VILLAGE BOARD MEETING

TUESDAY, OCTOBER 20, 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=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.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) September 15, 2026; Regular Meeting
   b) September 30, 2026; Special Board Meeting
   c) October 9, 2026; Special Board Meeting
4. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Proclamation(s):
   a) Proclamation Honoring Joy Lang
6. Ordinances & Resolutions
   a) Resolution 2026-013 Creation of Zoning Administrator Position
   b) Resolution 2026-014 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing
7. Discussion/Action Item(s):
   a) Acceptance of Village Administrator's Resignation and Approval of Separation Agreement
   b) Consideration of Class "B" Fermented Malt Beverage and "Class C" Wine License applications for the Sister Bay Historical Society, Corner of the Past, 10310 Fieldcrest Road
   c) Issuance of a Request for Proposals (RFP) for a Village of Sister Bay Sewer Rate Study.
   d) Marina Committee's recommendation to award the Marina Building demolition and construction contract to Elite Builds, Inc., including conditions of award and authorization to execute the contract.
   e) Interim Administrative Leadership and Assignment of Village Administrator Duties
   f) Initiation of Recruitment and Hiring Process for Village Administrator Position
   g) 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

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: 10/16/2026

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, September 15, 2026
Unapproved

1. Call to Order & Roll Call
President Nate Bell called the meeting to order at 6:00 PM on Tuesday, September 18, 2026.

Present: President Nate Bell, Lousie Howson, Brigid White, Steve Bacsi, Skip Heidler. Patrice Champeau appeared via zoom at 6:03. Terry Kelly was excused.

Others present: Administrator Benjamin Andrews, Village Clerk Julie Thyssen, Finance Specialist/Treasurer Vlad Gannik, Marina Manager Dave Lienau, Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier, Pamela Busch, Natalie Dorrler-Hyde, Myles Dannhausen,

2. Approve Agenda
The agenda was amended to postpone Item 6a (Proclamation Honoring Joy Lang) and to pull Item 7a.
Motion to approve the agenda as amended was made by White and seconded by Bacsi. Motion carried — all ayes.

3. Approve Meeting Minutes
a. August 18, 2026; Regular Meeting
Motion to approve the August 18, 2026 regular meeting minutes was made by White and seconded by Bacsi. Motion carried — all ayes.

4. Comments, Correspondence and Concerns from the Public
No members of the public were present in-person or online. The public comment period was closed.

5. Presentation(s)
a. Pamela Busch, Transportation Manager, Door County Transportation Department Presentation
Transportation Manager Pamela Busch presented an overview of Door County Public Transit services, which include the Door County Connect bus and van service (operating primarily in Sturgeon Bay) and the Door to Door shared-ride taxi service (near-countywide). Key statistics for 2025 included over 44,000 one-way rides, with ridership in the northern door "pink zone" — which includes Sister Bay — nearly doubling from 4.35% to approximately 9% of total rides year-over-year. Busch noted the system is funded through federal and state grants, rider fares, and a county match totaling approximately $1.4 million in annual expenditures.

The board inquired about the composition of federal and state grant funding and whether those sources faced uncertainty. Busch confirmed federal grants are competitive and must be applied for each cycle. She encouraged the village to continue linking the county transportation page to its website and to provide letters of support when grant applications are submitted.

Action Item: Staff to continue sharing the quarterly transportation newsletter and maintain the county transit link on the village website.

b. Natalie Dorrler-Hyde, Door County Trails Community Partner Liaison, Door County Strategic Trails Plan

Natalie Dorrler-Hyde, presenting on behalf of Door County Trails, summarized the organization's countywide strategic trails plan. The plan was developed through a public survey and reflects community interest in connected bike and pedestrian infrastructure across all Door County municipalities. Of 82 Sister Bay respondents, the most commonly desired trail connections were to Ephraim, Liberty Grove, and Bailey's Harbor. Approximately 60% of respondents expressed support for trail development funded through tax dollars.

The objective written for Sister Bay in the plan is to enhance trail connections between the Village of Sister Bay, the Town of Liberty Grove, the Town of Bailey's Harbor, and the Village of Ephraim. The board discussed existing trail infrastructure, right-of-way constraints, the recent trail grant awarded to the Town of Gibraltar (approximately $5 million for five miles of paved trail), and long-term maintenance responsibilities. It was noted that the Highway 42 alignment presents significant topographic and cross-jurisdictional challenges.

The board was asked to consider adopting a resolution of support at a future meeting and to identify two community liaisons to participate in a regional working group meeting quarterly.

Action Item: Board to identify two liaisons to the Door County Trails regional working group. A resolution of support to be placed on a future agenda.

6. Proclamation(s)

a. Proclamation Honoring Joy Lang

This item was postponed.

7. Discussion/Action Item(s)

a. Village President's Appointment

No discussion was recorded for this item.

b. Friends of the Ice Rink; Project Updates

Dannhausen reported that construction of the ice rink has been delayed until spring 2027 due to concerns with fall weather affecting concrete quality. Chillers have been purchased, contractors secured, and hockey boards are being sourced domestically. Nearly $2 million in private funds has been raised, with an additional $1 million fundraising goal.

This winter, efforts will focus on improvements to the warming house, holiday lighting, and rink events. Dannhausen will coordinate construction phasing with the Parks Committee to minimize impacts on summer use of the sports complex. Revised plans reflecting the garage relocation will return to the Plan Commission this fall.

Action Item: Friends of the Ice Rink to return to Plan Commission with updated site plans this fall and to coordinate construction phasing with Parks staff to minimize impact on summer recreational use.

c. Operational Agreement; Sister Bay Advancement Association

Andrews presented the proposed renewal of the operational agreement with the Sister Bay Advancement Association (SBA), incorporating recommendations from the Parks Committee. Key changes included a fixed annual contribution of $72,000, an auto-renewal provision with 60-day notice, and a 120-day termination clause by either party.

The board discussed the scope of financial reporting and transparency, ultimately agreeing to amend the agreement to require the SBA to provide quarterly year-to-date profit and loss statements in a

format reflecting current year actuals, current year budget, and prior year actuals for comparison. The board also agreed that event performance reports should be provided on a quarterly basis as events are completed rather than solely in an annual report.

The board debated the auto-renewal clause. Following discussion acknowledging that programming is largely consistent year-to-year and that auto-renewal has practical scheduling advantages, the provision was retained.

Motion to approve the SBA Operational Agreement as amended was made by Howson and seconded by Baxi. Motion carried — all ayes.

Action Item: Staff to transmit the amended agreement language to SBA Board President for review and acceptance prior to execution.

d. Agreement, Village Administration Building; Wold Architects and Engineers

Andrews presented the agreement with Wold Architects and Engineers for design services related to the Village Administration Building project.

The board approved the agreement and discussed formation of an informal steering committee to provide design input on a recurring basis. Howson and White volunteered to serve on the steering committee. A third member, pending confirmation, was identified as a parks committee representative. Andrews noted that the introductory meeting with Wold was scheduled for September 30 at 10:00 AM.

Motion to approve and execute the agreement with Wold Architects and Engineers was made by Bell and seconded by White. Motion carried — all ayes.

e. Declaration of Easement; Boathouse Improvement Project

Andrews presented a request from the Sister Bay Marina Club, a standing committee of the Sister Bay Historical Society, for a declaration of easement over the north 15 feet of the village hall parcel. The easement is required by the state for building plan review and permitting of the boathouse improvement project.

The board expressed concern that the easement document lacked a site diagram or drawing clearly delineating the area covered, and sought assurance that the easement would not inadvertently encumber portions of the parcel beyond what is necessary for the project. The board approved the declaration contingent upon Vice President Heidler's final review of the easement's described area.

Motion to approve the Declaration of Easement pending final review and confirmation of the easement boundaries by the Vice President was made by White and seconded by Heidler. Motion carried — all ayes.

Action Item: Review the easement description and coordinate with legal counsel or surveyor as needed to confirm the geographic scope prior to execution.

f. Development Agreement; 10674 North Bay Shore Drive; Sister Bay General Store LLC 1:37:14

Andrews presented the development agreement for the Sister Bay General Store LLC property at 10674 North Bay Shore Drive, noting that the item was brought directly to the board due to the absence of an August Plan Commission meeting, bypassing the standard Plan Commission review of the specific agreement.

Heidler raised several concerns arising from the July Plan Commission discussion that were not fully reflected in the submitted materials:

- The landscape and lighting plan does not cover the newly added parking lot area; the architect's own notes indicate a full landscape plan is still to be developed. These plans must be reviewed and approved by Plan Commission prior to occupancy.
- Roof-mounted mechanical equipment screening does not fully comply with the village's visibility code requirements. The board agreed to add language to the development agreement requiring that mechanical equipment visibility be reduced to the greatest extent practicable.
- Dumpster enclosure materials should be compatible with the building's exterior finishes.
- A generator, not included in the original Plan Commission review, has been added to the plans and should be addressed in the agreement.
- Stormwater runoff to the rear of the property toward the wetlands area was discussed; the applicant's representative noted that an exterior sump has been added to pump excess water forward to the storm sewer system.

The board approved the agreement as amended to incorporate the above conditions, with the understanding that the landscape, lighting, and screening plan must return to Plan Commission before occupancy.

Motion to approve the Development Agreement for 10674 North Bay Shore Drive as amended was made by Heidler and seconded by Bell. Motion carried — all ayes.

Action Item: Andrews to work with legal counsel to incorporate the agreed-upon conditions — including Plan Commission review of the landscape and lighting plan, mechanical screening requirements, compatible dumpster enclosure finishes, and stormwater provisions — into the final development agreement.

g. Water Rate Study; Simplified Rate Case

Barnes presented a recommendation to pursue a simplified rate case with the Wisconsin Public Service Commission (PSC), the first year the village has qualified for this streamlined process. The simplified rate case applies an inflationary increase of 3%, with the new rate anticipated to be effective January 2027. Staff noted the simplified process avoids the estimated $8,000–$12,000 cost of a conventional rate case. The board noted that water fund revenues are restricted to the water enterprise fund and cannot be transferred to the general fund.

Motion to direct staff to submit a simplified rate case application to the Public Service Commission of Wisconsin for the 2026–2027 water rate adjustment was made by Bell and seconded by Bacsi. Motion carried — all ayes.

h. 2027–2031 Capital Improvement Plan Review

Andrews presented the draft 2027–2031 CIP. The Board discussed deferring the Highway 42 Trail project, future plans and maintenance for the Logerquist property, deferring Administration Building demolition and related street work to 2028, and prioritizing Village Hall improvements over the Warming House/Community Center. The Board also discussed establishing a village-affiliated nonprofit to facilitate donations for capital projects. The CIP was referred back to the Finance Committee for revisions and further financial review.

Action Item: Finance Committee to revise the CIP incorporating board direction, explore nonprofit fund structure for village capital projects, and coordinate with Baird on updated financial modeling. Village Hall Task Force to be re-engaged.

i. Monthly Financial Report & Appropriations

Motion to approve payment of bills in the amount of $379,018.46 was made by Bell and seconded by Heidler. Motion carried — all ayes.

8. Staff Reports

Andrews noted that the RFP related to the Highway 42 project would be opening September 18. No additional items were raised by staff.

9. Committee Reports

The Green Tier Committee reported that donation bags were offered at a recent community booth, with proceeds directed toward a composting program operated in partnership with a Door County coalition. Composting is currently being collected from approximately eight local restaurants and processed at a Liberty Grove farm.

Motion to accept committee reports was made by Bell and seconded by Howson. Motion carried — all ayes.

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

The following items were identified for future placement:

- Door County Trails strategic plan resolution of support
- Nonprofit donation entity framework (referred to Finance Committee)
- CIP revisions (referred to Finance Committee)

11. Next Meeting

Tentative time of noon on September 30 was discussed for Special Village Board meeting,

12. Adjourn

Motion to adjourn was made by Howson and seconded by White. Motion carried — all ayes.
The meeting was adjourned.

Minutes respectfully submitted by Julie Thyssen, Village Clerk

VILLAGE BOARD OF TRUSTEES SPECIAL MEETING MINUTES
Wednesday, September 30, 2026
Unapproved

1. Call to Order & Roll Call
President Nate Bell called the meeting to order at 12:01 PM on Wednesday, September 30, 2026.

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

Staff: Village Clerk Julie Thyssen and Village Attorney Randy Nesbitt

2. Approve Agenda
Motion to approve the agenda was made by Bacsi and seconded by White. Motion carried – all ayes.

3. Executive Session
a) Wisc. Stats. 19.85(1)(g) —
Motionto convene into Executive Session Wisc. Stats. 19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems which, if discussed in public, would likely have a substantial adverse effect upon the reputation of any person referred to in such histories or data:
i. Village Administrator
Roll call vote– all ayes.

4. Adjournment
No formal action was taken during closed session. A motion was made by Howson, seconded by Kelly, to adjourn the meeting at 1:34 p.m. Motion carried – all ayes.

Minutes respectfully submitted by Julie Thyssen, Village Clerk

VILLAGE BOARD OF TRUSTEES SPECIAL MEETING MINUTES
Friday, October 9, 2026
Unapproved

1. Call to Order & Roll Call
President Nate Bell called the meeting to order at 8:30 AM on Friday, October 9, 2026.

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

Staff: Village Clerk Julie Thyssen and Village Attorney Randy Nesbitt

2. Approve Agenda
Motion to approve the agenda was made by Howson and seconded by Kelly. Motion carried – all ayes.

3. Executive Session
a) Wisc. Stats. 19.85(1)(g) —
Motionto convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, compensation, and performance evaluation data of a specific public employee; and pursuant to Wis. Stat. § 19.85(1)(f) to consider medical, social or personal histories and preliminary consideration of specific personnel problems which, if discussed in public, would likely have a substantial adverse effect upon the reputation of persons involved:
i. Village Administrator
Roll call vote– all ayes.

4. Adjournment
No formal action was taken during closed session. A motion was made by Heidler, seconded by White, to adjourn the meeting at 9:36 p.m. Motion carried – all ayes.

