARRIER, PENDING INSULATION SELECTION - 5/8" GWB, TYP.	TYPICAL SHINGLE WALL CONSTRUCTION - NUCEDAR CLASSIC R&R 13" SHINGLES, FISH SCALE, 5" REVEAL. - WRB - 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL - 2x WOOD STUD WALLS. - R-21 MIN. INSULATION - VAPOR BARRIER, PENDING INSULATION SELECTION - 5/8" GWB, TYP.	TYPICAL ROOF CONSTRUCTION - ARCHITECTURAL ASPHALT SHINGLE ROOF. - HIGH TEMP ICE AND WATER SHIELD ROLL ROOFING OVER ENTIRE ROOF & DORMER SIDE WALLS (GRADE OR SIM.) - 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL - ROOF FRAMING PER STRUCTURAL - ROOF BAFFLES & SOFFIT VENTS. - R-49 MIN. INSULATION - 5/8" GWB, TYP. - NOTE: HOT ROOF, OMIT VENTING	TYPICAL METAL ROOF CONSTRUCTION - METAL STANDING SEAM ROOF @ 22" O.C. - HIGH TEMP ICE AND WATER SHIELD OVER ENTIRE ROOF (GRADE OR SIM.) - 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL - ROOF FRAMING PER STRUCTURAL - R-49 MIN. CLOSED-CELL SPRAY FOAM INSULATION - 5/8" GWB, TYP. - NOTE: HOT ROOF, OMIT VENTING	TYPICAL WOOD FLOOR CONSTRUCTION - 3/4" WOOD FLOOR - 3/4" APA RATED SUBFLOOR, GLUED AND SCREWED TO FLOOR FRAMING - FLOOR FRAMING SYSTEM PER STRUCTURAL - R-30 MIN. INSULATION OR SIM. FOR SOUND DEADENING	TYPICAL EXTERIOR DECKING CONSTRUCTION - 1" IRONWOOD OR IPE DECK - 2x TAPERED WOOD SLEEPERS - ELASTOMERIC MEMBRANE ROOFING - EXTERIOR GRADE ROOF SHEATHING - RIPPED JOISTS FOR SLOPE	TYPICAL EXTERIOR TRIM - TRIM AND PROFILES TO BE PLASTIC PAINT FINISH, TYP. - WESTERN RED CEDAR OR SIM. AT SOFFITS OR OTHER PROTECTED CONDITIONS. - SEE SECTIONS AND DETAILS FOR SIZING INFORMATION	GENERAL NOTES - ALL MECHANICAL LOCATIONS TO BE VERIFIED PRIOR TO FABRICATION OF FLOOR & ROOF TRUSSES - SEE SPEC BOOK FOR MORE INFORMATION
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TYPICAL SLAB CONSTRUCTION @ FIN. FLOOR

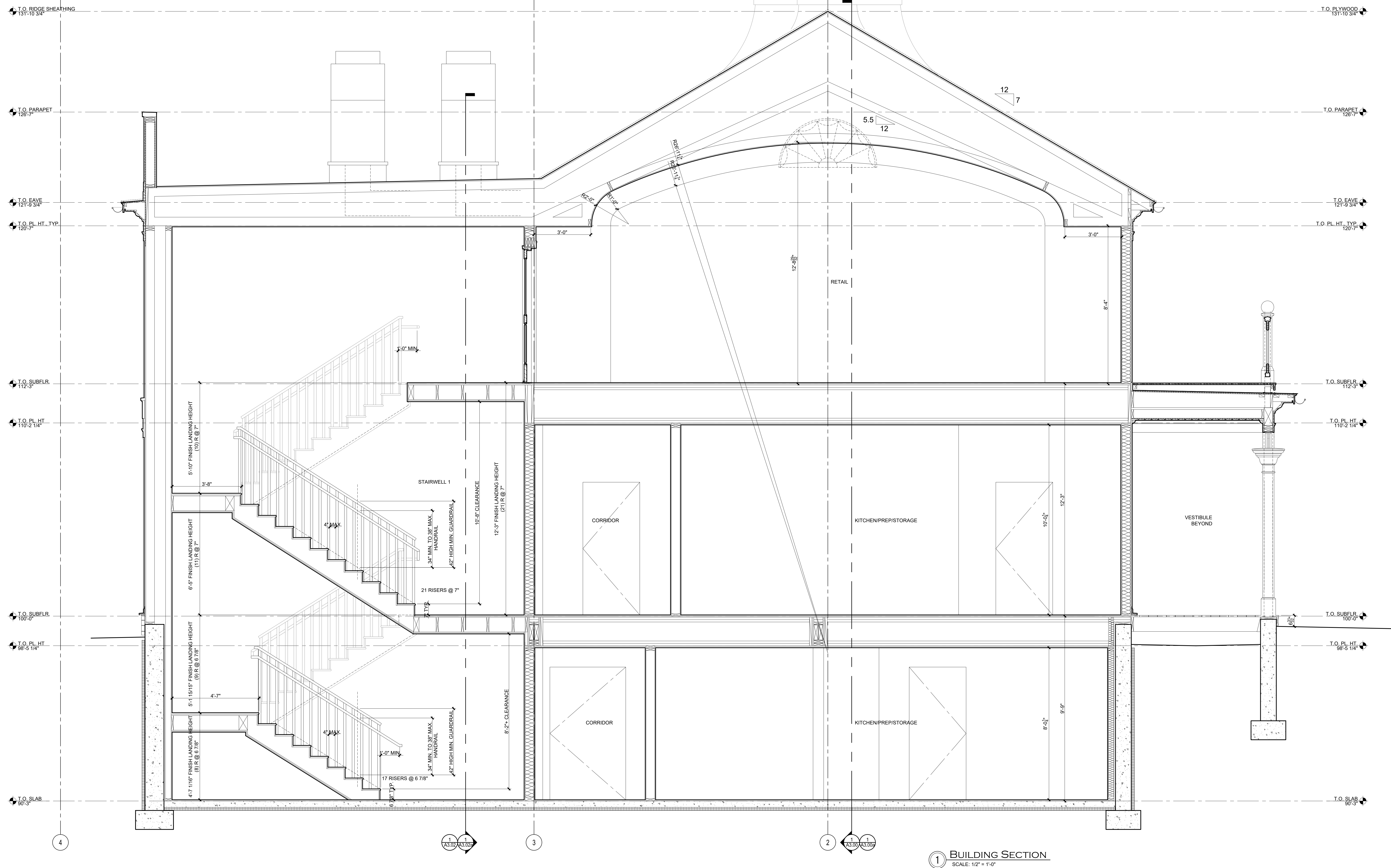
- FINISH FLOOR SELECTION, TBD.
- TYPICAL SLAB CONSTRUCTION

TYPICAL INTERIOR WALL @ FOUNDATION CONSTRUCTION

- TYPICAL CAST-IN-PLACE CONCRETE WALL
- 1" AIR GAP
- 2x4 WALL FRAMING, U.N.O.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 3/4" GWB, TYP.

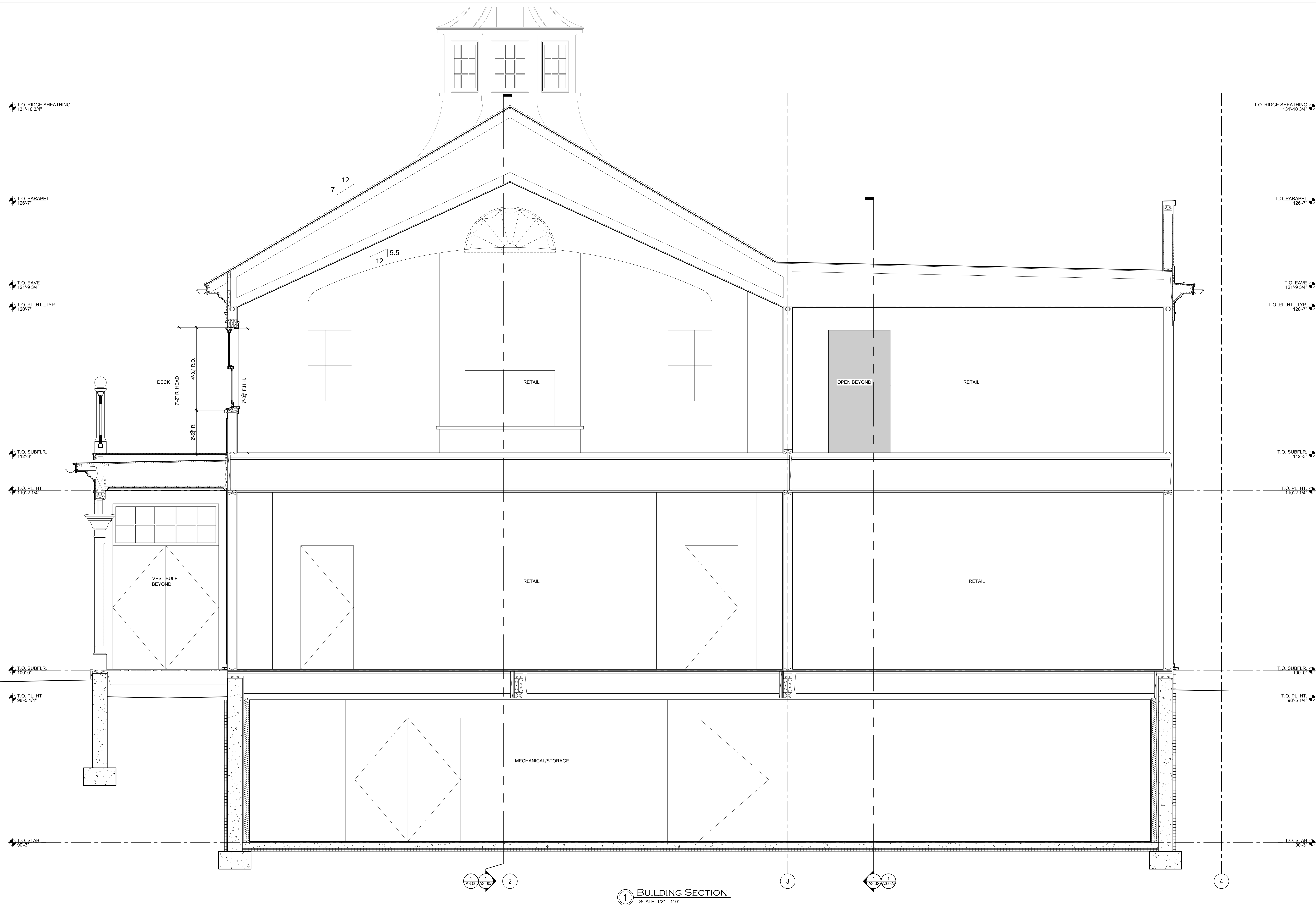
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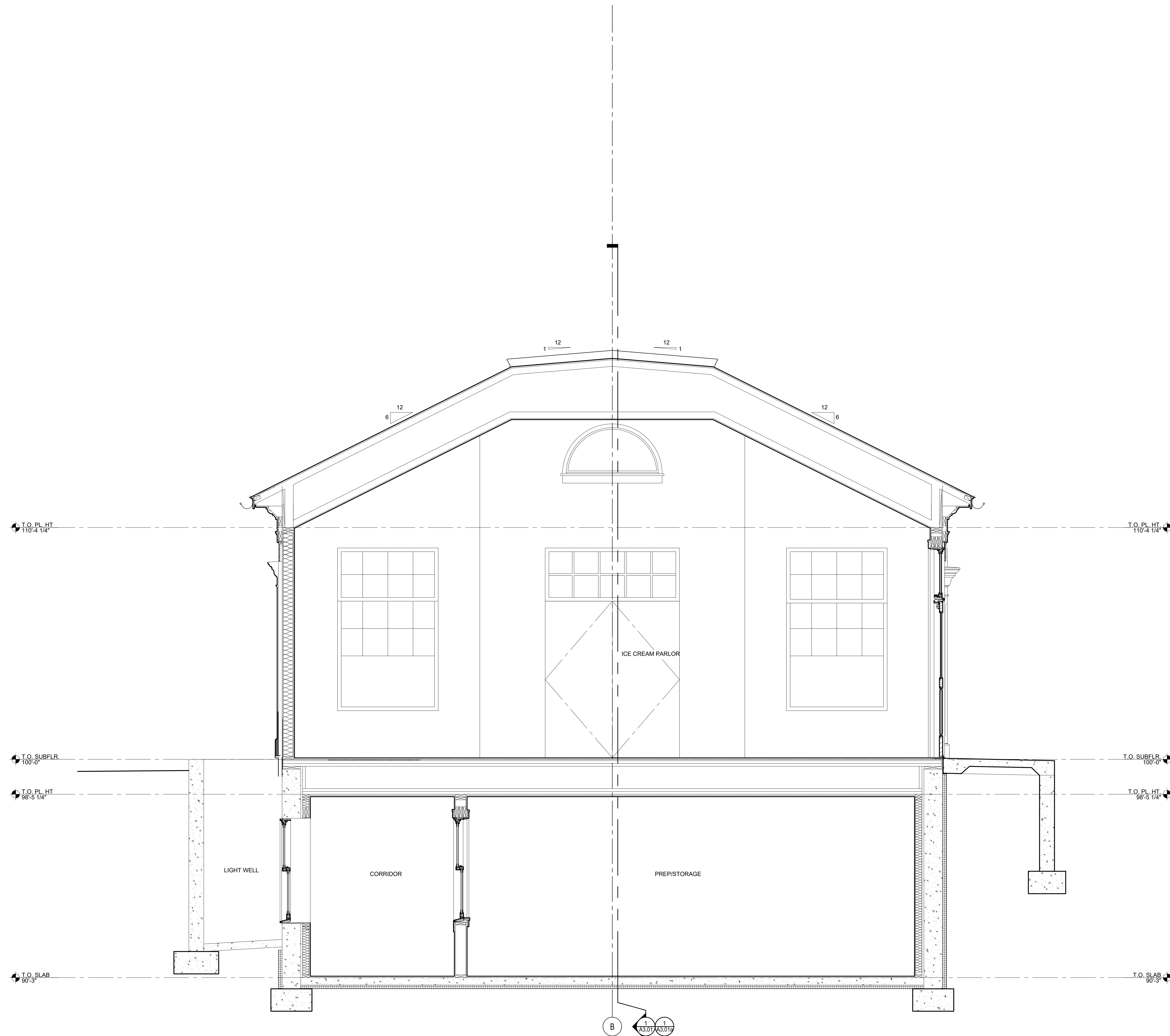
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- 4" CONCRETE SLAB.
- REBAR REINFORCEMENT PER STRUCTURAL
- 6 MIL VAPOR BARRIER
- 2" RIGID INSULATION (R-10 MIN.)
- 6" MIN. CLEAN, COMPACTED GRAVEL FILL
- UNDISTURBED SOIL

TYPICAL SLAB CONSTRUCTION @ FIN. FLOOR

- FINISH FLOOR SELECTION, TBD.
- TYPICAL SLAB CONSTRUCTION

TYPICAL FOUNDATION WALL CONSTRUCTION

- 2" DRAINAGE & INSULATION BOARD (R-10 MIN.)
- CONT. FLUID-APPLIED WATERPROOFING MEMBRANE, INSTALL PER MFR'S INSTRUCTIONS
- CAST-IN-PLACE CONCRETE WALL, REBAR REINFORCEMENT PER STRUCTURAL

TYPICAL INTERIOR WALL @ FOUNDATION CONSTRUCTION

- TYPICAL CAST-IN-PLACE CONCRETE WALL
- 1" AIR GAP
- 2x4 WALL FRAMING, U.N.O.
- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL SIDING WALL CONSTRUCTION

- CERTAINTED CLAPBOARD SIDING, 4" REVEAL.
- WRB
- 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL
- 2x WOOD STUD WALLS.
- R-21 MIN. INSULATION
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- NUCEDAR CLASSIC R&R 13" SHINGLES, FISH SCALE, 5" REVEAL.
- WRB
- 1/2" CDX PLYWOOD SHEATHING PER STRUCTURAL
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- R-21 MIN. INSULATION
- VAPOR BARRIER, PENDING INSULATION SELECTION
- 5/8" GWB, TYP.

TYPICAL ROOF CONSTRUCTION

- ARCHITECTURAL ASPHALT SHINGLE ROOF.
- HIGH TEMP ICE AND WATER SHIELD ROLL ROOFING OVER ENTIRE ROOF & DORMER SIDE WALLS (GRADE OR SIM.)
- 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL
- ROOF FRAMING PER STRUCTURAL
- ROOF BAFFLES & SOFFIT VENTS.
- R-49 MIN. INSULATION
- 5/8" GWB, TYP.

- NOTE: HOT ROOF, OMIT VENTING

TYPICAL METAL ROOF CONSTRUCTION

- METAL STANDING SEAM ROOF @ 22" O.C.
- HIGH TEMP ICE AND WATER SHIELD OVER ENTIRE ROOF (GRADE OR SIM.)
- 3/4" EXTERIOR GRADE ROOF SHEATHING PER STRUCTURAL
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TYPICAL EXTERIOR DECKING CONSTRUCTION

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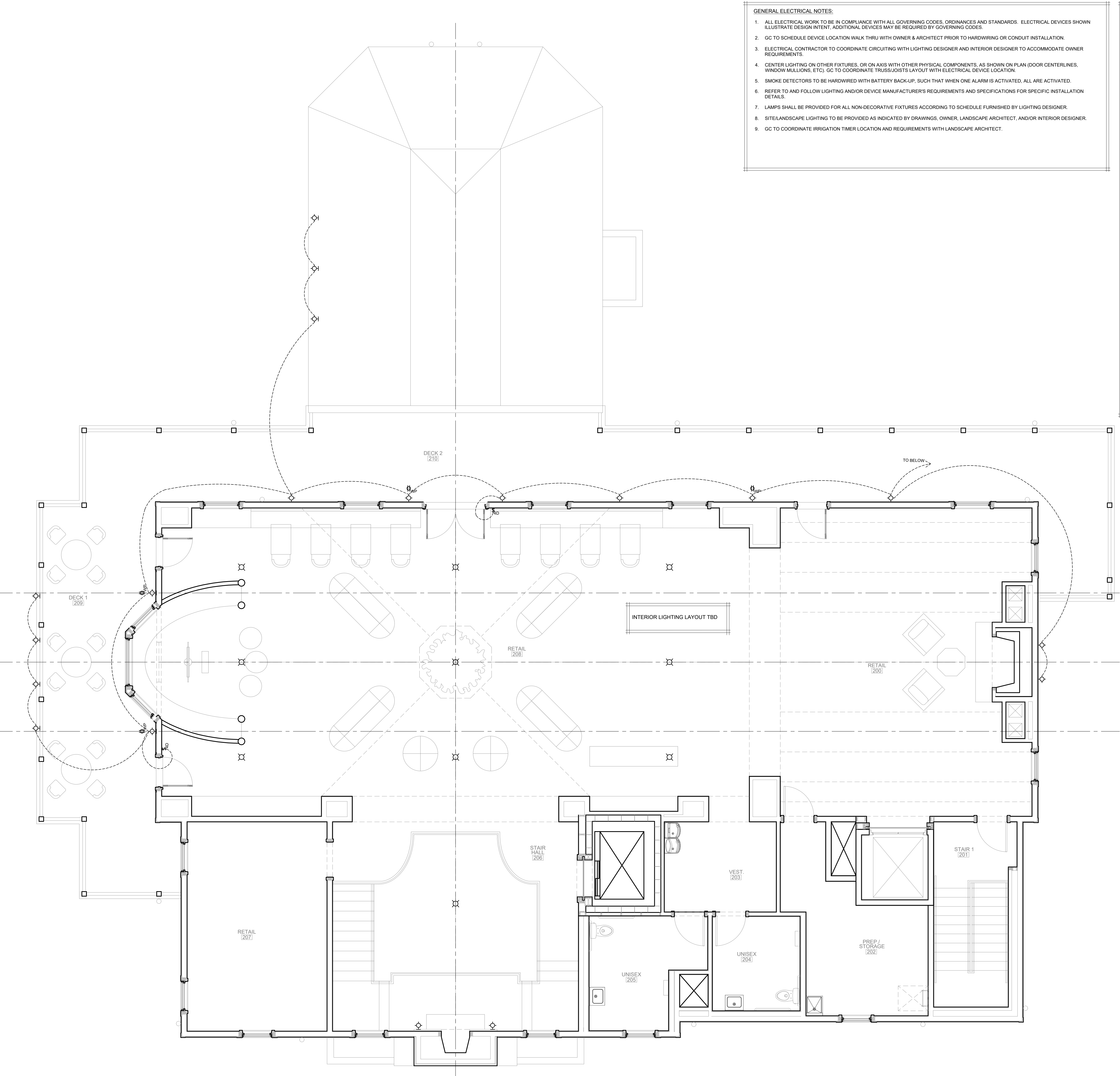
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GENERAL ELECTRICAL NOTES:

1. ALL ELECTRICAL WORK TO BE IN COMPLIANCE WITH ALL GOVERNING CODES, ORDINANCES AND STANDARDS. ELECTRICAL DEVICES SHOWN ILLUSTRATE DESIGN INTENT, ADDITIONAL DEVICES MAY BE REQUIRED BY GOVERNING CODES.
2. GC TO SCHEDULE DEVICE LOCATION WALK THRU WITH OWNER & ARCHITECT PRIOR TO HARDWIRING OR CONDUIT INSTALLATION.
3. ELECTRICAL CONTRACTOR TO COORDINATE CIRCUITING WITH LIGHTING DESIGNER AND INTERIOR DESIGNER TO ACCOMMODATE OWNER REQUIREMENTS.
4. CENTER LIGHTING ON OTHER FIXTURES, OR ON AXIS WITH OTHER PHYSICAL COMPONENTS, AS SHOWN ON PLAN (DOOR CENTERLINES, WINDOW MULLIONS, ETC). GC TO COORDINATE TRUSS/JOISTS LAYOUT WITH ELECTRICAL DEVICE LOCATION.
5. SMOKE DETECTORS TO BE HARDWIRED WITH BATTERY BACK-UP, SUCH THAT WHEN ONE ALARM IS ACTIVATED, ALL ARE ACTIVATED.
6. REFER TO AND FOLLOW LIGHTING AND/OR DEVICE MANUFACTURER'S REQUIREMENTS AND SPECIFICATIONS FOR SPECIFIC INSTALLATION DETAILS.
7. LAMP'S SHALL BE PROVIDED FOR ALL NON-DECORATIVE FIXTURES ACCORDING TO SCHEDULE FURNISHED BY LIGHTING DESIGNER.
8. SITE/LANDSCAPE LIGHTING TO BE PROVIDED AS INDICATED BY DRAWINGS, OWNER, LANDSCAPE ARCHITECT, AND/OR INTERIOR DESIGNER.
9. GC TO COORDINATE IRRIGATION TIMER LOCATION AND REQUIREMENTS WITH LANDSCAPE ARCHITECT.

LIGHTING & RECEPTACLE PLAN SYMBOLS KEY

	GARAGE DOOR OPENER		ELECTRONIC DOOR LOCK
	LIGHT KEYPAD		CONCEALED SUBWOOFER
	SINGLE POLE WALL SWITCH		CONCEALED SPEAKER
	DIMMER SWITCH		TELEPHONE
	AIR SWITCH		DATA
	3-WAY SWITCH		TELEVISION LOCATION, VERIFY ACCOMMODATIONS, ACCESSORIES, AND FINAL MOUNTING HEIGHT WITH ARCHITECT AND AV
	3-WAY DIMMER SWITCH		DOOR BELL
	4-WAY SWITCH		THERMOSTAT
	4-WAY DIMMER SWITCH		ELEVATOR CALL BOX
	5-WAY DIMMER SWITCH		RECESSED JUNCTION BOX
	JAMB SWITCH		MOTION DETECTOR
	SMOKE DETECTOR		GARBAGE DISPOSAL
	CO DETECTOR		FLOOD LIGHT
	COMBINED SMOKE & CO DETECTOR		PORCELAIN SOCKET FIXTURE
	DECORATIVE LIGHT FIXTURE, CEILING MOUNTED		RECESSED LIGHT/EXHAUST FAN COMBO, CEILING MOUNTED
	MINI RECESSED LIGHT (2\"/>		EXHAUST FAN, CEILING MOUNTED
	RECESSED LIGHT (3\"/>		EXHAUST FAN, WALL MOUNTED (REMOTE MOTOR)
	RECESSED LIGHT WALL WASHER		CEILING FAN
	RECESSED SHOWER LIGHT W/ GLASS COVER		ELECTRICAL OUTLET - STANDARD DUPLEX
	LINEAR LED COVE LIGHT, CEILING MOUNTED		ELECTRICAL OUTLET - TOP HALF SWITCHED DUPLEX
	UNDER CABINET LIGHT		ELECTRICAL OUTLET - GFI PROTECTED WATERPROOF
	SINGLE ART LAMP		ELECTRICAL OUTLET - GROUND FAULT CIRCUIT INTERRUPTED DUPLEX
	DECORATIVE GAS SCONCE		RECESSED CLOCK OUTLET
	DECORATIVE SCONCE		ELECTRICAL OUTLET - FOUR GANG
	RECESSED WALL-MOUNTED LIGHT		ELECTRICAL OUTLET - FLOOR MOUNTED DUPLEX
	VERTICAL STRIP LIGHTING		DEDICATED EQUIPMENT OUTLET - VERIFY W/ MANUF.
	RECESSED STEP LIGHT		
	WIRE ACCESS POINT		
	COMBINED SMOKE & CO DETECTOR WITH FIRE HORN BASE		



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	5-WAY DIMMER SWITCH		RECESSED JUNCTION BOX
	JAMB SWITCH		MOTION DETECTOR
	SMOKE DETECTOR		GARBAGE DISPOSAL
	CO DETECTOR		FLOOD LIGHT
	COMBINED SMOKE & CO DETECTOR		PORCELAIN SOCKET FIXTURE
	DECORATIVE LIGHT FIXTURE, CEILING MOUNTED		RECESSED LIGHT/EXHAUST FAN COMBO, CEILING MOUNTED
	MINI RECESSED LIGHT (2" DIA.)		EXHAUST FAN, CEILING MOUNTED
	RECESSED LIGHT (3" DIA.)		EXHAUST FAN, WALL MOUNTED (REMOTE MOTOR)
	RECESSED LIGHT WALL WASHER		CEILING FAN
	RECESSED SHOWER LIGHT W/ GLASS COVER		ELECTRICAL OUTLET - STANDARD DUPLEX
	LINEAR LED COVE LIGHT, CEILING MOUNTED		ELECTRICAL OUTLET - TOP HALF SWITCHED DUPLEX
	UNDER CABINET LIGHT		ELECTRICAL OUTLET - GFI PROTECTED WATERPROOF
	SINGLE ART LAMP		ELECTRICAL OUTLET - GROUND FAULT CIRCUIT INTERRUPTED DUPLEX
	DECORATIVE GAS SCONCE		RECESSED CLOCK OUTLET
	DECORATIVE SCONCE		ELECTRICAL OUTLET - FOUR GANG
	RECESSED WALL-MOUNTED LIGHT		ELECTRICAL OUTLET - FLOOR MOUNTED DUPLEX
	VERTICAL STRIP LIGHTING		DEDICATED EQUIPMENT OUTLET - VERIFY W/ MANUF.
	RECESSED STEP LIGHT		2x2 PANELS
	WIRE ACCESS POINT		
	COMBINED SMOKE & CO DETECTOR WITH FIRE HORN BASE		

**STAFF REPORT****Date:** September 15, 2026

To: Village Board
Re: Water Rate Study; Simplified Rate Case
Author(s): Benjamin Andrews, Village Administrator

BACKGROUND INFORMATION

Wisconsin public water utilities must receive approval from the Public Service Commission (PSC) before changing water rates. Two rate case options are available: the Simplified Rate Case (SRC) and the Conventional Rate Case (CRC).

The SRC provides an inflationary rate increase (currently 3%) through a streamlined process that does not require a public hearing and typically results in rate approval within 45 days of application submission. It is intended to help municipal utilities maintain revenue continuity with smaller, more frequent adjustments.

The CRC is used when a utility seeks more substantial structural changes to its rates and requires a full PSC review including data requests, hearings, and consultant-supported cost-of-service analysis. Estimated consultant costs for a CRC are \$9,500–\$12,500.

Historically, the Village has filed annual SRC applications. In 2025, the Village Board approved applying for an SRC; however, the PSC did not grant a rate increase for that year.

On July 15, 2026, the PSC formally notified the Sister Bay Water & Sewer Utility that it is eligible to file an SRC this year and encouraged the Village to apply.

COMMITTEE RECOMMENDATION

At its August 25, 2026 meeting, the Sewer & Water Utilities Committee reviewed the updated PSC SRC eligibility notice and the staff report comparing SRC and CRC processes.

Director Barnes reported to the committee that:

- The Village qualifies for a 3% SRC increase according to PSC staff.
- The SRC would require significantly less staff time and avoids needing a consultant.
- Rates have not been adjusted since 2018, and the inflationary increase would support rising operational costs.

- If approved, new rates would take effect approximately January 1, 2027, based on the PSC's 45-day minimum effective period after application submission.

After discussion, the Committee voted unanimously to recommend to the Village Board that the Utility proceed with the Simplified Rate Case for 2027 water rates.

FINANCIAL CONSIDERATIONS

A comparison prepared by staff demonstrates the following:

- A 3% SRC increase produces moderate additional revenue sufficient to stabilize operations.
- A 6% CRC could produce slightly higher revenues but would require additional consultant costs and staff time.
- 2027 water fund projections show approximately \$35,000 in positive net revenue assuming the 3% SRC increase.

Given the PSC's confirmation of SRC eligibility, the recent history of PSC denial of SRCs when CRCs have not been completed within five years, and the costs associated with CRC preparation, staff finds the SRC approach financially and operationally prudent.

RECOMMENDED ACTION

Village Staff and the Sewer & Water Utilities Committee recommend that the Village Board authorize staff to submit a Simplified Rate Case (SRC) application to the Public Service Commission for the 2026–27 water rate adjustment.

Suggested motion:

“Motion to direct staff to submit a Simplified Rate Case (SRC) application to the Public Service Commission of Wisconsin for the 2026–27 water rate adjustment.”

ATTACHMENT(S)

1. Director Barnes Prior Staff Report
2. SRC Case Outreach Letter

Director Barnes Prior Staff Report**STAFF REPORT**

Date: August 25, 2026

To: Sewer and Water Utility Committee**Re:** Conventional vs. Simplified Water Rate Case**Author(s):** Megan Barnes, Utilities Director**Action(s) Requested:** ☐ Ordinance ☐ Resolution ☒ Motion ☒ Receive/File**BACKGROUND INFORMATION**

Before a public water utility can change its rates and begin billing customers using those rates, the utility must first receive approval from the Public Service Commission (PSC).

There are two options for filing a water rate case with the PSC; Simplified Rate Case (SRC) or Conventional Rate Case (CRC).

The SRC is a simple and convenient way for utilities that meet specific criteria to increase water rates. The SRC would provide an inflationary type increase that helps utilities maintain revenue continuity, with the current rate increase factor at 3 percent. Customers may benefit from a utility using the SRC process to provide smaller, more frequent rate increases. The SRC process includes an SRC application and notice to customers but does not require a public hearing.

However, if the utility is interested in more substantial changes to its rates, it should file an application for a Conventional Rate Case (CRC). The CRC process includes a CRC application, notice of proceeding, data request, revenue requirement exhibit, cost of service and rate design exhibit, public hearing, final decision, and implementation of rates.

PRIOR ACTION/REVIEW

Annually, the Utility has historically applied for the PSC Simplified Rate Case (SRC). In 2025, the SRC application was approved by the Village Board on June 17, 2025. Staff then applied for the SRC, which resulted in no rate increase being granted.

In 2025, staff had discussed the process of PSC water rate cases with auditors with CliftonLarsonAllen LLP (CLA), to better understand the process and how the utility should proceed. Since the utility did not qualify for the SRC, they recommended that we move forward with a Conventional Water Rate Case (CRC). The last CRC for the utility was applied for in 2017, with the rates being approved by the PSC on January 22, 2018, and effective January 23, 2018. The auditors had advised that the PSC will typically deny simplified rate cases for utilities that

have not performed a conventional case within the last five years. The cost associated with a CRC would be an estimated \$9,500-\$12,500 for a qualified and licensed consultant to provide water rate study services, with minimal Village staff assistance.

At the July 14, 2026, Sewer and Water Utilities Committee meeting, a Request for Proposals (RFP) was presented and discussed to solicit proposals from qualified and licensed consultants to provide water rate study services in 2027.

On July 15, 2026, the Utility received a letter notifying Sister Bay Water and Sewer Utility that Commission staff has determined that the Utility is eligible for an SRC. Commission staff encourages the Utility to apply for a rate increase through an SRC. The SRC provides an inflationary increase, the current rate increase factor is 3 percent.

Staff has prepared the table below to show the comparison of 2027 revenues by applying an assumed percentage increase to the December 31, 2025, actuals with an assumed three percent increase applied for the SRC, and six percent increase applied for the CRC.

Description	12/31/2025 Actual	2027 SRC assuming 3%	2027 CRC assuming 6%
ASSESSMENT LETTER FEES	\$2,175	\$2,240	\$ 2,305
METERED WATER SALES	\$381,585	\$393,032	\$
PUBLIC FIRE PROTECTION	\$123,049	\$126,739	\$130,432
UNMETERED WATER SALES	\$565	\$582	\$599
HYDRANT USE	\$1,230	\$1,267	\$1,304
LATE PAYMENT PENALTIES	\$359	\$369	\$380
INTERGOVERNMENTAL CHARGES	\$25,439	\$26,202	\$26,965
TOTAL WATER REVENUES	\$746,599	\$940,531	\$956,564

RECOMMENDED ACTION(S)

Village staff recommends that the Sewer and Water Utility Committee discuss the two options presented for applying to the PSC for the authority to increase water rates (SRC and CRC), and direct staff to submit the preferred application type with respect to the water rates.

"I move to direct staff to take the [preferred application type] with respect to applying to the Public Service Commission of Wisconsin for the authority to increase water rates."

ATTACHMENT(S)

1. Simplified Rate Case Outreach – Public Service Commission of Wisconsin

SRC Case Outreach Letter

Public Service Commission of Wisconsin

Summer Strand, Chairperson
 Kristy Nieto, Commissioner
 Marcus Hawkins, Commissioner

4822 Madison Yards Way
 P.O. Box 7854
 Madison, WI 53707-7854

July 15, 2026

Sister Bay Water and Sewer Utility
 P.O. Box 655
 Sister Bay, WI 54234-0091

Re: Simplified Rate Case Outreach

Utility: 5500

To Whom It May Concern:

To help ensure that Wisconsin water utilities provide safe, reliable, environmentally responsible, and affordable water service in a sustainable manner, the Public Service Commission (Commission) establishes customer rates and tariffs and monitors the financial integrity of water utilities.

This year, Commission staff reviewed the rate case history of water utilities, using data from the water tariff database and PSC Annual Reports to identify utilities that are eligible for a simplified rate case (SRC).

This letter notifies Sister Bay Water and Sewer Utility (Utility) that Commission staff has determined that the Utility is eligible for an SRC. An SRC is a simple and convenient way to adjust rates that accounts for inflationary increases to maintain revenue continuity. An SRC helps sustain a utility's financial health and avoid significant rate hikes for customers.

About the SRC Process

Commission staff encourages the Utility to apply for a rate increase through an SRC. An SRC is a streamlined process for adjusting water rates that is available to municipal utilities that meet specific criteria. Eligibility is assessed based on historical and current financial criteria, including rate case frequency and the Commission's current [benchmark rate of return](#).

An SRC provides an inflationary increase to public fire protection and general service rates that helps utilities maintain revenue continuity. The current rate increase factor is 3 percent.

The SRC process includes an application and a notice to customers but does not require a public hearing. Commission staff typically processes an SRC application within 45 days after it is submitted. The rates can be made effective 45 or more days after the application is submitted.

Telephone: (608) 266-5481
 Home Page: <http://psc.wi.gov>

Fax: (608) 266-3957
 E-mail: pscsecs@wisconsin.gov

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How to Apply for an SRC

The SRC application is easy to complete. Requests for rate applications may be made on the Commission website using the following link: [Simplified Rate Case Application \(SRC\)](#).

Commission staff is available to assist the Utility in moving forward with an SRC and welcomes the opportunity to discuss any questions. Additional information about the SRC process and eligibility requirements is available on the Commission website: [PSC Simplified Rate Case - Water Utility](#).

Please direct your questions to Erik Lindgren at erik.lindgren@wisconsin.gov or by phone at (608) 261-9402.

Sincerely,

A handwritten signature in black ink, appearing to read 'A.P. Galvin', followed by a horizontal line.

Andrew P. Galvin
Administrator
Division of Water Utility Regulation and Analysis

APG:EA:rgs:DL:02147403



STAFF REPORT

Date: September 15, 2026

To: Village Board

Re: 2027-2031 Capital Improvement Plan Review

Author(s): Benjamin Andrews, Village Administrator

Attached is the working copy of the capital improvement plan (2027-2031) for the Village of Sister Bay. Part of the 2027 Budget and CIP schedule includes a review of the CIP at the September 15th, 2026 Village Board meeting:

2027 Annual Budget and 2027-2031 Capital Improvement Plan Implementation Schedule
Village of Sister Bay

Check	Description:	Responsibility:	Start:	End:	Meeting Date:
x	Prepare CIP Sheets for Department Heads/Administrator	Finance Specialist/Treasurer	6/1/2026	6/5/2026	
x	Submit CIP Sheets for Department Heads/Administrator	Finance Specialist/Treasurer; Village Administrator	6/8/2026	6/8/2026	
x	Preliminary Finance Committee Meeting (1)	Finance Committee			6/8/2026
x	Department Head/Administrator Submit Preliminary CIP Sheets	Department Head(s)	6/8/2026	6/19/2026	
x	Submit Budget Sheets for Department Heads/Administrator	Finance Specialist/Treasurer; Village Administrator	6/22/2026	6/22/2026	
x	Hold Individual Meetings with Department Heads to Discuss Submission of Preliminary CIP Sheets	Finance Specialist/Treasurer; Village Administrator	6/22/2026	6/26/2026	
x	Compile Preliminary CIP	Finance Specialist/Treasurer	6/29/2026	6/30/2026	
x	Preliminary Finance Committee Meeting (2) 2027 CIP: Preliminary Review and Discussion	Finance Committee			7/13/2026 10:00 AM
x	Department Head/Administrator Submit Preliminary Budget Sheets	Department Head(s)	6/22/2026	7/10/2026	
x	Hold Individual Meetings with Department Heads to Discuss Submission of Preliminary Budget Sheets	Finance Specialist/Treasurer; Village Administrator	7/13/2026	7/17/2026	
x	Compile Preliminary Budget	Finance Specialist/Treasurer	7/20/2026	7/24/2026	
x	Preliminary Finance Committee Meeting (3) 2027 CIP: Preliminary Review and Discussion 2028 Budget: Preliminary Review and Discussion	Finance Committee	7/27/2026	7/31/2026	7/27/2026 10:00 AM
x	Finalize Draft 2027 CIP and Budget	Finance Specialist/Treasurer; Village Administrator	8/1/2026	8/14/2026	
x	Finance Committee Meeting (4) 2027 Capital Improvement Plan 2027 Operational Budget	Finance Committee	8/17/2026	8/28/2026	8/31/2026 9:00 AM
	Village Board Meeting (1) Capital Improvement Plan Update	Village Board			9/15/2026 6:00 PM
	Finance Committee Meeting (5) 2027 Capital Improvement Plan (Workshop) 2027 Operational Budget (Workshop)	Finance Committee			10/12/2026 1:00 PM
	Village Board Meeting (2) 2027 Capital Improvement Plan (Update) 2027 Operational Budget (Update)	Village Board			10/20/2026 6:00 PM
	2027 Budget Hearing Notice Draft Budget Hearing Notice Submit Public Hearing Notice to Newspaper Publish Notice in Newspaper (15 days Prior to Public Hearing)	Finance Specialist/Treasurer Village Clerk Peninsula Pulse	10/21/2026	10/23/2026	10/21/2026 10/23/2026 10/30/2026
	Finance Committee Meeting (5) 2027 Capital Improvement Plan (Finalize and Recommend Adoption) 2027 Operational Budget (Finalize and Recommend Adoption)	Finance Committee			11/9/2026 TBD
	Village Board Meeting (3) 2027 Budget Public Hearing 2027 Capital Improvement Plan (Adoption) 2027 Operational Budget (Adoption)	Village Board			11/17/2026 6:00 PM
	2027 Budget Follow-Up Actions Formal Submission of County Forms and Worksheets Formal Submission of DOR Forms and Worksheets (Due December 15, 2026)	Finance Specialist/Treasurer	11/18/2026	11/27/2026	
	Publish Adopted 2027 Budget and CIP on the Village's Website		11/30/2026	11/30/2026	

Legend	
Capital Improvement Planning	
Operational Budget	
CIP and Budget / Staff Actions	
Finance Committee	
Village Board	



2027-2031 CAPITAL IMPROVEMENT PLAN

Village of Sister Bay



DRAFT
SEPTEMBER 15, 2026

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FIVE YEARS AND BEYOND SUMMARY

EXECUTIVE SUMMARY

2027 BUDGET RECOMMENDATIONS SUMMARY

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
SUMMARY OF CAPITAL EXPENDITURE REQUESTS**

	2027 Requested	2028 Requested	2029 Requested
Capital Expenditure by Category			
General Government & Administration	\$ 3,325,000	\$ -	\$ -
Fire	\$ 193,500	\$ -	\$ -
Parks	\$ 215,165	\$ -	\$ -
Public Works Vehicles & Equipment	\$ 20,000	\$ -	\$ -
Streets	\$ 2,100,000	\$ -	\$ -
Library	\$ 7,500	\$ -	\$ -
Ice Rink	\$ 100,000.00	\$ -	\$ -
Water	\$ 585,000.00	\$ -	\$ -
WWTP	\$ 12,000.00	\$ -	\$ -
Collection	\$ 20,000.00	\$ -	\$ -
Marina	\$ 1,470,000.00	\$ -	\$ -
TOTAL USES BY CATEGORY	\$ 8,048,165.21	\$ -	\$ -

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
General Government**

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
Village Administration Building Demo	GEN-27-01	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 75,000		
Administration Building	GEN-27-02	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 3,250,000		
PW Buildings Demo	GEN-27-03	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ -		
Wayfinding & Facilities Signage	GEN-28-01	3 -Preventive Need/Public Benefit/1-2 Years	New Program/Service	\$ -		
Village Hall Future Engineering-Renovation	GEN-29-01	2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete	\$ -		
Budget Funding Totals				<u>\$ 3,325,000</u>	<u>\$ -</u>	<u>\$ -</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
Fire**

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
FD Maintanance	FIRE-27-01	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 15,000		
Fire Station Flooring Replacement	FIRE-27-02	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 35,000		
SCBA Air Packs and Spare Bottles	FIRE-28-01	3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment	\$ 35,000		
Turn Out Gear	FIRE-29-02	3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment	\$ -		
Engine 6	FIRE-30-01	5 -Mandated/Mission Driven/Immediate Neece	Replace Worn Out Equipment	\$ 108,500		
Defibrillators	FIRE-31-01	1 -Maintain/Public Want/Greater than 3 Years	Replace Worn Out Equipment	\$ -		
Budget Funding Totals				<u>\$ 193,500</u>	<u>\$ -</u>	<u>\$ -</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
Parks**

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
HWY 57 Trail	PARKS-28-01	4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service	\$ 17,202		
Village Hall Painting	PARKS-27-01	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 25,000		
Post Office Painting	PARKS-27-02	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 18,000		
Logerquist Re-Roofing	PARKS-27-03	3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment	\$ 10,000		
Hwy 42 Trail to Ephraim	PARKS-28-02	3 -Preventive Need/Public Benefit/1-2 Years	New Program/Service	\$ 144,963		
Waterfront Playground Equipment	PARKS-28-03	2 -Improvement Benefit/Desired Want/2-3 Years	Replace Worn Out Equipment	\$ -		
Dog Park Renovations	PARKS-29-01	2 -Improvement Benefit/Desired Want/2-3 Years	Expanded Service	\$ -		
Pebble Beach Parking, Restrooms, Overlook	PARKS-29-02	3 -Preventive Need/Public Benefit/1-2 Years	New Program/Service	\$ -		
Hwy 57 Trail - Phase II Expansion	PARKS-30-01	2 -Improvement Benefit/Desired Want/2-3 Years	New Program/Service	\$ -		
Misc. Trails	PARKS-31-01	3 -Preventive Need/Public Benefit/1-2 Years	New Program/Service	\$ -		
Budget Funding Totals				<u>215,165</u>	<u>\$ -</u>	<u>\$ -</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
Public Works Vehicles & Equipment**

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2028 Defunded	2029 Approved
Boom Flail Mower (Used)	VE-27-01	4 -Critical Need/Obligated/Within 6-12 Months	Increase Safety	\$ 20,000		
Brush Chipper	VE-28-01	3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment	-		
2005 Truck Replacement	VE-29-01	2 -Improvement Benefit/Desired Want/2-3 Years	Replace Worn Out Equipment	-		
2011 Ranger #2 Replacement	VE-30-01	2 -Improvement Benefit/Desired Want/2-3 Years	Scheduled Replacement	-		
Zero Turn Lawnmower II	VE-30-02	1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement	-		
2020 Dump Truck Replacement	VE-30-03	1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement	-		
Budget Funding Totals				<u>20,000</u>	<u>-</u>	<u>-</u>

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
Streets

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
Mill Rd Triangle	STREET-27-01	4 -Critical Need/Obligated/Within 6-12 Months	Scheduled Replacement	\$ 2,000,000		
Yearly Street Improvements	STREET-27-02	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 100,000		
Extension of Canterbury Lane East to Woodcrest Road	STREET-27-03	1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement	\$ -		
Extension of Applewood Road to Woodcrest	STREET-27-04	1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement	\$ -		
Sidewalk Extension - S Bay Shore Drive	STREET-29-01	2 -Improvement Benefit/Desired Want/2-3 Years	Expanded Service	\$ -		
Budget Funding Totals				<u>\$2,100,000</u>	<u>\$ -</u>	<u>\$ -</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
Library**

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
Cement Step Work	LB-27-01	4 -Critical Need/Obligated/Within 6-12 Months	Increase Safety	\$ 3,000		
Restripe Parking Lot	LB-27-02	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 2,500		
Interior Painting - Lower Walls	LB-27-03	3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment	\$ 5,000		
Exterior Painting	LB-28-01	1 -Maintain/Public Want/Greater than 3 Years	Replace Worn Out Equipment	\$ -		
New Tech Patio Awning	LB-28-02	2 -Improvement Benefit/Desired Want/2-3 Years	Replace Worn Out Equipment	\$ -		
Sound Reduction Panels	LB-29-01	2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete	\$ -		
Carpeting	LB-30-01	2 -Improvement Benefit/Desired Want/2-3 Years	Replace Worn Out Equipment	\$ -		
Replace Sail Shades	LB-31-01	1 -Maintain/Public Want/Greater than 3 Years	Replace Worn Out Equipment	\$ -		
Budget Funding Totals				<u>\$ 7,500</u>	<u>\$ -</u>	<u>\$ -</u>

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
Ice Rink

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
Community Center-Warming House	IR-27-01	1 -Maintain/Public Want/Greater than 3 Years	Expanded Service	\$ 100,000	\$ -	\$ -
Budget Funding Totals				<u>\$100,000</u>	<u>\$ -</u>	<u>\$ -</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
Water**

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
Annual Meter Replacement	WATER-27-01	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 50,000		
Well No. 3 Rebuild/ Inspection	WATER-27-02	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 30,000		
Booster Pump Replacement	WATER-27-03	1 -Maintain/Public Want/Greater than 3 Years	Replace Worn Out Equipment	\$ 75,000		
PRV Installation	WATER-27-04	3 -Preventive Need/Public Benefit/1-2 Years	New Program/Service	\$ 150,000		
HWY 57 Water Extension	WATER-27-05	1 -Maintain/Public Want/Greater than 3 Years	Expanded Service	\$ 280,000		
2020 Truck Replacement	WATER-30-01	1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement	\$ -		
Water Tower Painting	WATER-31-01	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ -		
Budget Funding Totals				<u>\$585,000</u>	<u>\$ -</u>	<u>\$ -</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
WWTP**

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
BOD Incubator	WWTP-27-01	1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement	\$ 12,000		
UV Light Replacement	WWTP-28-01	3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment	\$ -		
Aeration-Flow Equal Tank	WWTP-29-01	2 -Improvement Benefit/Desired Want/2-3 Years	New Program/Service	\$ -		
Aeration-Oxidation Ditch	WWTP-29-02	2 -Improvement Benefit/Desired Want/2-3 Years	Improve Policies/Procedures	\$ -		
Clarifier Cover	WWTP-29-03	2 -Improvement Benefit/Desired Want/2-3 Years	Improve Policies/Procedures	\$ -		
WAS Pump 2	WWTP-29-04	2 -Improvement Benefit/Desired Want/2-3 Years	Expanded Service	\$ -		
Sludge System (Dryer or Reed Beds)	WWTP-29-05	2 -Improvement Benefit/Desired Want/2-3 Years	New Program/Service	\$ -		
Tuttnauer- Digital Autoclave Model #2340M	WWTP-30-01	2 -Improvement Benefit/Desired Want/2-3 Years	Scheduled Replacement	\$ -		
2020 Truck Replacement	WWTP-30-02	2 -Improvement Benefit/Desired Want/2-3 Years	Scheduled Replacement	\$ -		
Lakeside Screen Grit	WWTP-31-01	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ -		
Rosemount 8750WA Magnetic Flowmeter from Energenics	WWTP-31-02	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ -		
Budget Funding Totals				<u>\$ 12,000</u>	<u>\$ -</u>	<u>\$ -</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031 RECOMMENDED BUDGET
Collections**

PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
Sanitary Sewer Camera	CL-27-01	2 -Improvement Benefit/Desired Want/2-3 Years	Improve Policies/Procedures	\$ 16,000		
HWY 57 Sanitary Sewer Extension	CL-27-02	1 -Maintain/Public Want/Greater than 3 Years	Expanded Service	\$ 1,500,000		
Little Sister Lift Station Pumps	CL-27-03	1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement	\$ 20,000		
Fieldcrest Lift Station Upgrade	CL-28-01	1 -Maintain/Public Want/Greater than 3 Years	Improve Policies/Procedures	\$ -		
Submersible Sewer Pump	CL-29-01	2 -Improvement Benefit/Desired Want/2-3 Years	Scheduled Replacement	\$ -		
2020 Truck Replacement	CL-30-01	2 -Improvement Benefit/Desired Want/2-3 Years	Scheduled Replacement	\$ -		
Budget Funding Totals				<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027 RECOMMENDED BUDGET
Marina**

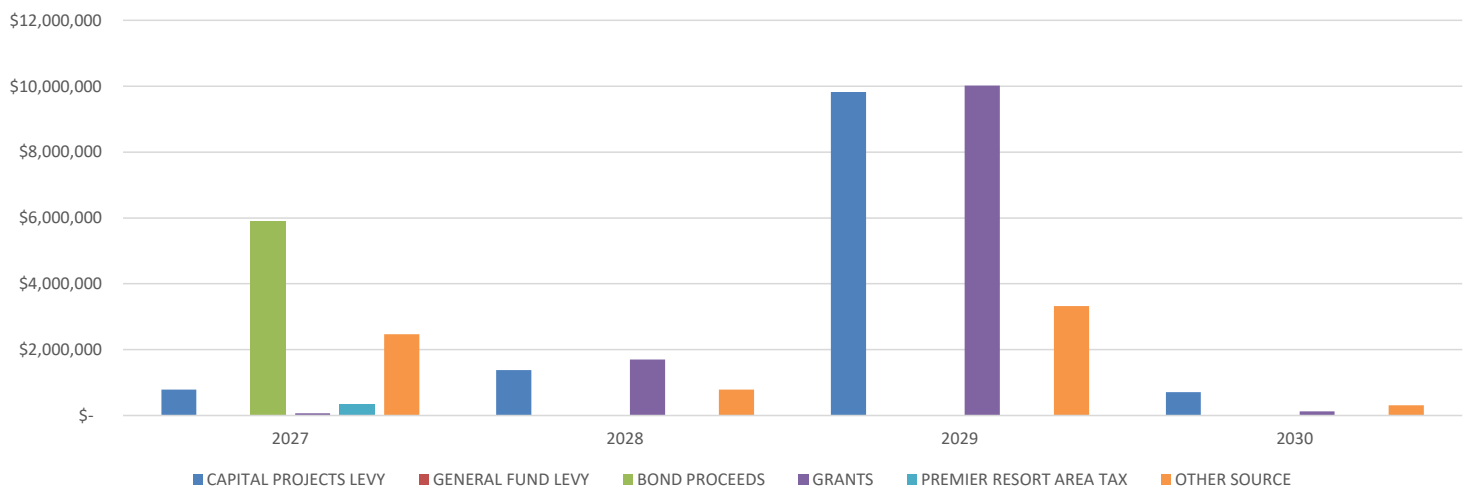
PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
Marina Building Reconstruction	MARINA-27-01	2 -Improvement Benefit/Desired Want/2-3 Years	New Program/Service	\$ 1,260,000		
Vendor Tables	MARINA-27-02	2 -Improvement Benefit/Desired Want/2-3 Years	2 -Improvement Benefit/Desired	\$ 10,000		
Launch Ramp Piers	MARINA-27-03	2 -Improvement Benefit/Desired Want/2-3 Years	New Program/Service	\$ 50,000		
Marina Building Restrooms	MARINA-27-04	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 150,000		
2008 Club Car Carryall Replacement	MARINA-28-01	1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement	\$ -		
B Dock Finger Piers	MARINA-31-01	3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment	\$ -		
Budget Funding Totals				<u>\$ 1,470,000</u>	<u>\$ -</u>	<u>\$ -</u>

CAPITAL IMPROVEMENT PLAN SUMMARY

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
SUMMARY OF FUNDS**

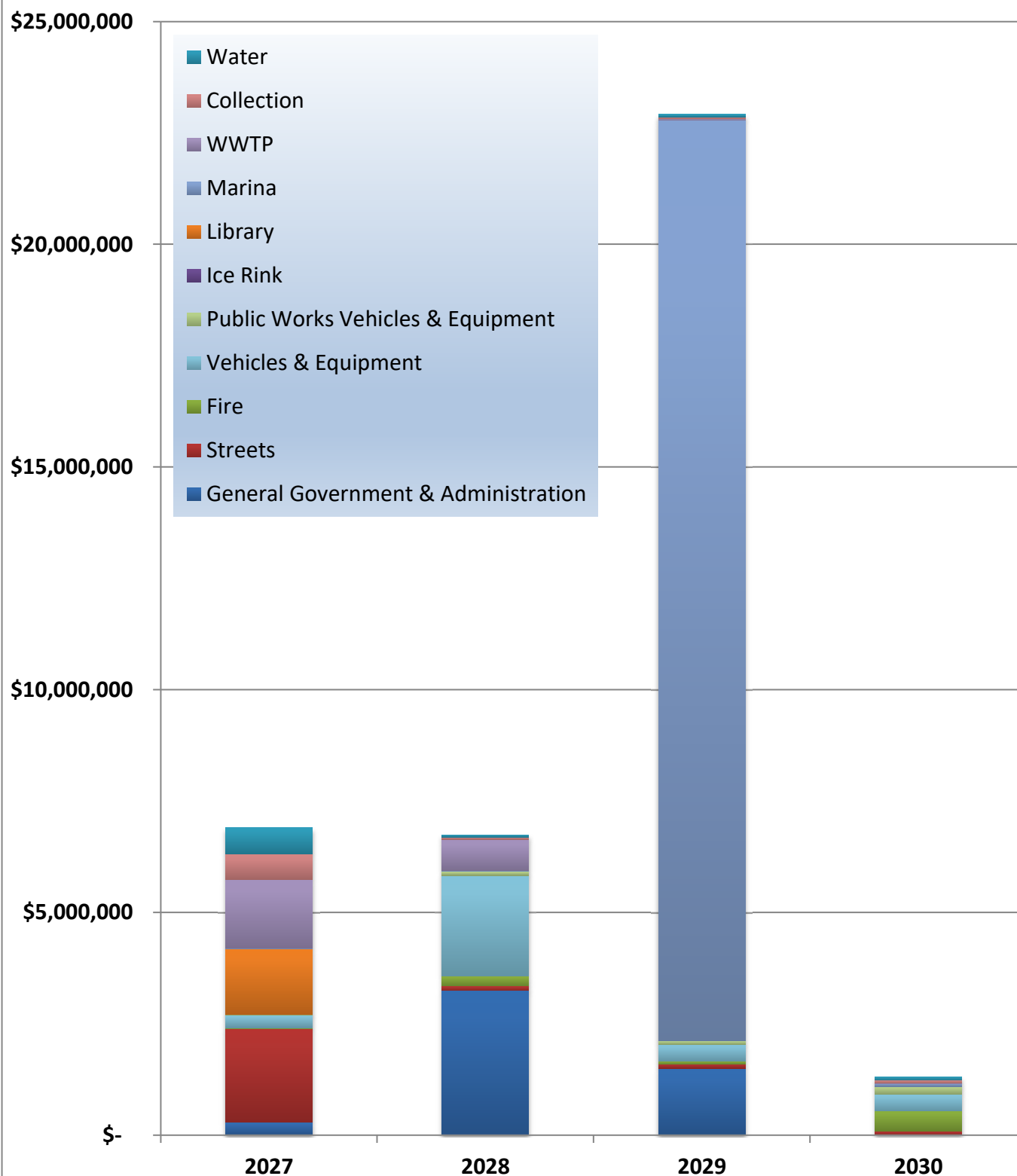
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 11,080,349	\$ 14,305,349	\$ 11,442,588	\$ 11,650,921	\$ 11,510,921	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 785,665	\$ 1,376,275	\$ 9,825,833	\$ 708,500	\$ 657,250	\$ 12,696,273.00
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ 5,895,000	\$ -	\$ -	\$ -	\$ -	\$ 5,895,000.00
GRANTS	\$ 68,809	\$ 1,697,702	\$ 10,025,000	\$ 125,000	\$ -	\$ 11,916,511.00
PREMIER RESORT AREA TAX	\$ 355,000	\$ -	\$ -	\$ -	\$ -	\$ 355,000.00
OTHER SOURCE	\$ 2,463,500	\$ 784,500	\$ 3,326,000	\$ 308,000	\$ 255,000	\$ 6,882,000.00
TOTAL SOURCES	<u>\$ 9,567,974.05</u>	<u>\$ 3,858,476.95</u>	<u>\$ 23,176,833.00</u>	<u>\$ 1,141,500.00</u>	<u>\$ 912,250.00</u>	<u>\$ 37,744,784.00</u>
TOTAL AVAILABLE FUNDS	<u>\$ 20,648,323.05</u>	<u>\$ 18,163,825.95</u>	<u>\$ 34,619,420.95</u>	<u>\$ 12,792,420.95</u>	<u>\$ 12,423,170.95</u>	
USES BY CATEGORY						
General Government & Administration	\$ 300,000	\$ 3,250,000	\$ 1,500,000	\$ -	\$ -	\$ 5,050,000.00
Fire	\$ 15,000	\$ 231,000	\$ 65,000	\$ 449,000	\$ 59,000	\$ 819,000.00
Parks	\$ 283,974	\$ 2,250,738	\$ 375,000	\$ 375,000	\$ 500,000	\$ 3,784,712.05
Public Works Vehicles & Equipment	\$ 20,000	\$ 90,000	\$ 75,000	\$ 171,000	\$ -	\$ 356,000.00
Streets	\$ 2,100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 2,500,000.00
Library	\$ 21,000	\$ 30,000	\$ 5,000	\$ 35,000	\$ 6,000	\$ 97,000.00
Ice Rink	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000.00
Water	\$ 585,000	\$ 50,000	\$ 50,000	\$ 72,500	\$ 180,000	\$ 937,500.00
WWTP	\$ 12,000	\$ 10,000	\$ 20,676,500	\$ 67,000	\$ 72,000	\$ 20,837,500.00
Collection	\$ 1,536,000	\$ 700,000	\$ 22,000	\$ 6,000	\$ -	\$ 2,264,000.00
Marina	\$ 1,470,000	\$ 9,500	\$ -	\$ -	\$ -	\$ 1,479,500.00
TOTAL USES BY CATEGORY	<u>\$ 6,342,974.05</u>	<u>\$ 6,721,238.00</u>	<u>\$ 22,868,500.00</u>	<u>\$ 1,275,500.00</u>	<u>\$ 1,417,000.00</u>	<u>\$ 38,625,212.05</u>
EST. ENDING FUND BALANCE	<u>\$ 14,305,349.00</u>	<u>\$ 11,442,587.95</u>	<u>\$ 11,750,920.95</u>	<u>\$ 11,516,920.95</u>	<u>\$ 11,006,170.95</u>	

Village of Sister Bay Funding Sources



VILLAGE OF SISTER BAY

USES BY CATEGORY



SECTION 1 - GENERAL GOVERNMENT & ADMINISTRATION

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 SUMMARY OF FUNDS						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$3,819,591.00	\$6,844,591.00	\$3,744,591.00	\$3,744,591.00	\$3,744,591.00	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 75,000	\$ 150,000	\$ 250,000	\$ -	\$ -	\$ 475,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000
GRANTS	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
TOTAL SOURCES	<u>\$ 3,325,000</u>	<u>\$ 150,000</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,975,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 7,144,591</u>	<u>\$ 6,994,591</u>	<u>\$ 5,244,591</u>	<u>\$ 3,744,591</u>	<u>\$ 3,744,591</u>	
USES BY CATEGORY						
General Government & Administration	\$ 300,000	\$ 3,250,000	\$ 1,500,000	\$ -	\$ -	\$ 5,050,000
TOTAL USES BY CATEGORY	<u>\$ 300,000</u>	<u>\$ 3,250,000</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,050,000</u>
EST. ENDING FUND BALANCE	<u>\$ 6,844,591</u>	<u>\$ 3,744,591</u>	<u>\$ 3,744,591</u>	<u>\$ 3,744,591</u>	<u>\$ 3,744,591</u>	

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
General Government & Administration

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 3,819,591	\$ 6,844,591	\$ 3,744,591	\$ 3,744,591	\$ 3,744,591	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 75,000	\$ 150,000	\$ 250,000	\$ -	\$ -	\$ 475,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000
GRANTS	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
TOTAL SOURCES	<u>\$ 3,325,000</u>	<u>\$ 150,000</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,975,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 7,144,591</u>	<u>\$ 6,994,591</u>	<u>\$ 5,244,591</u>	<u>\$ 3,744,591</u>	<u>\$ 3,744,591</u>	
USES BY PROGRAM/PROJECT						
Village Administration Building Demo GEN-27-01	\$ 75,000					\$ 75,000
Administration Building GEN-27-02	\$ 150,000	\$ 3,100,000	\$ -	\$ -	\$ -	\$ 3,250,000
PW Buildings Demo GEN-27-03	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Wayfinding & Facilities Signage GEN-28-01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Village Hall Future Engineering-Renovation GEN-29-01	\$ -	\$ 150,000	\$ 1,500,000	\$ -	\$ -	\$ 1,650,000
TOTAL USES BY PROJECT	<u>\$ 300,000</u>	<u>\$ 3,250,000</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,050,000</u>
EST. ENDING FUND BALANCE	<u>\$ 6,844,591</u>	<u>\$ 3,744,591</u>	<u>\$ 3,744,591</u>	<u>\$ 3,744,591</u>	<u>\$ 3,744,591</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	General Government
Program/Project Name:	Village Administration Building Demo
Program/Project #:	GEN-27-01

Department:	General Government
Contact:	Village Administrator
Type:	Facilities
Useful Life:	40 Years
Priority:	4 - Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Description

The Village Board took action on the March 24th, 2026, meeting to approve the motion for the demolition and/or removal of the current Village Administration Building at 2383 Maple Drive.