Minutes respectfully submitted by Julie Thyssen, Village Clerk

Outlook

Proclamation Request - Deer Donation Month

From DNR WM Wildlife Damage and Nuisance
Date Mon 9/28/2026 12:58 PM

3 attachments (1 MB)
GreenBay_Mayor_Proclamation_2025.pdf; Wisconsin_Gov_Proclamation_2025.pdf; Proclamation_Text.docx;

Good day:

Please let this email serve as a request for your community to declare November "Deer Donation Month" as way to promote Wisconsin's Deer Donation Program and other independent Hunt for the Hungry efforts. Last year, Governor Evers and Mayor Genrich (Green Bay) partook in this proclamation and helped boost deer donations across the state (see attached). We are hoping to replicate that boost and get even more government units and communities to partake in the proclamation.

I have provided standard language for such a proclamation if you require it, feel free to edit as needed. I do hope you will take this request under earnest consideration. Every action big or small can help boost donations and combat hunger.

If you're in an area without a conveniently located deer donation processor, please encourage local venison processors to contact me about participating in the donation program.

Let me know if you have any questions. Have a great day!

Thanks!

Marcus Rufledt
Wildlife Program Specialist – Bureau of Wildlife Management
Wisconsin Department of Natural Resources

STAFF REPORT

Date: October 20, 2026

To: Village Board

Re: Proclamation Honoring Joy Lang

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.

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: October 20, 2026

To: Village Board

Re: Creation of Zoning Administrator Position (Resolution 2026-013)

Author(s): Julie Thyssen, Village Clerk

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

BACKGROUND INFORMATION

The Personnel Committee met four times between August 5 and September 22, 2026, to consider creating a standalone Zoning Administrator position.

The Committee reviewed job descriptions, staffing needs, organizational changes, and compensation. On September 22, the Committee recommended creating the Zoning Administrator position, transferring zoning duties from the Village Administrator, and eliminating the existing Code Compliance Officer position.

The Committee requested two staffing options for Village Board consideration:

- **Full-time:** 2,080 hours annually
- **Part-time:** 1,430 hours annually

Resolution 2026-013 and supporting documents are attached. The Village Board must determine the position's budgeted hours.

POLICY IMPACT

The proposed position would consolidate zoning administration, enforcement, short-term rental permitting, and development review under one position while eliminating the existing 0.50 FTE Code Compliance Officer position.

POLICY ALTERNATIVES

1. **Full-Time (2,080 hours):** Provides year-round coverage and greater capacity for seasonal workloads.
2. **Part-Time (1,430 hours):** Provides approximately 35 hours per week during peak season and 20 hours during the off-season at a lower cost.

3. **No Action:** Maintain zoning duties under the Village Administrator and retain the existing Code Compliance Officer position.

ATTACHMENTS

- Compensation Cost Estimates
- Resolution 2026-013 – Creation of Zoning Administrator Position (hours TBD)
    - Zoning Administrator Job Description
    - Village Administrator Job Description
    - Organizational Chart & FTE Tables
    - Compensation Scenarios

Compensation Estimates

Full-Time Alternative

2027 Wage and Salary Cost Estimate

Position:	Zoning Administrator
FLSA Classification:	Exempt
Pay Type:	Salaried
Base Department:	Administration
Base Dept. No.:	TBD

Employee:	ER Pd	Chg	Zoning & Code Compliance
2027 Budgeted Hours			2080
Base Wage Rate			$75,000.00
2027 Base Wage			$75,000.00
2027 Hourly Wage			$36.06
Hours			$2,080.00
Hourly Cost			$0.00
Total FT Labor			$75,000.00
2027 PT Base Wage			$0.00
2027 PT Hourly Rate			$36.06
PT Overtime Hours			$0.00
PT Overtime Cost			$0.00
Total Part-time Labor			$0.00
Other Wages or Bonuses			$0.00
2027 Wages			**$75,000.00**
Retirement	7.25%	0%	$5,437.50
Social Security	7.65%	0%	$5,737.50
EE Health Insurance	85%	0%	$23,715.12
Dep Health Insurance	85%	5%	$0.00
Dental Insurance	85%	0%	$1,641.00
Life Insurance	100%	0%	$80.64
Disability Insurance	100%	0%	$336.60
HSA Benefits	100%	0%	$4,850.00
Vision Insurance	100%	0%	$56.64
Workers Compensation Cost	84%	0%	$132.67
Total Cost			**$116,987.67**

PART-TIME ALTERNATIVE

2027 Wage and Salary Cost Estimate

Position:	Zoning Administrator
FLSA Classification:	Non-Exempt
Pay Type:	Hourly
Base Department:	Administration
Base Dept. No.:	TBD

Employee:	ER Pd	Chg	Zoning & Code Compliance
2027 Budgeted Hours			1430
Base Wage Rate			$51,562.50
2027 Base Wage			$0.00
2027 Hourly Wage			$0.00
Hours			1430
Hourly Cost			$0.00
Total FT Labor			$0.00
2027 PT Base Wage			$51,562.50
2027 PT Hourly Rate			$36.06
PT Overtime Hours			$0.00
PT Overtime Cost			$0.00
Total Part-time Labor			$51,562.50
Other Wages or Bonuses			$0.00
2027 Wages			**$51,562.50**
Retirement	0	0%	$0.00
Social Security	7.65%	0%	$3,944.53
EE Health Insurance	0%	0%	$0.00
Dep Health Insurance	85%	5%	$0.00
Dental Insurance	0%	0%	$0.00
Life Insurance	0%	0%	$0.00
Disability Insurance	0%	0%	$0.00
HSA Benefits	0%	0%	$0.00
Vision Insurance	0%	0%	$0.00
Workers Compensation Cost	84%	0%	$69.30
Total Cost			**$55,576.33**

RESOLUTION 2026-013

RESOLUTION CREATING, RELOCATING, AND DELETING STAFF POSITIONS FOR THE VILLAGE OF SISTER BAY

WHEREAS, the Board of Trustees of the Village of Sister Bay has the legal authority to create, define, and budget for staff positions and organization and regulate its internal affairs; and

WHEREAS, the Village of Sister Bay has established Committees, Commissions, and Boards for the purpose of exercising responsibilities, authority, or duties delegated or vested by the Village Board of Trustees or Wisconsin Statutes; and

WHEREAS, the Village Board of Trustees has established the Personnel Committee, with responsibility, authority, or duties to:

- Consider and review all matters relating to wages, hours, fringe benefits, and conditions of employment for Village employees, including discipline, promotion, and job descriptions.
- Recommend compensation schedules to the Finance Committee.
- Review requests for new positions from committees.
- Consider recommendations from the Village Administrator for the organizational structure and staffing levels of Village departments.
- Review departmental requests for creation, deletion, reallocation, and changes in position; and

WHEREAS, the Personnel Committee of the Village of Sister Bay convened on August 5, August 11, September 10, and September 22, 2026, to discuss the proposed creation of the Zoning Administrator position; and

WHEREAS, on September 22nd, the Personnel Committee of the Village of Sister Bay moved to recommend to the Village Board of Trustees the reallocation of the Zoning Administrator duties from the Village Administrator position, the creation of a Zoning Administrator position, and the deletion of the Code Compliance Officer position; and

WHEREAS, the Personnel Committee of the Village of Sister Bay's recommendation includes attachments: Job Description for Zoning Administrator position (herein referred to as Exhibit A), Organizational Chart (herein referred to as Exhibit B), Full-Time Equivalent (FTE) Chart (herein referred to as Exhibit C), Wages, Hours, and Fringe Benefits (herein referred to as Exhibit D), and Compensation Schedule (herein referred to as Exhibit E), Job Description for Village Administrator position (herein referred to as Exhibit F);

NOW, THEREFORE, **BE IT RESOLVED**, the Board of Trustees of the Village of Sister Bay, Wisconsin, hereby approves the creation of the Zoning Administrator position, reallocation of zoning duties from the Village Administrator position to the newly created position, and deletion of the Code Enforcement Officer position, effective January 1st, 2027;

BE IT FURTHER RESOLVED, the Board of Trustees of the Village of Sister Bay, Wisconsin, hereby approves the job description for the Zoning Administrator position, as outlined in Exhibit A.

BE IT FURTHER RESOLVED, the Board of Trustees of the Village of Sister Bay, hereby approves the presented organizational structure as outlined in the organizational chart and FTE chart, as outlined in Exhibit B and Exhibit C;

BE IT FURTHER RESOLVED, the Board of Trustees of the Village of Sister Bay, Wisconsin, hereby approves wages, hours, and fringe benefits for the zoning administrator position and compensation schedule, as outlined in Exhibit D and Exhibit E;

BE IT FURTHER RESOLVED, the Board of Trustees of the Village of Sister Bay, Wisconsin, hereby approves the revised job description for the position of Village Administrator, as outlined in Exhibit F;

BE IT FURTHER RESOLVED, the Board of Trustees of the Village of Sister Bay, Wisconsin, hereby approves the deletion of the position of Code Compliance Officer.

Introduced at the Board of Trustees meeting of the Village of Sister Bay on the 20th of October, 2026.

Passed and adopted this ____ day of _____, 2026.

ATTEST:

_____ _____

Nate Bell, Village President Julie Thyssen, Village Clerk

EXHIBIT A

VILLAGE OF SISTER BAY
JOB DESCRIPTION

Job Title: Zoning Administrator
Reports To: Village Administrator
Employment Category: Full-Time
Approved By: Village Board

Department: Administration
FLSA Classification: [FLSA]
Pay Type: [Pay Type]
Approval Date: [Date]

JOB SUMMARY

The Zoning Administrator is responsible for administering and enforcing the Village of Sister Bay's zoning ordinances and related municipal codes. This position manages zoning and land-use applications, conducts development reviews and inspections, and ensures compliance with Village ordinances and applicable state regulations. Work involves interpreting zoning rules, providing customer service to residents and developers, maintaining official zoning records, and supporting the Plan Commission and Village Board. A significant portion of this role includes processing short-term rental applications, monitoring compliance, and responding to associated violations, consistent with duties performed by the Village's Code Compliance Officer. The position requires independent judgment, professionalism, and fair, consistent decision-making. Some on-call hours may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Zoning Administration & Permit Processing

- Review, process, and issue zoning and land-use permits including rezoning requests, conditional use permits, variances, land divisions, development agreements, site plans, and related applications.
- Ensure applications are complete and compliant with ordinances; advise applicants when standards are not met and identify alternatives or appeal processes.
- Interpret zoning ordinances and provide written and verbal determinations to applicants, staff, and elected officials.
- Maintain complete and accurate records of all zoning permits, maps, amendments, conditional uses, variances, appeals, and enforcement actions.
- Assist with long-range planning initiatives, Comprehensive Plan updates, zoning code revisions, and ordinance amendments.

Development Review & Coordination

- Conduct detailed reviews of residential, commercial, industrial, and multifamily development proposals for zoning and land-use compliance.
- Collaborate with the Building Inspector and other departments on inspections, site plan reviews, and project coordination.
- Provide technical support and present recommendations to the Plan Commission and Zoning Board of Appeals at scheduled meetings.

EXHIBIT B

Code Enforcement & Investigations

- Investigate zoning complaints, conduct field inspections, take photographs and measurements, and prepare documentation of violations.
- Issue notices of violation, corrective orders, citations, and follow up to ensure compliance.
- Prepare reports and appear in municipal or circuit court as needed for enforcement actions, consistent with duties in the Code Compliance Officer role.
- Conduct visual inspections of properties in response to zoning, nuisance, property maintenance, and short-term rental complaints.
- Coordinate with the Administrator to ensure consistent enforcement of Village ordinances.

Short-Term Rental (STR) Administration

- Process STR permit applications, maintain tracking logs, and monitor compliance with STR regulations.
- Investigate STR-related violations, communicate with property owners, and document enforcement actions.
- Assist residents, property managers, and renters in understanding STR requirements.

Customer Service & Public Interaction

- Provide exceptional customer service by answering zoning questions, guiding applicants through processes, and simplifying complex regulations—aligned with the customer-service model.
- Meet with citizens to explain ordinance requirements, review compliance issues, and work toward cooperative solutions.
- Assist walk-in visitors and respond promptly to inquiries, complaints, and requests for information.

Administrative Duties

- Draft memos, reports, notices, resolutions, and correspondence related to zoning matters.
- Liaison duties to the Plan Commission and Zoning Board of Appeal, including preparation of agendas, packets, maps, reports, visuals, and meeting minutes.
- Maintain departmental files, logs, databases, and forms; update zoning-related website content.
- Participate in training, workshops, and conferences to maintain up-to-date knowledge of zoning and planning practices.

Secondary, Incidental Duties and Responsibilities

- Assist other Village departments with projects requiring zoning expertise.
- Support floodplain administration, GIS updates, and comprehensive planning efforts.
- Provide organized record sets to administration for retention and legal compliance.
- Perform other duties as assigned that relate logically to this position's purpose.

Minimum Education and Experience Requirements:

- Bachelor's degree in urban planning, Public Administration, Geography, Architecture, Environmental Studies, Engineering, Criminal Justice, or a related field.
- Two years of equivalent combination of relevant experience such as construction project management, architectural project management, real estate/title research, zoning administration, GIS administration, building inspection administration, or environmental permitting.
- Experience in zoning administration, planning, permit review, or code enforcement.
- Valid Wisconsin driver's license.

EXHIBIT B

Knowledge, Skills, and Abilities:

- Strong interpersonal and customer-service skills; ability to communicate complex regulations clearly and empathetically.
- Ability to interpret and enforce ordinances, plans, development documents, blueprints, and legal descriptions.
- Skilled in problem-solving, research, data analysis, and project management.
- Ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- Proficiency with Microsoft Office; GIS experience preferred.

Work Environment/Physical Demands:

- Work is performed primarily in an office setting with periodic outdoor inspections in varying weather conditions.
- Must be able to stand, walk, sit, communicate clearly, take measurements, and use standard office and inspection equipment.
- Occasional lifting of 30 lbs. may be required.
- Inspections may involve driving in high-traffic or stressful conditions; occasional court appearances may require professionalism under pressure.

Supervision / Decision-Making:

- This position does not supervise other employees.
- Decisions made significantly impact Village operations and development activities.
- Works under the general direction of the Village Administrator with direct accountability for results.

This job description is intended to describe the functions and minimum requirements for the performance of this job and does not constitute an employment contract. Duties may be added, changed, or removed as needed by the Village Board.