Justification

The current Village Administration building will need to be demolished/removed prior to the construction of the Triangle Reconstruction project.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Village Administration Building Demo	\$ 75,000					\$ 75,000
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 75,000					\$ 75,000
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Budget Impact/Other

\$75,000 is intended to be collected through capital project levy.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	General Government
Program/Project Name:	Administration Building
Program/Project #:	GEN-27-02

Department:	General Government
Contact:	Erik Linczmaier
Type:	Facilities
Useful Life:	40 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Description

New Administration Building with trustee chambers, executive session conference room, elections space/secure elections space required by law, employee office space, flex workspace for consultants/dept heads/others, client conference room, file space/archive space, restrooms, employee kitchen/lounge, lobby, drop box, payment window. Includes sound system for meetings and presentations, handicapped accessible, good exterior lighting, safety features to separate employees from public, and secure doors.

Justification

The current administration building is too small for the needs. The current building has issues with heating/cooling, leaks, electrical overloads, insects, and needs new windows, etc. The current building lacks privacy for voting or conversations. It lacks meeting spaces, large and small. We do not have good storage space that is safe from fire, water damage, or rodents. Logistically, being separated from other staff is inefficient. The voting equipment should be stored onsite in a secure closet/space.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Administration Building	\$ 150,000	\$ 3,100,000	\$ -	\$ -	\$ -	\$ 3,250,000
Total	\$ 150,000	\$ 3,100,000	\$ -	\$ -	\$ -	\$ 3,250,000
Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 3,250,000		\$ -	\$ -	\$ -	\$ 3,250,000
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000

Budget Impact/Other

In late 2024, extensive time was spent explaining how the building would be paid for, so that trustees and the public understood how the project would be financed and its impact on taxpayers. Including the Admin Building debt, the village would not have to increase its existing debt levy. The project is to be funded through general obligation bonds and long-term financing.

The estimated cost for design thru bidding services for the new Village Administration Building is \$150,000. Additional costs for the construction of the building will be provided as an estimate of probable cost during the design process. Construction management service costs are to be identified.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	General Government
Program/Project Name:	PW Buildings Demo
Program/Project #:	GEN-27-03

Department:	General Government
Contact:	Erik Linczmaier
Type:	Facilities
Useful Life:	40 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Description

On December 16th, 2025, the Village Board approved a motion to select the former site of the Public Works Building (2313 Mill Road) as the site of the new Village Administration Building. In order for the building to be constructed, the current building will need to be demolished.

Justification

The building has exceeded its useful life and is in disrepair. Removing the building eliminates a potential safety threat, improves the aesthetics of the village, and prepares the site for the next land use.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
PW Buildings Demo	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other

\$75,000 was collected in 2025, but restricted by the Board. Demolition to occur in 2027 and there is no impact to the 2027 budget.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	General Government
Program/Project Name:	Wayfinding & Facilities Signage
Program/Project #:	GEN-28-01

Department:	General Government
Contact:	N/A
Type:	Signage
Useful Life:	5-10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	New Program/Service

Description
The village had completed a wayfinding signage study and had intended to redesign and replace Village wayfinding and facilities signage. The goal was to assist the public in finding amenities and facilities, and create a cohesive look for all Village properties and facilities.

Justification
Help residents and visitors find their way around Sister Bay easily. Market Sister Bay. Update look of Village.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Wayfinding & Facilities Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other
Originally \$250,000 was placed in the CIP, and annually it tended to be pushed further to the future. In spring 2025 the Finance Committee decided not to pursue the project at that time, but leave the item in the CIP workbook in case updated bids are received someday and the Village board decides to pursue the project. To be reviewed annually.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	General Government
Program/Project Name:	Village Hall Future Engineering-Renovation
Program/Project #:	GEN-29-01

Department:	General Government
Contact:	Eric Linczmaier
Type:	Facilities
Useful Life:	0 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Current Equipment Obsolete

Description

The Village Hall is in need of rennovation and addition; 2025 architectural drawings.

Justification

The Village Hall project has been identified as a need by the Village Hall Planning Task Force.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Village Hall Future Engineering		\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Village Hall Future Renovation	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Total	\$ -	\$ 150,000	\$ 1,500,000	\$ -	\$ -	\$ 1,650,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ 150,000	\$ 250,000	\$ -	\$ -	\$ 400,000
Other Source	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
Grants	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Total	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000

Budget Impact/Other

Total project costs are estimated to be \$2,500,000. If CDBG-PF funding is applied, the total obligation of the Village would be \$1,500,000.

SECTION 2 - FIRE

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
SUMMARY OF FUNDS

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 811,809	\$ 911,809	\$ 1,035,059	\$ 1,143,392	\$ 809,392	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 115,000	\$ 354,250	\$ 173,333	\$ 115,000	\$ 254,250	\$ 1,011,833
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCES	<u>\$ 115,000</u>	<u>\$ 354,250</u>	<u>\$ 173,333</u>	<u>\$ 115,000</u>	<u>\$ 254,250</u>	<u>\$ 1,011,833</u>
TOTAL AVAILABLE FUNDS	<u>\$ 926,809</u>	<u>\$ 1,266,059</u>	<u>\$ 1,208,392</u>	<u>\$ 1,258,392</u>	<u>\$ 1,063,642</u>	
USES BY CATEGORY						
FIRE	\$ 15,000	\$ 231,000	\$ 65,000	\$ 449,000	\$ 59,000	\$ 819,000
TOTAL USES BY CATEGORY	<u>\$ 15,000</u>	<u>\$ 231,000</u>	<u>\$ 65,000</u>	<u>\$ 449,000</u>	<u>\$ 59,000</u>	<u>\$ 819,000</u>
EST. ENDING FUND BALANCE	<u>\$ 911,809</u>	<u>\$ 1,035,059</u>	<u>\$ 1,143,392</u>	<u>\$ 809,392</u>	<u>\$ 1,004,642</u>	

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 FIRE							
	2027	2028	2029	2030	2031	Total	
EST. BEGINNING FUND BALANCE	\$ 811,809	\$ 990,309	\$ 944,809	\$ 1,053,309	\$ 727,809		
FUNDING SOURCES							
CAPITAL PROJECTS LEVY	\$ 193,500	\$ 185,500	\$ 173,500	\$ 123,500	\$ 59,000	\$ 735,000	
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCES	\$ 193,500	\$ 185,500	\$ 173,500	\$ 123,500	\$ 59,000	\$ 735,000	
TOTAL AVAILABLE FUNDS	\$ 1,005,309	\$ 1,175,809	\$ 1,118,309	\$ 1,176,809	\$ 786,809		
USES BY PROGRAM/PROJECT PROGRAM/PROJECT #							
FD Maintanance	FIRE-27-01	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Fire Station Flooring Replacement	FIRE-27-02	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000
SCBA Air Packs and Spare Bottles	FIRE-28-01	\$ -	\$ 94,000	\$ -	\$ -	\$ -	\$ 94,000
Replacement Generator	FIRE-28-02	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000
Turn Out Gear	FIRE-29-02	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Engine 6	FIRE-30-01	\$ -	\$ -	\$ -	\$ 434,000	\$ -	\$ 434,000
Defibrillators	FIRE-31-01	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ 44,000
TOTAL USES BY PROJECT	\$ 15,000	\$ 231,000	\$ 65,000	\$ 449,000	\$ 59,000	\$ 819,000	
EST. ENDING FUND BALANCE	\$ 990,309	\$ 944,809	\$ 1,053,309	\$ 727,809	\$ 727,809		

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031

Category:	Fire Department
Program/Project Name:	FD Maintanance
Program/Project #:	FIRE-27-01

Department:	Fire Department
Contact:	Fire Chief
Type:	FIRE Department
Useful Life:	15 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Description
FD Maintanance

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
FD Maintanance	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

Budget Impact/Other

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Fire Department
Program/Project Name:	Fire Station Flooring Replacement
Program/Project #:	FIRE-27-02

Department:	Fire Department
Contact:	Fire Chief
Type:	FIRE Department
Useful Life:	15 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Description

Replace the flooring inside the Fire Station Garage.

Justification

Flooring is currently in need of replacement at the Fire Station.

Expenditures (Uses)	2026	2027	2028	2029	2030	2031	Total
Fire Station Flooring Replacement		\$ 95,000					\$ 95,000
Total	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

Funding Sources	2026	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 60,000	\$ 35,000					\$ 35,000
Total	\$ 60,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

Budget Impact/Other

Financial Impact to budget of \$35,000 in 2027; \$60,000 was levied in 2026 for capital projects levy.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Fire Department
Program/Project Name:	SCBA Air Packs and Spare Bottles
Program/Project #:	FIRE-28-01

Department:	Fire Department
Contact:	Fire Chief
Type:	FIRE Department
Useful Life:	15 years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Description
SCBA air packs and spare bottles - The useful life of these assets is 15 years. The current inventory is from 1982 to 2004. Pricing is expected to be at least double that.

Justification
The Department's current (5/2011) SCBA inventory ranges in age from 1982 to 2004 and span at least four different sets of NFPA requirements. None of the in-service inventory meets the current standards. The NFPA and COMM 30 require each member of the Fire Department to have an air pack available to them while working in a hazardous atmosphere. The CIP plan for the replacement of the air packs would allow for a department-wide standardization of this equipment and would allow all air packs to be compliant with the standards at that time. The CIP currently plans for only a single replacement of these items, but it would be expected that as the CIP continues to be adjusted that the future replacement of air packs would be added at some time (15+ years). The issue will be the hydrotest dates will run out and then they can't be tested anymore.

Expenditures (Uses)	2026	2027	2028	2029	2030	2031	Total
SCBA Air Packs and Spare Bottles	\$ -	\$ -	\$ 94,000		\$ -	\$ -	\$ 94,000
Total	\$ -	\$ -	\$ 94,000	\$ -	\$ -	\$ -	\$ 94,000

Funding Sources	2026	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 24,000	\$ 35,000	\$ 35,000		\$ -	\$ -	\$ 94,000
Total	\$ 24,000	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 94,000

Budget Impact/Other
Financial Impact to budget of \$24,000 from 2026-2028, and \$48,000 in 2029 annually for reserve in capital fund.

Funding
Federal Emergency Management Agency (FEMA) - Assistance to Firefighters (AFG) Grant: FEMA's AFG grant is a funding opportunity for critical firefighter and first responder equipment, protective gear, training, and emergency vehicles. The likelihood of award is low; however, the proposed project is considered for an application through the funding program. Applications occur at various times, so it is

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Fire Department
Program/Project Name:	Replacement Generator
Program/Project #:	FIRE-28-02

Department:	FIRE Department
Contact:	Fire Chief
Type:	FIRE Department
Useful Life:	20 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Description
Replacement of the generator at the fire station. The Fire Station generator has reached its useful life. The useful life of a generator is 20 years.

Justification
Proposed replacement of the generator.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Replacement Generator	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000
Total	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000
Total	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000

Budget Impact/Other
Financial Impact to budget to be covered by capital project levy.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Fire Department
Program/Project Name:	Turn Out Gear
Program/Project #:	FIRE-29-02

Department:	FIRE Department
Contact:	Fire Chief
Type:	FIRE Department
Useful Life:	15 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Description
Replacement of Turn Out Gear.

Justification
Scheduled Replacement of Turn Out Gear.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Turn Out Gear	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000

Budget Impact/Other
Financial Impact to budget of \$50,000 to be covered by capital project levy.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Fire Department
Program/Project Name:	Engine 6
Program/Project #:	FIRE-30-01

Department:	FIRE Department
Contact:	Chris Hecht
Type:	FIRE Department
Useful Life:	15 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Description
Engine 6

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Engine 6	\$ -	\$ -	\$ -	\$434,000	\$ -	\$ 434,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 434,000</u>	<u>\$ -</u>	<u>\$ 434,000</u>

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 108,500	\$ 108,500	\$ 108,500	\$ 108,500	\$ -	\$ 434,000
	<u>\$ 108,500</u>	<u>\$ 108,500</u>	<u>\$ 108,500</u>	<u>\$ 108,500</u>	<u>\$ -</u>	<u>\$ 434,000</u>

Budget Impact/Other
Financial Impact to budget includes \$108,500 annually for reserve in capital fund. Actual impact to expenditures of \$1,300,000 for the Village's portion of cost in capital fund.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Fire Department
Program/Project Name:	Defibrillators
Program/Project #:	FIRE-31-01

Department:	FIRE Department
Contact:	Chris Hecht
Type:	FIRE Department
Useful Life:	15 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Description
Defibrillators

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Defibrillators	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ 44,000
	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ 44,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ 44,000
	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ 44,000

Budget Impact/Other

SECTION 3 - PARKS

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 SUMMARY OF FUNDS						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 505,000.00	\$ 505,000.00	\$ 518,988.95	\$ 618,988.95	\$ 718,988.95	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 215,165.21	\$ 567,024.79	\$ 225,000.00	\$ 225,000.00	\$ 200,000.00	\$1,432,190.00
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ 68,808.84	\$1,697,702.16	\$ 125,000.00	\$ 125,000.00	\$ -	\$2,016,511.00
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ 125,000.00	\$ 125,000.00	\$ -	\$ 250,000.00
TOTAL SOURCES	<u>\$ 283,974.05</u>	<u>\$2,264,726.95</u>	<u>\$ 475,000.00</u>	<u>\$ 475,000.00</u>	<u>\$ 200,000.00</u>	<u>\$3,698,701.00</u>
TOTAL AVAILABLE FUNDS	<u>\$ 788,974.05</u>	<u>\$2,769,726.95</u>	<u>\$ 993,988.95</u>	<u>\$1,093,988.95</u>	<u>\$ 918,988.95</u>	
USES BY CATEGORY						
Parks	\$ 283,974.05	\$2,250,738.00	\$ 375,000.00	\$ 375,000.00	\$ 500,000.00	\$3,784,712.05
TOTAL USES BY CATEGORY	<u>\$ 283,974.05</u>	<u>\$2,250,738.00</u>	<u>\$ 375,000.00</u>	<u>\$ 375,000.00</u>	<u>\$ 500,000.00</u>	<u>\$3,784,712.05</u>
EST. ENDING FUND BALANCE	<u>\$ 505,000.00</u>	<u>\$ 518,988.95</u>	<u>\$ 618,988.95</u>	<u>\$ 718,988.95</u>	<u>\$ 418,988.95</u>	

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 Parks						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 505,000	\$ 505,000	\$ 518,989	\$ 618,989	\$ 718,989	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 215,165	\$ 567,025	\$ 225,000	\$ 400,000	\$ 200,000	\$ 1,607,190
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ 68,809	\$ 1,697,702	\$ 125,000	\$ -	\$ -	\$ 1,891,511
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
TOTAL SOURCES	<u>\$ 283,974</u>	<u>\$ 2,264,727</u>	<u>\$ 475,000</u>	<u>\$ 400,000</u>	<u>\$ 200,000</u>	<u>\$ 3,623,701</u>
TOTAL AVAILABLE FUNDS	<u>\$ 788,974</u>	<u>\$ 2,769,727</u>	<u>\$ 993,989</u>	<u>\$ 1,018,989</u>	<u>\$ 918,989</u>	
USES BY PROGRAM/PROJECT	PROGRAM/PROJECT #					
HWY 57 Trail	PARKS-28-01	\$ 86,011	\$ 1,145,587	\$ -	\$ -	\$ 1,231,598
Village Hall Painting	PARKS-27-01	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Post Office Painting	PARKS-27-02	\$ 18,000	\$ -	\$ -	\$ -	\$ 18,000
Logerquist Re-Roofing	PARKS-27-03	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Hwy 42 Trail to Ephraim	PARKS-28-02	\$ 144,963	\$ 1,075,151	\$ -	\$ -	\$ 1,220,114
Waterfront Playground Equipment	PARKS-28-03	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000
Dog Park Renovations	PARKS-29-01	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000
Pebble Beach Parking, Restrooms, Overlook	PARKS-29-02	\$ -	\$ 30,000	\$ 250,000	\$ -	\$ 280,000
Hwy 57 Trail - Phase II Expansion	PARKS-30-01	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Misc. Trails	PARKS-31-01	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
TOTAL USES BY PROJECT		<u>\$ 283,974</u>	<u>\$ 2,250,738</u>	<u>\$ 375,000</u>	<u>\$ 300,000</u>	<u>\$ 3,709,712</u>
EST. ENDING FUND BALANCE	<u>\$ 505,000</u>	<u>\$ 518,989</u>	<u>\$ 618,989</u>	<u>\$ 718,989</u>	<u>\$ 418,989</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	Village Hall Painting
Program/Project #:	PARKS-27-01

Department:	Parks
Contact:	Parks and Streets Director
Type:	Buildings
Useful Life:	10 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Description

Village Hall soffit and fascia needs to be repainted.

Justification

To preserve and protect infrastructure from the elements.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Village Hall Painting	\$ 25,000					\$ 25,000
Total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 25,000					\$ 25,000
Total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Budget Impact/Other

Apply \$25,000 to the capital project levy in 2027.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	Post Office Painting
Program/Project #:	PARKS-27-02

Department:	Parks
Contact:	Parks and Streets Director
Type:	Buildings
Useful Life:	10 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Description

Post Office soffit,fascia and cinder block walls need to be repainted.

Justification

To preserve and protect infrastructure from the elements.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Post Office Painting	\$18,000					\$ 18,000
Total	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 18,000					\$ 18,000
Total	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000

Budget Impact/Other

Apply \$18,000 to the capital project levy in 2027.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	Logerquist Re-Roofing
Program/Project #:	PARKS-27-03

Department:	Parks
Contact:	Parks and Streets Director
Type:	Buildings
Useful Life:	30 years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Description

Re-roof four (4) of the small white structures on the Logerquist site.

Justification

To preserve and protect infrastructure from the elements.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Logerquist Re-Roofing	\$ 10,000					\$10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 10,000					\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other

Apply \$10,000 to the capital project levy in 2027.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	HWY 57 Trail
Program/Project #:	PARKS-28-01

Department:	Parks
Contact:	Parks and Streets Director
Type:	Trail
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	New Program/Service

Description
Pedestrian/ Bike Path along Highway 57 from Hwy 42/Gateway Park to eventually Northwoods Drive. Path off-road to facilitate bikes and pedestrians who are currently walking along the highway in that area. Asphalt path. Cooperative with DOT. Funding will also be needed to continue the trail from Northwoods Drive to the Village limits/Corner of the Past in the future

Justification
People are frequently walking and biking on the shoulder of the highway which is a safety issue. As we see more homes and businesses in that area, the problem will continue to worsen.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
HWY 57 Trail	\$ 86,011	\$ 1,145,587	\$ -	\$ -	\$ -	\$ 1,231,598
Total	\$ 86,011	\$ 1,145,587	\$ -	\$ -	\$ -	\$ 1,231,598

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 17,202	\$ 221,995	\$ -	\$ -	\$ -	\$ 239,197
Grants	\$ 68,809	\$ 837,581	\$ -	\$ -	\$ -	\$ 906,390
Total	\$ 86,011	\$ 1,059,576	\$ -	\$ -	\$ -	\$ 1,145,587

Budget Impact/Other
Planning was completed in 2024 and paid for with a donation. The engineering contract was awarded in 2025 and is expected to be 60% complete by the end of 2025.
The engineering contract was for \$68,000, but additional costs will be incurred if soil borings or right-of-way acquisitions are necessary. The village is responsible for the engineering, and it is not covered by the grant.
Construction management/bid release to occur in 2027. Construction management estimated at \$85,000 plus legal services (deed work, etc.) so \$95,000 in total estimated. Construction to start May 2027, unless DOT approves a Fall 2026 start, with project expected to be complete by the end of September 2027.

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031

Category:	Parks
Program/Project Name:	Hwy 42 Trail to Ephraim
Program/Project #:	PARKS-28-02

Department:	Parks
Contact:	Parks and Streets Director
Type:	Trail
Useful Life:	20 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	New Program/Service

Description
Pedestrian/ Bike Path that will connect the existing bike path on HWY 42 up the hill into Ephraim. Designed in 2024, engineered in 2025, construction in 2028.

Justification
People are frequently walking and biking on the shoulder of the highway which is a safety issue. This will extend the HWY 42 trail and hopefully extend into Ephraim. This would be a multi jurisdictional trail that would connect Sister Bay, Ephraim, Fish Creek and Egg Harbor.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Hwy 42 Trail to Ephraim	\$ 144,963	\$ 1,075,151	\$ -	\$ -	\$ -	\$ 1,220,114
Total	\$ 144,963	\$ 1,075,151	\$ -	\$ -	\$ -	\$ 1,220,114

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 144,963	\$ 215,030	\$ -	\$ -	\$ -	\$ 359,993
Grants	\$ -	\$ 860,121	\$ -	\$ -	\$ -	\$ 860,121
Total	\$ 144,963	\$ 1,075,151	\$ -	\$ -	\$ -	\$ 1,220,114

Budget Impact/Other
Financial impact to budget - DOT TAP Grant to be applied for. \$144,963 to be engineering cost paid for with Capital Project Levy. Project increases by 4% annually, per DOT guidelines. Estimates based on 2024 figures.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	Waterfront Playground Equipment
Program/Project #:	PARKS-28-03

Department:	Parks
Contact:	Parks and Streets Director
Type:	Parks
Useful Life:	15 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Description

Inclusive Playground - rubberized base, new equipment. Playground creates a space where all children, regardless of mobility, can play and socialize. Would be placed where existing Waterfront Park playground is located. Equipment could be branded for Sister Bay (ships, scandinavian, vikings, goats, etc) but branded equipment is additional cost.

Justification

Current equipment is aged and in need of replacement; it is not accessible to all children. Replace with playground accessible by all mobility levels.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Waterfront Playground Equipment	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy		\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	\$ 450,000
Total	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	\$ 450,000

Budget Impact/Other

The committee estimated the financial impact to the to be \$450,000. However, monies should be sought for design services to ensure the equipment meets users needs and is accessible. Many equipment providers offer grants to help municipalities, and they should be pursued when the village is ready to move forward with the project. Apply \$100,000 to the capital project levy 2028 thru 2031.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	Dog Park Renovations
Program/Project #:	PARKS-29-01

Department:	Parks
Contact:	Parks and Streets Director
Type:	Parks
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Expanded Service

Description
Public has requested that large dogs be separated from small dogs. Facility study indicated that dog park should be relocated. The PPS Committee has discussed a dog park on the Logerquist site. The CORP recommends a new dog park, or dogs be separated.

Justification
Use funds from the Valerie Davis Estate which were received in 2019. Ms. Davis was a supporter of various humane societies.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
<u>Dog Park Renovations</u>	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Total	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000

Funding Sources	2027	2028	2029	2030	2031	Total
<u>Other Source</u>	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Total	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000

Budget Impact/Other
Existing reserves from Valerie Davis Estate - \$43,011. Reserved dog park donations - \$6,989. \$25,000 for engineering in 2026 used from these reserves. \$100,000 construction cost is an estimate only. Could be funded by donations or Municipal Reimbursement Funds, if approved.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	Pebble Beach Parking, Restrooms, Overlook
Program/Project #:	PARKS-29-02

Department:	Parks
Contact:	Parks and Streets Director
Type:	Parks
Useful Life:	15 years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	New Program/Service

Description

Previous PPS Committee discussed installing 'boulder benches', a bike rack, trash receptacle, hard surfacing the north parking lot to prevent degradation of the park and runoff damage, restrooms, and a boardwalk with overlook. At that time research was done on asphalt costs, bio-swale engineering, and grant research. The committee also wanted a pit toilet, and an accessible boardwalk with beach overlook. Preliminary designs were pursued, cost estimates obtained, and conversations with the Land Trust and grantors were pursued. The committee membership then changed, and the project was cancelled, but in early 2025 it was briefly discussed again.

Justification

Creating a wheelchair accessible boardwalk with a beach overlook was a commitment the village previously made with a gentleman who agreed to donate to the acquisition of the park, provided the village installed a wheelchair accessible boardwalk. To install a wheelchair accessible boardwalk, you need a hard surface parking lot. To install a hard surface, you need to address drainage, which requires a bio-swale. All these amenities require engineering. Although a pit toilet, or any toilet, can be foregone, the park has grown in popularity (now being advertised by the state and land trust on social media) and eventually the village should address how human waste will be managed.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Pebble Beach Parking, Restrooms, Overlook	\$ -	\$ 30,000	\$ 250,000	\$ -	\$ -	\$ 280,000
Total	\$ -	\$ 30,000	\$ 250,000	\$ -	\$ -	\$ 280,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ 30,000	\$ 125,000	\$ -	\$ -	\$ 155,000
Grants	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Capital Projects Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 30,000	\$ 250,000	\$ -	\$ -	\$ 280,000

Budget Impact/Other

Phase I: Engineering and construction of the boardwalk and overlook - \$30,000 for engineering was moved back to 2028; \$250,000 set aside for construction in 2029. Grant eligible.
Phase II: Parking lot and bio swale engineering; construct bio-swale; hard surface lot. Not included in 5 year plan at this time. Bio-swale is grant eligible.
Phase III: Toilet and waste management. Not included in 5 year plan at this time.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	Hwy 57 Trail - Phase II Expansion
Program/Project #:	PARKS-30-01

Department:	Parks
Contact:	Parks and Streets Director
Type:	Trail
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	New Program/Service

Description

Expansion of the Hwy 57 Trail Project; Connecting trail from Northwoods Drive, through Fieldcrest, to Hwy 57.

Justification

The trail expansion project would extend multi-use trail access through the Hwy 57 corridor to the edge of the southernmost village limits. Benefits would be include improved safety and additional pedestrian/cyclist access.



Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Hwy 57 Trail - Phase II Expansion	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Total	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000

Budget Impact/Other

Financial impact to budget - capital levy of \$250,000 in 2030. Cost estimate and additional project management would be required.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Parks
Program/Project Name:	Misc. Trails
Program/Project #:	PARKS-31-01

Department:	Parks
Contact:	Erik Linczmaier
Type:	Trail
Useful Life:	20 years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	New Program/Service

Description

Recreational planning efforts, and downtown redevelopment plans, all discussed a trail through the wetland behind the fire station, to connect to the gravel path between the fire station property's stormwater pond and Woodcrest Road. This trail would help eliminate congestion, allow pedestrian access to more areas, and meet nature recreation goals in the CORP. In 2023 there were early design efforts and a wetland determination inspection, with a boardwalk plan developed in 2023 by Stantec. The project was then delayed for budgetary purposes. During the 2025 budget process, the village decided to start budgeting annually for trails. It is anticipated this money will be used for the preliminary work needed to eventually pursue grants to help offset costs.