EXHIBIT B

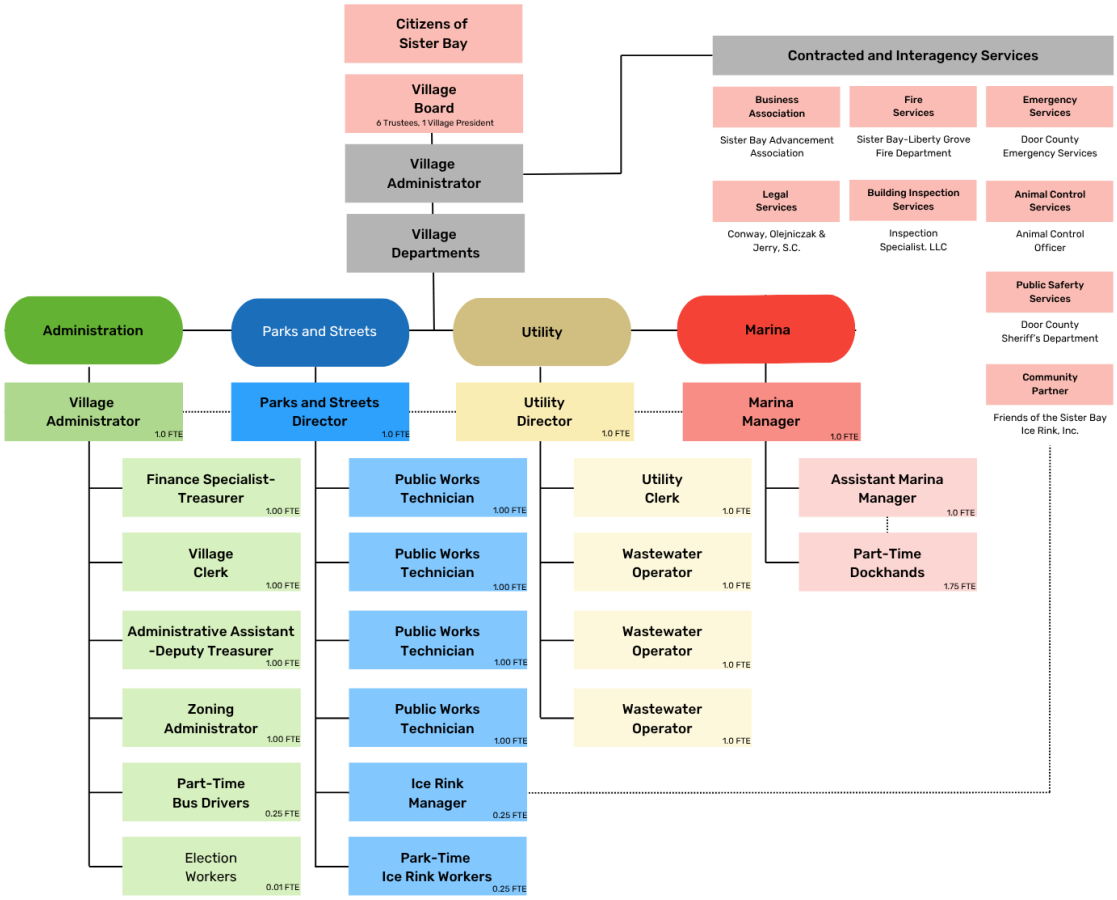

Citizens of Sister Bay
Village Board
6 Trustees, 1 Village President
Village Administrator
Village Departments
Contracted and Interagency Services
Business Association
Sister Bay Advancement Association
Fire Services
Sister Bay-Liberty Grove Fire Department
Emergency Services
Door County Emergency Services
Legal Services
Conway, Olejniczak & Jerry, S.C.
Building Inspection Services
Inspection Specialist, LLC
Animal Control Services
Animal Control Officer
Public Safety Services
Door County Sheriff's Department
Community Partner
Friends of the Sister Bay Ice Rink, Inc.
Administration
Parks and Streets
Utility
Marina
Village Administrator 1.0 FTE
Parks and Streets Director 1.0 FTE
Utility Director 1.0 FTE
Marina Manager 1.0 FTE
Finance Specialist-Treasurer 1.00 FTE
Village Clerk 1.00 FTE
Administrative Assistant -Deputy Treasurer 1.00 FTE
Zoning Administrator 1.00 FTE
Part-Time Bus Drivers 0.25 FTE
Election Workers 0.01 FTE
Public Works Technician 1.00 FTE
Public Works Technician 1.00 FTE
Public Works Technician 1.00 FTE
Public Works Technician 1.00 FTE
Ice Rink Manager 0.25 FTE
Park-Time Ice Rink Workers 0.25 FTE
Utility Clerk 1.0 FTE
Wastewater Operator 1.0 FTE
Wastewater Operator 1.0 FTE
Wastewater Operator 1.0 FTE
Assistant Marina Manager 1.0 FTE
Part-Time Dockhands 1.75 FTE

EXHIBIT C

DEPARTMENT/FUNCTION	ACTUAL 2026		PROPOSED 2027	
	FT	PT	FT	PT
VILLAGE BOARD AND COMMITTEES				
Village Board and Committees	0.00	**0.01**	0.00	0.01
Total Village Board and Committees:	**0.00**	**0.01**	**0.00**	**0.01**
ADMINISTRATION				
Village Administrator	**1.00**	0.00	**1.00**	0.00
Finance Specialist/Treasurer	**1.00**	0.00	**1.00**	0.00
Village Clerk	**1.00**	0.00	**1.00**	0.00
Administrative Assistant/Deputy Clerk	**1.00**	0.00	**1.00**	0.00
Code Compliance Officer	0.00	**0.50**	0.00	0.00
Zoning Administrator	0.00	0.00	**TBD**	**TBD**
Part-Time Bus Driver	0.00	**0.25**	0.00	**0.25**
Election Workers	0.00	**0.01**	0.00	**0.01**
Total Administration:	**4.00**	**0.76**	**TBD**	**TBD**
PARKS AND STREETS				
Parks and Streets Director	**1.00**	0.00	**1.00**	0.00
Public Works Technician	**1.00**	0.00	**1.00**	0.00
Public Works Technician	**1.00**	0.00	**1.00**	0.00
Public Works Technician	**1.00**	0.00	**1.00**	0.00
Public Works Technician	**1.00**	0.00	**1.00**	0.00
Ice Rink Manager	0.00	**0.25**	0.00	**0.25**
Part-Time Ice Rink Workers	0.00	**0.25**	0.00	**0.25**
Total Parks and Streets:	**5.00**	**0.50**	**5.00**	**0.50**
UTILITIES				
Utility Director	**1.00**	0.00	**1.00**	0.00
Utility Clerk	**1.00**	0.00	**1.00**	0.00
Wastewater Operator	**1.00**	0.00	**1.00**	0.00
Wastewater Operator	**1.00**	0.00	**1.00**	0.00
Wastewater Operator	**1.00**	0.00	**1.00**	0.00
Total Utilities:	**5.00**	**0.50**	**5.00**	**0.50**
MARINA				
Marina Manager	**1.00**	0.00	**1.00**	0.00
Assistant Marina Manager	**1.00**	0.00	**1.00**	0.00
Part-Time Dockhands	0.00	**1.75**	0.00	**1.75**
Total Marina:	**9.00**	**2.25**	**9.00**	**2.25**
TOTAL DEPARTMENT/FUNCTION:	**23.00**	**4.02**	**TBD**	**TBD**

EXHIBIT D

2027 Wage and Salary Cost Estimate

Position:	Zoning Administrator
FLSA Classification:	
Pay Type:	
Base Department:	Administration
Base Dept. No.:	TBD

Employee:	**ER Pd**	**Chg**	**Zoning & Code Compliance**
2027 Budgeted Hours			
Base Wage Rate			
2027 Base Wage			
2027 Hourly Wage			
Hours			
Hourly Cost			
Total FT Labor			
2027 PT Base Wage			
2027 PT Hourly Rate			
PT Overtime Hours			
PT Overtime Cost			
Total Part-time Labor			
Other Wages or Bonuses			
2027 Wages			
Retirement	7.25%	0%	
Social Security	7.65%	0%	
EE Health Insurance	85%	0%	
Dep Health Insurance	85%	5%	
Dental Insurance	85%	0%	
Life Insurance	100%	0%	
Disability Insurance	100%	0%	
HSA Benefits	100%	0%	
Vision Insurance	100%	0%	
Workers Compensation Cost	84%	0%	
Total Cost			

EXHIBIT E

Administration Positions

	Step Adjustment				Longevity Adjustment					Longevity Adjustment					
	3%				5%					5%					
Position	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**	**Step 10**	**Step 11**	**Step 12**	**Step 13**	**Step 14**	**Step 15**
Village Clerk - Certified	$30.50	$31.42	$32.36	$33.33	$34.33	$36.04	$37.13	$38.24	$39.39	$40.57	$42.60	$43.87	$45.19	$46.55	$47.94
Village Clerk - Uncertified	$29.00	$29.87	$30.77	$31.69	$32.64	$34.27	$35.30	$36.36	$37.45	$38.57	$40.50	$41.72	$42.97	$44.26	$45.59
Deputy Clerk - Certified	$26.50	$27.30	$28.11	$28.96	$29.83	$31.32	$32.26	$33.22	$34.22	$35.25	$37.01	$38.12	$39.26	$40.44	$41.66
Deputy Clerk - Uncertified	$25.00	$25.75	$26.52	$27.32	$28.14	$29.54	$30.43	$31.34	$32.28	$33.25	$34.92	$35.96	$37.04	$38.15	$39.30
Financial Specialist/Treasurer	$37.50	$38.63	$39.78	$40.98	$42.21	$44.32	$45.65	$47.02	$48.43	$49.88	$52.37	$53.94	$55.56	$57.23	$58.95
Admin. Assistant/Deputy Clerk	$25.00	$25.75	$26.52	$27.32	$28.14	$29.54	$30.43	$31.34	$32.28	$33.25	$34.92	$35.96	$37.04	$38.15	$39.30
Admin. Assistant/Deputy Treasurer	$26.50	$27.30	$28.11	$28.96	$29.83	$31.32	$32.26	$33.22	$34.22	$35.25	$37.01	$38.12	$39.26	$40.44	$41.66
Administrative Assistant	$24.00	$24.72	$25.46	$26.23	$27.01	$28.36	$29.21	$30.09	$30.99	$31.92	$33.52	$34.52	$35.56	$36.63	$37.73
Zoning Administrator	$36.06	$37.14	$38.26	$39.40	$40.59	$42.62	$43.89	$45.21	$46.57	$47.96	$50.36	$51.87	$53.43	$55.03	$56.68

EXHIBIT F

VILLAGE OF SISTER BAY
JOB DESCRIPTION

Job Title: Village Administrator
Reports To: Village Board
Employment Category: Full-Time
Approved By: Village Board

Department: Administration
FLSA Classification: Exempt
Pay Type: Salaried
Approval Date: [Date]

JOB SUMMARY

The Administrator serves as the Chief Administrative Officer for the daily operation of the Village of Sister Bay, Door County, Wisconsin, and reports directly to the Village Board of Trustees and Village President. This is a full-time, salaried position appointed by the Village Board. The Administrator serves the Board in the development and implementation of its legislative policies. The Administrator manages department directors and provides leadership to all full-time and part-time employees. This person is responsible for the duties of the Village Administrator as outlined in the municipal code, statutes, and all other applicable laws of governance. The Administrator shall manage, analyze, direct, supervise, evaluate, and be responsible for and coordinate all departments, divisions, and services of village government and of all officers and employees thereof which are under the control and jurisdiction of the Village Board as provided by law, and to make recommendations respecting the same to the Board, and shall also serve as the Human Resources Manager for the village.

Essential Duties and Responsibilities

The primary responsibilities of this position include but are not limited to the following:

- Carry out directives of the Village Board which require administrative implementation, reporting promptly to the Village President and Village Board any difficulties encountered therein;
- Work collaboratively with management staff, assisting them in their day-to-day needs and advice;
- Administer all day-to-day operations of village government, including the administration of all village ordinances, resolutions, policies, statutes and administrative codes, and decisions made at Village Board meetings;
- In cooperation with the Village Treasurer/Financial Specialist, serve as the primary staff contact responsible for the presentation and monitoring of the Capital Improvement Plan and annual operating budget in accordance with all statutory requirements;
- Work with the Village Treasurer/Financial Specialist regarding investments, policies, and other recommendations to make the village more financially stable;
- Serve as the Human Resources Manager by advertising available jobs, coordinating with department directors on the hiring processes, discipline, and termination; file personnel claims with the appropriate agencies. If the Administrator is unskilled in benefits administration, coordinate with the HR Consultant on employee benefits and the presentation and administration of the most cost-effective benefits that are in the best interests of both the village and the employees;
- Oversee the engagement of outside consultants and contractors through drafting RFPs or bid requests,

review the bids or proposals and make a recommendation to the Village Board; drafting contracts for review by the Village Attorney, monitoring contracts, and ensuring the thorough and satisfactory completion of all contracted and consultant work;
- Draft administrative procedures to increase the effectiveness and efficiency of village government according to best practices in local government;
- Research, apply and administer grants.
- Keep informed concerning current federal, state, and county legislation affecting the village;
- Remain responsible in all aspects of intergovernmental relations by staying current on local issues and by positioning the village, by all necessary means, for long-term sustainability;
- Establish and maintain procedures to facilitate communication between citizens and village government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the official responsible.
- Perform all other duties as may be assigned by the Board.

Secondary, Incidental Duties and Responsibilities

In addition to the essential duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:

- Oversee public hearing notices and press releases on a timely basis to ensure all materials included therein are current and published per law;
- Respond to employee requests, concerns or grievances in a timely and professional manner;
- Attend promptly to all resident inquiries, concerns, issues, etc., ensuring that all ordinances are followed;
- Attend conferences, seminars, workshops and court proceedings as needed;
- Discuss and negotiate with developers, builders, business-owners and others attempting to procure development within Sister Bay.