Justification

The Woodland Trail project needs a wetland determination, engineering, and a wetland permit before the project can even be put to bid and built. Wetland determinations expire, and DNR permits take a long time to obtain (sometimes a year), so the village needs to plan ahead. This is a grant eligible project, but initial work must be done to qualify and to know estimated project costs. This initial work is projected to cost \$100,000, dependent on consultants and the engineering firm selected. Construction for the Woodland Trail alone was previously estimated at \$905,000. Budgeting annually ensures proper planning, and reserves for grant matches, provided grants are secured prior to the expiration of DNR approvals.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Misc. Trails	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
Total	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000

Budget Impact/Other

Financial impact to budget - capital levy of \$50,000 in 2030. Grant eligible.

SECTION 3.5 - PUBLIC WORKS VEHICLES & EQUIPMENT

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN						
2027-2031						
SUMMARY OF FUNDS						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 255,465.00	\$ 255,465.00	\$ 255,465.00	\$ 255,465.00	\$ 255,465.00	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 20,000.00	\$ 90,000.00	\$ 75,000.00	\$ 151,000.00	\$ -	\$ 336,000.00
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
TOTAL SOURCES	<u>\$ 20,000</u>	<u>\$ 90,000</u>	<u>\$ 75,000</u>	<u>\$ 171,000</u>	<u>\$ -</u>	<u>\$ 356,000.00</u>
TOTAL AVAILABLE FUNDS	<u>\$ 275,465.00</u>	<u>\$ 345,465.00</u>	<u>\$ 330,465.00</u>	<u>\$ 426,465.00</u>	<u>\$ 255,465.00</u>	
USES BY CATEGORY						
Public Works Vehicles & Equipment	\$ 20,000.00	\$ 90,000.00	\$ 75,000.00	\$ 171,000.00	\$ -	\$ 356,000.00
TOTAL USES BY CATEGORY	<u>\$ 20,000.00</u>	<u>\$ 90,000.00</u>	<u>\$ 75,000.00</u>	<u>\$ 171,000.00</u>	<u>\$ -</u>	<u>\$ 356,000.00</u>
EST. ENDING FUND BALANCE	<u>\$ 255,465.00</u>	<u>\$ 255,465.00</u>	<u>\$ 255,465.00</u>	<u>\$ 255,465.00</u>	<u>\$ 255,465.00</u>	

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
Public Works Vehicles & Equipment

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 255,465	\$ 255,465	\$ 255,465	\$ 255,465	\$ 255,465	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 20,000	\$ 90,000	\$ 75,000	\$ 151,000	\$ -	\$ 336,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
TOTAL SOURCES	<u>\$ 20,000</u>	<u>\$ 90,000</u>	<u>\$ 75,000</u>	<u>\$ 171,000</u>	<u>\$ -</u>	<u>\$ 356,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 275,465</u>	<u>\$ 345,465</u>	<u>\$ 330,465</u>	<u>\$ 426,465</u>	<u>\$ 255,465</u>	
USES BY PROGRAM/PROJECT	PROGRAM/PROJECT #					
Boom Flail Mower (Used)	VE-27-01	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Brush Chipper	VE-28-01	\$ -	\$ 90,000	\$ -	\$ -	\$ 90,000
2005 Truck Replacement	VE-29-01	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
2011 Ranger #2 Replacement	VE-30-01	\$ -	\$ -	\$ -	\$ 48,000	\$ 48,000
Zero Turn Lawnmower II	VE-30-02	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000
2020 Dump Truck Replacement	VE-30-03	\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000
TOTAL USES BY PROJECT		<u>\$ 20,000</u>	<u>\$ 90,000</u>	<u>\$ 75,000</u>	<u>\$ 171,000</u>	<u>\$ 336,000</u>
EST. ENDING FUND BALANCE	<u>\$ 255,465</u>	<u>\$ 255,465</u>	<u>\$ 255,465</u>	<u>\$ 255,465</u>	<u>\$ 255,465</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Vehicles & Equipment
Program/Project Name:	Boom Flail Mower (Used)
Program/Project #:	VE-27-01

Department:	Parks
Contact:	Parks and Streets Director
Type:	Equipment
Useful Life:	15 years
Priority:	4 - Critical Need/Obligated/Within 6-12 Months
Purpose:	Increase Safety

Description

The Town of Gibraltar approved the sale of its Boom Flail and Dually loader tire for their Trackless. The boom can extend its move head 13.5 ft. vertically or horizontally. The mower provides a 43.5" cut width. It can cut and mulch up to 2" thick tree branches and saplings. The Dually loader tire will provide enhanced stability while operating the boom flail mower.

Justification

Improved safety for staff while working along roadways. This equipment will diminish staff exposure to poisonous plants and insects. It will provide a safer step-off point for anyone not driving. This equipment will boost work efficiency for staff.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Boom Flail Mower (Used)	\$ 20,000					\$ 20,000
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Funding Sources	2027	2022	2023	2024	2025	Total
Capital Projects Levy	\$ 20,000					\$ 20,000
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Budget Impact/Other

Financial impact to budget --> \$20,000 - capital levy.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Vehicles & Equipment
Program/Project Name:	Brush Chipper
Program/Project #:	VE-28-01

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Parks
Contact:	Parks and Streets Director
Type:	Equipment
Useful Life:	15 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Description
Replace 2013 Vermeer BC9ODXL Wood Chipper with a Vermeer BC1500 Model or better Brush Chipper which is able to handle larger diameter trees

Justification
Scheduled Replacement. Current one is to small. To much time spent cutting and not chipping.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Brush Chipper	\$ -	\$90,000	\$ -	\$ -	\$ -	\$ 90,000
Total	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$90,000	\$ -	\$ -	\$ -	\$ 90,000
Total	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000

Budget Impact/Other
Financial impact to budget - \$90,000 - capital levy

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Vehicles & Equipment
Program/Project Name:	2005 Truck Replacement
Program/Project #:	VE-29-01

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Parks
Contact:	Parks and Streets Director
Type:	Vehicle
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Description

Replace 2005 Chevy pickup truck with a 3/4 ton truck. Regular cab. Truck should have a lift gate, plow, back up alarms, lights, and branding.

Justification

Truck purchased in 2004. Truck currently runs has start to nickel and dime the department. Truck has had all brake lines replaced and rear differential replaced. It needs new Pitman Arm, Idler arm and Idler bracket.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
2005 Truck Replacement	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Total	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Total	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000

Budget Impact/Other

Financial impact to the budget of \$75,000 - capital levy. Truck-\$55,000. Back up alarm and light bar \$2,500. Liftgate- \$7,500. Plow- \$10,000.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Vehicles & Equipment
Program/Project Name:	2011 Ranger #2 Replacement
Program/Project #:	VE-30-01

Department:	Parks
Contact:	Parks and Streets Director
Type:	Vehicle
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replace 2011 Ford Ranger with small pickup truck.

Justification
14 years old. Would like to replace with another small truck. Good for small spaces, tight turns, pulls lift, maneuvers through town during busy time easier.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
2011 Ranger #2 Replacement	\$ -	\$ -		\$ 48,000	\$ -	\$ 48,000
Total	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ 48,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ 48,000
Total	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ 48,000

Budget Impact/Other
Financial impact to budget - \$48,000 - capital levy

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Vehicles & Equipment
Program/Project Name:	Zero Turn Lawnmower II
Program/Project #:	VE-30-02

Department:	Parks
Contact:	Parks and Streets Director
Type:	Equipment
Useful Life:	5 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Professional grade mower. Addition to the mowing fleet. New maintenance program should prolong life and use. Replaces the 2020 mower.

Justification
Scheduled replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Zero Turn Lawnmower II		\$ -		\$ 18,000		\$ 18,000
Total	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy		\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Total	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000

Budget Impact/Other
Financial impact to budget - \$17,500 - capital levy. Use trade in or sale value of 2020 mower to offset cost or replenish reserve.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Vehicles & Equipment
Program/Project Name:	2020 Dump Truck Replacement
Program/Project #:	VE-30-03

Department:	Parks
Contact:	Parks and Streets Director
Type:	Vehicle
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replace the 2020 Chevy Silverado Dump Truck with a similar truck, but one that runs on gasoline. Truck should have a dump box, plow, back up alarms, lights, and branding. Trade in 2020 or sell and use funds to offset purchase price.

Justification
Scheduled replacement. Idling is hard on the diesel truck. Truck must be run on the highway regularly to limit issues.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
2020 Dump Truck Replacement	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ 105,000
Total	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ 105,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
Other Source	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
Total	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ 105,000

Budget Impact/Other
Financial impact to budget - \$85,000 - capital levy and \$20,000 sale price of the current dump truck.

SECTION 4 - STREETS

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN**

2027-2031

SUMMARY OF FUNDS

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$1,066,147.00	\$1,066,147.00	\$1,066,147.00	\$1,066,147.00	\$1,066,147.00	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 500,000.00
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$1,645,000.00	\$ -	\$ -	\$ -	\$ -	\$1,645,000.00
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ 355,000.00	\$ -	\$ -	\$ -	\$ -	\$ 355,000.00
OTHER SOURCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCES	<u>\$2,100,000.00</u>	<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>	<u>\$2,500,000.00</u>
TOTAL AVAILABLE FUNDS	<u>\$3,166,147.00</u>	<u>\$1,166,147.00</u>	<u>\$1,166,147.00</u>	<u>\$1,166,147.00</u>	<u>\$1,166,147.00</u>	
USES BY CATEGORY						
Streets	\$2,100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$2,500,000.00
TOTAL USES BY CATEGORY	<u>\$2,100,000.00</u>	<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>	<u>\$2,500,000.00</u>
EST. ENDING FUND BALANCE	<u>\$1,066,147.00</u>	<u>\$1,066,147.00</u>	<u>\$1,066,147.00</u>	<u>\$1,066,147.00</u>	<u>\$1,066,147.00</u>	

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 Streets						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$1,066,147	\$ 1,066,147	\$ 1,066,147	\$ 1,066,147	\$ 1,066,147	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$1,645,000	\$ -	\$ -	\$ -	\$ -	\$1,645,000
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ 355,000	\$ -	\$ -	\$ -	\$ -	\$ 355,000
OTHER SOURCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCES	<u>\$2,100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$2,500,000</u>
TOTAL AVAILABLE FUNDS	<u>\$3,166,147</u>	<u>\$ 1,166,147</u>	<u>\$ 1,166,147</u>	<u>\$ 1,166,147</u>	<u>\$ 1,166,147</u>	
USES BY PROGRAM/PROJECT	PROGRAM/PROJECT #					
Mill Rd Triangle	STREET-27-01	\$2,000,000	\$ -	\$ -	\$ -	\$2,000,000
Yearly Street Improvements	STREET-27-02	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Extension of Canterbury Lane East to Woodcrest Road	STREET-27-03	\$ -	\$ -	\$ -	\$ -	\$ -
Extension of Applewood Road to Woodcrest	STREET-27-04	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalk Extension - S Bay Shore Drive	STREET-29-01	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL USES BY PROJECT		<u>\$2,100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$2,500,000</u>
EST. ENDING FUND BALANCE	<u>\$1,066,147</u>	<u>\$ 1,066,147</u>	<u>\$ 1,066,147</u>	<u>\$ 1,066,147</u>	<u>\$ 1,066,147</u>	

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Streets
Program/Project Name:	Mill Rd Triangle
Program/Project #:	STREET-27-01

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Streets
Contact:	Parks and Streets Director
Type:	Streets
Useful Life:	20 years
Priority:	4 - Critical Need/Obligated/Within 6-12 Months
Purpose:	Scheduled Replacement

Description
Completion of the Mill Rd triangle - Maple, Bluffside, Parkview and Parkview. Installation/repair of storm sewer. Curb and gutter. Sidewalks where possible. Examine parking considerations to maximize spaces and traffic flow.

Justification
Storm sewer is partially complete but not connected. All of the connecting roads have large potholes, cracks, etc. Mill Rd Triangle is a main corridor for pedestrian traffic and sidewalks would help keep people out of the roadway. Road ratings are between 2 and 4, depending on the section, which is a rating of very poor to fair.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Mill Rd Triangle	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Total	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 1,645,000	\$ -	\$ -	\$ -	\$ -	\$ 1,645,000
Premier Resort Area Tax	\$ 355,000	\$ -	\$ -	\$ -	\$ -	\$ 355,000
Total	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000

Budget Impact/Other
Engineering in 2025-2026; construction in 2027. Bid off an old estimate and project may be higher than expected. \$350,000 + interest earned in PRAT Funds in each of 2025 and 2026, the remaining will need to be bond proceeds.

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Streets
Program/Project Name:	Yearly Street Improvements
Program/Project #:	STREET-27-02

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Streets
Contact:	Parks and Streets Director
Type:	Streets
Useful Life:	20 years
Priority:	5 - Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Description
The 2027 Yearly Street Improvement budget is to be approved by the Village Board. The PPS Committee has decided the 2026 allocation shall go to <u>Koessler Lane</u> : whole Rd- Mill and Pave 2' shouldering gravel. Estimated price in 2024-\$43,505.00. Estimated price for 2026: \$47,529.00. Estimated price for 2027: \$50,030.00. <u>Cardinal Court</u> : section of road- Mill and Pave 2' shouldering gravel. Paving will start at Bluebird intersection run north around cul-de-sac. The estimated price in 2024 is \$42,000. Estimated price for 2026: \$45,885. The estimated price for 2027 is \$48,300.00. Plan not approved by the board of trustees in 2025.

Justification
Creating yearly street improvement budget to be utilized to make repair improvements to selected streets such as <u>Sunset Drive</u> : section just east of S. Spring Rd to Woodcrest Rd - 2024 pricing wedge and overlay \$35,466, pulverize and pave \$40,694.00, Mill and pave \$48,912.00. <u>Little Sister</u> : Road section golf Rd intersection north till terminus- 2024 pricing wedge and overlay \$59,697.00, pulverize and pave \$79,000, mill and pave \$98,000, <u>Cardinal Court</u> : whole road- 2024 pricing wedge and overlay \$42,000.00, pulverize and pave \$60,000.00 mill and pave \$73,000.00. <u>Koessler Lane</u> : Whole Rd-2024 pricing wedge and overlay \$33,463, pulverize and pave \$38,638, mill and pave \$43,505. <u>Cherrywood Court</u> : whole Rd 2024 pricing wedge and overlay \$37,828.00 pulverize and pave \$43,997.00 mill and pave \$51,333.00. Add 15% to 2024 totals for a 2027 estimated price.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Yearly Street Improvements	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Total	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Total	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

Budget Impact/Other
Financial impact to budget of \$100,000 per year from 2027-2031 to be covered by Capital Project Levy.

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Streets
Program/Project Name:	Extension of Canterbury Lane East to Woodcrest Road
Program/Project #:	STREET-27-03

Department:	Streets
Contact:	Parks and Streets Director
Type:	Streets
Useful Life:	20 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Description

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Extension of Canterbury Lane East to Woodcrest Road				\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Sources	2027	2028	2029	2030	2031	Total
General Fund Levy				\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Streets
Program/Project Name:	Extension of Applewood Road to Woodcrest
Program/Project #:	STREET-27-04

Department:	Streets
Contact:	Parks and Streets Director
Type:	Streets
Useful Life:	20 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Extension of Applewood Road to Woodcrest						
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	2027	2028	2029	2030	2031	Total
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Streets
Program/Project Name:	Sidewalk Extension - S Bay Shore Drive
Program/Project #:	STREET-29-01

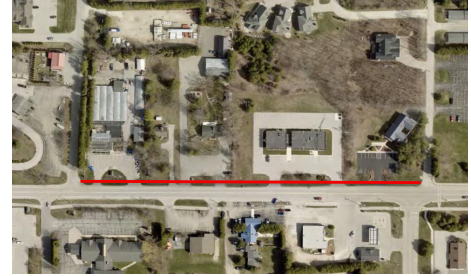
Department:	Streets
Contact:	Parks and Streets Director
Type:	Streets
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Expanded Service

Description

Sidewalk expansion (approximately 960 ft.) on S Bay Shore Drive from Sister Bluff Condo Rd to N Highland Road. The proposed project would expand pedestrian access further along the corridor. Current pedestrian access for S Bay Shore Drive ends at Sister Bluff Condo Rd.

Justification

Expanding pedestrian access improves safety.



Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Sidewalk Extension - S Bay Shore Drive						
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy						
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other

Budget consideration has not yet been evaluated. Additional engineering will be required; evaluate this project in 2027-2028.

SECTION 5 - LIBRARY

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 SUMMARY OF FUNDS						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 10,500.00	\$ 15,000.00	\$ 2,500.00	\$ 17,500.00	\$ 3,000.00	\$ 48,500.00
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 10,500.00	\$ 15,000.00	\$ 2,500.00	\$ 17,500.00	\$ 3,000.00	\$ 48,500.00
TOTAL SOURCES	<u>\$ 21,000.00</u>	<u>\$ 30,000.00</u>	<u>\$ 5,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ 6,000.00</u>	<u>\$ 97,000.00</u>
TOTAL AVAILABLE FUNDS	<u>\$ 21,000.00</u>	<u>\$ 30,000.00</u>	<u>\$ 5,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ 6,000.00</u>	
USES BY CATEGORY						
Library	\$ 21,000.00	\$ 30,000.00	\$ 5,000.00	\$ 35,000.00	\$ 6,000.00	\$ 97,000.00
TOTAL USES BY CATEGORY	<u>\$ 21,000.00</u>	<u>\$ 30,000.00</u>	<u>\$ 5,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ 6,000.00</u>	<u>\$ 97,000.00</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
Library

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 10,500	\$ 15,000	\$ 2,500	\$ 17,500	\$ 3,000	\$ 48,500
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 10,500	\$ 15,000	\$ 2,500	\$ 17,500	\$ 3,000	\$ 48,500
TOTAL SOURCES	<u>\$ 21,000</u>	<u>\$ 30,000</u>	<u>\$ 5,000</u>	<u>\$ 35,000</u>	<u>\$ 6,000</u>	<u>\$ 97,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 21,000</u>	<u>\$ 30,000</u>	<u>\$ 5,000</u>	<u>\$ 35,000</u>	<u>\$ 6,000</u>	
USES BY PROGRAM/PROJECT	PROGRAM/PROJECT #					
Cement Step Work	LB-27-01	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Restripe Parking Lot	LB-27-02	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Interior Painting - Lower Walls	LB-27-03	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Exterior Painting	LB-28-01	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
New Tech Patio Awning	LB-28-02	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Sound Reduction Panels	LB-29-01	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Carpeting	LB-30-01	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Replace Sail Shades	LB-31-01	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
TOTAL USES BY PROJECT		<u>\$ 21,000</u>	<u>\$ 30,000</u>	<u>\$ 5,000</u>	<u>\$ 35,000</u>	<u>\$ 97,000</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Library
Program/Project Name:	Cement Step Work
Program/Project #:	LB-27-01

Department:	Library
Contact:	Library Director
Type:	Library
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Increase Safety

Description

Replace front steps

Justification

Original corners/crevasses missing cement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Cement Step Work	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Total	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 3,000		\$ -	\$ -	\$ -	\$ 3,000
Other Source	\$ 3,000		\$ -	\$ -	\$ -	\$ 3,000
Total	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000

Budget Impact/Other

Financial impact to budget - \$6,000 with \$3,000 covered by capital levy and remaining \$3,000 covered by Town of Liberty Grove.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Library
Program/Project Name:	Restripe Parking Lot
Program/Project #:	LB-27-02

Department:	Library
Contact:	Library Director
Type:	Library
Useful Life:	20 years
Priority:	4 - Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Description

Restripe and seal coat the parking lot.

Justification

Some areas need patching to surface. Lines and handicap spot need new stripping.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Restripe Parking Lot	\$ 5,000					\$ 5,000
Total	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 2,500					\$ 2,500
Other Source	\$ 2,500					\$ 2,500
Total	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500

Budget Impact/Other

Financial impact to budget - \$5,000 with \$2,500 covered by capital levy and remaining \$2,500 covered by Town of Liberty Grove.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Library
Program/Project Name:	Interior Painting - Lower Walls
Program/Project #:	LB-27-03

Department:	Library
Contact:	Library Director
Type:	Library
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Description

Repaint interior, lower walls

Justification

Paint needs touch ups in many areas, bathrooms repainted 2 years ago. Was \$5,000 now \$10,000.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Interior Painting - Lower Walls	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Other Source	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other

Financial impact to budget - \$10,000 in 2026 with \$5,000 to be covered by capital levy and \$5,000 covered by the Town of Liberty Grove.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Library
Program/Project Name:	Exterior Painting
Program/Project #:	LB-28-01

Department:	Library
Contact:	Library Director
Type:	Library
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Description

Repaint the exterior of the building and perform some repairs on the building

Justification

Originally quoted at \$10,000 but now \$20,000

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Exterior Painting	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Other Source	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other

Financial impact to budget - \$20,000 in 2028 to be covered by \$10,000 capital levy with remaining \$10,000 to be covered by Town of Liberty Grove.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Library
Program/Project Name:	New Tech Patio Awning
Program/Project #:	LB-28-02

Department:	Library
Contact:	Library Director
Type:	Library
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Description
New Tech Patio Awning

Justification
Replace sailshade on building-Sunsetter motorized 20ft wide by 10ft length.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
New Tech Patio Awning	\$ -	\$ 10,000		\$ -	\$ -	\$ 10,000
Total	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Other Source	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Total	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000

Budget Impact/Other
Financial impact to budget - \$10,000 with \$5,000 to be covered by capital levy and \$5,000 covered by the Town of Liberty Grove.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Library
Program/Project Name:	Sound Reduction Panels
Program/Project #:	LB-29-01

Department:	Library
Contact:	Library Director
Type:	Library
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Current Equipment Obsolete

Description

Sound Reduction Panels

Justification

Sound Reduction Panels needed in children's area, conference room and possibly other areas due to high open ceilings.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Sound Reduction Panels	\$ -		\$ 5,000	\$ -	\$ -	\$ 5,000
Total	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
Other Source	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
Total	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000

Budget Impact/Other

Financial impact to budget - \$5,000 in 2029, with \$2,500 to be covered by capital levy and \$2,500 covered by the Town of Liberty Grove.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Library
Program/Project Name:	Carpeting
Program/Project #:	LB-30-01

Department:	Library
Contact:	Library Director
Type:	Library
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Description
Carpeting

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Carpeting	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Total	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ 17,500
Other Source	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ 17,500
Total	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ 17,500

Budget Impact/Other
Financial impact to budget - \$35,000 in 2030 with \$17,500 to be covered by capital levy and \$17,500 covered by the Town of Liberty Grove.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2023-2027**

Category:	Library
Program/Project Name:	Replace Sail Shades
Program/Project #:	LB-31-01

Department:	Library
Contact:	Library Director
Type:	Library
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Description

Replace sail shades; two options available - 1) Sunsetter manual, price is without taxes or installation (\$5,475); and 2.) Sunsetter Motorized 20ft wide by 10' long (\$5,775).

Justification**Expenditures (Uses)**

	2027	2028	2029	2030	2031	Total
Replace Sail Shades					\$ 6,000	\$ 6,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000

Funding Sources

	2027	2028	2029	2030	2031	Total
Capital Projects Levy					\$ 3,000	\$ 3,000
Other Source					\$ 3,000	\$ 3,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000

Budget Impact/Other

Financial impact to budget - \$6,000 in 2031 with \$3,000 to be covered by capital levy and \$3,000 covered by the Town of Liberty Grove.

SECTION 6 - ICE RINK

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN**

2027-2031

SUMMARY OF FUNDS

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 100,000.00	\$ 200,000.00	\$ 300,000.00	\$ 300,000.00	\$ 400,000.00	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCES	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 500,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 200,000</u>	<u>\$ 300,000</u>	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ 500,000</u>	
USES BY CATEGORY						
Ice Rink	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
TOTAL USES BY CATEGORY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
EST. ENDING FUND BALANCE	<u>\$ 200,000</u>	<u>\$ 300,000</u>	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ -</u>	

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
Ice Rink

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 100,000	\$ 200,000	\$ 300,000	\$ 300,000	\$ 400,000	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCES	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 500,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 200,000</u>	<u>\$ 300,000</u>	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ 500,000</u>	
USES BY PROGRAM/PROJECT	PROGRAM/PROJECT #					
Community Center-Warming House	IR-27-01	\$ -	\$ -	\$ -	\$ -	\$ 500,000
TOTAL USES BY PROJECT		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>
EST. ENDING FUND BALANCE	<u>\$ 200,000</u>	<u>\$ 300,000</u>	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ -</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Ice Rink
Program/Project Name:	Community Center-Warming House
Program/Project #:	IR-27-01

Department:	Ice Rink
Contact:	Ice Rink Manager
Type:	Facilities
Useful Life:	20 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Expanded Service

Description
Expansion and renovation of the warming house for the ice rink.

Justification
Expanded concessions and storage facility, social space.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Community Center-Warming House	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Total	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

Budget Impact/Other
Financial Impact to budget of \$500,000.

SECTION 7 - WATER

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 SUMMARY OF FUNDS						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 1,013,144	\$ 1,013,144	\$ 1,013,144	\$ 1,013,144	\$ 1,013,144	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 585,000	\$ 50,000	\$ 50,000	\$ 72,500	\$ 180,000	\$ 937,500
TOTAL SOURCES	<u>\$ 585,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 72,500</u>	<u>\$ 180,000</u>	<u>\$ 937,500</u>
TOTAL AVAILABLE FUNDS	<u>\$ 1,598,144</u>	<u>\$ 1,063,144</u>	<u>\$ 1,063,144</u>	<u>\$ 1,085,644</u>	<u>\$ 1,193,144</u>	
USES BY CATEGORY						
Water	\$ 585,000	\$ 50,000	\$ 50,000	\$ 72,500	\$ 180,000	\$ 937,500
TOTAL USES BY CATEGORY	<u>\$ 585,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 72,500</u>	<u>\$ 180,000</u>	<u>\$ 937,500</u>
EST. ENDING FUND BALANCE	<u>\$ 1,013,144</u>	<u>\$ 1,013,144</u>	<u>\$ 1,013,144</u>	<u>\$ 1,013,144</u>	<u>\$ 1,013,144</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
Water**

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 1,013,144	\$ 1,013,144	\$ 1,013,144	\$ 1,013,144	\$ 1,013,144	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 585,000	\$ 50,000	\$ 50,000	\$ 72,500	\$ 180,000	\$ 937,500
TOTAL SOURCES	<u>\$ 585,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 72,500</u>	<u>\$ 180,000</u>	<u>\$ 937,500</u>
TOTAL AVAILABLE FUNDS	<u>\$ 1,598,144</u>	<u>\$ 1,063,144</u>	<u>\$ 1,063,144</u>	<u>\$ 1,085,644</u>	<u>\$ 1,193,144</u>	
USES BY PROGRAM/PROJECT	PROGRAM/PROJECT #:					
Annual Meter Replacement	WATER-27-01	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Well No. 3 Rebuild/ Inspection	WATER-27-02	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Booster Pump Replacement	WATER-27-03	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
PRV Installation	WATER-27-04	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
HWY 57 Water Extension	WATER-27-05	\$ 280,000	\$ -	\$ -	\$ -	\$ 280,000
2020 Truck Replacement	WATER-30-01	\$ -	\$ -	\$ 22,500	\$ -	\$ 22,500
Water Tower Painting	WATER-31-01	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000
TOTAL USES BY PROJECT		<u>\$ 585,000</u>	<u>\$ 50,000</u>	<u>\$ 72,500</u>	<u>\$ 180,000</u>	<u>\$ 937,500</u>
EST. ENDING FUND BALANCE	<u>\$ 1,013,144</u>	<u>\$ 1,013,144</u>	<u>\$ 1,013,144</u>	<u>\$ 1,013,144</u>	<u>\$ 1,013,144</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Water
Program/Project Name:	Annual Meter Replacement
Program/Project #:	WATER-27-01

Department:	Water
Contact:	Utility Director
Type:	Equipment
Useful Life:	10 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Description
Meter replacement per schedule and new meters for expanded services. New meters for planned developments and to replace worn or broken meters. Capitalized, despite individual costs and pieces being less than \$5000.

Justification
Meter replacement due to age, disrepair, and new meters for new builds. 10 year replacement cycle on all 3/4" meters. Also in the process of upgrading transmitters to cellular capabilities as part of the 10 year meter replacement cycle.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Annual Meter Replacement	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Budget Impact/Other
Financial Impact to water fund of \$50,000. Funding from operating funds, annually.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Water
Program/Project Name:	Well No. 3 Rebuild/ Inspection
Program/Project #:	WATER-27-02

Department:	Water
Contact:	Utility Director
Type:	Equipment
Useful Life:	10 years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Description
Part of the DNR's required maintenance schedule is to rebuild wells every 10 years. Last completed in 2015. Maintenance item. Planned and budgeted for 2026 but based on potential contractor scheduling timeframe, carrying forward to 2027 in case project contractor cannot schedule/coordinate work before the end of 2026.

Justification
Part of regular maintenance schedule. Well No. 3 works harder than the other two wells which will likely result in more cost for replacements of impellers, screen, motor repair, etc. Well 3 has never been chemically rehabilitated, recommend chemical rehabilitation if there is significant biofilm buildup. Cost of potential chemical treatment included.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Well No. 3 Rebuild/ Inspection	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Total	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Total	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

Budget Impact/Other
Financial impact to budget - \$30,000 in 610-61500-369-602. Replacement funds will be moved to operating funds to cover the cost of the rebuild. Funds will be spent in either 2026 or 2027, depending on project coordination with contractor.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Water
Program/Project Name:	Booster Pump Replacement
Program/Project #:	WATER-27-03

Department:	Water
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Description

Replace booster pumps at Well 2 with two Gould's 20 hp e-SV Multistage pumps .

Justification

Booster pumps are original and have never been replaced. Current motors have a history of operational problems. Moving from 2026 to 2027.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Booster Pump Replacement	\$ 75,000					\$ 75,000
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 75,000					\$ 75,000
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Budget Impact/Other

Financial impact of \$0. Funding from water replacement funds - \$75,000

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Water
Program/Project Name:	PRV Installation
Program/Project #:	WATER-27-04

Department:	Water
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	New Program/Service

Description

A new PRV needs to be installed to reduce high water distribution system pressures on Little Sister Road. A new PRV should be installed on S Bayshore to regulate pressures on that side of the system. Moving project out from 2026 to 2027. Location/engineering for install still needs to be completed and identified.

Justification

Reduce pressure

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
PRV Installation	\$ 150,000					\$ 150,000
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 150,000					\$ 150,000
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Budget Impact/Other

New infrastructure cost cannot come out from replacement funds-capital contribution.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Water
Program/Project Name:	HWY 57 Water Extension
Program/Project #:	WATER-27-05

Department:	Water
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Expanded Service

Description

Extend water service to the Deviley property. Extend water main as well as service laterals to the Deviley property, and the patio property and continue extension to Northwoods Dr by the Veterinary Clinic.

Justification

Public desire/infrastructure install desired prior to HWY 57 trail install.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
HWY 57 Water Extension	\$ 280,000	\$ -				\$ 280,000
Total	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 280,000
Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 280,000	\$ -				\$ 280,000
Total	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 280,000

Budget Impact/Other

New infrastructure cost cannot come out from replacement funds-capital contribution. OPC for erosion control, restoration split between Water and Collection (\$226,300 estimated total, Water side to fund \$113,150). Water pipe and appertuences estimate is \$155,700. Total estimated cost to water fund would total \$268,850.

**CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Water
Program/Project Name:	2020 Truck Replacement
Program/Project #:	WATER-30-01

Department:	Water
Contact:	Utility Director
Type:	Vehicle
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Description
Replace the 2020 Chevy Silverado with a similar truck, must be set up for meter reading. Trade in 2020 truck or sell and use funds to offset purchase price.

Justification
Scheduled Replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
2020 Truck Replacement	\$ -	\$ -		\$ 22,500		\$ 22,500
Total	\$ -	\$ -	\$ -	\$ 22,500	\$ -	\$ 22,500

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ -		\$ 22,500		\$ 22,500
Total	\$ -	\$ -	\$ -	\$ 22,500	\$ -	\$ 22,500

Budget Impact/Other
Financial impact to budget of \$0. Remaining source of funds from water replacement funds - \$22,500.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Water
Program/Project Name:	Water Tower Painting
Program/Project #:	WATER-31-01

Department:	Water
Contact:	Utility Director
Type:	Equipment
Useful Life:	15 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Description

Scheduled maintenance item. Jungwirth Ct Water Tower.

Justification

Part of regular maintenance schedule.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Water Tower Painting	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000

Budget Impact/Other

Financial impact to budget - \$130,000 in 610-61500-366-000. Replacement funds will be moved to operating funds to cover the cost of the repainting.

SECTION 8 - WWTP

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 SUMMARY OF FUNDS						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING REPL FUND BALANCE	\$2,390,868.00	\$ 2,390,868.00	\$ 2,390,868.00	\$ 2,390,868.00	\$ 2,390,868.00	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ -	\$ -	\$ 8,900,000	\$ -	\$ -	\$ 8,900,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ 8,900,000	\$ -	\$ -	\$ 8,900,000
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 12,000	\$ 10,000	\$ 2,876,500	\$ 67,000	\$ 72,000	\$ 3,049,500
TOTAL SOURCES	<u>\$ 12,000</u>	<u>\$ 10,000</u>	<u>\$ 20,676,500</u>	<u>\$ 67,000</u>	<u>\$ 72,000</u>	<u>\$ 20,849,500</u>
TOTAL AVAILABLE FUNDS	<u>\$ 2,402,868</u>	<u>\$ 2,400,868</u>	<u>\$ 23,067,368</u>	<u>\$ 2,457,868</u>	<u>\$ 2,462,868</u>	
USES BY CATEGORY						
WWTP	\$ 12,000	\$ 10,000	\$ 20,676,500	\$ 67,000	\$ 72,000	\$ 20,849,500
TOTAL USES BY CATEGORY	<u>\$ 12,000</u>	<u>\$ 10,000</u>	<u>\$ 20,676,500</u>	<u>\$ 67,000</u>	<u>\$ 72,000</u>	<u>\$ 20,849,500</u>
EST. ENDING FUND BALANCE	<u>\$ 2,390,868</u>	<u>\$ 2,390,868</u>	<u>\$ 2,390,868</u>	<u>\$ 2,390,868</u>	<u>\$ 2,390,868</u>	

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 WWTP						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING REPL FUND BALANCE	\$ 2,390,868	\$ 2,390,868	\$ 2,390,868	\$ 2,390,868	\$ 2,390,868	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ -	\$ -	\$ 8,900,000	\$ -	\$ -	\$ 8,900,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ 8,900,000	\$ -	\$ -	\$ 8,900,000
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 12,000	\$ 10,000	\$ 2,876,500	\$ 67,000	\$ 72,000	\$ 3,037,500
TOTAL SOURCES	<u>\$ 12,000</u>	<u>\$ 10,000</u>	<u>\$ 20,676,500</u>	<u>\$ 67,000</u>	<u>\$ 72,000</u>	<u>\$ 20,837,500</u>
TOTAL AVAILABLE FUNDS	<u>\$ 2,402,868</u>	<u>\$ 2,400,868</u>	<u>\$ 23,067,368</u>	<u>\$ 2,457,868</u>	<u>\$ 2,462,868</u>	
USES BY PROGRAM/PROJECT						
	PROGRAM/PROJECT #					
BOD Incubator	WWTP-27-01	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000
UV Light Replacement	WWTP-28-01	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 20,000
Aeration-Flow Equal Tank	WWTP-29-01	\$ -	\$ -	\$ 295,400	\$ -	\$ 295,400
Aeration-Oxidation Ditch	WWTP-29-02	\$ -	\$ -	\$ 2,113,500	\$ -	\$ 2,113,500
Clarifier Cover	WWTP-29-03	\$ -	\$ -	\$ 296,800	\$ -	\$ 296,800
WAS Pump 2	WWTP-29-04	\$ -	\$ -	\$ 170,800	\$ -	\$ 170,800
Sludge System (Dryer or Reed Beds)	WWTP-29-05	\$ -	\$ -	\$ 17,800,000	\$ -	\$ 17,800,000
Tuttnauer- Digital Autoclave Model #2340M	WWTP-30-01	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
2020 Truck Replacement	WWTP-30-02	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
Lakeside Screen Grit	WWTP-31-01	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Rosemount 8750WA Magnetic Flowmeter from	WWTP-31-02	\$ -	\$ -	\$ -	\$ -	\$ 12,000
TOTAL USES BY PROJECT		<u>\$ 12,000</u>	<u>\$ 10,000</u>	<u>\$ 20,676,500</u>	<u>\$ 67,000</u>	<u>\$ 20,837,500</u>
EST. ENDING FUND BALANCE	<u>\$ 2,390,868</u>	<u>\$ 2,390,868</u>	<u>\$ 2,390,868</u>	<u>\$ 2,390,868</u>	<u>\$ 2,390,868</u>	

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031

Category:	WWTP
Program/Project Name:	BOD Incubator
Program/Project #:	WWTP-27-01

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Description
Replace Thermo Scientific Precision Incubator purchased in 2017

Justification
Scheduled replacement - 10 year life

Expenditures (Uses)	2027	2028	2029	2030	2031	2032	Total
BOD Incubator	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Total	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000

Funding Sources	2027	2028	2029	2030	2031	2032	Total
Other Source	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Total	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000

Budget Impact/Other
Financial impact to budget of \$0. Remaining source of funds from wastewater replacement funds - \$12,000.

**CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	WWTP
Program/Project Name:	UV Light Replacement
Program/Project #:	WWTP-28-01

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	2 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Description

Purchase 25 new lights for the UV disinfection system (24 bulbs for the system and 1 spare). Each bulb costs \$400.

Justification

Lights should be replaced around every 2 years, when the maximum lamp hours have been exceeded.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
UV Light Replacement	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
Total	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
Total	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000

Budget Impact/Other

Financial impact to budget of \$0. Funds from WWTP replacement funds - \$10,000 every two years.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	WWTP
Program/Project Name:	Aeration-Flow Equal Tank
Program/Project #:	WWTP-29-01

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Mixing system for flow equalization tank. System includes six nozzles on two headers mounted on the floor of the tank. The nozzles utilize air from a compressor to generate large bubbles that travel from the floor of the tank to the surface. The nozzles induce a bottom-up mixing pattern in the tank.

Justification

Additional mixing system needed to properly aerate flow equalization tank. Current aeration system sits roughly 10 ft above the lowest point of the floor in the tank. This leaves a significant volume that is not aerated or mixed, especially when the tank is drawn down below the diffusers. This system could be mounted to the floor of the tank, allowing constant aeration if the tank is being utilized.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Aeration-Flow Equal Tank			\$ 295,400			\$ 295,400
Total	\$ -	\$ -	\$ 295,400	\$ -	\$ -	\$ 295,400

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source			\$ 295,400			\$ 295,400
Total	\$ -	\$ -	\$ 295,400	\$ -	\$ -	\$ 295,400

\$ 20,676,500

Budget Impact/Other

ASK: Can replacement funds be used for this if the current aeration system will be replaced? Different system but still same function of aeration. If so, financial impact to budget \$0-replacement funds.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	WWTP
Program/Project Name:	Aeration-Oxidation Ditch
Program/Project #:	WWTP-29-02

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 Years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Improve Policies/Procedures

Description

Fine bubble diffuser system with submersible mixers to improve mixing and aeration in oxidation ditch.

Justification

Improve mixing and aeration in the oxidation ditch. Have had a lot of problems with the current aerators shaft/motor/bearings.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Aeration-Oxidation Ditch			\$ 2,113,500			\$ 2,113,500
Total	\$ -	\$ -	\$ 2,113,500	\$ -	\$ -	\$ 2,113,500
Funding Sources	2027	2028	2029	2030	2031	Total
Other Source			\$ 2,113,500			\$ 2,113,500
Total	\$ -	\$ -	\$ 2,113,500	\$ -	\$ -	\$ 2,113,500

Budget Impact/Other

ASK: Can replacement funds be used for this if the current aeration system will be replaced? Different system but still same function of aeration. If so, financial impact to budget \$0-replacement funds.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	WWTP
Program/Project Name:	Clarifier Cover
Program/Project #:	WWTP-29-03

Department:	WWTP
Contact:	Utility Director
Type:	Equipment-Structure
Useful Life:	20 Years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Improve Policies/Procedures

Description

East clarifier does not currently have a cover. In the future, a cover would allow us to utilize the second clarifier in the winter months.

Justification

Allow us to utilize the second clarifier in the winter. Cover will be need to keep the tank from freezing. Would also be helpful in the summer to reduce algae growth in the tank.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Clarifier Cover			\$296,800			\$ 296,800
Total	\$ -	\$ -	\$296,800	\$ -	\$ -	\$ 296,800

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy			\$296,800			\$ 296,800
Total	\$ -	\$ -	\$296,800	\$ -	\$ -	\$ 296,800

Budget Impact/Other

New addition-capital improvement

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	WWTP
Program/Project Name:	WAS Pump 2
Program/Project #:	WWTP-29-04

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Expanded Service

Description

Add second WAS pump with all necessary piping to allow us to pull WAS off of both clarifiers at the same time (currently can only utilize 1 clarifier and 1 WAS pump)

Justification

Would allow us to have both clarifiers online during the summer to slow flow/settling down during those high flow "peak" times.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
WAS Pump 2			\$170,800			\$ 170,800
Total	\$ -	\$ -	\$170,800	\$ -	\$ -	\$ 170,800

Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy			\$170,800			\$ 170,800
Total	\$ -	\$ -	\$170,800	\$ -	\$ -	\$ 170,800

Budget Impact/Other

New addition-capital improvement

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	WWTP
Program/Project Name:	Sludge System (Dryer or Reed Beds)
Program/Project #:	WWTP-29-05

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	New Program/Service

Description
A sludge dryer system would make our sludge into class A biosolids. They have the ability to turn sludge into 90% solids, and significantly decrease the needed storage space of the sludge, it also means we have less volume to dispose of. The product would become dry biosolids that could be transported to a landfill for disposal. McMahon completed a Feasibility Study in which three options were identified for sludge disposal (Class A Biosolids, Reed Beds, Contractual Agreement with Sturgeon Bay Utilities). At this time, the largest expense is being budgeted for. The dryer system opinion of probable cost was \$17,800,000. Reed Beds cost including the other northern Door County WWTP facilities sludge loadings would be \$4,334,100. Option needs to be selected.

Justification
Currently we are hauling all of our sludge to NEW Water for further treatment and disposal. This is expensive and also not always a dependable way to dispose of sludge. We are relying on when another facility room for the sludge and not when we need to get rid of it. In 2025 and 2026, we had to haul to NEW Water due to an upgrade at the Sturgeon Bay WWTP. NEW Water made it very clear that the approval is temporary, not indefinite. SBU's upgrade has been delayed so the future of Sister Bays sludge disposal is unknown. Another facility may have to be secured if NEW Water cuts us off. With EPA & DNR PFAs regulations that are starting to be discussed and implemented for regulating PFAs concentrations in land applied sludge, the Village needs to secure a feasible and cost effective option for sludge disposal, as well as getting ahead of the incoming PFAs restrictions.

Expenditures (Uses)	2027	2028	2029	2030	2031	2032	Total
Sludge System (Dryer or Reed Beds)	\$ -	\$ -	\$ 17,800,000	\$ -	\$ -	\$ -	\$ 17,800,000
Total	\$ -	\$ -	\$ 17,800,000	\$ -	\$ -	\$ -	\$ 17,800,000
Funding Sources	2027	2028	2029	2030	2031	2032	Total
Grants	\$ -	\$ -	\$ 8,900,000	\$ -	\$ -	\$ -	\$ 8,900,000
Capital Projects Levy	\$ -	\$ -	\$ 8,900,000	\$ -	\$ -	\$ -	\$ 8,900,000
Total	\$ -	\$ -	\$ 8,900,000	\$ -	\$ -	\$ -	\$ 8,900,000

Budget Impact/Other
Financial impact to budget of \$8,900,000 from capital improvement for the dryer system, \$8,900,000 in grant funds from DNR or USDA. If not funded in part by grants, project may be pushed back or alternative funding will be addressed. Reed bed system would cost roughly \$4,334,100. Option still needs to be selected so largest expense is currently planned until that selection is completed.

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031

Category:	WWTP
Program/Project Name:	Tuttnauer- Digital Autoclave Model #2340
Program/Project #:	WWTP-30-01

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Scheduled Replacement

Description
Replacement of Tuttnauer-Digital Autoclave.

Justification
Scheduled Replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	2032	Total
Tuttnauer- Digital Autoclave Model #2340M	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Funding Sources	2027	2028	2029	2030	2031	2032	Total
Other Source	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000

Budget Impact/Other
Financial impact to budget of \$0. Remaining source of funds from water replacement funds - \$12,000.

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031

Category:	WWTP
Program/Project Name:	2020 Truck Replacement
Program/Project #:	WWTP-30-02

Department:	WWTP
Contact:	Utility Director
Type:	Vehicle
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Scheduled Replacement

Description
Replace the 2020 Chevy Silverado 2500 with a truck of similar size. Amount below is for this fund's portion of the truck only. Total cost of the truck is \$75,000. Trade in 2020 or sell and use funds to offset purchase price.

Justification
Scheduled Replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	2032	Total
2020 Truck Replacement	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
Total	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
Funding Sources	2027	2028	2029	2030	2031	2032	Total
Other Source	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
Total	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000

Budget Impact/Other
Financial impact to budget of \$0. Remaining source of funds from water replacement funds - \$45,000.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	WWTP
Program/Project Name:	Lakeside Screen Grit
Program/Project #:	WWTP-31-01

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Description

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Lakeside Screen Grit	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000

Budget Impact/Other
Replacement funds

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	WWTP
Program/Project Name:	Rosemount 8750WA Magnetic Flowmeter from
Program/Project #:	WWTP-31-02

Department:	WWTP
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Description

Scheduled replacement of flow meter.

Justification

Scheduled replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Rosemount 8750WA Magnetic Flowmete	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000

Budget Impact/Other

Replacement funds

SECTION 9 - COLLECTION

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
SUMMARY OF FUNDS**

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 375,763	\$ 375,763	\$ 375,763	\$ 375,763	\$ 369,763	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 1,536,000	\$ 700,000	\$ 22,000	\$ 6,000	\$ -	\$ 2,264,000
TOTAL SOURCES	<u>\$ 1,536,000</u>	<u>\$ 700,000</u>	<u>\$ 22,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ 2,264,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 1,911,763</u>	<u>\$ 1,075,763</u>	<u>\$ 397,763</u>	<u>\$ 381,763</u>	<u>\$ 369,763</u>	
USES BY CATEGORY						
Collection	\$ 1,536,000	\$ 700,000	\$ 22,000	\$ 6,000	\$ -	\$ 2,264,000
TOTAL USES BY CATEGORY	<u>\$ 1,536,000</u>	<u>\$ 700,000</u>	<u>\$ 22,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ 2,264,000</u>
EST. ENDING FUND BALANCE	<u>\$ 375,763</u>	<u>\$ 375,763</u>	<u>\$ 375,763</u>	<u>\$ 375,763</u>	<u>\$ 369,763</u>	

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
Collection

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 375,763	\$ 375,763	\$ 375,763	\$ 375,763	\$ 369,763	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$1,536,000	\$ 700,000	\$ 22,000	\$ 6,000	\$ -	\$ 2,264,000
TOTAL SOURCES	<u>\$1,536,000</u>	<u>\$ 700,000</u>				<u>\$ 2,264,000</u>
TOTAL AVAILABLE FUNDS	<u>\$1,911,763</u>	<u>\$1,075,763</u>	<u>\$ 397,763</u>	<u>\$ 375,763</u>	<u>\$ 369,763</u>	
USES BY PROGRAM/PROJECT						
Sanitary Sewer Camera	CL-27-01 \$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000
HWY 57 Sanitary Sewer Extension	CL-27-02 \$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Little Sister Lift Station Pumps	CL-27-03 \$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Fieldcrest Lift Station Upgrade	CL-28-01 \$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000
Submersible Sewer Pump	CL-29-01 \$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ 22,000
2020 Truck Replacement	CL-30-01 \$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
TOTAL USES BY PROJECT	<u>\$1,536,000</u>	<u>\$ 700,000</u>	<u>\$ 22,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ 2,264,000</u>
EST. ENDING FUND BALANCE	<u>\$ 375,763</u>	<u>\$ 375,763</u>	<u>\$ 375,763</u>	<u>\$ 369,763</u>	<u>\$ 369,763</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Collection
Program/Project Name:	Sanitary Sewer Camera
Program/Project #:	CL-27-01

Department:	Collection
Contact:	Utility Director
Type:	Equipment
Useful Life:	10 Years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Improve Policies/Procedures

Description

small Ridgid See Snake sewer camera. Would be helpful to have a camera to find I/I issues during flow times, otherwise we have to rely on coordinating a contractor at those times, which they do not always have availability for those quick inspections.

Justification

Would help us track down small issues or I/I during those high flow times (would help us find illicit storm sewer hook ups) in the sanitary sewer system faster without always having to call an outside contractor to televise something for us.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Sanitary Sewer Camera	\$ 16,000					\$ 16,000
Total	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000
Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 16,000					\$ 16,000
Total	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000

Budget Impact/Other

Operating funds, new addition to tools. Capital improvement?

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Collections
Program/Project Name:	HWY 57 Sanitary Sewer Extension
Program/Project #:	CL-27-02

Department:	Collection
Contact:	Utility Director
Type:	Equipment
Useful Life:	20 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Expanded Service

Description

Extend sanitary sewer service to the Deviley property. Extend sanitary sewer main as well as service laterals to the Deviley property, and to the patio property and continue extension to Northwoods Dr by the Veterinary Clinic.

Justification

Public desire/infrastructure install desired prior to HWY 57 trail install.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
HWY 57 Sanitary Sewer Extension	\$ 1,500,000					\$ 1,500,000
Total	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 1,500,000					\$ 1,500,000
Total	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000

Budget Impact/Other

New infrastructure cost cannot come out from replacement funds-capital contribution. OPC for erosion control, restoration split between Water and Collection (\$226,300 estimated total, Collection side to fund \$113,150). Sanitary Sewer pipe and appertuences estimate is \$275,050 (gravity sanitary sewer, forcemain, laterals, and manholes) Lift station also required as part of extension. Collection fund contribute \$390,000 Two option/estimates for lift station: Option 1 Above grade pump moveable pump enclosure (moveable enclosure, can move down the line if another extension is completed on HWY 57 further south. Option 2: Above grade fixed building pump enclosure. Option 1 opinion of probable cost is \$683,445. Option 2 opinion of probable cost is \$1,104,345. Depending on lift station selection, project expense for Collection fund would be either \$1,090,000 or \$1,500,000. Plan for largest expense, but lift station option must be selected.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Collection
Program/Project Name:	Little Sister Lift Station Pumps
Program/Project #:	CL-27-03

Department:	Collection
Contact:	Utility Director
Type:	Equipment
Useful Life:	15 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Description

Smith and Loveless 4B3B 300GPM, 20hp pump. Two pumps for Lift Station and each cost \$10,000

Justification

The pumps are about 25 years old and the normal life is about 15 years. There are two pumps but they are a different kind compared to the smaller submersible lift stations.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Little Sister Lift Station Pumps	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Budget Impact/Other

Financial impact to budget of \$0. Remaining source of funds from collection replacement funds - \$20,000.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Collection
Program/Project Name:	Fieldcrest Lift Station Upgrade
Program/Project #:	CL-28-01

Department:	Collection
Contact:	Utility Director
Type:	Equipment
Useful Life:	15 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Improve Policies/Procedures

Description
Change out the lift station to a above grade pump enclosure, similar to the proposed lift station for the HWY 57 extension (waters end, sunny court, pheasant park, and admiral drive). Replace pumps and change pump housing/enclosure from the current vacuum pump setup

Justification
This is one of our larger lift stations and the vacuum style lift has worked but the can style lift stations are hard to maintain, replace equipment. An above grade enclosure would work best in this application.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Fieldcrest Lift Station Upgrade	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000
Total	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000
Total	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000

Budget Impact/Other
ASK: if this can be from replacement since it's a current lift, or since the setup would change is it a capital improvement? If so, Financial impact to budget of \$0. Remaining source of funds from collection replacement funds - \$700,000.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Collection
Program/Project Name:	Submersible Sewer Pump
Program/Project #:	CL-29-01

Department:	Collection
Contact:	Utility Director
Type:	Equipment
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Scheduled Replacement

Description

Replacement of Goulds 4" submersible sewage pump (2 ea) WELS.

Justification

Scheduled Replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Submersible Sewer Pump	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ 22,000
Total	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ 22,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ 22,000
Total	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ 22,000

Budget Impact/Other

Financial impact to budget of \$0. Remaining source of funds from collection replacement funds - \$22,000.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Collection
Program/Project Name:	2020 Truck Replacement
Program/Project #:	CL-30-01

Department:	Collection
Contact:	Utility Director
Type:	Vehicle
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Scheduled Replacement

Description

Replace the 2020 Chevy Silverado 2500 with a truck of similar size. Amount below is for this fund's portion of the truck only. Total cost of the truck is \$75,000. Trade in 2020 or sell and use funds to offset purchase price.

Justification

Scheduled Replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
2020 Truck Replacement	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
Total	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
Total	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000

Budget Impact/Other

Financial impact to budget of \$0. Remaining source of funds from collection replacement funds - \$6,000.

SECTION 10 - MARINA

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN 2027-2031 SUMMARY OF FUNDS						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 742,562.00	\$ 742,562.00	\$ 742,562.00	\$ 742,562.00	\$ 742,562.00	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$1,000,000.00	\$ -	\$ -	\$ -	\$ -	\$1,000,000.00
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 320,000.00	\$ 9,500.00	\$ -	\$ -	\$ -	\$ 329,500.00
TOTAL SOURCES	<u>\$ 1,470,000</u>	<u>\$ 9,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$1,479,500.00</u>
TOTAL AVAILABLE FUNDS	<u>\$ 2,212,562</u>	<u>\$ 752,062</u>	<u>\$ 742,562</u>	<u>\$ 742,562</u>	<u>\$ 742,562</u>	
USES BY CATEGORY						
Marina	\$1,470,000.00	\$ 9,500.00	\$ -	\$ -	\$ -	\$1,479,500.00
TOTAL USES BY CATEGORY	<u>\$1,470,000.00</u>	<u>\$ 9,500.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$1,479,500.00</u>
EST. ENDING FUND BALANCE	<u>\$ 742,562.00</u>	<u>\$ 742,562.00</u>	<u>\$ 742,562.00</u>	<u>\$ 742,562.00</u>	<u>\$ 742,562.00</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
Marina**

	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ 742,562	\$ 742,562	\$ 742,562	\$ 742,562	\$ 742,562	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
GENERAL FUND LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND PROCEEDS	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREMIER RESORT AREA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCE	\$ 320,000	\$ 9,500	\$ -	\$ -	\$ -	\$ 329,500
TOTAL SOURCES	<u>\$ 1,470,000</u>	<u>\$ 9,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,479,500</u>
TOTAL AVAILABLE FUNDS	<u>\$ 2,212,562</u>	<u>\$ 752,062</u>	<u>\$ 742,562</u>	<u>\$ 742,562</u>	<u>\$ 742,562</u>	
USES BY PROGRAM/PROJECT						
Marina Building Reconstruction	MARINA-27-01	\$ 1,260,000	\$ -	\$ -	\$ -	\$ 1,260,000
Vendor Tables	MARINA-27-02	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Launch Ramp Piers	MARINA-27-03	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Marina Building Restrooms	MARINA-27-04	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
2008 Club Car Carryall Replacement	MARINA-28-01	\$ -	\$ 9,500	\$ -	\$ -	\$ 9,500
B Dock Finger Piers	MARINA-31-01	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL USES BY PROJECT		<u>\$ 1,470,000</u>	<u>\$ 9,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,479,500</u>
EST. ENDING FUND BALANCE	<u>\$ 742,562</u>	<u>\$ 742,562</u>	<u>\$ 742,562</u>	<u>\$ 742,562</u>	<u>\$ 742,562</u>	

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Marina
Program/Project Name:	Marina Building Reconstruction
Program/Project #:	MARINA-27-01

Department:	Marina
Contact:	Dave Lienau
Type:	Marina
Useful Life:	40 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	New Program/Service

Description

Remodel of the marina office to include improved boaters lounge, restrooms, marina office and office space, employee only area.. Need a work room or shop to perform repairs. Improved laundry space.

Justification

Lounge is inadequate in comparison to other marinas. Restrooms would be expanded. Marina office space and private office space is not currently available. Better electrical, plumbing and IT. No current employee area for breaks or meetings or anything.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Marina Building Reconstruction	\$ 1,260,000	\$ -	\$ -	\$ -	\$ -	\$ 1,260,000
Total	\$ 1,260,000	\$ -	\$ -	\$ -	\$ -	\$ 1,260,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Other Source	\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ 260,000
Total	\$ 1,260,000	\$ -	\$ -	\$ -	\$ -	\$ 1,260,000

Budget Impact/Other

General obligation bonds totaling \$1,000,000 supported with revenues of the marina but backed by the financing of the Village for the remodel. \$100,000 for temporary office space during construction. \$100,000 for demolition. \$60,000 to repave the parking lot after construction.

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031

Category:	Marina
Program/Project Name:	Vendor Tables
Program/Project #:	MARINA-27-02

Department:	Marina
Contact:	Marina Manager
Type:	Marina
Useful Life:	40 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	New Program/Service

Description
Addition of Vendor Tables.

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Vendor Tables	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other
Financial impact to budget of \$0. Planned to be paid by Marina's reserves.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Marina
Program/Project Name:	Launch Ramp Piers
Program/Project #:	MARINA-27-03

Department:	Marina
Contact:	Dave Lienau
Type:	Marina
Useful Life:	15 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Description

Launch ramp dock is made of 3 piers. Center pier and the two on the sides. Also realign south dock that also serves as C46 to allow for more space between end of dock and the C dock next to it. Purchase new and install.

Justification

Condition of the piers is deteriorating. Floatation material under the docks is eroding. Surface is also in rough shape. Sheeting is failing which is causing water to get in and ruin the floatation material.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Launch Ramp Piers	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Budget Impact/Other

Financial Impact to budget of \$0. Remaining source of funds for \$50,000 from Marina reserve funds.

VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031

Category:	Marina
Program/Project Name:	Marina Building Restrooms
Program/Project #:	MARINA-27-04

Department:	Marina
Contact:	Marina Manager
Type:	Marina
Useful Life:	40 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	New Program/Service

Description

Justification

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Marina Building Restrooms	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Funding Sources	2027	2028	2029	2030	2031	Total
Capital Projects Levy	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Other Source	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Budget Impact/Other

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031**

Category:	Marina
Program/Project Name:	2008 Club Car Carryall Replacement
Program/Project #:	MARINA-28-01

Department:	Marina
Contact:	Marina Manager
Type:	Marina
Useful Life:	15 years
Priority:	1 - Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Description
Replace the 2008 Club Car Carryall with similar equipment

Justification
Scheduled replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
2008 Club Car Carryall Replacement	\$ -	\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500
Total	\$ -	\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500
Total	\$ -	\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500

Budget Impact/Other
Financial Impact to budget of \$0. Remaining source of funds for \$9,500 from Marina reserve funds.

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Marina
Program/Project Name:	B Dock Finger Piers
Program/Project #:	MARINA-31-01

Department:	Marina
Contact:	Marina Manager
Type:	Equipment
Useful Life:	20 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Description

Replace decking on finger piers. Replace rub rails. Flip finger piers over and remove metal sheeting. Remove all foam. Install new floatation devices and fix structure to stiffen piers. Work can be done by existing staff during the off season. Will be a maintenance item in the expense budget.