Supervisory Responsibilities:

The supervisory responsibility of this position includes, but is not limited, to the following:

- Provide administrative direction to all department directors and managers and Administrative Office Staff;
- Recommend to the Personnel Committee the appointment, promotion, and, when necessary, for the good of the village, the suspension or termination of department directors;
- In consultation with the appropriate department director, be responsible for the appointment, promotion, and, when necessary, for the good of the village, the suspension or termination of employees below the department director level;
- Serve as personnel officer for the village with responsibilities to see that complete and current personnel records, including specific handbooks are current, job descriptions for all village employees are maintained, evaluate in conjunction with department directors the performance of all employees on a regular basis, recommend salary and wage scales for village employees, assure that village employees have proper working conditions, and work closely with department directors to promptly resolve personnel problems or grievances;
- Work closely with department directors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

Minimum Education and Experience Requirements:
Bachelor's Degree in Business Administration, Public Administration, Planning, Law, Political Science, or related field and a minimum of three (3) years direct employment experience in public sector management. A preference will be given for strong accounting and budgeting skills, and for those holding a master's or related advanced degree. Furthermore, the desired candidate would possess the following:

- Proficiency in general accounting principles, public finance, municipal accounting and budgeting;
- Experience in cost-benefit analysis, risk and project management principles;
- Community Development;
- Thorough knowledge of public record and open meeting laws;
- Human Resources Management;
- Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various outside contractors;
- Basic research and recordkeeping principles and disciplines.

Work Environment/Physical Demands:
Work is performed in a general office setting. Noise is minimal, but other interruptions such as ringing phones, fax/copy machines, etc. are experienced on a constant basis. At times it is necessary to leave the office setting to transport documents or complete errands in conjunction with village business. Must be willing to travel long distances to attend seminars, conferences and workshop. Additionally, the Administrator must keep abreast of issues by attending legislative votes, court proceedings or other settings that house direct impacts on the village's position.

Interaction with other Departments/Staff:
This position must interact and openly communicate with all staff on a regular basis. The Administrator must always maintain an open and honest dialogue with department directors to ensure adequate communication of work priorities.

Transfer or Assumption of Duties in Absence or Incapability:
In the event that the Administrator shall be absent from the village or incapable of discharging such duties and responsibility for any reason, the Administrator's designee shall oversee that the needs of the position are met for the duration of the absence.

STAFF REPORT

Date: October 20, 2026

To: Village Board

From: **Volodymyr Gannik, Finance Specialist/Treasurer**

Re: Marina Building Reimbursement Resolution No. 2026-014

Action(s) Requested: Resolution

Policy Issue

Should the Village Board adopt Resolution No. 2026-014 declaring its intent to reimburse eligible expenditures for the new Marina building with future tax-exempt borrowing proceeds, with expected principal not exceeding $2,500,000?

Background Information

The Village may need to pay Marina building project costs from available cash before long-term financing is issued. A reimbursement resolution establishes official intent under Treasury Regulation Section 1.150-2 and preserves the ability to reimburse eligible costs with future tax-exempt bond or other tax-exempt obligation proceeds, subject to applicable requirements.

Baird provided two approaches. Under Option 1, the Village Board adopts a project-specific declaration identifying the project and expected borrowing amount. Under Option 2, modeled on the Village of Little Chute, the Board grants continuing authority to the Finance Director to prepare and retain declarations as needed.

Baird indicated that Option 1 is likely sufficient because the Village borrows infrequently. Staff recommends this approach for the Marina building. It keeps each reimbursement declaration before the Board and does not establish continuing delegated authority.

Attachment

Resolution No. 2026-014 — Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing and Baird's email.

RESOLUTION NO. 2026-014

**RESOLUTION DECLARING OFFICIAL INTENT
TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING**

WHEREAS, the Village of Sister Bay, located in Door County, Wisconsin (the "Issuer") plans to construct a new Marina building (the "Project");

WHEREAS, the Issuer expects to finance the Project on a long-term basis by issuing tax-exempt bonds or other tax-exempt obligations (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the Village Board (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed $2,500,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted and recorded _____, 20___

Approved _____, 20___

_____

_____

Village President

ATTEST:

(SEAL)

_____

_____

Village Clerk

STAFF REPORT

Date: February 5, 2026

Author: Julie Thyssen, Village Clerk

REQUEST

The **Sister Bay Historical Society** (SBHS), with **Lisa O'Hearn** as agent, has applied to the Village of Sister Bay for a **Class "B" Beer** and **"Class C" Wine License** for the license period ending June 30, 2027, for the premises located at 10310 Fieldcrest Road.

BACKGROUND INFORMATION

In past years, the Village has issued temporary alcohol beverage licenses to SBHS for events including Music at the Barn, the Fish Boil, and the Christkindl Market. While there is no general annual limit on Temporary Class "B" beer licenses, **organizations are limited to Temporary "Class B" wine licenses for two events in a 12-month period**. This limitation is particularly relevant because SBHS holds multiple events throughout the year, including the Christkindl Market over three weekends.

A regular annual Class "B" Beer and "Class C" Wine License would better accommodate SBHS events held at the licensed premises by allowing beer and wine service throughout the license year without obtaining separate temporary licenses for each event.

APPLICATION

SBHS has submitted a complete application for a regular annual Class "B" Beer and "Class C" Wine License. All required fees have been paid and notice of the application was properly published.

The proposed use of the license is to allow SBHS to provide beer and wine refreshments at events held on the Historical Society grounds. Beer and wine would be stored in a locked office when not in use.

STAFF REVIEW

The proposed annual license provides a more appropriate licensing structure for SBHS's recurring events than continuing to issue individual temporary licenses.

While SBHS may continue to qualify for Temporary Class "B" beer licenses for individual events, Temporary "Class B" wine licenses are limited to two events during a 12-month period. The

regular annual license would allow SBHS to provide both beer and wine at its events throughout the license year under a consistent licensing structure.

Staff is not aware of any compliance concerns associated with the applicant or the premises.

RECOMMENDED ACTION

Staff **recommends approval** of the Class “B” Beer and “Class C” Wine License for the **Sister Bay Historical Society**, with **Lisa O’Hearn** as agent, for the license period ending June 30, 2027, subject to compliance with all applicable state statutes and Village ordinances.

STAFF REPORT

Date: October 20, 2026

To: Village Board

Re: Sewer Rate Study Request for Proposals

Author(s): Megan Barnes, Utilities Director

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

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POLICY ISSUE(S)

"Should the Village Board recommend for approval of the Sewer Rate Study Request for Proposals (RFP)?"

BACKGROUND INFORMATION

The Village's last sewer rate study was performed in 2024, with the rates being approved by the Village Board on December 17, 2024, and becoming effective January 1, 2025.

It is proposed to release the RFP on October 21, 2026, with a due date for submitted proposals on November 9, 2027. With the proposed rates becoming effective January 1, 2027.

The Sewer and Water Utility Committee reviewed the proposed RFP at the October 13, 2026, meeting. It was noted that the contact information should be updated to the Utilities Director. The committee recommended that the RFP be sent to the Village Board for approval, with the updated contact information being the only change requested.

RECOMMENDED ACTION(S)

Village staff recommends that the Sewer Rate Study RFP be recommended by the Village Board for approval.

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

"I move to recommend the Sewer Rate Study Request for Proposals for approval. "

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve with modifications.

"I move to recommend the Sewer Rate Study Request for approval with the modification of [List Modification Sought]."

- Deny

"I move to reject the Sewer Rate Study Request for Proposals and take no further action at this time."

- Table

"I move to postpone action on the Sewer Rate Study Request for Proposals and direct staff to return to the Village Board with additional information regarding [List Information Sought] at a future meeting."

ATTACHMENT(S)

1. **Sewer Rate Study Request for Proposals**

REQUEST FOR PROPOSALS

SEWER RATE STUDY
SISTER BAY, WIS.

DATE ISSUED
October 21, 2026
PROPOSAL DUE DATE AND TIME
November 4, 2026, 3:45 pm CST

REQUEST FOR PROPOSALS
SEWER RATE STUDY SERVICES

SUBMISSION DEADLINE: November 4, 2026 by 3:45 PM, 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 megan.barnes@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 Megan Barnes, Utilities Director at megan.barnes@sisterbaywi.gov. All questions will be answered to the best of staff's ability, and posted to the Village website to ensure all proposers have access to the same information. Visit www.sisterbaywi.gov and scroll to the bottom of the home page.

PROJECT DESCRIPTION: The Village of Sister Bay ("Village") is soliciting proposals from qualified and licensed consultants to provide sewer rate study services in 2027. Sister Bay is a community of roughly 1,148 people situated on the northwestern shore of the Door Peninsula in Door County, Wisconsin. The Village lied adjacent to the Bay of Green Bay and the Town of Liberty Grove and is located approximately 30 miles north of the City of Sturgeon Bay and 75 miles northeast of the City of Green Bay. The Sister Bay Sewer Utility has approximately 1,526 active service connections. The Utility serves customers located in the Village of Sister Bay, as well as customers in the Liberty grove Utility District No. 1, including 214 commercial users and no industrial users. Charges for service are user fees (or rates) for the services provided to each customer. The Village bills rates quarterly to customers for services rendered, which includes a service charge based on the size of the installed water meter and volumetric rate based on usage. The last sewer rate study was completed in 2024, effective January 1, 2025.

OVERVIEW/SOLICITATION: The Village of Sister Bay is seeking proposals from qualified and licensed consultants to prepare our 2026 sewer rate study to be effective January 1, 2027. Quality and accuracy are paramount and are critical to establishing the rates. Acknowledging publication and notification deadlines, time is of the essence.

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 records, 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).
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 history of operation, relevant staff, total number employed, and capacity to service the Village.
Project Proposal. At a minimum, provide information on approach, services, ideas, costs, timeline.
Prior Experience. A narrative explaining prior experience with rate studies, as well as examples.
References. A minimum of three municipal or utility references are required.

III. Evaluation and Selection

Evaluation Process

The Village has established a proposal evaluation instrument which measures objective criteria on a weighted basis on a scale of 0-5 for each rating category. The Sewer and Water Utility Committee's average score will be evaluated against the average scores from other submissions to determine whom to award a contract.

Selection Criteria

The following are the criteria used as rating categories:

1. Qualifications
2. Knowledge of State and Federal applicable laws
3. Experience
4. Level of Understanding of the Need Identified
5. References
6. Cost

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

The Village, at its sole discretion, may require presentations by respondents clearly in consideration for 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 or cost 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 its best interests. A contract will be required to effectuate service.

V. Administrative Contact

Name: Megan Barnes
Title: Utilities Director
E-Mail: megan.barnes@sisterbaywi.gov
Mailing Address: 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234

STAFF REPORT

Date: October 20, 2026

Subject: Marina Building Construction Contract Award
Prepared by: Julie Thyssen, Village Clerk

VILLAGE OF SISTER BAY — STAFF REPORT

Background
Six bids were publicly opened on October 9, 2026. Elite Builds, Inc. submitted the lowest base bid of **$2,274,000**. On October 14, the Marina Committee selected Elite Builds for recommendation to the Village Board.

Architect Review
In an October 16 letter, architect Patrick Thompson reported reviewing Elite's proposal, speaking with owner Pete Schmoll, and checking references. MDT concluded that Elite meets the bid requirements and is a responsible bidder capable of completing the project.

Financial Impact
The base bid includes $184,000 allocated to public restroom construction. Optional additions are $112,800 for copper standing seam roofing and $29,925 for the sanitary vacuum extension, bringing the total with both alternates to **$2,416,725**. Temporary restroom costs are additional and have not been established.

Recommended Action
Consider awarding the Marina Building construction contract to Elite Builds, Inc. for the base bid of $2,274,000, subject to satisfactory completion of the required reviews and contract requirements. Any proposed material change in price or scope shall return to the Board. Approve alternates separately.

A motion was made at 1:06:30 (time in meeting video) by Chairperson, Brigid White:

“I move to conditionally award the Marina Building demolition and construction contract to Elite Builds Inc, for the base bid of $2,416,725.00, including Alternatives 1 and 2, subject to satisfactory completion of the required follow-up review by the Village architect and attorney, including confirmation of bid responsiveness, contractor responsibility, complete scope, construction schedule and marina operational continuity, insurance, and legally required bonding. No contract shall be executed until those conditions are documented as satisfied. Any unresolved material deficiency or proposed material change to the bid’s price or scope shall return to the Village Board for further action.”

The motion was seconded by Kevin Grant.

Motion carried – All ayes.

Marina Building Demolition and Construction Services
Request for Proposal
Bid Tabulation

Owner Name: Village of Sister Bay
Contact: Benjamin Andrews, Village Administrator
Email: administrator@sisterbaywi.gov
Phone: (920) 854-4118
Anticipated Evaluation Date: 10/14/2026
Anticipated Award Date: 10/20/2026
Award Status: Pending

						Alternatives:					
Firm:	**Contact:**	**Phone:**	**Base Bid Amount:**	**Restroom Amount:**	**Base Bid Amount (Minus Restroom):**	**Alternative 1 (Architectural):**	**Alternative 2 (Civil):**	**Base Bid Amount (Restated):**	**Base Amount (Plus Alt 1):**	**Base Amount (Plus Alt 2):**	**Base Amount (Plus Alt 1 & 2):**
Elite Builds, Inc.	Pete Schmoll	(920) 619-3150	$ 2,274,000.00	$ 184,000.00	$ 2,090,000.00	$ 112,800.00	$ 29,925.00	$ 2,274,000.00	$ 2,386,800.00	$ 2,303,925.00	$ 2,416,725.00
Frank O. Zeise Construction Co., Inc.	Thomas Zeise	(920) 437-5426	$ 3,079,113.00	$ 150,000.00	$ 2,929,113.00	$ 227,285.00	$ 12,059.00	$ 3,079,113.00	$ 3,306,398.00	$ 3,091,172.00	$ 3,318,457.00
Hoeft Construction	Jay Rideout	(715) 833-1761	$ 3,350,000.00	$ 299,865.00	$ 3,050,135.00	$ 121,400.00	$ 32,500.00	$ 3,350,000.00	$ 3,471,400.00	$ 3,382,500.00	$ 3,503,900.00
Milbach Construction Servics, Co.	Jon Meshke	(920) 993-0735	$ 2,480,935.00	$ -	$ 2,480,935.00	$ 310,532.00	$ 49,563.00	$ 2,480,935.00	$ 2,791,467.00	$ 2,530,498.00	$ 2,841,030.00
SMA Construction Services, LLC	Mike Abhold	(920) 438-3833	$ 2,912,000.00	$ 89,000.00	$ 2,823,000.00	$ 142,000.00	$ 14,000.00	$ 2,912,000.00	$ 3,054,000.00	$ 2,926,000.00	$ 3,068,000.00
VJS Construction Services	David Jorgensen	(262) 542-9000	$ 2,866,695.00	$ 104,153.00	$ 2,762,542.00	$ 241,181.00	$ 12,369.00	$ 2,866,695.00	$ 3,107,876.00	$ 2,879,064.00	$ 3,120,245.00
							Lowest:	$ 2,274,000.00	$ 2,386,800.00	$ 2,303,925.00	$ 2,416,725.00

October 16, 2026

Marina Building Demolition & Construction Project
Village of Sister Bay

To whom it may concern:

Having reviewed Elite Builds' proposal, spoken with owner Pete Schmoll, and called references, it is our opinion that Elite has met bid requirements and is a responsible bidder well able to complete construction of this project. One point of clarification: their bid does not include temporary restroom facilities for Marina patrons as construction extends past opening day and into/through the Marina's operating season.



Patrick Thompson, ~~AIA, NCARB~~
Principal

STAFF REPORT

Date: October 20, 2026

To: Village Board

Re: Interim Administrative Leadership and Assignment of Administrator Duties

BACKGROUND

Following the resignation of the Village Administrator, effective October 12, 2026, the Village Board will need to establish interim administrative oversight to ensure continuity of Village operations until a permanent replacement is hired.

DISCUSSION

Consider temporary administrative leadership arrangements, including the assignment of responsibilities, decision-making authority, and coordination of daily operations. Clear direction will help ensure staff have the necessary support and Village business continues without interruption.

RECOMMENDATION

Staff recommends that the Village Board establish an interim administrative structure and designate appropriate responsibilities and authority until a permanent Village Administrator is appointed.

SUGGESTED MOTION

Motion to approve interim administrative arrangements as discussed and authorize the Village President to coordinate the assignment of administrative responsibilities, subject to applicable Village policies and legal requirements.

STAFF REPORT

Date: October 20, 2026

To: Village Board

Re: Initiation of Recruitment and Hiring Process for Village Administrator Position

BACKGROUND

Following the resignation of the Village Administrator, effective October 12, 2026, the Village Board will need to begin the process of recruiting and selecting a permanent replacement.

DISCUSSION

The Board should consider the recruitment process, including review of the position description, recruitment methods, advertising, application deadlines, and the selection process. The Board may also wish to determine whether recruitment will be managed internally or with the assistance of an outside firm.

RECOMMENDATION

Staff recommends that the Village Board authorize initiation of the recruitment process and provide direction regarding the hiring timeline and procedures.

SUGGESTED MOTION

Motion to authorize initiation of the recruitment and hiring process for the Village Administrator position and direct staff to proceed in accordance with the recruitment procedures established by the Village Board.

VILLAGE OF SISTER BAY | Payment Approval Report - Village Board Format | Page: 1
Report dates: 1/1/2026-12/31/2026 | Oct 15, 2026 11:54AM