Justification

Existing piers are deteriorating but are not as bad as C dock. Stability of piers is deteriorating. Sheet metal under piers is peeling away because screws/nails have rusted away. Foam floatation is deteriorating. Decking is worn. Rub rails are worn.

Expenditures (Uses)	2027	2028	2029	2031	Total
B Dock Finger Piers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	2027	2028	2029	2031	Total
Other Source	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other

Financial Impact to budget of \$8,000. The project would be included in dock maintenance in the budget and paid for with revenues from the marina.

FIVE YEARS AND BEYOND SUMMARY

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN BEYOND 5-YEAR PERIOD SUMMARY		
		Estimated Cost
Beyond 5-Year Period		
General Government & Administration	\$	-
Fire	\$	1,850,667
Parks	\$	235,000
Public Works Vehicles & Equipment	\$	465,000
Streets	\$	119,407
Library	\$	50,000
Ice Rink	\$	-
Water	\$	85,000
WWTP	\$	2,737,545
Collection	\$	140,800
Marina	\$	2,915,725
BEYOND 5-YEAR PERIOD	\$	8,599,144

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN BEYOND 5-YEAR PERIOD General Government				
PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
N/A				\$
Budget Funding Totals				\$

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
BEYOND 5-YEAR PERIOD
Fire**

PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Brush 19	2033	4 - Future	Scheduled Replacement	\$ 116,1
Porta-count	2033	4 - Future	Scheduled Replacement	\$ 4,1
Gear Washer South	2035	4 - Future	Scheduled Replacement	\$ 2,1
Tower 22	2036	4 - Future	Scheduled Replacement	\$ 533,;
S-54	2038	4 - Future	Scheduled Replacement	\$ 28,;
Turn Out Gear	2039	4 - Future	Scheduled Replacement	\$ 58,;
Hose 25	2040	4 - Future	Scheduled Replacement	\$ 266,1
SCBA Airpacks	2043	4 - Future	Scheduled Replacement	\$ 60,1
Tanker 6-12	2044	4 - Future	Scheduled Replacement	\$ 225,1
Brush 6-20	2048	4 - Future	Scheduled Replacement	\$ 91,1
Porta-count	2049	4 - Future	Scheduled Replacement	\$ 4,1
Rescue 6-24	2050	4 - Future	Scheduled Replacement	\$ 400,1
Turn Out Gear	2050	4 - Future	Scheduled Replacement	\$ 58,;
Budget Funding Totals				\$ <u>1,850,1</u>

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN BEYOND 5-YEAR PERIOD Parks				
PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Urban Garden	2031	3 - Long Term	Expanded Service	\$ 50,i
Replace sports complex bleachers	2031	4 - Future	Scheduled Replacement	\$ 20,i
Sports Complex playground equipment	2035	4 - Future	Scheduled Replacement	\$ 15,i
Athletic Field Lights	2035	3 - Long Term	Replace Worn Out Equipment	\$ 150,i
Budget Funding Totals				\$ 235,i

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
BEYOND 5-YEAR PERIOD
Public Works**

PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
2003 Genie lift TMZ-34/19	2032	4-Future	Scheduled replacement	\$180,i
2008 232B Caterpillar skidsteer	2033	4 - Future	Scheduled Replacement	\$90,i
2018 F250 Truck	2034	4 - Future	Scheduled Replacement	\$75,i
2020 Toro Myride Zero Turn lawn mower	2035	4 - Future	Scheduled Replacement	\$20,i
2020 Golf cart	2035	4 - Future	Scheduled Replacement	\$10,i
2021 Golf Cart	2036	4 - Future	Scheduled Replacement	\$ 10,i
2024 Toro Zero Turn Lawn Mower	2036	4 - Future	Scheduled Replacement	\$20,i
GPS Robotic Lawn Mowers	2037	4 - Future	New Program/Service	\$60,i
Budget Funding Totals				<u>\$465,i</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
BEYOND 5-YEAR PERIOD**

PROGRAM/PROJECT	Streets		RANKING CRITERIA	PURPOSE	Estimator Cost
	YEAR PLANNED				
Applewood Rd - Termination to Canterbury	4	2 - Near Term	Scheduled Replacement	\$	
Autumn Ct - Termination to Woodcrest	4	2 - Near Term	Scheduled Replacement	\$	
Ava Hope Court - Ava Hope Trl/Northwoods to termination	7	3 - Long Term	Scheduled Replacement	\$	
Ava Hope Trl - Ava Hope Ct/Northwoods to Termination	7	3 - Long Term	Scheduled Replacement	\$	
S Bay Shore Dr - Bayshore Dr/Country Ln/St Hwy 42 to Little Sister Rd	8	4 - Future	Scheduled Replacement	\$	
Birchwood Dr - Scandia Rd to Bluebird Ln	4	2 - Near Term	Scheduled Replacement	\$	
Birchwood Dr - Bluebird to Raven	4	2 - Near Term	Scheduled Replacement	\$	
Birchwood Dr - Raven to Trillium	4	2 - Near Term	Scheduled Replacement	\$	
Birchwood Dr - Trillium to Hill	4	2 - Near Term	Scheduled Replacement	\$	
Bittersweet Ln - Termination to Highland	4	2 - Near Term	Scheduled Replacement	\$	
Bluebird Ln - Birchwood to Cardinal	4	2 - Near Term	Scheduled Replacement	\$	
Bluffsides Ln - Hwy 42 to Maple Dr	2	1 - Immediate	Scheduled Replacement	\$	
Canterbury Ln - Hwy 57 to Applewood	4	2 - Near Term	Scheduled Replacement	\$	
Canterbury Ln - Applewood to Termination	6	3 - Long Term	Scheduled Replacement	\$	
Cardinal Ct - termination to Bluebird Ln	2	1 - Immediate	Scheduled Replacement	\$	
Cardinal Ct - Bluebird to termination	3	2 - Near Term	Scheduled Replacement	\$	
Cherrywood Ct - Cherrywood Ln to Northwoods	3	2 - Near Term	Scheduled Replacement	\$	
Cherrywood Ln - Koessl Ln to Cherrywood Ct	8	4 - Future	Scheduled Replacement	\$	
Cherrywood Ln - Cherrywood Ct to Highland	8	4 - Future	Scheduled Replacement	\$	
Cherrywood Ln - Highland to Fieldcrest	8	4 - Future	Scheduled Replacement	\$	
Cherrywood Ln - Northwoods to Hwy 57	10	4 - Future	Scheduled Replacement	\$	
Clafin Ln - ZZ to Mill	3	2 - Near Term	Scheduled Replacement	\$	
Country Ln - Flint Ridge to S Bay Shore Dr	3	2 - Near Term	Scheduled Replacement	\$	
Country Walk Dr - 57 to Koessl	5	3 - Long Term	Scheduled Replacement	\$	
Country Walk Dr - Koessl to S Bay Shore Dr	5	3 - Long Term	Scheduled Replacement	\$	
Fieldcrest Ln - Fieldcrest Rd to Termination	private	3 - Long Term	Scheduled Replacement	\$	
Fieldcrest Rd - Country Ln to Fieldcrest Ln	5	3 - Long Term	Scheduled Replacement	\$	
Fieldcrest Rd - Fieldcrest Ln to Cherrywood Ln	5	3 - Long Term	Scheduled Replacement	\$	
Fieldcrest Rd - Cherrywood Ln to 42	5	3 - Long Term	Scheduled Replacement	\$	
Fieldcrest Rd - Cherrywood to 42	5	3 - Long Term	Scheduled Replacement	\$	
Flint Ridge Rd - Woodcrest to Orchard	4	2 - Near Term	Scheduled Replacement	\$	
Forest Ln - 42 to Peterson Ct	4	2 - Near Term	Scheduled Replacement	\$	
Forest Ln - Peterson Ct to Woodland Dr	4	2 - Near Term	Scheduled Replacement	\$	
Forest Ln - Woodland to termination	5	3 - Long Term	Scheduled Replacement	\$	
Forest Ln - Woodland to termination	3	2 - Near Term	Scheduled Replacement	\$	
Gateway Dr - 42 to 57	8	4 - Future	Scheduled Replacement	\$	
Golf Rd - Little Sister to termination	4	2 - Near Term	Scheduled Replacement	\$	
N Highland Rd - Sunnyside to Jungwirth	3	2 - Near Term	Scheduled Replacement	\$	
N Highland Rd - Jungwirth to 42	2	1 - Immediate	Scheduled Replacement	\$	
S Highland Rd - Cherrywood Ln to Bittersweet Ln	10	4 - Future	Scheduled Replacement	\$	
S Highland Rd - Cherrywood Ln to Bittersweet Ln	10	4 - Future	Scheduled Replacement	\$	
S Highland Rd - Bittersweet Ln to 42	10	4 - Future	Scheduled Replacement	\$	
Hill Rd - Hill to N Spring	5	3 - Long Term	Scheduled Replacement	\$	
Hill Rd - N Spring to 42	5	3 - Long Term	Scheduled Replacement	\$	
Jungwirth Ct - N Highland to termination	7	3 - Long Term	Scheduled Replacement	\$	
Koessl Ln - Country Walk to Cherrywood Ln	5	3 - Long Term	Scheduled Replacement	\$	
Koessl Ln - Country Walk to Cherrywood Ln	5	3 - Long Term	Scheduled Replacement	\$	
Little Sister Rd - Pebble Beach to Golf	8	4 - Future	Scheduled Replacement	\$	
Little Sister Rd - Golf Rd to termination	3	2 - Near Term	Scheduled Replacement	\$	
Little Sister Rd - Golf Rd to termination	3	2 - Near Term	Scheduled Replacement	\$	
Maple Dr - 42 to Bluffsides	4	2 - Near Term	Scheduled Replacement	\$	
Maple Dr - Bluffsides to Parkview	3	2 - Near Term	Scheduled Replacement	\$	
Maple Dr - Parkview to Mill Rd	3	2 - Near Term	Scheduled Replacement	\$	
Mariners Pointe Dr - Sister Bluff to Sunnyside	6	3 - Long Term	Scheduled Replacement	\$	
Mariners Pointe Dr - Sunnyside to termination	6	3 - Long Term	Scheduled Replacement	\$	
Meadow Ln - 42 to termination	4	2 - Near Term	Scheduled Replacement	\$	
Meadow Ln - 42 to termination	3	2 - Near Term	Scheduled Replacement	\$	
Mill Rd - Maple Dr to Parkview Ln	4	2 - Near Term	Scheduled Replacement	\$	
Mill Rd - Parkview Ln to Post Office Ln	4	2 - Near Term	Scheduled Replacement	\$	
Mill Rd - 42 to Post Office Ln	4	2 - Near Term	Scheduled Replacement	\$	
Mill Rd - 42 to Spring	5	3 - Long Term	Scheduled Replacement	\$	
Mill Rd - Spring to Clafin	7	3 - Long Term	Scheduled Replacement	\$	
Mill Rd - Clafin to Woodcrest	6	3 - Long Term	Scheduled Replacement	\$	
Mill Rd - Clafin to Woodcrest	6	3 - Long Term	Scheduled Replacement	\$	
Mill Rd - Clafin to Woodcrest	3	2 - Near Term	Scheduled Replacement	\$	
Northwoods Dr - 57 to Ava Hope	9	4 - Future	Scheduled Replacement	\$	
Northwoods Dr - 57 to Ava Hope	9	4 - Future	Scheduled Replacement	\$	
Northwoods Dr - Ava Hope to Cherrywood Ln	9	5 - Future	Scheduled Replacement	\$	
Orchard - Flint Ridge to Mill	9	3 - Long Term	Scheduled Replacement	\$	
Parkview Ln - Parkview to Mill	3	2 - Near Term	Scheduled Replacement	\$	
Parkview Dr - Maple to Parkview Ln	3	2 - Near Term	Scheduled Replacement	\$	
Parkview Dr - Parkview Ct to termination	4	3 - Long Term	Scheduled Replacement	\$	
Pebble Beach Rd - Pebble Beach Rd to termination	3	2 - Near Term	Scheduled Replacement	\$	
Peterson Ct - Forest to termination	5	3 - Long Term	Scheduled Replacement	\$	
Pheasant Ct - Raven Ln to termination	4	3 - Long Term	Scheduled Replacement	\$	
Pheasant Ct - Raven Ln to termination	4	3 - Long Term	Scheduled Replacement	\$	
Post Office Ln	2	1 - Immediate	Scheduled Replacement	\$	
Raven Ln - Pheasant to Birchwood	4	2 - Near Term	Scheduled Replacement	\$	
Scandia Rd - Woodcrest to Birchwood	7	3 - Long Term	Scheduled Replacement	\$	
Scandia Rd - Birchwood to N Spring	7	3 - Long Term	Scheduled Replacement	\$	
Scandia Rd - N Spring to 42	7	3 - Long Term	Scheduled Replacement	\$	
Scandia Rd - Woodcrest to Old Stage	7	3 - Long Term	Scheduled Replacement	\$	
Sister Bluff Dr - Bayshore Dr to Mariners Pointe Dr	4	2 - Near Term	Scheduled Replacement	\$	
N Spring Rd - Scandia Rd to Hill Rd	5	3 - Long Term	Scheduled Replacement	\$	
S Spring Rd - Mill to Sunset	9	4 - Future	Scheduled Replacement	\$	
Sunny Ct - Sunnyside Rd to termination	8	4 - Future	Scheduled Replacement	\$	
Sunnyside Rd - Sunny Ct to termination	6	3 - Long Term	Scheduled Replacement	\$	
Sunnyside Rd - Sunny Ct to N Highland Rd	9	4 - Future	Scheduled Replacement	\$	
Sunnyside Rd - N Highland Rd to Mariners Pointe Dr	4	2 - Near Term	Scheduled Replacement	\$	
Sunset Dr - 42 to S Spring	7	3 - Long Term	Scheduled Replacement	\$	
Sunset Dr - S Spring to Woodcrest	3	2 - Near Term	Scheduled Replacement	\$	
Trillium Ln - Birchwood Dr to Hill Rd	4	2 - Near Term	Scheduled Replacement	\$	
Westwood Dr - Bayshore Dr to Woodland	3	2 - Near Term	Scheduled Replacement	\$	
Westwood Dr - Bayshore Dr to Woodland	3	2 - Near Term	Scheduled Replacement	\$	
Westwood Dr - Woodland to termination	2	1 - Immediate	Scheduled Replacement	\$	
Westwood Dr - Woodland to termination	3	2 - Near Term	Scheduled Replacement	\$	
Woodcrest - Plateau to ZZ	9	4 - Future	Scheduled Replacement	\$	
Woodcrest - ZZ to Mill	8	4 - Future	Scheduled Replacement	\$	
Woodcrest - Mill to Autumn Ct	6	3 - Long Term	Scheduled Replacement	\$	
Woodcrest - Autumn Ct to Sunset	6	3 - Long Term	Scheduled Replacement	\$	

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN BEYOND 5-YEAR PERIOD Streets					Estimate
PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE		Cost
Woodcrest - Sunset to Scandia	6	3 - Long Term	Scheduled Replacement		\$
Woodland - Forest to Westwood	4	2 - Near Term	Scheduled Replacement		\$
Budget Funding Totals					\$ 119,

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN BEYOND 5-YEAR PERIOD Library					
PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost	
Roof	2043	4 - Future	Scheduled Replacement	\$	50,1
Budget Funding Totals				\$	<u>50,1</u>

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN BEYOND 5-YEAR PERIOD Ice Rink				
PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
N/A				\$
Budget Funding Totals				\$

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN BEYOND 5-YEAR PERIOD Water				
PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Well Rehabilitation #1	2036	4 - Future	Scheduled Replacement	\$15,1
Well Rehabilitation #2	2036	4 - Future	Scheduled Replacement	\$35,1
Well Rehabilitation #3	2036	4 - Future	Scheduled Replacement	\$35,1
Budget Funding Totals				<u>\$85,1</u>

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
BEYOND 5-YEAR PERIOD**

WWTP				
PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Chemical Feed Equipment - Polymer for sludge building	2032	3 - Long Term	Replace Worn Out Equipment	\$ 22,1
Forceflow SO2 Scales - 2017 purchased (per pair cost)	2032	3 - Long Term	Scheduled Replacement	\$ 6,1
Forceflow CL2 Scales - 2017 purchased (per pair cost)	2032	3 - Long Term	Scheduled Replacement	\$ 6,1
Cummins Diesel Generator - 2004 purchased Model number DFCC-5679314 / Series number G040673211	2032	3 - Long Term	Scheduled Replacement	\$ 75,1
Kohler Portable Generator 20KW -2004 purchased	2032	2 - Near Term	Replace Worn Out Equipment	\$ 30,1
Tuthill Gear Pump- Concentrator- Solids Pump - 2020 purchased	2035	3 - Long Term	Scheduled Replacement	\$ 15,1
Pretreatment Screen	2036	3 - Long Term	Replace Worn Out Equipment	\$ 72,1
Pretreatment Influent Flow Meter	2036	3 - Long Term	Replace Worn Out Equipment	\$ 7,1
Pump & Grit Conveyor	2036	3 - Long Term	Replace Worn Out Equipment	\$ 50,1
Septage & Flow Equalization Pumps	2036	3 - Long Term	Replace Worn Out Equipment	\$ 27,1
Septage Receiving Pump	2037	3 - Long Term	Scheduled Replacement	\$ 10,1
Furnace	2037	3 - Long Term	Scheduled Replacement	\$ 8,1
Raw Wastewater Pumps	2038	3 - Long Term	Replace Worn Out Equipment	\$ 100,1
MLS Generator	2038	3 - Long Term	Replace Worn Out Equipment	\$ 67,1
Disinfection Equipment	2039	3 - Long Term	Replace Worn Out Equipment	\$ 280,1
WAS Pump - Tuthill HD120IA1PC0B1BA000 - Concentrator Solids Pump	2040	3 - Long Term	Replace Worn Out Equipment	\$ 16,1
Disc Aerators	2040	3 - Long Term	Replace Worn Out Equipment	\$ 150,1
Grit chamber equipment	2040	3 - Long Term	Scheduled Replacement	\$ 57,1
Grit Classifier equipment	2040	3 - Long Term	Scheduled Replacement	\$ 41,1
Grit equipment painting & coating	2040	3 - Long Term	Scheduled Replacement	\$ 20,1
Catwalk Repaint/Replace	2040	2 - Near Term	Replace Worn Out Equipment	\$ 255,1
Driveway Asphalt - remove and replace	2045	4 - Future	Scheduled Replacement	\$ 252,1
Flooring Replacement in Service Building	2045	4 - Future	Scheduled Replacement	\$ 8,1
Pretreatment Building Roof Replacement	2045	4 - Future	Scheduled Replacement	\$ 7,1
Service Building Roof Replacement	2045	4 - Future	Scheduled Replacement	\$ 46,1
Solids Building Roof Replacement	2045	4 - Future	Scheduled Replacement	\$ 8,1
Septage Receiving/Flow Equalization Tank	2045	4 - Future	Scheduled Replacement	\$ 38,1
Aeration Tank	2045	4 - Future	Scheduled Replacement	\$ 245,1
Secondary Clarifier Tank	2045	4 - Future	Scheduled Replacement	\$ 110,1
Secondary Clarifier No. 1 Roof Gel Coating	2045	4 - Future	Scheduled Replacement	\$ 10,1
RAS Pump Motor Replacement	2045	4 - Future	Scheduled Replacement	\$ 31,1
NPW Pump Replacement	2045	4 - Future	Scheduled Replacement	\$ 10,1
Sludge Blowers	2037	4 - Future	Scheduled Replacement	\$ 16,1
Pumper Truck/Sludge Truck - 1991	2031	3 - Long Term	Replace Worn Out Equipment	\$ 95,1
UV Disinfection System	2045	4 - Future	Scheduled Replacement	\$ 233,1
Huber Sludge Thickener	2045	4 - Future	Scheduled Replacement	\$ 199,1
New Course Bubble Aeration System Work for Sludge Storage Tank	2045	4 - Future	Scheduled Replacement	\$ 41,1
Recoating of the Existing Exterior Piping	2045	4 - Future	Scheduled Replacement	\$ 9,1
Fuel Storage Tank	2050	3 - Long Term	Replace Worn Out Equipment	\$ 34,1
Sewage Ejectors	2050	3 - Long Term	Replace Worn Out Equipment	\$ 20,1
Budget Funding Totals				\$ <u>2,737,1</u>

VILLAGE OF SISTER BAY CAPITAL IMPROVEMENT PLAN BEYOND 5-YEAR PERIOD Collection					
PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost	
Pumps - Gorman Rupp -XV6460-B - 1000GPM	2034	4 - Future	Scheduled Replacement	\$	5,i
Pumps - Gorman Rupp -XV63B60-B - 300GPM	2034	4 - Future	Scheduled Replacement	\$	5,i
Control Panels for all six (6) Lift Stations	2040	4 - Future	Scheduled Replacement	\$	130,i
Budget Funding Totals				\$	140,i

**VILLAGE OF SISTER BAY
CAPITAL IMPROVEMENT PLAN
BEYOND 5-YEAR PERIOD**

Marina

PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
J Dock Finger Piers - 32 ft (6)	2032	3 - Long Term	Scheduled Replacement	\$ 25,1
J Dock Finger Piers - 40 ft (6)	2032	3 - Long Term	Scheduled Replacement	\$ 35,1
2013 Club Car golf cart - purchased 2018	2033	3 - Long Term	Increase Safety	\$ 6,1
D Dock Main Pier - fixed - 4620 sq ft	2035	4 - Future	Replace Worn Out Equipment	\$ 75,1
D Dock Finger Piers - 40 ft (9)	2035	4 - Future	Replace Worn Out Equipment	\$ 23,1
D Dock Finger Piers - 50 ft (1)	2035	4 - Future	Replace Worn Out Equipment	\$ 18,1
D Dock Finger Piers - 60 ft (2)	2035	4 - Future	Replace Worn Out Equipment	\$ 22,1
D Dock Finger Piers - 90 ft (1)	2035	4 - Future	Replace Worn Out Equipment	\$ 10,1
A Dock breakwater	2060	4 - Future	Scheduled Replacement	\$ 1,500,1
J Dock Breakwall	2060	4 - Future	Scheduled Replacement	\$ 1,200,1
Budget Funding Totals				<u>\$ 2,915,1</u>



STAFF REPORT

Date: September 15, 2026

To: Village Board
Re: Monthly Financial Report & Appropriations
Author(s): Benjamin Andrews, Village Administrator

Below are the monthly financial report and appropriations.



Village of Sister Bay Board Report

Meeting Date: September 15, 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	\$ 100,285.27	
Bank fees & bills paid electronically	1,127.33	
<i>Village Total</i>		\$ 101,412.60
Special Revenue Funds bills	\$ 244.78	
Special Revenue Sales Tax	-	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ 244.78
Debt Service Village	\$ -	
Special Revenue	-	
Marina	64,302.48	
Utilities	-	
<i>Debt Service Total</i>		\$ 64,302.48
CIP/TIF bills prepaid	\$ -	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ -
Water fund bills prepaid	\$ 13,732.88	
Wastewater fund bills prepaid	22,579.39	
Collection fund bills prepaid	26,663.80	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 62,976.07
Marina bills prepaid	\$ 27,420.40	
Marina sales tax	\$ 6,320.38	
Marina credit card fees & bills paid by EFT	\$ 1,517.82	
<i>Marina Total</i>		\$ 35,258.60
Net payroll: 08/07 and 8/21	\$ 96,956.32	
State taxes paid online	4,951.69	
Retirement paid online	12,915.92	
<i>Payroll/taxes total</i>		\$ 114,823.93
TOTAL ALL BILLS		\$ 379,018.46

Respectfully submitted,

Volodymyr GANNIK

Volodymyr Gannik
Financial Specialist/Village Treasurer

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format

Page: 1

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

Sep 10, 2026 12:18PM

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 08/15/2026-09/11/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10005									
10005	ACTION ELECTRIC INC	3761	PHASE MONITORING RELAY -	09/01/2026	162.83	162.83	09/10/2026		610
10007									
10007	ACTION APPRAISERS INC	3914	2026 MAINTENANCE WORK -SE	08/28/2026	4,076.00	4,076.00	09/03/2026		100
12242									
12242	GA COMPUTER SERVICES	INV-7484	ADMIN- IT MONTHLY SECURITY	08/13/2026	590.00	590.00	08/21/2026		100
12242	GA COMPUTER SERVICES	INV-7486	PUBLIC WORKS- IT MONTHLY S	08/13/2026	150.00	150.00	08/21/2026		100
14309									
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	BEEN VERIFIED	08/27/2026	28.37	28.37	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	HEYGOV-CLERK MINUTES	08/27/2026	269.10	269.10	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	SAVOR BBQ-ADMIN WORKING	08/27/2026	28.19	28.19	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	PIGGLY WIGGLY - GEN SUPPLY-	08/27/2026	11.99	11.99	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	WMCA 46TH ANNUAL CLERK'S	08/27/2026	120.00	120.00	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	JULIE THYSSEN CONFERENCE	08/27/2026	22.90	22.90	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	JULIE THYSSEN CONFERENCE	08/27/2026	20.83	20.83	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	JULIE THYSSEN CONFERENCE	08/27/2026	549.80	549.80	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	WMCA 46TH ANNUAL CLERK'S	08/27/2026	100.00	100.00	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	WMCA 46TH ANNUAL CLERK'S	08/27/2026	100.00	100.00	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	EMPLOYEE APPRECIATION LU	08/27/2026	88.40	88.40	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	GREEN TIER-REUSABLE BAGS	08/27/2026	1,000.00	1,000.00	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	GREEN TIER-REUSABLE BAGS	08/27/2026	750.00	750.00	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	GREEN TIER-REUSABLE BAGS	08/27/2026	150.00	150.00	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	GREEN TIER-REUSABLE BAGS	08/27/2026	870.00	870.00	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	ADOBE	08/27/2026	21.09	21.09	08/27/2026		100
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	HEYGOV-CLERK MINUTES	08/27/2026	9.57	9.57	08/27/2026		610
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	HARDWARE/TOOLS WATER AN	08/27/2026	45.56	45.56	08/27/2026		610
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	HEYGOV-CLERK MINUTES	08/27/2026	17.64	17.64	08/27/2026		620
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	HARDWARE/TOOLS WATER AN	08/27/2026	45.55	45.55	08/27/2026		620
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	HEYGOV-CLERK MINUTES	08/27/2026	2.69	2.69	08/27/2026		630
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	LOST AND FOUND SHIPMENT	08/27/2026	13.65	13.65	08/27/2026		690
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	THE WATERWAYS JOURNAL	08/27/2026	265.00-	265.00-	08/27/2026		690
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	REFLECTION ALUMINUM SIGN	08/27/2026	45.33	45.33	08/27/2026		690
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	BBQ PROPANE GRILL- 2	08/27/2026	360.34	360.34	08/27/2026		690
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	CHECK VALVE-CLEAR PVC	08/27/2026	147.70	147.70	08/27/2026		690
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	BBQ PROPANE GRILL- 2	08/27/2026	394.07	394.07	08/27/2026		690
14309	ELAN FINANCIAL SERVICES	Acc # 4657 08/	HOTELS.COM FIREWORKS	08/27/2026	123.67	123.67	08/27/2026		690
14310									
14310	CAPTAIN COMMODOES INC	16724	COMMODE RENTAL - DOG PAR	08/24/2026	125.00	125.00	08/27/2026		100
14310	CAPTAIN COMMODOES INC	16952	SLUDGE HAULING	09/02/2026	5,066.58	5,066.58	09/03/2026		620
17506									
17506	CELLCOM	450332	CELLPHONES- W	09/05/2026	107.24	107.24	09/10/2026		610
17506	CELLCOM	450332	CELLPHONES- WW	09/05/2026	186.10	186.10	09/10/2026		620
17506	CELLCOM	450332	CELLPHONES- C	09/05/2026	22.08	22.08	09/10/2026		630
20007									
20007	DELTA DENTAL OF WIS	September 202	DENTAL INSURANCE - SEPTEM	08/17/2026	617.42	617.42	08/21/2026		100
20438									
20438	DEPT OF EMPLOYEE TRUS	9/1/2026-9/30/	HEALTH INS. - EMPLOYER AMT	09/09/2026	22,816.35	22,816.35	09/10/2026		100
20438	DEPT OF EMPLOYEE TRUS	9/1/2026-9/30/	HEALTH INS. - EMPLOYEE AMT	09/09/2026	4,026.41	4,026.41	09/10/2026		100
20438	DEPT OF EMPLOYEE TRUS	9/1/2026-9/30/	DENTAL INS. - EMPLOYER AMT	09/09/2026	878.34	878.34	09/10/2026		100
20438	DEPT OF EMPLOYEE TRUS	9/1/2026-9/30/	DENTAL INS. - EMPLOYEE AMT	09/09/2026	155.00	155.00	09/10/2026		100

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20451									
20451	DOOR COUNTY HIGHWAY D	2026-3300029	ORCHARD DRIVE CULVERT	08/13/2026	4,610.06	4,610.06	08/21/2026		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0815260	PRINT PAPER CHECK TO UPDA	08/18/2026	3,695.12	3,695.12	08/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0815260	PRINT PAPER CHECK TO UPDA	08/18/2026	3,695.12	3,695.12	08/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0815260	PRINT PAPER CHECK TO UPDA	08/18/2026	864.14	864.14	08/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0815260	PRINT PAPER CHECK TO UPDA	08/18/2026	864.14	864.14	08/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0815260	PRINT PAPER CHECK TO UPDA	08/18/2026	5,223.20	5,223.20	08/18/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0829260	PRINT PAPER CHECK TO UPDA	09/01/2026	3,732.55	3,732.55	09/01/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0829260	PRINT PAPER CHECK TO UPDA	09/01/2026	3,732.55	3,732.55	09/01/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0829260	PRINT PAPER CHECK TO UPDA	09/01/2026	872.93	872.93	09/01/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0829260	PRINT PAPER CHECK TO UPDA	09/01/2026	872.93	872.93	09/01/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0829260	PRINT PAPER CHECK TO UPDA	09/01/2026	5,252.39	5,252.39	09/01/2026		100
20514									
20514	ERC INC	ERC-IN-10335	EAP BENEFITS - ADMIN	09/03/2026	22.97	22.97	09/03/2026		100
20514	ERC INC	ERC-IN-10335	EAP BENEFITS - CLERK	09/03/2026	11.48	11.48	09/03/2026		100
20514	ERC INC	ERC-IN-10335	EAP BENEFITS - FINANCE	09/03/2026	11.48	11.48	09/03/2026		100
20514	ERC INC	ERC-IN-10335	EAP BENEFITS - PARKS & STRE	09/03/2026	57.42	57.42	09/03/2026		100
20514	ERC INC	ERC-IN-10335	EAP BENEFITS - WATER	09/03/2026	20.68	20.68	09/03/2026		610
20514	ERC INC	ERC-IN-10335	EAP BENEFITS - WASTEWATER	09/03/2026	41.35	41.35	09/03/2026		620
20514	ERC INC	ERC-IN-10335	EAP BENEFITS - COLLECTION	09/03/2026	6.89	6.89	09/03/2026		630
20514	ERC INC	ERC-IN-10335	EAP BENEFITS - MARINA	09/03/2026	11.48	11.48	09/03/2026		690
30609									
30609	FASTENAL	WISTU179907	14OZEXPRESTAPLEXRED	08/19/2026	127.83	127.83	08/27/2026		100
30609	FASTENAL	WISTU179907	1/4"X1"PLNHEX LAG	08/19/2026	84.72	84.72	08/27/2026		100
30609	FASTENAL	WISTU179907	3/8 USS F/W Z	08/19/2026	22.32	22.32	08/27/2026		100
30701									
30701	FRONTIER	090205-5 8/25/	VH ELEVATOR PHONE	09/08/2026	7.00	7.00	09/10/2026		100
30701	FRONTIER	AUG26920159	PHONES-W	08/25/2026	134.34	134.34	09/10/2026		610
30701	FRONTIER	AUG26920159	PHONES-WW	08/25/2026	134.34	134.34	09/10/2026		620
30750									
30750	GOING CO INC	319446	WWTP RUBBISH REMOVAL	09/01/2026	799.37	799.37	09/10/2026		620
30751									
30751	GREAT-WEST TRUST COMP	PR0815260	Great West Deferred Comp. DEF	08/18/2026	185.00	185.00	08/18/2026		100
30751	GREAT-WEST TRUST COMP	PR0815260	Great West Deferred Comp. DEF	08/18/2026	125.00	125.00	08/18/2026		100
30751	GREAT-WEST TRUST COMP	PR0829260	Great West Deferred Comp. DEF	09/01/2026	185.00	185.00	09/01/2026		100
30751	GREAT-WEST TRUST COMP	PR0829260	Great West Deferred Comp. DEF	09/01/2026	125.00	125.00	09/01/2026		100
31809									
31809	HSABANK	September 202	SEPTEMBER 2026 EMPLOYER	09/02/2026	5,847.56	5,847.56	09/03/2026		100
41195									
41195	LAKE & POND SOLUTIONS	23790	WEED CONTROL CHEMICALS A	08/26/2026	4,287.80	4,287.80	08/27/2026		690
41205									
41205	WISCONSIN BUILDING SUP	24366883	WWTP SIGN MATERIALS	08/20/2026	85.36	85.36	08/27/2026		620
41316									
41316	MARCO INC	42807005	GENERAL COPIES	08/24/2026	192.75	192.75	08/27/2026		100
41316	MARCO INC	42807005	ELECTIONS COPIES	08/24/2026	7.14	7.14	08/27/2026		100
41316	MARCO INC	42807005	PUBLIC WORKS COPIES	08/24/2026	6.84	6.84	08/27/2026		100
41316	MARCO INC	42807005	ZONING COPIES	08/24/2026	14.48	14.48	08/27/2026		100
41316	MARCO INC	42807005	STR COPIES	08/24/2026	174.65	174.65	08/27/2026		100
41316	MARCO INC	588484188	UTILITIES COPIES - W	08/08/2026	35.93	35.93	08/27/2026		610
41316	MARCO INC	588484188	UTILITIES COPIES - WW	08/08/2026	62.36	62.36	08/27/2026		620
41316	MARCO INC	588484188	UTILITIES COPIES - C	08/08/2026	7.40	7.40	08/27/2026		630
41316	MARCO INC	INV15654947	UTILITIES COPIES - W	09/01/2026	18.65	18.65	09/03/2026		610
41316	MARCO INC	INV15654947	UTILITIES COPIES - WW	09/01/2026	32.35	32.35	09/03/2026		620
41316	MARCO INC	INV15654947	UTILITIES COPIES - C	09/01/2026	3.84	3.84	09/03/2026		630
41319									
41319	MAY'S SPORT CENTER	20265530	BELT-V	09/01/2026	141.99	141.99	09/10/2026		100

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41322									
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - BOARD	09/02/2026	16.75	16.75	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - ADMIN	09/02/2026	67.79	67.79	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - CLERK	09/02/2026	23.03	23.03	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - FINANCE	09/02/2026	25.13	25.13	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	GEN LIAB - CRIME	09/02/2026	54.10	54.10	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	GEN LIAB - GENERAL	09/02/2026	1,857.20	1,857.20	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - DPW	09/02/2026	2,399.33	2,399.33	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	AUTO - PUBLIC WORKS	09/02/2026	643.00	643.00	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	AUTO - TRANSPORTATION	09/02/2026	363.00	363.00	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - TRANSPOR	09/02/2026	92.12	92.12	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - ANIMAL CO	09/02/2026	10.07	10.07	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - ZONING	09/02/2026	5.85	5.85	09/03/2026		100
41322	MC CLONE	Qtr 3 Insurance	GEN LIAB - TKH	09/02/2026	105.20	105.20	09/03/2026		205
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - TKH	09/02/2026	139.58	139.58	09/03/2026		205
41322	MC CLONE	Qtr 3 Insurance	GEN LIAB - WATER	09/02/2026	394.20	394.20	09/03/2026		610
41322	MC CLONE	Qtr 3 Insurance	AUTO - WATER	09/02/2026	166.00	166.00	09/03/2026		610
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - WATER	09/02/2026	523.16	523.16	09/03/2026		610
41322	MC CLONE	Qtr 3 Insurance	GEN LIAB - WASTEWATER	09/02/2026	902.75	902.75	09/03/2026		620
41322	MC CLONE	Qtr 3 Insurance	AUTO - WASTEWATER	09/02/2026	685.00	685.00	09/03/2026		620
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - WASTEWAT	09/02/2026	1,196.84	1,196.84	09/03/2026		620
41322	MC CLONE	Qtr 3 Insurance	GEN LIAB - COLLECTION	09/02/2026	135.30	135.30	09/03/2026		630
41322	MC CLONE	Qtr 3 Insurance	AUTO - COLLECTION	09/02/2026	107.00	107.00	09/03/2026		630
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - COLLECTIO	09/02/2026	179.49	179.49	09/03/2026		630
41322	MC CLONE	Qtr 3 Insurance	GEN LIAB - MARINA	09/02/2026	1,089.25	1,089.25	09/03/2026		690
41322	MC CLONE	Qtr 3 Insurance	WORK COMP INS - MARINA	09/02/2026	1,436.86	1,436.86	09/03/2026		690
42107									
42107	LA VINE'S ICE LLC	47448,47765,4	MARINA - ICE	09/02/2026	429.00	429.00	09/10/2026		690
51403									
51403	NATIONAL ELEVATOR INSP	26019355	11361466 SISTER BAY VILLAGE	09/09/2026	125.00	125.00	09/10/2026		100
51410									
51410	NAPA STURGEON BAY	358359	SYN5W30	08/04/2026	289.98	289.98	08/27/2026		100
51410	NAPA STURGEON BAY	358359	NAPA HD FS 5W40 BXQTY: 1 FR	08/04/2026	183.99	183.99	08/27/2026		100
51410	NAPA STURGEON BAY	358359	15W40 BAY BOX	08/04/2026	241.98	241.98	08/27/2026		100
51410	NAPA STURGEON BAY	358359	10W30 HM BAY BOXQTY: 1FRO	08/04/2026	131.99	131.99	08/27/2026		100
51410	NAPA STURGEON BAY	359232	NON-CHLOR BRAKE CLNRABO	08/11/2026	41.88	41.88	08/21/2026		100
51410	NAPA STURGEON BAY	359807	REBATE	08/14/2026	60.98-	60.98-	08/27/2026		100
51410	NAPA STURGEON BAY	359807	CUT OFF SAW	08/14/2026	611.11	611.11	08/27/2026		100
51410	NAPA STURGEON BAY	359807	DRIVER	08/14/2026	322.20	322.20	08/27/2026		100
51410	NAPA STURGEON BAY	359807	BLOWER	08/14/2026	449.10	449.10	08/27/2026		100
51410	NAPA STURGEON BAY	359807	BATTERY PACK	08/14/2026	499.24	499.24	08/27/2026		100
51410	NAPA STURGEON BAY	359807	BATTERY	08/14/2026	228.78	228.78	08/27/2026		100
51410	NAPA STURGEON BAY	360253	BATTERY PACKABOVE ITEM O	08/18/2026	499.24	499.24	08/27/2026		100
51410	NAPA STURGEON BAY	SP 005613609	LIPSEAL	08/25/2026	43.08	43.08	08/27/2026		100
51410	NAPA STURGEON BAY	SP 005613609	NAPAGOLD AIRFILTER	08/25/2026	20.26	20.26	08/27/2026		100
51410	NAPA STURGEON BAY	SP 005613611	NAPAGOLD AIR FILTER	08/26/2026	20.26	20.26	09/03/2026		100
61547									
61547	ORKIN PEST CONTROL INC	300934041	ADMIN BLDG PEST CONTROL	08/11/2026	131.13	131.13	08/21/2026		100
61614									
61614	PENINSULA PULSE	39245	ADVERTISEMENT- BOARD/COM	08/01/2026	202.94	202.94	08/21/2026		100
61963									
61963	PREMIER CONCRETE INC	60-00012033	TOTAL PRODUCTSFREIGHT	08/14/2026	591.00	591.00	08/21/2026		100
71920									
71920	SISTER BAY ADVANCEMEN	3316	SBAA MEMBERSHIP	08/24/2026	295.00	295.00	08/27/2026		690
71920	SISTER BAY ADVANCEMEN	3316	MARINA FEST DONATION	08/24/2026	2,000.00	2,000.00	08/27/2026		690
71935									
71935	THE SPRINKLER CO INC	105120	REPAIR CALL- WORK ORDER 9	08/27/2026	65.00	65.00	09/10/2026		100

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71935	THE SPRINKLER CO INC	105120	LOCATE VALVE BOX	08/27/2026	110.00	110.00	09/10/2026		100
71935	THE SPRINKLER CO INC	105120	REPLACE/INSTALL SOLENOID (	08/27/2026	245.00	245.00	09/10/2026		100
71935	THE SPRINKLER CO INC	105120	REPLACE PUMP START RELAY	08/27/2026	305.00	305.00	09/10/2026		100
71935	THE SPRINKLER CO INC	105120	DISCOUNT	08/27/2026	36.25-	36.25-	09/10/2026		100
72051									
72051	TRUGREEN*CHEMLAWN	229802103	LAWN TREATMENT FIRE STATI	07/31/2026	247.04	247.04	08/21/2026		100
72051	TRUGREEN*CHEMLAWN	229802103	LAWN TREATMENT PARKS	07/31/2026	1,205.54	1,205.54	08/21/2026		100
72051	TRUGREEN*CHEMLAWN	229802103	LAWN TREATMENT SPORTS C	07/31/2026	1,899.37	1,899.37	08/21/2026		100
72996									
72996	VAN'S LUMBER INC	IN049269	MAINTENCE SHOP920-421-3206	08/31/2026	412.00	412.00	09/03/2026		100
73003									
73003	VERIZON BUSINESS	00721203	VILLAGE PHONE - LONG DISTA	09/09/2026	.29	.29	09/10/2026		100
81988									
81988	WARNER-WEXEL LLC	254903, 25507	CUSTODIAN SUPPLIES	09/09/2026	220.07	220.07	09/10/2026		690
81988	WARNER-WEXEL LLC	255073	CUSTODIAL SUPPLIES	08/27/2026	81.04	81.04	09/03/2026		690
81988	WARNER-WEXEL LLC	255341	CUSTODIAL SUPPLIES	09/10/2026	44.10	44.10	09/10/2026		690
82350									
82350	WI PUBLIC SERVICE	0402302054Au	ELECTRICITY - INFO BOOTH	08/28/2026	37.46	37.46	09/03/2026		100
82350	WI PUBLIC SERVICE	0402302054Au	ELECTRICITY - WATER	08/28/2026	759.08	759.08	09/03/2026		610
82350	WI PUBLIC SERVICE	0402302054Au	ELECTRICITY - WASTEWATER	08/28/2026	7,160.49	7,160.49	09/03/2026		620
82350	WI PUBLIC SERVICE	0402302054Au	ELECTRICITY - COLLECTION	08/28/2026	404.99	404.99	09/03/2026		630
82350	WI PUBLIC SERVICE	WPS 0826040	WELL #3 - SISTER BAY	08/13/2026	1,508.71	1,508.71	08/27/2026		610
82350	WI PUBLIC SERVICE	WPS 0826040	WELL #3 - LGUD	08/13/2026	502.90	502.90	08/27/2026		610
99996									
99996	ONE TIME VENDOR	Return Rental	RETURN RENTAL SECURITY DE	08/19/2026	1,000.00	1,000.00	08/27/2026		100
100091									
10009	BADGER METER INC	80249479	CELLULAR UNITS AND SERVIC	08/27/2026	103.54	103.54	09/10/2026		610
10009	BADGER METER INC	80249479	CELLULAR UNITS AND SERVIC	08/27/2026	58.88	58.88	09/10/2026		610
10009	BADGER METER INC	80249479	CELLULAR UNITS AND SERVIC	08/27/2026	179.66	179.66	09/10/2026		620
10009	BADGER METER INC	80249479	CELLULAR UNITS AND SERVIC	08/27/2026	21.32	21.32	09/10/2026		630
100241									
10024	CRANE ENGINEERING INC	512703-00	REPLACEMENT PUMPS, BASE	07/31/2026	25,719.26	25,719.26	08/27/2026		630
10024	CRANE ENGINEERING INC	514717-00	BYPASS PUMP REPAIR	07/31/2026	2,871.71	2,871.71	08/27/2026		620
100491									
10049	HAWKINS INC	7554393	CHEMICALS - WELL #1 AZONE	09/02/2026	201.43	201.43	09/10/2026		610
10049	HAWKINS INC	7554393	CHEMICALS - WELL #3	09/02/2026	201.42	201.42	09/10/2026		610
100516									
10051	INNOVATIVE PRINTING LLC	41615	LGUD UTILITY BILLS	08/24/2026	193.00	193.00	09/03/2026		610
10051	INNOVATIVE PRINTING LLC	41616	SB UTILITY BILLS-W	08/24/2026	128.86	128.86	09/03/2026		610
10051	INNOVATIVE PRINTING LLC	41616	SB UTILITY BILLS-WW	08/24/2026	223.61	223.61	09/03/2026		620
10051	INNOVATIVE PRINTING LLC	41616	SB UTILITY BILLS-C	08/24/2026	26.53	26.53	09/03/2026		630
100541									
10054	ITU ABSORB TECH	8778509	RAGS- W	08/18/2026	12.64	12.64	08/27/2026		610
10054	ITU ABSORB TECH	8778509	WWTP LAUNDRY SERVICE	08/18/2026	74.62	74.62	08/27/2026		620
10054	ITU ABSORB TECH	8778509	RAGS- WW	08/18/2026	21.95	21.95	08/27/2026		620
10054	ITU ABSORB TECH	8778509	RAGS- C	08/18/2026	2.60	2.60	08/27/2026		630
100691									
10069	MIDWEST METER INC	0191387-IN	ORION CELLULAR HLG REMOT	08/17/2026	6,624.10	6,624.10	08/27/2026		610
100731									
10073	NCL OF WISCONSIN INC	539913	LAB SUPPLIES- FILTERS AND D	08/19/2026	432.10	432.10	09/03/2026		620
100781									
10078	ONE TIME VENDOR	7195.01 OVER	7195.01 OVERPAYMENT	08/14/2026	6.44	6.44	08/21/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 1063.03	08/14/2026	214.84	214.84	08/21/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 2079.00	08/14/2026	222.65	222.65	08/21/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 3141.01	08/28/2026	105.08	105.08	09/03/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 5077.00	08/25/2026	222.65	222.65	08/27/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 7118.02	08/28/2026	100.41	100.41	09/03/2026		001

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101207									
10120	DOOR COUNTY HARDWAR	502215 Utilities	29098- STEEL FLAT SLOT AND F	08/31/2026	18.95	18.95	09/03/2026		620
10120	DOOR COUNTY HARDWAR	502215 Utilities	29003- SAND SPONGE & VARNI	08/31/2026	35.58	35.58	09/03/2026		620
10120	DOOR COUNTY HARDWAR	502215 Utilities	28952- SPRAYPAINT	08/31/2026	6.59	6.59	09/03/2026		620
10120	DOOR COUNTY HARDWAR	502215 Utilities	28384- CONSTRUCTION GLUE	08/31/2026	14.99	14.99	09/03/2026		630
10120	DOOR COUNTY HARDWAR	502215 Utilities	28359- PIPE ADAPTOR (LIFT ST	08/31/2026	1.99	1.99	09/03/2026		630
101216									
10121	HYDROCORP	CI-15284	COMMERCIAL CROSS CONNEC	08/17/2026	444.79	444.79	08/27/2026		610
10121	HYDROCORP	CI-15284	COMMERCIAL CROSS CONNEC	08/17/2026	11.21	11.21	08/27/2026		610
10121	HYDROCORP	CI-15429	COMMERCIAL CROSS CONNEC	09/01/2026	444.79	444.79	09/03/2026		610
10121	HYDROCORP	CI-15429	COMMERCIAL CROSS CONNEC	09/01/2026	11.21	11.21	09/03/2026		610
1001151									
10011	HACH COMPANY	15134330	PUMP REPLACEMENT-LAB EQU	08/19/2026	1,676.15	1,676.15	09/03/2026		620
1001209									
10012	AMAZON CAPITAL SERVICE	1CLY-VXDC-9	PAPER MATE FLAIR FELT TIP P	08/17/2026	46.26	46.26	08/21/2026		100
10012	AMAZON CAPITAL SERVICE	134W-DR3D-V	MISC REPAIR ITEMS	09/02/2026	40.99	40.99	09/10/2026		690
10012	AMAZON CAPITAL SERVICE	1DC3-F3MD-9	DURACELL COPPERTOP AA BA	08/24/2026	20.78	20.78	08/27/2026		100
10012	AMAZON CAPITAL SERVICE	1DC3-F3MD-9	VLAD- 1099 NEC ENVELOPES 2	08/24/2026	13.97	13.97	08/27/2026		100
10012	AMAZON CAPITAL SERVICE	1DC3-F3MD-9	SCOTT PROFESSIONAL STAND	08/24/2026	48.88	48.88	08/27/2026		100
10012	AMAZON CAPITAL SERVICE	1DC3-F3MD-9	EXCELMARK CONFIDENTIAL S	08/24/2026	9.49	9.49	08/27/2026		100
10012	AMAZON CAPITAL SERVICE	1DC3-F3MD-9	SHIPPING & HANDLING	08/24/2026	6.99	6.99	08/27/2026		100
10012	AMAZON CAPITAL SERVICE	1HFN-R6Q1-N	SHOWER CURTAINS	08/26/2026	24.75	24.75	08/27/2026		690
10012	AMAZON CAPITAL SERVICE	1P4T-1MRT-QL	1RADIANS SV22-3ZGM-XL POLY	08/17/2026	13.19	13.19	08/21/2026		100
10012	AMAZON CAPITAL SERVICE	1P4T-1MRT-QL	RADIANS SV22-3ZGM-L POLYE	08/17/2026	18.65	18.65	08/21/2026		100
10012	AMAZON CAPITAL SERVICE	1P4T-1MRT-QL	RADIANS SV22-3ZGM-M POLYE	08/17/2026	7.38	7.38	08/21/2026		100
10012	AMAZON CAPITAL SERVICE	1R9L-YVXV-HT	1MIDLINE VALVE 582DD112 PV	09/09/2026	12.09	12.09	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1R9L-YVXV-HT	MIDLINE VALVE 582DD200 PVC	09/09/2026	33.66	33.66	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1R9L-YVXV-HT	MIDLINE VALVE 582DD212 PVC	09/09/2026	24.73	24.73	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1R9L-YVXV-HT	CHICAGO FAUCETS 765-RKPAB	09/09/2026	293.96	293.96	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1R9L-YVXV-HT	PROMOTIONS & DISCOUNTS	09/09/2026	6.99-	6.99-	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1R9L-YVXV-HT	SHIPPING & HANDLING	09/09/2026	6.99	6.99	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1RVN-KPFM-C	CREDIT RETURN- OLYMPUS W	08/21/2026	48.99-	48.99-	08/27/2026		100
10012	AMAZON CAPITAL SERVICE	1YCN-641Q-3	12PCS SPRINKLER VALVE COV	09/05/2026	11.87	11.87	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1YCN-641Q-3	VALVE BOX COVER 10 INCH, R	09/05/2026	13.99	13.99	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1YCN-641Q-3	AUTOPARTS 3 PACK STRING T	09/05/2026	36.64	36.64	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1YCN-641Q-3	49-16-2748 EASY LOAD TRIMME	09/05/2026	83.58	83.58	09/10/2026		100
10012	AMAZON CAPITAL SERVICE	1YCN-641Q-3	5 SET AUGER DRILL BIT FOR P	09/05/2026	49.99	49.99	09/10/2026		100
1001211									
10012	NORTHERN DOOR PEST C	9934	BEE CONTROL AT MARINA	08/31/2026	130.00	130.00	09/03/2026		690
1001218									
10012	CHARLES S WOOD	Quote Fall 202	MARINA POST PAINTING	08/30/2026	500.00	500.00	09/03/2026		690
1001236									
10012	CONWAY OLEJNICZAK & JE	72574	BERTRAM CONTRACT ISSUES	08/27/2026	1,305.00	1,305.00	09/03/2026		100
10012	CONWAY OLEJNICZAK & JE	72574	VILLAGE MATTERS	08/27/2026	697.50	697.50	09/03/2026		100
10012	CONWAY OLEJNICZAK & JE	72574	ZONING MATTER	08/27/2026	247.50	247.50	09/03/2026		100
10012	CONWAY OLEJNICZAK & JE	72574	LIBERTY GROVE/WWTP MATTE	08/27/2026	180.00	180.00	09/03/2026		620
10012	CONWAY OLEJNICZAK & JE	72574	MARINA MATTER	08/27/2026	382.50	382.50	09/03/2026		690
1001239									
10012	MEGAN BARNES	Barnes Mileage	MILEAGE REIMBURSEMENT- W	08/27/2026	344.52	344.52	08/27/2026		620
1001242									
10012	ZUCCHETTI NORTH AMERI	43965	LODGICAL SUBSCRIPTION - MA	09/02/2026	194.00	194.00	09/03/2026		690
1001246									
10012	CHURCH ENTERPRISES LL	RO# 7989	PARKS- LAWN MOVER TIRE RE	07/28/2026	36.50	36.50	08/21/2026		100
1001255									
10012	Kara Kroll	Mileage Reimb	MILEAGE REIMBURSEMENT- W	08/27/2026	36.09	36.09	08/27/2026		610
10012	Kara Kroll	Mileage Reimb	MILEAGE REIMBURSEMENT- W	08/27/2026	62.62	62.62	08/27/2026		620
10012	Kara Kroll	Mileage Reimb	MILEAGE REIMBURSEMENT- C	08/27/2026	7.43	7.43	08/27/2026		630

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format
Report dates: 1/1/2026-12/31/2026Page: 6
Sep 10, 2026 12:18PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001256									
10012	TIM NELSON	Nelson Reimbu	TRAVEL TO WWTP	08/28/2026	35.25	35.25	09/03/2026		620
1001265									
10012	CATER PLUMBING LLC	13167	LABOR	08/24/2026	262.50	262.50	09/03/2026		100
10012	CATER PLUMBING LLC	13167	CHICAGO 671-XJKABNF METER	08/24/2026	108.40	108.40	09/03/2026		100
1001288									
10012	WI SCTF	CS PR 082120	CHILD SUPPORT - 08/21/2026 P	08/18/2026	262.61	262.61	08/21/2026		100
10012	WI SCTF	CS PR0904202	CHILD SUPPORT - 09/04/2026 P	09/01/2026	262.61	262.61	09/03/2026		100
1001304									
10013	FIRST UNUM LIFE INSURAN	September 202	LTD INSURANCE SEPTEMBER 2	08/17/2026	356.81	356.81	08/21/2026		100
1001335									
10013	HUMAN RESOURCES CON	18902	SAMM - PUT TOGETHER RENE	08/05/2026	255.00	255.00	08/27/2026		100
10013	HUMAN RESOURCES CON	18970	SAMM - REVIEWED DENTAL IN	08/19/2026	127.50	127.50	08/21/2026		100
1001339									
10013	Summerset Marine Corporatio	16861	BARGE USE	09/09/2026	2,500.00	2,500.00	09/10/2026		690
1001347									
10013	Rae-Cor Distributing	060755	BROOM 16" STREET HEAVY DU	08/17/2026	15.91	15.91	08/21/2026		100
10013	Rae-Cor Distributing	060755	HANDLE WOOD 60" TAPERED S	08/17/2026	8.45	8.45	08/21/2026		100
10013	Rae-Cor Distributing	060755	BRACKET FOR BROOM 18" - 4	08/17/2026	2.98	2.98	08/21/2026		100
10013	Rae-Cor Distributing	060755	MISC CHARGES	08/17/2026	4.95	4.95	08/21/2026		100
10013	Rae-Cor Distributing	061155	TOILET TISSUE 2-PLY 9" 10 CSP	08/31/2026	294.60	294.60	09/03/2026		100
10013	Rae-Cor Distributing	061155	LINERS 38 X 58 BLACK 1 . 5100	08/31/2026	283.44	283.44	09/03/2026		100
10013	Rae-Cor Distributing	061155	MISC CHARGES	08/31/2026	4.95	4.95	09/03/2026		100
1001360									
10013	Manske Dieckmann Thompso	2025-043d-04	SITE VISIT	09/09/2026	133.80	133.80	09/10/2026		690
1001363									
10013	Architectural Consulting Engin	5869	ENGINEERING NEW BUILDING	09/09/2026	1,300.00	1,300.00	09/10/2026		690
1001378									
10013	Dan's Door Co Blooms	161	POST OFFICE HOURS	08/31/2026	600.00	600.00	09/03/2026		100
10013	Dan's Door Co Blooms	161	VILLAGE HALL HOURS	08/31/2026	300.00	300.00	09/03/2026		100
10013	Dan's Door Co Blooms	161	MARINA HOURS	08/31/2026	200.00	200.00	09/03/2026		100
1001388									
10013	The Structural Shop, LTD	54790	ENGINEERING FOR NEW BUILD	08/13/2026	11,500.00	11,500.00	08/21/2026		690
Grand Totals:					190,926.52	190,926.52			

Dated:

September 10, 2026

Staff:

Volodymyr BANWIK

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 08/15/2026-09/11/2026

Follow link bellow for more reports:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:e7133e6c-90b4-4f80-8b49-b106a679c29b>



ADMINISTRATOR'S REPORT

Date: September 15, 2026

Transportation Alternative Program (TAP) Application

The Village previously applied for TAP funding from the Wisconsin Department of Transportation (DOT) in 2025 for funding to support the Hwy 42 Multi-Use Trail Improvement Project. The Village was recently notified that we did not receive an award for the most recent cycle.

Marina Building RFP

The Village released an RFP for Construction and Demolition services for the new Marina Building project. The bids open on September 18th, 2026. The information regarding the RFP is available on the Village's website under 'Bids and RFPs'.

2027 Annual Budget

Village Staff and the Finance Committee has been working on the development of the 2027 Annual Budget. The majority of the work for the budget has been completed. Village Staff is excited at the preliminary assessments for a potential miss rate reduction of 4%-5%. For additional information, refer to the Finance Committee packet from August 31st, 2026. At the October 2026 meeting of the Village.



PARKS & STREETS DIRECTOR'S REPORT

Date: September 8, 2026

OPERATIONS UPDATES

Shouldering:

- Staff have continued to fill in low spots along roadway.

Infrastructure- Seismic shift:

- The DOT could not provide an exact reason for the movement that is happening on the hill. They feel that the sidewalk pinching upward was caused by washout or heat expansion. As for the asphalt getting pushed upward on Gateway Dr, they are at a loss.
- I reached out to the Town of Fish Creek to see if they had ever dealt with a situation on their Hills. They did have sidewalk pinch upward, but they haven't had asphalt bubble up like Gateway Dr.
- The sidewalk has come down enough to be grinded. This will help prevent a tripping hazard and help with snow removal. Staff will continue to monitor the area.
- After talking with the DOT, Northeast Asphalt and the County about Gateway Dr. I feel the best course of action would be to grind down the hump and apply mastic sealant over the area. This will be a cost-effective treatment while providing a safe roadway for vehicles and snow removal.
 - Refer to *Figure (s) 1- Infrastructure; Seismic Shift for Visual*

Burr Oak in Distress:

- After consulting with the DNR and a local tree professional. They both advised installing a mulch ring around the base of the distress tree. Installing this ring will allow water to penetrate deeper into the soil, bringing more nutrients to the tree and prevent Chlorosis.
- Staff have begun to install rings throughout the parks.
 - Refer to *Figure (s) 2- Burr oak in Distress*

Village Sign painting:

OPERATIONS UPDATES Continues

- Peninsula Painting has completed their work.
 - Refer to *Figure (s) 3- Village sign painting*

Beach hazard- Cable in the Water:

- On August 14th a lady was swimming at Waterfront beach when she stepped on a half inch thick cable sticking straight up out of the sand 40 ft out in the water.
- Efforts to remove the cable by hand didn't work.
- Staff marked the location with buoys and pushed the end of the cable into the sand.
- Pier and Waterfront solutions were hired to come in with a barge and cane to pull the cable out of the water. They had engine problems at the boat launch and could use the equipment.
- The following day they attempted to pull the cable out from the shoreline but failed. The cable snapped and now needs to be relocated.
- I will be contracting their competitor (Summerset Marine) to handle the extraction moving forward. Their mobilization fee is less and both have barge availability after Labor Day.