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 09/12/2026-10/16/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10007									
10007	ACTION APPRAISERS INC	4013	2026 MAINTENANCE WORK	10/01/2026	4,076.00	4,076.00	10/08/2026		100
10198									
10198	ASSOCIATED TRUST COMP	28729	ANNUAL FEE -2026-TAXABLE G	09/22/2026	475.00	475.00	09/24/2026		100
12242									
12242	GA COMPUTER SERVICES	7540	MARINA SECURITY UPDATES	09/14/2026	400.00	400.00	09/17/2026		690
12242	GA COMPUTER SERVICES	7546	MARINA NETWORK	09/21/2026	210.00	210.00	09/24/2026		690
12242	GA COMPUTER SERVICES	7567	MARINA SECURITY UPDATES	09/30/2026	269.90	269.90	10/08/2026		690
12242	GA COMPUTER SERVICES	INV-7521	ADMIN- IT SECURITY UPDATE A	09/05/2026	284.95	284.95	09/17/2026		100
12242	GA COMPUTER SERVICES	INV-7537	ADMIN- IT MONTHLY SECURITY	09/13/2026	590.00	590.00	09/17/2026		100
12242	GA COMPUTER SERVICES	INV-7538	WORK| | VSB - UTILITIES OFFIC	09/13/2026	68.00	68.00	09/24/2026		610
12242	GA COMPUTER SERVICES	INV-7538	WORK| | VSB - UTILITIES OFFIC	09/13/2026	118.00	118.00	09/24/2026		620
12242	GA COMPUTER SERVICES	INV-7538	WORK| | VSB - UTILITIES OFFIC	09/13/2026	14.00	14.00	09/24/2026		630
12242	GA COMPUTER SERVICES	INV-7539	PUBLIC WORKS- IT MONTHLY S	09/13/2026	150.00	150.00	09/24/2026		100
12242	GA COMPUTER SERVICES	INV-7556	VPN CONNECTION VPN REMO	09/27/2026	120.00	120.00	10/08/2026		100
12242	GA COMPUTER SERVICES	INV-7561	WORK| | VSB - UTILITIES OFFIC	09/29/2026	68.00	68.00	10/08/2026		610
12242	GA COMPUTER SERVICES	INV-7561	ESET INTERNET SECURITY -W	09/29/2026	61.15	61.15	10/08/2026		610
12242	GA COMPUTER SERVICES	INV-7561	WORK| | VSB - UTILITIES OFFIC	09/29/2026	118.00	118.00	10/08/2026		620
12242	GA COMPUTER SERVICES	INV-7561	ESET INTERNET SECURITY -W	09/29/2026	106.11	106.11	10/08/2026		620
12242	GA COMPUTER SERVICES	INV-7561	WORK| | VSB - UTILITIES OFFIC	09/29/2026	14.00	14.00	10/08/2026		630
12242	GA COMPUTER SERVICES	INV-7561	ESET INTERNET SECURITY -C	09/29/2026	12.59	12.59	10/08/2026		630
12242	GA COMPUTER SERVICES	INV-7562	PUBLIC WORKS- IT MONTHLY S	09/29/2026	159.95	159.95	10/08/2026		100
12242	GA COMPUTER SERVICES	INV-7563	ADMIN- IT SECURITY UPDATE A	09/29/2026	599.75	599.75	10/08/2026		100
12242	GA COMPUTER SERVICES	INV-7566	SECURE REMOTE ACCESS WE	09/30/2026	120.00	120.00	10/08/2026		690
12242	GA COMPUTER SERVICES	INV-7577	ADMIN- SARAH REMOTE CONN	10/09/2026	120.00	120.00	10/15/2026		100
12242	GA COMPUTER SERVICES	INV-7581	MONTHLY MAINT- ADMIN	10/15/2026	590.00	590.00	10/15/2026		100
12242	GA COMPUTER SERVICES	INV-7582	WORK| | VSB - UTILITIES OFFIC	10/13/2026	68.00	68.00	10/15/2026		610
12242	GA COMPUTER SERVICES	INV-7582	WORK| | VSB - UTILITIES OFFIC	10/13/2026	118.00	118.00	10/15/2026		620
12242	GA COMPUTER SERVICES	INV-7582	WORK| | VSB - UTILITIES OFFIC	10/13/2026	14.00	14.00	10/15/2026		630
12242	GA COMPUTER SERVICES	INV-7583	PUBLIC WORKS- IT MONTHLY S	10/15/2026	150.00	150.00	10/15/2026		100
13260									
13260	BHIRDO'S BY THE BAY	20276	EQUIP FUEL ALLOC-W FOR WE	07/31/2026	88.74	88.74	09/24/2026		610
13260	BHIRDO'S BY THE BAY	20276	VEHICLE FUEL ALLOCATION-W	07/31/2026	148.59	148.59	09/24/2026		610
13260	BHIRDO'S BY THE BAY	20276	VEHICLE FUEL ALLOCATION-W	07/31/2026	257.86	257.86	09/24/2026		620
13260	BHIRDO'S BY THE BAY	20276	VEHICLE FUEL ALLOCATION-C	07/31/2026	30.59	30.59	09/24/2026		630
13260	BHIRDO'S BY THE BAY	AUG 2026	VILLAGE GAS	09/21/2026	336.52	336.52	09/24/2026		100
13260	BHIRDO'S BY THE BAY	AUG 2026	SHUTTLE BUS GAS	09/21/2026	888.46	888.46	09/24/2026		100
13260	BHIRDO'S BY THE BAY	July 2026	SHUTTLE BUS GAS	09/01/2026	944.23	944.23	09/24/2026		100
14309									
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	BEN- COFFEE PURCHASE	09/21/2026	12.69	12.69	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	BEN OFFICE- LENOVO THINKP	09/21/2026	368.00	368.00	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	BENN OFFICE- JABRA SPEAK 5	09/21/2026	95.99	95.99	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	BEEN VERIFIED	09/21/2026	28.37	28.37	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	HEYGOV-CLERK MINUTES	09/21/2026	269.10	269.10	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	PITNEY BOWES LEASE	09/21/2026	22.67	22.67	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	WMCA 46TH ANNUAL CLERK'S	09/21/2026	73.80-	73.80-	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	USPS - ELECTIONS	09/21/2026	1.75	1.75	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	PITNEY BOWES LEASE	09/21/2026	.62	.62	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	VH- ELEVATOR PERMIT	09/21/2026	51.13	51.13	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	RUSTOLEUM- PW (HOME DEPO	09/21/2026	262.93	262.93	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	FLOWER POT ANGELS- GIFT C	09/21/2026	525.00	525.00	09/24/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	TRIGGER HANDLE HOSE FOR	09/21/2026	49.99	49.99	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	ADOBE	09/21/2026	21.09	21.09	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	PITNEY BOWES LEASE	09/21/2026	144.46	144.46	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	PITNEY BOWES LEASE	09/21/2026	.86	.86	09/24/2026		100
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	HEYGOV-CLERK MINUTES	09/21/2026	9.57	9.57	09/24/2026		610
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	PITNEY BOWES LEASE	09/21/2026	7.55	7.55	09/24/2026		610
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	CLERK CONFERENCE- KARA	09/21/2026	43.69	43.69	09/24/2026		610
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	HEYGOV-CLERK MINUTES	09/21/2026	17.64	17.64	09/24/2026		620
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	PITNEY BOWES LEASE	09/21/2026	12.16	12.16	09/24/2026		620
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	CLERK CONFERENCE- KARA	09/21/2026	75.80	75.80	09/24/2026		620
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	HEYGOV-CLERK MINUTES	09/21/2026	2.69	2.69	09/24/2026		630
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	PITNEY BOWES LEASE	09/21/2026	1.29	1.29	09/24/2026		630
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	CLERK CONFERENCE- KARA	09/21/2026	9.00	9.00	09/24/2026		630
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	PITNEY BOWES LEASE	09/21/2026	4.17	4.17	09/24/2026		690
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	WI MARINE ASSOC- MARINA	09/21/2026	300.00	300.00	09/24/2026		690
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	NASHVILLE CONFERENCE- MA	09/21/2026	786.59	786.59	09/24/2026		690
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	NASHVILLE CONFERENCE- MA	09/21/2026	606.38	606.38	09/24/2026		690
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	EDSON PUMPS- MARINA	09/21/2026	122.38	122.38	09/24/2026		690
14309	ELAN FINANCIAL SERVICES	4657 9/21/202	MEALS FOR FIREWORKS CRE	09/21/2026	85.49	85.49	09/24/2026		690
14310									
14310	CAPTAIN COMMODES INC	I4794, I4842	COMMODE RENTAL - MARINA	10/08/2026	315.34	315.34	10/08/2026		690
14310	CAPTAIN COMMODES INC	I6932	PRETREATMENT PORTA POTTY	09/02/2026	125.00	125.00	09/24/2026		620
14310	CAPTAIN COMMODES INC	I7245	COMMODE RENTAL - SPORTS	09/21/2026	300.00	300.00	09/24/2026		100
17506									
17506	CELLCOM	449810	CELLPHONES- PARKS	09/05/2026	269.80	269.80	10/08/2026		100
17506	CELLCOM	449810	CELLPHONES - ZONING	09/05/2026	80.18	80.18	10/08/2026		100
17506	CELLCOM	449810	CELLPHONE - MARINA	09/05/2026	71.91	71.91	10/08/2026		690
17506	CELLCOM	555420	CELLPHONES- PARKS	10/05/2026	284.25	284.25	10/08/2026		100
17506	CELLCOM	555420	CELLPHONES - ZONING	10/05/2026	83.16	83.16	10/08/2026		100
17506	CELLCOM	555420	CELLPHONE - MARINA	10/05/2026	73.40	73.40	10/08/2026		690
17506	CELLCOM	555793	CELLPHONES- W	10/05/2026	110.80	110.80	10/08/2026		610
17506	CELLCOM	555793	CELLPHONES- WW	10/05/2026	192.26	192.26	10/08/2026		620
17506	CELLCOM	555793	CELLPHONES- C	10/05/2026	22.81	22.81	10/08/2026		630
17525									
17525	CULLIGAN OF STURGEON	1055432 8/31/	WATER SOFTENER SALT - FS	08/31/2026	153.20	153.20	09/17/2026		100
17525	CULLIGAN OF STURGEON	1117762 8/31/	WATER - ADMIN	08/31/2026	29.50	29.50	09/17/2026		100
17525	CULLIGAN OF STURGEON	1117762 10/1/2	WATER - ADMIN	10/01/2026	38.00	38.00	10/08/2026		100
17526									
17526	CUMMINS SALES AND SER	F4-260922749	GENERATOR MAINTENANCE -	09/15/2026	906.89	906.89	10/01/2026		100
20007									
20007	DELTA DENTAL OF WIS	000002626640	DENTAL INSURANCE - OCTOBE	09/16/2026	617.42	617.42	09/17/2026		100
20438									
20438	DEPT OF EMPLOYEE TRUS	10/01/2026-10/	HEALTH INS. - EMPLOYER AMT	10/09/2026	22,816.35	22,816.35	10/15/2026		100
20438	DEPT OF EMPLOYEE TRUS	10/01/2026-10/	HEALTH INS. - EMPLOYEE AMT	10/09/2026	4,026.41	4,026.41	10/15/2026		100
20438	DEPT OF EMPLOYEE TRUS	10/01/2026-10/	DENTAL INS. - EMPLOYER AMT	10/09/2026	878.34	878.34	10/15/2026		100
20438	DEPT OF EMPLOYEE TRUS	10/01/2026-10/	DENTAL INS. - EMPLOYEE AMT	10/09/2026	155.00	155.00	10/15/2026		100
20451									
20451	DOOR COUNTY HIGHWAY D	2026-3300033	ORCHARD DR	09/21/2026	2,497.25	2,497.25	09/24/2026		100
20507									
20507	EAGLE MECHANICAL INC	SM39522	FS STATE FEE VALVE TESTING	07/16/2026	566.25	566.25	09/24/2026		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0912260	PRINT PAPER CHECK TO UPDA	09/15/2026	3,393.09	3,393.09	09/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0912260	PRINT PAPER CHECK TO UPDA	09/15/2026	3,393.09	3,393.09	09/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0912260	PRINT PAPER CHECK TO UPDA	09/15/2026	793.54	793.54	09/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0912260	PRINT PAPER CHECK TO UPDA	09/15/2026	793.54	793.54	09/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0912260	PRINT PAPER CHECK TO UPDA	09/15/2026	4,949.59	4,949.59	09/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0919260	PRINT PAPER CHECK TO UPDA	09/24/2026	719.20	719.20	09/24/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
20512	EFTPS - ONLINE 941 PAYME	PR0919260	PRINT PAPER CHECK TO UPDA	09/24/2026	719.20	719.20	09/24/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0919260	PRINT PAPER CHECK TO UPDA	09/24/2026	168.22	168.22	09/24/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0919260	PRINT PAPER CHECK TO UPDA	09/24/2026	168.22	168.22	09/24/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0919260	PRINT PAPER CHECK TO UPDA	09/24/2026	192.69	192.69	09/24/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0926260	PRINT PAPER CHECK TO UPDA	09/30/2026	3,283.59	3,283.59	09/30/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0926260	PRINT PAPER CHECK TO UPDA	09/30/2026	3,283.59	3,283.59	09/30/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0926260	PRINT PAPER CHECK TO UPDA	09/30/2026	767.93	767.93	09/30/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0926260	PRINT PAPER CHECK TO UPDA	09/30/2026	767.93	767.93	09/30/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR0926260	PRINT PAPER CHECK TO UPDA	09/30/2026	4,830.36	4,830.36	09/30/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1010260	PRINT PAPER CHECK TO UPDA	10/15/2026	3,313.86	3,313.86	10/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1010260	PRINT PAPER CHECK TO UPDA	10/15/2026	3,313.86	3,313.86	10/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1010260	PRINT PAPER CHECK TO UPDA	10/15/2026	775.00	775.00	10/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1010260	PRINT PAPER CHECK TO UPDA	10/15/2026	775.00	775.00	10/15/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1010260	PRINT PAPER CHECK TO UPDA	10/15/2026	4,851.72	4,851.72	10/15/2026		100
20514									
20514	ERC INC	ERC-IN-10367	EAP BENEFITS - ADMIN	10/02/2026	22.97	22.97	10/08/2026		100
20514	ERC INC	ERC-IN-10367	EAP BENEFITS - CLERK	10/02/2026	11.48	11.48	10/08/2026		100
20514	ERC INC	ERC-IN-10367	EAP BENEFITS - FINANCE	10/02/2026	11.48	11.48	10/08/2026		100
20514	ERC INC	ERC-IN-10367	EAP BENEFITS - PARKS & STRE	10/02/2026	57.42	57.42	10/08/2026		100
20514	ERC INC	ERC-IN-10367	EAP BENEFITS - WATER	10/02/2026	20.68	20.68	10/08/2026		610
20514	ERC INC	ERC-IN-10367	EAP BENEFITS - WASTEWATER	10/02/2026	41.35	41.35	10/08/2026		620
20514	ERC INC	ERC-IN-10367	EAP BENEFITS - COLLECTION	10/02/2026	6.89	6.89	10/08/2026		630
20514	ERC INC	ERC-IN-10367	EAP BENEFITS - MARINA	10/02/2026	11.48	11.48	10/08/2026		690
30701									
30701	FRONTIER	090205-5 9/25	VH ELEVATOR PHONE	09/25/2026	7.00	7.00	10/08/2026		100
30701	FRONTIER	Sept26920159	PHONES-W	09/25/2026	129.86	129.86	10/08/2026		610
30701	FRONTIER	Sept26920159	PHONES-WW	09/25/2026	129.86	129.86	10/08/2026		620
30750									
30750	GOING CO INC	123964 9/1/26	RECYCLE- MARINA	09/01/2026	166.98	166.98	09/17/2026		690
30750	GOING CO INC	123964 9/1/26	GARBAGE- MARINA	09/01/2026	506.77	506.77	09/17/2026		690
30750	GOING CO INC	123964 10/1/26	RECYCLE- MARINA	10/01/2026	174.04	174.04	10/15/2026		690
30750	GOING CO INC	123964 10/1/26	GARBAGE- MARINA	10/01/2026	528.23	528.23	10/15/2026		690
30750	GOING CO INC	123997 10/1/26	VILLAGE GARBAGE	10/01/2026	18,591.22	18,591.22	10/08/2026		100
30750	GOING CO INC	123997 10/1/26	VILLAGE RECYCLING	10/01/2026	3,853.81	3,853.81	10/08/2026		100
30750	GOING CO INC	123997 9/1/26	VILLAGE GARBAGE	09/01/2026	18,082.92	18,082.92	09/17/2026		100
30750	GOING CO INC	123997 9/1/26	VILLAGE RECYCLING	09/01/2026	3,172.30	3,172.30	09/17/2026		100
30750	GOING CO INC	125523 9/1/26	GARBAGE - MAINT	09/01/2026	464.16	464.16	09/17/2026		100
30750	GOING CO INC	125523 9/1/26	RECYCLING - MAINT	09/01/2026	460.32	460.32	09/17/2026		100
30750	GOING CO INC	125523 10/1/26	GARBAGE - MAINT	10/01/2026	12.04	12.04	10/15/2026		100
30750	GOING CO INC	125523 10/1/26	RECYCLING - MAINT	10/01/2026	158.46	158.46	10/15/2026		100
30750	GOING CO INC	127747 10/1/26	VILLAGE GARBAGE	10/01/2026	196.90	196.90	10/08/2026		100
30750	GOING CO INC	321463	WWTP RUBBISH REMOVAL	10/01/2026	183.60	183.60	10/08/2026		620
30750	GOING CO INC	325803 9/1/26	RECYCLING - FIRE STATION	09/01/2026	69.23	69.23	09/17/2026		100
30750	GOING CO INC	325803 10/1/26	RECYCLING - FIRE STATION	10/01/2026	72.16	72.16	10/08/2026		100
30751									
30751	GREAT-WEST TRUST COMP	PR0912260	Great West Deferred Comp. DEF	09/15/2026	185.00	185.00	09/15/2026		100
30751	GREAT-WEST TRUST COMP	PR0912260	Great West Deferred Comp. DEF	09/15/2026	125.00	125.00	09/15/2026		100
30751	GREAT-WEST TRUST COMP	PR0926260	Great West Deferred Comp. DEF	09/30/2026	185.00	185.00	09/30/2026		100
30751	GREAT-WEST TRUST COMP	PR0926260	Great West Deferred Comp. DEF	09/30/2026	125.00	125.00	09/30/2026		100
30751	GREAT-WEST TRUST COMP	PR1010260	Great West Deferred Comp. DEF	10/15/2026	185.00	185.00	10/15/2026		100
30751	GREAT-WEST TRUST COMP	PR1010260	Great West Deferred Comp. DEF	10/15/2026	125.00	125.00	10/15/2026		100
31809									
31809	HSABANK	October 2026	OCTOBER 2026 EMPLOYER AN	10/15/2026	5,847.56	5,847.56	10/15/2026		100
40963									
40963	INSPECTION SPECIALISTS	Aug 2026	BUILDING INSPECTION - AUG '2	08/31/2026	849.60	849.60	09/17/2026		100
40963	INSPECTION SPECIALISTS	Sept 2026	BUILDING INSPECTION - SEP '2	10/01/2026	679.50	679.50	10/08/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
41003									
41003	JF CONSTRUCTION INC	9461	PIGGLY WIGGLY WATER LEAK	09/17/2026	4,637.98	4,637.98	09/24/2026		610
41198									
41198	PEDER LAUSCHER	OCT 2026	SAFETY CLOTHING - LAUSCHE	10/12/2026	116.25	116.25	10/15/2026		100
41212									
41212	ROBERT E LEE & ASSOC IN	91599	STH 57 SANITARY/ WATER EXT	09/18/2026	208.00	208.00	10/01/2026		610
41212	ROBERT E LEE & ASSOC IN	91599	STH 57 SANITARY/ WATER EXT	09/18/2026	208.00	208.00	10/01/2026		630
41212	ROBERT E LEE & ASSOC IN	91621	BLUFFSIDE/MAPLE/PARKVIEW	09/28/2026	10,525.50	10,525.50	10/01/2026		410
41218									
41218	AIRGAS	5526857987	RENTAL FOR ARGON, ACETYLE	08/31/2026	77.49	77.49	09/17/2026		620
41218	AIRGAS	5527541591	RENTAL FOR ARGON, ACETYLE	09/30/2026	75.95	75.95	10/15/2026		620
41316									
41316	MARCO INC	43057668	GENERAL COPIES	09/20/2026	268.49	268.49	09/24/2026		100
41316	MARCO INC	43057668	ZONING COPIES	09/20/2026	27.82	27.82	09/24/2026		100
41316	MARCO INC	43057668	STR COPIES	09/20/2026	45.09	45.09	09/24/2026		100
41316	MARCO INC	43057668	ELECTIONS COPIES	09/20/2026	29.28	29.28	09/24/2026		100
41316	MARCO INC	43057668	PUBLIC WORKS COPIES	09/20/2026	25.18	25.18	09/24/2026		100
41316	MARCO INC	590560033	UTILITIES COPIES - W	09/07/2026	35.93	35.93	09/17/2026		610
41316	MARCO INC	590560033	UTILITIES COPIES - WW	09/07/2026	62.36	62.36	09/17/2026		620
41316	MARCO INC	590560033	UTILITIES COPIES - C	09/07/2026	7.40	7.40	09/17/2026		630
41316	MARCO INC	592876429	UTILITIES COPIES - W	10/01/2026	35.93	35.93	10/15/2026		610
41316	MARCO INC	592876429	UTILITIES COPIES - WW	10/01/2026	62.36	62.36	10/15/2026		620
41316	MARCO INC	592876429	UTILITIES COPIES - C	10/01/2026	7.40	7.40	10/15/2026		630
41316	MARCO INC	INV15788614	UTILITIES COPIES - W	10/02/2026	18.65	18.65	10/08/2026		610
41316	MARCO INC	INV15788614	UTILITIES COPIES - WW	10/02/2026	32.35	32.35	10/08/2026		620
41316	MARCO INC	INV15788614	UTILITIES COPIES - C	10/02/2026	3.84	3.84	10/08/2026		630
42107									
42107	LA VINE'S ICE LLC	48336	MARINA - ICE	10/03/2026	168.00	168.00	10/08/2026		690
51331									
51331	GERARD LARRY HUBER	2026-3	MARINA FEST FIREWORKS	09/14/2026	173.40	173.40	09/17/2026		690
51410									
51410	NAPA STURGEON BAY	363604	NAPA GOLD ENGINE AIR FILTE	09/16/2026	21.54	21.54	09/24/2026		100
51410	NAPA STURGEON BAY	364309	NAPAGOLD OIL FILTER	09/22/2026	5.45	5.45	09/24/2026		100
51410	NAPA STURGEON BAY	364309	NAPA GOLD OIL FILTER	09/22/2026	8.47	8.47	09/24/2026		100
51410	NAPA STURGEON BAY	365397	1 YR WTY BAT	10/01/2026	655.80	655.80	10/08/2026		100
51410	NAPA STURGEON BAY	365397	CORE DEPOSIT	10/01/2026	108.00	108.00	10/08/2026		100
61547									
61547	ORKIN PEST CONTROL INC	300934017	PEST CONTROL FS	08/27/2026	131.13	131.13	10/01/2026		100
61547	ORKIN PEST CONTROL INC	302502471	PEST CONTROL FS	09/08/2026	131.13	131.13	10/01/2026		100
61547	ORKIN PEST CONTROL INC	302502808	ADMIN BLDG PEST CONTROL	09/08/2026	131.13	131.13	09/17/2026		100
61614									
61614	PENINSULA PULSE	39509	HELP WANTED AD- BOARD/CO	10/01/2026	202.94	202.94	10/08/2026		100
61630									
61630	PIGGLY WIGGLY	4090 10/1/202	UTILITY SUPPLIES	10/01/2026	20.67	20.67	10/08/2026		620
61630	PIGGLY WIGGLY	4090 10/1/202	PAPER TOWELS- WWTP	10/01/2026	31.53	31.53	10/08/2026		620
61630	PIGGLY WIGGLY	4090 10/1/202	UTILITY LAB SUPPLIES	10/01/2026	67.29	67.29	10/08/2026		620
61630	PIGGLY WIGGLY	4090 10/1/202	MARINA- WATER/BEV RESALE	10/01/2026	20.45	20.45	10/08/2026		690
61630	PIGGLY WIGGLY	4090 9/1/2026	ELECTIONS MEALS	09/01/2026	122.98	122.98	09/17/2026		100
61630	PIGGLY WIGGLY	4090 9/1/2026	PW DIST WATER	09/01/2026	14.90	14.90	09/17/2026		100
61630	PIGGLY WIGGLY	4090 9/1/2026	UTILITY SUPPLIES	09/01/2026	20.67	20.67	09/17/2026		620
61630	PIGGLY WIGGLY	4090 9/1/2026	UTILITY LAB SUPPLIES	09/01/2026	38.93	38.93	09/17/2026		620
61630	PIGGLY WIGGLY	4090 9/1/2026	UTILITY LAB SUPPLIES	09/01/2026	17.88	17.88	09/17/2026		620
61630	PIGGLY WIGGLY	4090 9/1/2026	UTILITY LAB SUPPLIES	09/01/2026	39.71	39.71	09/17/2026		620
61630	PIGGLY WIGGLY	4090 9/1/2026	MARINA- WATER/BEV RESALE	09/01/2026	15.96	15.96	09/17/2026		690
61630	PIGGLY WIGGLY	4090 9/1/2026	MARINA- WATER/BEV RESALE	09/01/2026	15.96	15.96	09/17/2026		690
61630	PIGGLY WIGGLY	4090 9/1/2026	MARINA- WATER/BEV RESALE	09/01/2026	31.13	31.13	09/17/2026		690
61630	PIGGLY WIGGLY	4090 9/1/2026	MARINA- WATER/BEV RESALE	09/01/2026	15.96	15.96	09/17/2026		690

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
61637									
61637	PITNEY BOWES INC	48299457 9/17/	POSTAGE FOR METER`	09/17/2026	2,000.00	2,000.00	09/24/2026		100
61963									
61963	PREMIER CONCRETE INC	60-00011988	3/4" CABC	08/07/2026	38.18	38.18	10/15/2026		100
71891									
71891	SECURIAN FINANCIAL GRO	October 2026	LIFE INSURANCE PREMIUMS-	10/09/2026	319.72	319.72	10/15/2026		100
71891	SECURIAN FINANCIAL GRO	September 202	LIFE INSURANCE PREMIUMS- S	09/14/2026	319.72	319.72	09/17/2026		100
71920									
71920	SISTER BAY ADVANCEMEN	3441	DIRECTIONAL STICKERS FOR	09/14/2026	12.64	12.64	09/17/2026		100
71920	SISTER BAY ADVANCEMEN	3463	SWIFFER WET JET REFILL TO	09/23/2026	18.21	18.21	09/24/2026		100
71926									
71926	SISTER BAY SEWER & WAT	63470	REIMBURSEMENT FOR DIGGE	09/30/2026	37.50	37.50	10/08/2026		100
71926	SISTER BAY SEWER & WAT	63477	REIMBURSEMENT FOR WPS W	10/08/2026	10,752.09	10,752.09	10/08/2026		100
71927									
71927	SISTER BAY/LIBERTY GRO	QTR 4 2026 Su	4TH QUARTER SUPPORT	10/12/2026	46,725.00	46,725.00	10/15/2026		100
71930									
71930	SISTER BAY/LIBERTY GRO	4th QTR Suppo	4TH QTR SUPPORT	10/12/2026	10,472.00	10,472.00	10/15/2026		100
71931									
71931	SISTER BAY PETRO	Aug 2026	VILLAGE GAS	09/01/2026	377.08	377.08	09/24/2026		100
71931	SISTER BAY PETRO	Aug 2026	UTILITY GAS - W	09/01/2026	37.98	37.98	09/24/2026		610
71931	SISTER BAY PETRO	Aug 2026	UTILITY GAS - WW	09/01/2026	65.90	65.90	09/24/2026		620
71931	SISTER BAY PETRO	Aug 2026	UTILITY GAS - C	09/01/2026	7.82	7.82	09/24/2026		630
71931	SISTER BAY PETRO	July 2026	VILLAGE GAS	09/01/2026	819.42	819.42	09/24/2026		100
71931	SISTER BAY PETRO	July 2026	UTILITY GAS - W	09/01/2026	63.07	63.07	09/24/2026		610
71931	SISTER BAY PETRO	July 2026	UTILITY GAS - WW	09/01/2026	109.44	109.44	09/24/2026		620
71931	SISTER BAY PETRO	July 2026	UTILITY GAS - C	09/01/2026	12.99	12.99	09/24/2026		630
72050									
72050	TOWN OF LIBERTY GROVE	1820	SHRED IT EVENT 8/1/26- SHAR	09/17/2026	723.97	723.97	09/17/2026		100
72051									
72051	TRUGREEN*CHEMLAWN	231405837	LAWN TREATMENT FIRE STATI	08/31/2026	113.24	113.24	09/24/2026		100
72051	TRUGREEN*CHEMLAWN	231405837	LAWN TREATMENT -SC	08/31/2026	213.57	213.57	09/24/2026		100
72051	TRUGREEN*CHEMLAWN	231405837	LAWN TREATMENT PARKS	08/31/2026	252.86	252.86	09/24/2026		100
72051	TRUGREEN*CHEMLAWN	232962473	LAWN TREATMENT - SPORTS C	09/30/2026	1,812.22	1,812.22	10/15/2026		100
72051	TRUGREEN*CHEMLAWN	232962473	LAWN TREATMENT PARKS	09/30/2026	952.69	952.69	10/15/2026		100
73003									
73003	VERIZON BUSINESS	06394144	VILLAGE PHONE - LONG DISTA	10/08/2026	.30	.30	10/08/2026		100
81988									
81988	WARNER-WEXEL LLC	255784	CUSTODIAN SUPPLIES	09/30/2026	49.08	49.08	10/01/2026		690
82350									
82350	WI PUBLIC SERVICE	6059126931	STREET LIGHTS	08/26/2026	1,431.54	1,431.54	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	MAINTENANCE BLDG	09/01/2026	38.64	38.64	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	FUTURE FACILITIES SITE	09/01/2026	17.60	17.60	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	VILLAGE HALL	09/01/2026	198.54	198.54	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	FIRE STATION	09/01/2026	1,172.59	1,172.59	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	ADMIN BLDG	09/01/2026	171.56	171.56	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	STREET LIGHTS	09/01/2026	252.00	252.00	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	PARKS	09/01/2026	236.22	236.22	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	SPORTS COMPLEX	09/01/2026	275.53	275.53	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	BIKE TRAIL LIGHTS	09/01/2026	92.47	92.47	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	SWALE PUMP	09/01/2026	58.22	58.22	09/17/2026		100
82350	WI PUBLIC SERVICE	6067083404	DOCKS	09/01/2026	2,504.17	2,504.17	09/17/2026		690
82350	WI PUBLIC SERVICE	6081743724	WELL #3 - SISTER BAY	09/14/2026	1,614.15	1,614.15	09/24/2026		610
82350	WI PUBLIC SERVICE	6081743724	WELL #3 - LGUD	09/14/2026	538.05	538.05	09/24/2026		610
82350	WI PUBLIC SERVICE	6097229173	STREET LIGHTS	09/25/2026	1,446.09	1,446.09	10/01/2026		100
82350	WI PUBLIC SERVICE	6101218685	ELECTRICITY - INFO BOOTH	09/29/2026	38.71	38.71	10/08/2026		100
82350	WI PUBLIC SERVICE	6101218685	ELECTRICITY - WATER	09/29/2026	762.08	762.08	10/08/2026		610
82350	WI PUBLIC SERVICE	6101218685	ELECTRICITY - WASTEWATER	09/29/2026	6,843.88	6,843.88	10/08/2026		620

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
82350	WI PUBLIC SERVICE	6101218685	ELECTRICITY - COLLECTION	09/29/2026	392.97	392.97	10/08/2026		630
82350	WI PUBLIC SERVICE	6105134134	MAINTENANCE BLDG	10/02/2026	39.30	39.30	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	FUTURE FACILITIES SITE	10/02/2026	18.20	18.20	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	VILLAGE HALL	10/02/2026	215.64	215.64	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	FIRE STATION	10/02/2026	1,118.97	1,118.97	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	ADMIN BLDG	10/02/2026	158.92	158.92	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	STREET LIGHTS	10/02/2026	282.87	282.87	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	PARKS	10/02/2026	196.58	196.58	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	SPORTS COMPLEX	10/02/2026	277.30	277.30	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	BIKE TRAIL LIGHTS	10/02/2026	96.94	96.94	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	SWALE PUMP	10/02/2026	48.48	48.48	10/08/2026		100
82350	WI PUBLIC SERVICE	6105134134	DOCKS	10/02/2026	1,762.91	1,762.91	10/08/2026		690
99996									
99996	ONE TIME VENDOR	Refund 10744-	REFUND SECURITY DEPOSIT F	10/07/2026	2,000.00	2,000.00	10/08/2026		100
100091									
10009	BADGER METER INC	80252899	CELLULAR UNITS AND SERVIC	09/28/2026	106.98	106.98	10/08/2026		610
10009	BADGER METER INC	80252899	CELLULAR UNITS AND SERVIC	09/28/2026	59.80	59.80	10/08/2026		610
10009	BADGER METER INC	80252899	CELLULAR UNITS AND SERVIC	09/28/2026	185.64	185.64	10/08/2026		620
10009	BADGER METER INC	80252899	CELLULAR UNITS AND SERVIC	09/28/2026	22.02	22.02	10/08/2026		630
100241									
10024	CRANE ENGINEERING INC	510483-00	NON POT- REPLACE PUMP, CH	08/31/2026	24,850.13	24,850.13	10/15/2026		620
10024	CRANE ENGINEERING INC	512675-00	REPLACEMENT EXPANSION TA	08/31/2026	19,180.00	19,180.00	10/15/2026		620
10024	CRANE ENGINEERING INC	518615-00	INSTALL NEW LIPSEAL ON FAL	09/28/2026	5,421.04	5,421.04	10/08/2026		620
10024	CRANE ENGINEERING INC	520709-00	LABOR TO REPLACE AERATION	09/28/2026	10,404.50	10,404.50	10/08/2026		620
100466									
10046	GREAT LAKES TV SEAL INC	24311	LIFT STATION CLEANING- BAY	08/31/2026	2,993.25	2,993.25	10/01/2026		630
100491									
10049	HAWKINS INC	7565651	CHLORINE CYLINDER RENTAL	09/15/2026	10.00	10.00	09/17/2026		610
10049	HAWKINS INC	7596558	CHEMICALS - WELL #1 AZONE	10/14/2026	289.90	289.90	10/15/2026		610
10049	HAWKINS INC	7596558	CHEMICALS - WELL #3	10/14/2026	289.90	289.90	10/15/2026		610
100516									
10051	INNOVATIVE PRINTING LLC	41789	MARINA DECALS	10/01/2026	566.00	566.00	10/08/2026		690
10051	INNOVATIVE PRINTING LLC	41837	ENVELOPES-W	09/21/2026	39.44	39.44	10/01/2026		610
10051	INNOVATIVE PRINTING LLC	41837	ENVELOPES-WW	09/21/2026	68.44	68.44	10/01/2026		620
10051	INNOVATIVE PRINTING LLC	41837	ENVELOPES-C	09/21/2026	8.12	8.12	10/01/2026		630
100541									
10054	ITU ABSORB TECH	8793191	RAGS- W	09/15/2026	12.64	12.64	09/24/2026		610
10054	ITU ABSORB TECH	8793191	WWTP LAUNDRY SERVICE	09/15/2026	74.62	74.62	09/24/2026		620
10054	ITU ABSORB TECH	8793191	RAGS- WW	09/15/2026	21.95	21.95	09/24/2026		620
10054	ITU ABSORB TECH	8793191	RAGS- C	09/15/2026	2.60	2.60	09/24/2026		630
100691									
10069	MIDWEST METER INC	0192147-IN	FORD 1 1/2"NPT X 1 1/2" MTR B,	09/09/2026	1,136.17	1,136.17	09/17/2026		610
100731									
10073	NCL OF WISCONSIN INC	540670	AMMONIA	09/02/2026	37.60	37.60	09/17/2026		620
10073	NCL OF WISCONSIN INC	540897	LAB CHEMICALS	09/08/2026	291.43	291.43	09/24/2026		620
100781									
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 3241.02	09/11/2026	468.81	468.81	09/17/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 6980.01	10/06/2026	154.12	154.12	10/08/2026		001
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 7165.01	10/01/2026	186.82	186.82	10/08/2026		001
100841									
10084	US POSTAL SERVICE	Q3 2026 Util Bil	UTILITY BILL MAILING- W	09/22/2026	206.45	206.45	09/24/2026		610
10084	US POSTAL SERVICE	Q3 2026 Util Bil	UTILITY BILL MAILING- WW	09/22/2026	358.26	358.26	09/24/2026		620
10084	US POSTAL SERVICE	Q3 2026 Util Bil	UTILITY BILL MAILING- C	09/22/2026	42.50	42.50	09/24/2026		630
100856									
10085	PUBLIC SERVICE COMM OF	2605-I-05500.2	SEWER RATE COMPLAINT	09/23/2026	590.41	590.41	09/24/2026		620
10085	PUBLIC SERVICE COMM OF	RA27-I-05500	REMAINDER ASSESSMENT	09/29/2026	561.79	561.79	10/01/2026		610