PROJECT AND PROGRAM UPDATES

Waterfront Gazebo Stone bench and counter:

- Staff reach out to Franke Masonry to see if they were still inserted in the project. They are; however, they do have a large winter project that may run into late spring. Would the committee have any issue with this project starting in late Spring or early summer?

REPORT FIGURES***Figure (s) 1- Infrastructure; Seismic Shift for Visual******Figure (s) 2- Burr oak in Distress***

Figure (s) 3- Village Sign painting





Village of Sister Bay
Sewer and Water Utilities Committee Operations Report

Sewer and Water Utilities Committee Meeting
August 25, 2026

Capacity Report

See the attached report for June and July 2026.

Well Permit Status Report

2026 well permit status; see enclosed information

Lead & Copper Sampling

Lead and copper sampling for 2026 has been completed. Ten service addresses were required to be sampled and analyzed for lead and copper. Customers have been notified of the result, and the DNR certification of consumer notification of the lead and copper results has also been completed.

Sludge Tank Aeration Replacement

Materials for replacement have been ordered, and the equipment should be delivered by October 1, 2026, or sooner.

DNR Lab Evaluation

The Sister Bay WWTPs laboratory is scheduled for an on-site evaluation on September 8, 2026. The DNR requires a triennial laboratory evaluation, the last lab evaluation being in 2023.

WSLH PT Testing

All annual proficiency testing is now completed.

Operator Certifications

Blok and Oakdale received their Waterworks Operator Certifications in the subclass groundwater. Nelson received a subclass certification in Nutrient Removal: Total Phosphorus which was added to his Wastewater Operator Certification.

Hydrant Flushing

Annual hydrant flushing has been completed. Operators will move on to annual valve exercising starting in September.

Megan Barnes, Utilities Director



COMMITTEE REPORTS

Date: September 15, 2026

To: Village Board

Re: September 2026 Committee Reports

Committee reports for the month are included below.

Sewer and Water Utilities Committee Special Meeting Minutes
Tuesday, August 25, 2026 at 1:00 P.M.
Sister Bay Wastewater Treatment Plant- 2124 Autumn Court
and Video Conference
(Unapproved Version)

1. Call Meeting to Order

Chairperson Nate Bell called the Sewer and Water Utilities meeting to order on Tuesday, August 25, 2026, at 1:00 PM.

2. Roll Call

A roll call was conducted, with the following members present: Chairperson Nate Bell and member Steven Bacsi

Staff present: Utilities Director Megan Barnes, Village Administrator Ben Andrews, Treasurer Vlad Gannik and Utilities Clerk Kara Kroll

3. Approval of Agenda

The agenda was approved as amended, with the removal of item 6a (Sewer Rate Study RFP).

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

4. Approval of Minutes of the July 14, 2026 Meeting, As Published

Motion by Bell, second by Bacsi to approve the minutes of the July 14, 2026 meeting as presented.

Motion carried – all ayes.

5. Comments, Correspondence and Concerns from the Public

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

6. Discussion/Action Items

a. Sewer Rate Study RFP

This item was removed from the agenda. It was noted for placement on the October meeting agenda.

b. Water Rate Study-Simplified Or Conventional

Utilities Director Megan Barnes reported that the day following the previous meeting's discussion of a conventional rate case, the Public Service Commission (PSC) issued a notice that the Village qualifies for the Simplified Rate Case (SRC) approach, which would apply a 3% inflationary increase to water rates. Director Barnes recommended the SRC as it requires significantly less staff time and eliminates the need to hire an outside consultant, while still accomplishing the necessary rate adjustment. The last conventional rate case was conducted in 2018. The committee concurred that the simplified

approach was the appropriate path forward, as rates have not been adjusted since 2018 and the inflationary increase is sufficient to cover rising operational costs. If approved, new rates would take effect approximately January 1, 2027, as the PSC requires 45 or more days after application submission.

Motion to recommend to the Village Board to proceed with the Simplified Rate Case for water rates was made by Bell and seconded by Bacsi. The motion carried – all ayes.

c. 2027 Water, Wastewater And Collection Budget Review

Director Barnes presented a budget review comparing 2025 actuals, mid-year 2026 actuals, and the proposed 2027 budget across the water, wastewater, and collection funds. The water fund projected approximately \$35,000 in positive net revenue assuming the 3% rate increase. The wastewater fund projected approximately \$160,000 positive. The collection fund budget was noted as skewed due to the inclusion of a \$1,000,000–\$1,500,000 capital improvement for a potential lift station and sanitary sewer extension on Highway 57, the financing of which remains undetermined pending coordination between the Village and a developer. The committee voted to forward the budget to the Finance Committee.

Motion to forward the 2027 budget review to the Finance Committee was made by Bacsi and seconded by Bell. The motion carried – all ayes.

d. 2016 Chevrolet Silverado-Surplus Property

The 2016 Chevrolet Silverado was previously declared surplus property by the Village Board and directed to this committee for disposition. Director Barnes recommended listing the vehicle on the Wisconsin Surplus auction site with a minimum asking price of approximately \$10,000, noting the truck is all-wheel drive and in good working condition. Treasurer Vlad Gannik recommended first consulting Kelley Blue Book to verify the minimum price is appropriate. Director Barnes agreed to check the value before listing. No formal motion was required, as the committee determined this was an oversight matter rather than a policy decision.

e. Cybersecurity Discussion

There was discussion between the committee members and Director Barnes on cybersecurity.

f. Wastewater Treatment Plant Operations Report

Director Barnes presented the operational report. Notable highlights included that operators Blok and Oakdale both passed their waterworks operator certifications, making all facility operators dual-certified in both wastewater and water operations. Operator Nelson also received an additional subclass certification for total phosphorus removal.

A question was raised regarding the July 2026 BOD (Biochemical Oxygen Demand) influent reading and Director Barnes agreed to revise the capacity report format to present a consolidated Sister Bay capacity ratio and to add effluent data for greater public clarity.

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

The following item was identified for future action:

- Sewer Rate Study RFP

8. Adjournment

Motion by Bell, second by Bacsi to adjourn at 1:39 PM. Motion carried – all ayes.

The next meeting of the Sewer and Water Committee will be conducted at 1:00 P.M. on Tuesday October 13, 2026 at the Sister Bay Wastewater Treatment Plant - 2124 Autumn Court and via Video Conference.

Respectfully Submitted,

Kara Kroll
Utilities Clerk

FINANCE COMMITTEE MEETING MINUTES

Monday, August 31, 2026 10 A.M.

Finance Committee Meeting

(Approval Pending)

1. Call to Order

The Finance Committee Meeting was called to order on Monday August 31, 2026 , at 9 A.M at the Sister Bay Liberty Grove Fire Station, 2258 Mill Road, Sister Bay, WI.

2. Roll Call

Present: Chairperson Brigid White, Terry Kelly, Louise Howson, and Mike Laszkiewicz. Andy Woerfel excused.

Others: Administrator Benjamin Andrews, Village Clerk Julie Thyssen, Financial Specialist/Treasurer Vlad Gannik, John Lijewski, Nick Deviley, Zoom: Utilities Director Megan Barnes, Terry Wolf, Laurel Harff

3. Approve Agenda

Motion to approve the agenda as presented was made by Kelly and seconded by Laszkiewicz. Motion carried — all ayes.

4. Approve Meeting Minutes 0:44

a. July 13, 2026

The July 13, 2026 were already approved at the July 27 meeting.

b. July 27, 2026

Motion to approve the July 27, 2026 meeting minutes was made by Howson and seconded by White. Motion carried — all ayes.

5. Comments, Correspondence And Concerns From The Public

John Lijewski of the Sister Bay Historical Society addressed the committee regarding the Little Sister Barn project, expressing appreciation for the legal review completed by staff and noting that the project aligns with the Village's comprehensive plan goals for historic preservation. He characterized the completed barn space as a future community asset and acknowledged the Village's obligation to exercise fiscal stewardship. He indicated the Historical Society is actively fundraising and welcomed continued dialogue. Lijewski also offered his background in urban planning as a resource to the Village's ad hoc committee regarding the Village Hall building.

6. Discussion/Action Items

a. Sister Bay Historical Society – Request For Village Contribution; Little Sister Barn

Andrews summarized the background of the Historical Society's request for a Village financial contribution toward the Little Sister Barn project, noting that at the prior meeting the committee had requested legal counsel review the appropriateness of contributing public funds. Legal counsel's opinion was provided to the committee via separate correspondence and confirmed that such a contribution is permissible provided certain public use conditions are met, though it did not constitute a blanket authorization.

Laszkiewicz expressed reservations, noting the legal opinion was not definitive and that the scale of the request — \$750,000 — is significant relative to the Village's annual budget and existing capital obligations. He stated concern that proceeding without broader taxpayer input would be premature. The committee

1 generally agreed it would not be appropriate to include the contribution in the 2027 budget given the
2 number of competing capital priorities, but members expressed support for the project in principle and
3 did not wish to foreclose future consideration.

4
5 The committee agreed that the Village's ongoing strategic planning process, scheduled for September and
6 October, would provide important context for evaluating future contributions of this nature. It was
7 suggested that the Historical Society continue its private fundraising efforts, with the expectation that any
8 future Village contribution would be a smaller share of total project costs. It was further noted that a
9 formal letter of support from the Village Board — short of a financial commitment — could be of value to
10 the Historical Society's fundraising efforts, and staff was asked to consult with the Board Chair regarding
11 such a communication.

12
13 No formal action was taken. The item is expected to be revisited following completion of the strategic
14 planning process.

15
16 **b. Hwy 57 Utility Extension Project**

17 Andrews provided an overview of the Highway 57 Utility Extension Project, including updated cost
18 estimates from REL Engineering of approximately \$1.5 to \$2 million depending on the scope selected, and
19 financing analysis prepared by Baird. Three financing options were presented: (1) full special assessment
20 to benefiting property owners; (2) partial special assessment with a levy-supported general obligation
21 bond; and (3) full levy/general obligation financing with minimal special assessment.

22
23 Nick Deviley, an owner along the corridor addressed the committee, expressing significant concern about
24 the financial burden projected for affected parcels under a full special assessment scenario, and the stress
25 this uncertainty has caused neighboring property owners.

26
27 The committee discussed the project's timeline, noting that the DOT deadline for coordination with the
28 multiuse trail project has been extended to allow construction commencement in 2028 or 2029, providing
29 additional planning time. No budget allocation has been made for this project in the proposed 2027
30 budget.

31
32 The committee agreed to bring the item back at the October 12 meeting with Utilities Director Megan
33 present to provide clarification on project scope, private versus public alternatives, and alignment with
34 the utility capital plan. Baird was requested to provide additional analysis illustrating the levy and taxpayer
35 impact under each financing option.

36
37 No formal action was taken.

38
39 **c. 2027-2031 Capital Improvement Plan (CIP) Review**

40 The committee reviewed the updated Capital Improvement Plan by department. Key discussion points
41 and outcomes by category are summarized as follows.

42
43 **General Government & Administration:** The 2027 CIP includes \$75,000 for demolition of the existing
44 Village Administration Building. Bond proceeds of approximately \$3.25 million remain available for the
45 new administration building and are reflected in the plan. The broadband loan project was removed from
46 the CIP, with bond proceeds remaining unallocated pending future board direction.

1 **Fire:** The 2027 fire department capital levy of \$193,500 includes routine maintenance (\$15,000), fire
2 station flooring replacement (\$35,000), SCBA air packs and spare bottles (\$35,000), and annual
3 contributions toward Engine No. 6 replacement (\$108,500). A generator replacement was identified as a
4 future need; the existing unit is 23 years old and currently serviceable but approaching obsolescence. Staff
5 was asked to monitor and consider inclusion in a future budget year, and to explore potential grant
6 opportunities in coordination with the fire chief.

7
8 **Parks:** The committee confirmed the following 2027 capital items: Highway 57 Trail engineering
9 (\$17,000+), Village Hall painting (\$25,000), Post Office painting (\$18,000), and Loggerhead cabin reroofing
10 (\$10,000). The committee confirmed that \$150,000 for Marina Public Restrooms must be added to the
11 2027 CIP, consistent with the Board's prior direction to construct heated, compliant public restrooms at
12 the marina. The Highway 42 Trail to Ephraim was retained in the plan pending notification of the TAP
13 grant application submitted to the DOT; the committee noted concerns about trail alignment and
14 connectivity and indicated it would revisit the item in October. Staff was asked to arrange for portable
15 restroom facilities at Pebble Beach for the upcoming season and to include an associated budget line item
16 in the operating budget. Dog park improvements were discussed; the committee noted that existing
17 restricted reserve funds (~\$43,000) are available and that modest maintenance improvements —
18 including gravel for the parking area — may be accomplished without a formal capital project.

19
20 **Streets:** The 2027 streets CIP reflects \$100,000 in annual levy for street maintenance and approximately
21 \$2.1 million for the Mill Road Triangle project, funded through bond proceeds and Premier Resort Area
22 Tax (PRAT) revenues.

23
24 **Library:** The committee noted a \$10,500 capital levy contribution (50% share with Liberty Grove) for
25 library improvements. The committee discussed whether planned parking lot restriping (\$5,000 Village
26 share) should be deferred pending potential construction impacts from the new administration building.
27 Library Committee liaison Kelly was asked to raise this question with the Library Committee.

28
29 **Ice Rink / Community Center:** The CIP reflects \$100,000 per year in assigned reserves from 2027 through
30 2031 for a future warming house and community center facility. The committee noted that the Friends of
31 the Ice Rink refrigeration project is proceeding and, if successful, may necessitate earlier action on the
32 warming house facility.

33
34 **Water & Wastewater Treatment Plant:** The WWTP sludge processing project, projected at approximately
35 \$9 million in 2029, was discussed. The committee agreed the current plan presentation could cause public
36 alarm and directed staff to reframe the financing structure to reflect long-term bonding rather than a
37 lump capital levy. The committee emphasized the need to begin serious planning for this project, including
38 engagement of outside financial advisors, exploration of DNR environmental improvement fund grants
39 and low-interest loans, and coordination with Utilities Director Barnes.

40
41 **Collections:** The Highway 57 sanitary sewer extension placeholder was discussed in conjunction with item
42 6b. Clarification on project scope and financing responsibility is deferred to the October meeting.

43
44 **Marina:** The committee noted the boardwalk project is complete and should be removed from the CIP.
45 The new Marina building construction remains in the plan; staff indicated bids are forthcoming and that
46 the project cost is expected to be substantially less than the \$1 million placeholder. The item will be
47 refined before the October meeting.

d. 2027 Annual Budget Review

Andrews and Gannik presented the proposed 2027 Annual Budget. The proposed budget reflects a levy of approximately \$3,874,000, a decrease from the prior year's levy of approximately \$4,011,000. The mill rate is projected to decrease modestly as a result of a 1.3% increase in total assessed value. The committee noted that the net effect for most Village taxpayers should result in a relatively flat or slightly reduced Sister Bay portion of their property tax bill, though individual impact will vary based on changes in assessed value.

Key discussion points included the following:

PRAT Revenue: Laszkiewicz raised concern that the 2027 PRAT projection of \$390,000 (excluding interest) may be optimistic given that PRAT collections through the first three quarters of 2026 are down approximately 1% year-over-year. The committee noted 2025 actual PRAT was approximately \$374,000–\$386,000 depending on the accounting source, and agreed the projection should be reviewed for reasonableness prior to finalization.

Interest Income: The increase in miscellaneous revenue — from \$237,000 actual in 2025 to a projected \$326,000 in 2027 — was attributed to renegotiated terms with the Village's banking and investment partners, resulting in higher interest earnings on reserves.

Mill Road Funding: Finance Director Laszkiewicz confirmed that \$1,000,000 in available unassigned reserves is proposed to be assigned toward the Mill Road reconstruction project, avoiding the need for long-term borrowing and associated interest costs. Remaining unassigned reserves are projected at approximately \$2,800,000 following this transfer.

Wages: A formula error was identified in the wages summary on page 128. Staff confirmed the error and indicated it would be corrected prior to the next meeting. Allocation of certain staff wages across departments (including elections and planning) was clarified.

Culture & Organizations — Donations: The committee discussed annual contributions to the Sister Bay Historical Society, Sail Door County, and Northern Door Children's Center. It was agreed to recommend the following for board consideration: increase the Historical Society contribution from \$15,000 to \$20,000; reduce the Sail Door County contribution to \$5,000; and leave the Children's Center contribution at \$0. The committee further directed staff to develop a standardized application and review process for future contribution requests, incorporating the public purpose criteria identified in legal counsel's prior opinion, including documentation of the percentage of Sister Bay residents served.

Debt Service: The committee reviewed the projected reduction in debt service obligations, attributed to the retirement of two short-term loans (Pebble Beach and Parks Building) that were refinanced into long-term obligations in 2024. Three active loans remain: Waterfront Reconstruction (retiring approximately 2031), Broadband, and Parks Building. The committee agreed the Village should avoid new borrowing where reserves allow.

Planning — Contracted Services: A budget line of \$37,800 for planning contracted services was flagged as potentially overstated relative to recent actuals. Staff agreed to verify the allocation and reduce it if appropriate.

1 The committee acknowledged the proposed budget as substantially complete, noting that remaining
2 refinements — including the PRAT projection, wages formula correction, Marina restroom addition, and
3 donation line items — will be incorporated prior to the October 12 meeting. Baird will be consulted to
4 validate levy calculations and mill rate prior to finalization.

5
6 **7. Staff Updates 2:04:47**

7 No formal staff updates were presented beyond items discussed under agenda item 6.
8

9 **8. Matters To Be Placed On A Future Agenda Or Referred To A Committee, Official Or Employee 2:05:05**

10 The following items were identified for the October 12, 2026 Finance Committee meeting agenda:
11 Highway 57 Utility Extension Project (with Utilities Director Barnes present); finalized 2027 CIP and
12 Budget; and a policy framework for Village contribution requests. It was further noted that TID No. 1
13 extension and TID No. 2 options (expansion, early closure, or reallocation) should be placed on the agenda
14 for the November or December meeting following budget adoption.
15

16 **9. Next Meeting 2:05:05**

17 The committee confirmed the following upcoming meeting schedule:

- 18 • **October 12, 2026 at 1:00 PM** — Finance Committee Meeting (Capital Improvement Plan &
19 Operating Budget Workshop)
- 20 • **November 9, 2026 at 1:00 PM** — Finance Committee Meeting (Budget Finalization and
21 Recommendation)
- 22 • **November 17, 2026** — Village Board Public Hearing and Budget Adoption
23

24 **10. Adjourn 2:12:17**

25 *Motion to adjourn was made by Kelly and seconded by Laszkiewicz. Motion carried — all ayes.*

26 *The meeting adjourned at 12:28 PM.*
27

28 *Minutes submitted by Julie Thyssen, Village 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

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 (CCCCDC).

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 (CCCCDC) 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 CCCCCDC 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.

6. Committee Updates

Andrews noted that materials included in the packet covered relevant correspondence and informational resources, including a League of Wisconsin Municipalities resource and a video on walking quorum requirements. A DNR Green Tier webinar wrap-up regarding the Wisconsin Sustainable Purchasing program was also included. Andrews noted that a follow-up webinar is scheduled for August 31st and that committee members had received a calendar invite. Wiebe confirmed attendance at the August 31st webinar and noted she would be prepared to share updates on the composting program and the CCCDC partnership. The committee discussed the Wisconsin Sustainable Purchasing program briefly and agreed that, given the Village's small scale and local purchasing priorities, the most practical step would be to share the resource with relevant department directors for their awareness.

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

The following items were identified for inclusion on future agendas:

- Strategic planning document — continued review and completion
- Marina Fest recap and bag distribution outcomes
- Composting program update — deferred to approximately November 2026
- Wisconsin Sustainable Purchasing program — informational follow-up with department directors

8. Next Meeting

The next meeting of the Green Tier Legacy Community Committee is scheduled for Tuesday, September 8, 2026 at 8:30 AM via Zoom.

9. Adjournment

A motion was made by Wiebe, second by O'Hearn to adjourn the August 12, 2026 meeting of the Green Tier Legacy Community Committee at 5:13 P.M. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, AUGUST 19, 2026
(Approval Pending)

1. Call to Order & Roll Call

August 19, 2026, meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Howson at 1:01 P.M.

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

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

Public Present: None

2. Approve Agenda

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

3. Approve Minutes: N/A .

4. Discussion/Action Items

a. 2026 Parks and Streets Budget Review

The Committee reviewed the proposed 2027 Parks, Property, and Streets-related operating budget, including Public Works, Culture/Recreation/Education, public transportation, and related support accounts. Staff explained that the budget had been updated since the prior meeting to reflect revised personnel information, line-item adjustments, and actual expenditure trends.

Committee members expressed concern that the revised budget remained materially above prior-year actual spending despite prior direction to return with a flatter spending plan. Discussion focused on the distinction between mill rate impacts and actual departmental spending, with members emphasizing that the Committee's review was centered on expenditures and service costs rather than levy capacity or mill rate reductions.

Members identified concerns with the format and presentation of the budget, stating that the materials did not clearly isolate the principal causes of year-over-year increases. The Committee requested clearer causal explanations for major variances, particularly in wages, benefits, services, operating and maintenance, and special project-type items.

The Committee then reviewed selected line items and directed reductions or removals where spending history, timing, or lack of current-year use did not support the proposed amounts. Discussion included, among other items, seasonal decorations, weed and nursery control, other contracted services, memorial bench-related budgeting, public transportation contracted services, miscellaneous supplies, certain Culture/Recreation placeholder accounts, and Sports Complex/Recreation Facilities line items. Members also directed that accounts with no expenditures in both 2025 and 2026 generally be reduced to zero unless a clear need existed.

Staff stated that wages and certain fixed costs would limit how far reductions could go without affecting service levels. Members responded that where service impacts were possible, those impacts should have been presented clearly alongside recommended reductions.

1 *By consensus, the Committee directed staff to revise the budget based on the reductions discussed*
2 *during the meeting and to further remove or reduce line items with no 2025 and 2026 expenditures,*
3 *except where fixed costs or clearly justified needs applied. Staff was directed to transmit the revised*
4 *figures to the Howson for review in advance of the Finance Committee packet deadline.*

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6 **5. Next Regular Meeting**

7 **a. September 8, 2026 at 1:00 PM; Regular Meeting**

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9 The next regular meeting was noted as September 8, 2026, at 1:00 p.m.

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11 **b. September 8, 2026 at 3:30 PM; Walking Tour Meeting – Logerquist**

12 The Walking Tour Meeting – Logerquist was noted for September 8, 2026, at 3:30 p.m.

13
14 **6. Adjourn**

15 *Motion by Bell, second by Ahrens to adjourn the meeting at 1:00 PM. Motion carried all - ayes.*

16
17 Respectfully submitted by Sarah Bertges, Administrative Assistant.

Sister Bay/Liberty Grove Library Commission
Monday, August 10, 2026 1:00pm

1. Call to Order and Roll Call The meeting of the Sister Bay–Liberty Grove Library Commission was called to order at 1:00pm. Members present: Chairwoman Kingsbury, R. Kingsbury, Herman, Ash, Watkins, Johnson, Peters, and Wilker.

Absent: Kelly

2. Approval of Agenda A motion was made by Watkins and seconded by Chairwoman Kingsbury to approve the agenda. Motion carried.

3. Public Input There was no public input.

4. Approval of Edited June 8, 2026 Meeting Minutes The Commission reviewed the edited minutes from the June 8, 2026 meeting. The revision included the addition of Mike Scoville's contribution. A motion was made by Peters and seconded by Herman to approve the edited June 8, 2026 meeting minutes. Motion carried.

5. Approval of July 13, 2026 Meeting Minutes The Commission reviewed the minutes from the July 13, 2026 meeting. A motion was made by Watkins and seconded by Chairwoman Kingsbury to approve the July 13, 2026 meeting minutes. Motion carried.

6. Maintenance Report The maintenance report was presented and discussed.

The annual cleaning of the library's upholstery and tile flooring will be scheduled before the end of the year. Because the flooring and upholstery require drying time, the work will be coordinated during a period when the library is closed.

Upcoming furnace inspections were also discussed. Future invoices will provide an itemized breakdown by individual furnace rather than a single lump-sum charge. Maintenance documentation will also be placed with the furnace units. Regular trash removal has been going well, with boxes being broken down appropriately.

A complete inspection of the building and grounds was conducted on July 29. A crack in the ceiling was identified and will be addressed during the winter. The deteriorating exterior steps were noted as a Capital Improvement Plan item for 2026 that may need to be carried to 2027. Painting of the air-conditioning/condenser fence was completed.

A motion was made by Ash and seconded by Peters to approve the maintenance report. Motion carried.

7. Review and Approval of Bills and Financial Report The Commission reviewed the bills and financial report.

Sister Bay/Liberty Grove Library Commission

Bills for Approval

8/11/2026

Ahnapee Hill Cleaning	July Cleaning Services	\$ 2,088.00
WPS	July Electric Service	\$ 403.87
Frontier	July Telephone Service	\$ 399.52
Springview Landscape	July & August Service	\$ 4,000.00
Sister Bay Water & Sewer	Quarter 2 Sprinkler System	\$ 110.25
Sister Bay Water & Sewer	Quarter 2 Library Building	\$ 518.23
Village of Sister Bay	March Propane	\$ 820.04
Village of Sister Bay	April Propane	\$ 1,046.97
Village of Sister Bay	2nd Quarter Maintenance	\$ 483.21
Nicolet National Bank	Safe Deposit Box	\$ 45.00
		\$
	Total	9,915.09

It was noted that Springview Landscape submitted its July invoice late, followed immediately by its August invoice; therefore, both months were paid during the current billing period. The Village of Sister Bay also submitted delayed propane bills for March and April.

The water meter was found to have failed to register second-quarter water usage. The Village was notified, and a new meter has been installed. The second-quarter water bill will be based on an average of the previous year's second-quarter usage rather than resulting in a double billing. The meter reading will be checked to ensure it is functioning properly.

8. Capital Improvement Plan Review The Commission reviewed the Capital Improvement Plan (CIP).

The deteriorating cement steps and exterior painting of the building were identified as priority projects and discussed for advancement to the 2027 CIP schedule. The Commission noted that the existing cement repairs are temporary and that portions of the staircase continue to deteriorate.

The exterior painting project was discussed as a larger project requiring outside bids. The Commission discussed obtaining bids from qualified contractors, including the possibility of contacting Sparkle, which has prior experience with the library building. If it cannot be completed before year end, it will need to be carried forward to 2027.

Other CIP items reviewed including interior painting of lower walls and hallway baseboards will remain on the plan for 2027. Sound reduction panels remain scheduled for 2028, and carpeting remains scheduled for 2030.

9. 2027 Budget Discussion The preliminary 2027 budget was briefly discussed. The budget includes estimated increases in utility costs. No formal action was taken on the budget.

The Commission discussed ongoing internet connectivity issues in the meeting room. The room is located in an area where two existing access points compete, resulting in inconsistent or unavailable service. Library staff and patrons have experienced difficulty with internet access, Zoom meetings, classes, checkout functions, and remote work. The library system's IT staff are evaluating the issue. A separate access point may be needed for the room. The anticipated cost is believed to be several hundred dollars rather than a CIP-level expense, although a final estimate has not yet been received. Installation would be completed by the library system's IT staff, with the Commission responsible only for the hardware cost.

The Commission indicated that, once a cost estimate is obtained, book sale proceeds may be considered as a funding source. If necessary, grant funding may also be explored.

10. Librarian's Report Johnson presented the Librarian's Report.

The library is currently undergoing a system closure. During the closure, patrons are unable to check out materials or access their library accounts. Checkout service is scheduled to resume on August 19. The library remains open for patrons to use the building, public spaces, computers, printing services, newspapers, and other available resources. Library events scheduled during the closure will continue, including outdoor programs in the library garden, weather permitting. Staff will also be participating in training and preparing for the return of normal system operations.

The summer reading program continues to have strong participation. An additional 124 participants joined in July, following 147 participants reported in June. Prize slips have been actively submitted, requiring the prize store to be replenished several times.

The library reported more than 5,000 visitors during July despite being closed for two days around the Fourth of July holiday.

Program highlights included:

- Story times with a combined attendance of 42.
- A mystery author panel presented in partnership with Write On, Door County and the Northern Door Published Authors Collective. The program was well received, and the organizations expressed interest in returning for another library partnership next year.
- A presentation on the geology of the Niagara Escarpment.
- Book Club attendance of 10.
- Woolly Stitches attendance of 10.
- Monarch education and caterpillar observation activities.
- The annual Birch Creek Jazz Ambassadors program, with 28 attendees.

Johnson also noted increased library use during days affected by wildfire smoke, particularly on July 16 and 17, as community members sought a safe indoor location with good air filtration.

The library website's event listings were discussed. Some September events had temporarily disappeared from the website. Staff will follow up to ensure the information is restored and remains available. September is Library Card Sign-Up Month, and the library will promote new library card registrations and renewals.

The report also included regular circulation, renewal, public computer, wireless, and digital service statistics. The Sister Bay Library currently holds approximately 30,000 titles and items.

11. Upcoming Meetings The next Library Commission meeting will be held on **Monday, September 14, 2026, at 1:00 p.m.**

12. Marina Fest Book Sale The Marina Fest Book sale is on Saturday, September 5 from 8am to 4pm and Sunday, September 6 from 9am to 2pm.

Volunteers are needed for setup, sorting, directing the placement of books, and other sale preparations. Assistance with moving and organizing books will be coordinated with Mike Scoville's crew. The final day for accepting book donations will be **August 12, 2026**. After that date, volunteers will focus on sorting, labeling, and preparing books for transport and setup.

13. Adjournment The meeting was adjourned at **1:36 p.m.**