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
101056									
10105	USA BLUEBOOK	INV01158187	WELL 1 - BLUE-WHITE TUBE AS	09/10/2026	202.49	202.49	09/24/2026		610
10105	USA BLUEBOOK	INV01158187	WELL 3 - BLUE-WHITE TUBE AS	09/10/2026	202.48	202.48	09/24/2026		610
10105	USA BLUEBOOK	INV01184281	BLEACH BALL VALVES 2EA , AD	10/07/2026	230.06	230.06	10/15/2026		610
10105	USA BLUEBOOK	INV01184289	NIPPLE- WELL 3- CHLORINE SY	10/07/2026	11.67	11.67	10/15/2026		610
10105	USA BLUEBOOK	INV01186707	WELL 3 CHLORINE SYSTEM PA	10/12/2026	5.58	5.58	10/15/2026		610
101126									
10112	WI STATE LAB OF HYGIENE	30053175	DRINKING WATER LAB PROFICI	10/01/2026	341.00	341.00	10/15/2026		610
10112	WI STATE LAB OF HYGIENE	30053175	WWTP LAB CERTIFICATION QC	10/01/2026	1,006.00	1,006.00	10/15/2026		620
101207									
10120	DOOR COUNTY HARDWAR	101760 8/31/2	FS- GEN SUPPLIES	08/31/2026	34.36	34.36	09/17/2026		100
10120	DOOR COUNTY HARDWAR	101760 8/31/2	MISC PW MACHINERY	08/31/2026	20.98	20.98	09/17/2026		100
10120	DOOR COUNTY HARDWAR	101760 8/31/2	GEN SUPPLIES- STREET SUPP	08/31/2026	219.91	219.91	09/17/2026		100
10120	DOOR COUNTY HARDWAR	101760 8/31/2	GEN SUPPLIES- STREET SIGNS	08/31/2026	30.59	30.59	09/17/2026		100
10120	DOOR COUNTY HARDWAR	101760 8/31/2	PARKS- MINOR EQUIPMENT/TO	08/31/2026	52.98	52.98	09/17/2026		100
10120	DOOR COUNTY HARDWAR	101760 8/31/2	PARKS GEN SUPPLIES	08/31/2026	207.43	207.43	09/17/2026		100
10120	DOOR COUNTY HARDWAR	101760 8/31/2	SPORTS COM- GROUND MAINT	08/31/2026	18.35	18.35	09/17/2026		100
10120	DOOR COUNTY HARDWAR	101760 8/31/2	MARINA- BUILDING MAINT	08/31/2026	45.96	45.96	09/17/2026		690
10120	DOOR COUNTY HARDWAR	101760 9/30/2	GENERAL SUPPLIES -GEN BUIL	10/15/2026	6.98	6.98	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	PW- UNIFORMS/CLOTHING	10/15/2026	19.99	19.99	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	SBAA- GEN SUPPLIES	10/15/2026	5.49	5.49	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	PARKS- GEN SUPPLIES	10/15/2026	217.93	217.93	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	GROUNDS MAINT	10/15/2026	79.96	79.96	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	PARKS- EQUIP MAINT	10/15/2026	59.98	59.98	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	SC- GENERAL SUPPLIES	10/15/2026	25.94	25.94	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	SC- GROUNDS MAINT	10/15/2026	23.57	23.57	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	SC- BUILDING MAINT	10/15/2026	99.99	99.99	10/15/2026		100
10120	DOOR COUNTY HARDWAR	101760 9/30/2	TOOLS/MINOR EQUIP	10/15/2026	10.87	10.87	10/15/2026		610
10120	DOOR COUNTY HARDWAR	101760 9/30/2	CUSTODIAL SUPPLIES	10/15/2026	77.85	77.85	10/15/2026		610
10120	DOOR COUNTY HARDWAR	101760 9/30/2	TOOLS/MINOR EQUIP	10/15/2026	18.87	18.87	10/15/2026		620
10120	DOOR COUNTY HARDWAR	101760 9/30/2	CUSTODIAL SUPPLIES	10/15/2026	150.08	150.08	10/15/2026		620
10120	DOOR COUNTY HARDWAR	101760 9/30/2	TOOLS/MINOR EQUIP	10/15/2026	2.24	2.24	10/15/2026		630
10120	DOOR COUNTY HARDWAR	101760 9/30/2	CUSTODIAL SUPPLIES	10/15/2026	16.03	16.03	10/15/2026		630
10120	DOOR COUNTY HARDWAR	101760 9/30/2	SMALL TOOLS	10/15/2026	39.98	39.98	10/15/2026		690
10120	DOOR COUNTY HARDWAR	101760 9/30/2	GEN SUPPLIES	10/15/2026	80.98	80.98	10/15/2026		690
10120	DOOR COUNTY HARDWAR	101760 9/30/2	DOCK MAINT	10/15/2026	51.97	51.97	10/15/2026		690
10120	DOOR COUNTY HARDWAR	502215 9.30.2	29360 PIPE JOINT COMP	09/30/2026	15.99	15.99	10/08/2026		610
10120	DOOR COUNTY HARDWAR	502215 9.30.2	29360 FASTENERS	09/30/2026	3.23	3.23	10/08/2026		610
10120	DOOR COUNTY HARDWAR	502215 9.30.2	29505 SHOVEL-W	09/30/2026	17.00	17.00	10/08/2026		610
10120	DOOR COUNTY HARDWAR	502215 9.30.2	29238-PAINT TRAY & ROLLER-	09/30/2026	10.79	10.79	10/08/2026		620
10120	DOOR COUNTY HARDWAR	502215 9.30.2	30082 HOOKS	09/30/2026	13.99	13.99	10/08/2026		620
10120	DOOR COUNTY HARDWAR	502215 9.30.2	29327 RUST STOP- NON POT P	09/30/2026	18.99	18.99	10/08/2026		620
10120	DOOR COUNTY HARDWAR	502215 9.30.2	29505 SHOVEL-C	09/30/2026	16.99	16.99	10/08/2026		630
101216									
10121	HYDROCORP	CI-16290	COMMERCIAL CROSS CONNEC	10/01/2026	444.79	444.79	10/08/2026		610
10121	HYDROCORP	CI-16290	COMMERCIAL CROSS CONNEC	10/01/2026	11.21	11.21	10/08/2026		610
1001150									
10011	CORE & MAIN LP	Z835562	MAIN VALVE BOX RISERS AND	09/30/2026	1,160.00	1,160.00	10/08/2026		610
1001199									
10011	SPECTRUM ENTERPRISE	104064501090	PWB- PHONE	09/01/2026	57.56	57.56	09/17/2026		100
10011	SPECTRUM ENTERPRISE	104064501090	VILLAGE HALL INTERNET	09/01/2026	187.32	187.32	09/17/2026		100
10011	SPECTRUM ENTERPRISE	104064501090	ADMIN PHONE	09/01/2026	177.34	177.34	09/17/2026		100
10011	SPECTRUM ENTERPRISE	104064501090	ADMIN INTERNET	09/01/2026	160.00	160.00	09/17/2026		100
10011	SPECTRUM ENTERPRISE	104064501090	PWB- INTERNET	09/01/2026	120.00	120.00	09/17/2026		100
10011	SPECTRUM ENTERPRISE	104064501090	SPORTS COMPLEX- PHONE	09/01/2026	28.78	28.78	09/17/2026		100
10011	SPECTRUM ENTERPRISE	104064501090	SPORTS COMPLEX- INTERNET	09/01/2026	170.00	170.00	09/17/2026		205
10011	SPECTRUM ENTERPRISE	104064501090	UTILITIES- APT FIBER - W	09/01/2026	28.78	28.78	09/17/2026		610

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10011	SPECTRUM ENTERPRISE	104064501090	UTILITIES- APT EI - W	09/01/2026	40.80	40.80	09/17/2026		610
10011	SPECTRUM ENTERPRISE	104064501090	UTILITIES- APT FIBER - WW	09/01/2026	28.78	28.78	09/17/2026		620
10011	SPECTRUM ENTERPRISE	104064501090	UTILITIES- APT EI - WW	09/01/2026	70.80	70.80	09/17/2026		620
10011	SPECTRUM ENTERPRISE	104064501090	UTILITIES- APT EI - C	09/01/2026	8.40	8.40	09/17/2026		630
10011	SPECTRUM ENTERPRISE	104064501090	MARINA- PHONE	09/01/2026	57.56	57.56	09/17/2026		690
10011	SPECTRUM ENTERPRISE	104064501090	MARINA- INTERNET	09/01/2026	330.00	330.00	09/17/2026		690
10011	SPECTRUM ENTERPRISE	104064501100	PWB- PHONE	10/01/2026	57.56	57.56	10/15/2026		100
10011	SPECTRUM ENTERPRISE	104064501100	VILLAGE HALL INTERNET	10/01/2026	187.32	187.32	10/15/2026		100
10011	SPECTRUM ENTERPRISE	104064501100	ADMIN PHONE	10/01/2026	177.34	177.34	10/15/2026		100
10011	SPECTRUM ENTERPRISE	104064501100	ADMIN INTERNET	10/01/2026	160.00	160.00	10/15/2026		100
10011	SPECTRUM ENTERPRISE	104064501100	PWB- INTERNET	10/01/2026	120.00	120.00	10/15/2026		100
10011	SPECTRUM ENTERPRISE	104064501100	SPORTS COMPLEX- PHONE	10/01/2026	28.78	28.78	10/15/2026		100
10011	SPECTRUM ENTERPRISE	104064501100	SPORTS COMPLEX- INTERNET	10/01/2026	170.00	170.00	10/15/2026		205
10011	SPECTRUM ENTERPRISE	104064501100	UTILITIES- APT FIBER - W	10/01/2026	28.78	28.78	10/15/2026		610
10011	SPECTRUM ENTERPRISE	104064501100	UTILITIES- APT EI - W	10/01/2026	40.80	40.80	10/15/2026		610
10011	SPECTRUM ENTERPRISE	104064501100	UTILITIES- APT FIBER - WW	10/01/2026	28.78	28.78	10/15/2026		620
10011	SPECTRUM ENTERPRISE	104064501100	UTILITIES- APT EI - WW	10/01/2026	70.80	70.80	10/15/2026		620
10011	SPECTRUM ENTERPRISE	104064501100	UTILITIES- APT EI - C	10/01/2026	8.40	8.40	10/15/2026		630
10011	SPECTRUM ENTERPRISE	104064501100	MARINA- PHONE	10/01/2026	57.56	57.56	10/15/2026		690
10011	SPECTRUM ENTERPRISE	104064501100	MARINA- INTERNET	10/01/2026	330.00	330.00	10/15/2026		690
1001209									
10012	AMAZON CAPITAL SERVICE	1MYM-XTJ7-6	SHOWER CURTAIN	08/18/2026	33.55	33.55	09/24/2026		690
10012	AMAZON CAPITAL SERVICE	11JM-KMJV-H	OFFICE SUPPLIES-W	09/26/2026	102.11	102.11	10/01/2026		610
10012	AMAZON CAPITAL SERVICE	11JM-KMJV-H	MAIN VALVE WRENCH TOP HA	09/26/2026	60.78	60.78	10/01/2026		610
10012	AMAZON CAPITAL SERVICE	11JM-KMJV-H	OFFICE SUPPLIES-WW	09/26/2026	177.19	177.19	10/01/2026		620
10012	AMAZON CAPITAL SERVICE	11JM-KMJV-H	OFFICE SUPPLIES-C	09/26/2026	21.02	21.02	10/01/2026		630
10012	AMAZON CAPITAL SERVICE	16Q1-D76P-1T	1FORZA 8FT X 6FT HEAVY DUT	09/09/2026	199.96	199.96	09/24/2026		100
10012	AMAZON CAPITAL SERVICE	19GV-KFK3-R	GOLDEN STATE ART 12X18 PIC	09/28/2026	112.84	112.84	10/01/2026		100
10012	AMAZON CAPITAL SERVICE	19X7-6QQR-C	SHERR 50 ROLLS 10000 COUN	09/23/2026	128.98	128.98	10/01/2026		100
10012	AMAZON CAPITAL SERVICE	1HXG-CGHQ-4	1TORO PART # 112-2343 V-BELT	09/29/2026	33.65	33.65	10/08/2026		100
10012	AMAZON CAPITAL SERVICE	1KPJ-GQX1-C	BARNES CLOTHING-W	09/23/2026	19.12	19.12	10/01/2026		610
10012	AMAZON CAPITAL SERVICE	1KPJ-GQX1-C	BARNES CLOTHING-WW	09/23/2026	33.18	33.18	10/01/2026		620
10012	AMAZON CAPITAL SERVICE	1KPJ-GQX1-C	BARNES CLOTHING-C	09/23/2026	3.94	3.94	10/01/2026		630
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	BARNES BOOTS-W	09/16/2026	51.00	51.00	10/01/2026		610
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	OAKDALE CLOTHING-W	09/16/2026	13.51	13.51	10/01/2026		610
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	BARNES CLOTHING-W	09/16/2026	117.61	117.61	10/01/2026		610
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	BARNES BOOTS-WW	09/16/2026	88.50	88.50	10/01/2026		620
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	OAKDALE CLOTHING-WW	09/16/2026	23.45	23.45	10/01/2026		620
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	BARNES CLOTHING-WW	09/16/2026	204.09	204.09	10/01/2026		620
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	BARNES BOOTS-C	09/16/2026	10.49	10.49	10/01/2026		630
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	OAKDALE CLOTHING-C	09/16/2026	2.78	2.78	10/01/2026		630
10012	AMAZON CAPITAL SERVICE	1QPT-FHDQ-Q	BARNES CLOTHING-C	09/16/2026	24.21	24.21	10/01/2026		630
10012	AMAZON CAPITAL SERVICE	1QWJ-7RNV-4	FLAG SET	09/30/2026	81.15	81.15	10/01/2026		690
10012	AMAZON CAPITAL SERVICE	1RKL-Q9YC-W	18PCS 5/8 CUTTING EDGE BOL	09/28/2026	17.39	17.39	10/01/2026		100
10012	AMAZON CAPITAL SERVICE	1RKL-Q9YC-W	NEOPRENE RUBBER SHEET - 1	09/28/2026	21.46	21.46	10/01/2026		100
10012	AMAZON CAPITAL SERVICE	1WHQ-KHK3-	BICYCLE TUBES	09/17/2026	35.16	35.16	09/17/2026		690
10012	AMAZON CAPITAL SERVICE	1YKQ-QRGX-R	PRINTER TONER	09/19/2026	34.58	34.58	09/24/2026		690
1001236									
10012	CONWAY OLEJNICZAK & JE	73928	VILLAGE MATTERS	09/15/2026	1,721.25	1,721.25	09/17/2026		100
10012	CONWAY OLEJNICZAK & JE	73928	ZONING MATTER	09/15/2026	180.00	180.00	09/17/2026		100
10012	CONWAY OLEJNICZAK & JE	73928	LIBERTY GROVE/WWTP MATTE	09/15/2026	438.75	438.75	09/17/2026		620
1001242									
10012	ZUCCHETTI NORTH AMERI	44610	LODGICAL SUBSCRIPTION - MA	10/02/2026	194.00	194.00	10/08/2026		690
1001255									
10012	Kara Kroll	3rd Qtr 26 Mile	MILEAGE- W	09/30/2026	42.84	42.84	10/08/2026		610
10012	Kara Kroll	3rd Qtr 26 Mile	MILEAGE- WW	09/30/2026	74.35	74.35	10/08/2026		620
10012	Kara Kroll	3rd Qtr 26 Mile	MILEAGE- C	09/30/2026	8.82	8.82	10/08/2026		630

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001271									
10012	IDEXX DISTRIBUTION INC	3209400196	WP100I IRRADIATED COLILERT	09/03/2026	1,168.36	1,168.36	09/24/2026		610
10012	IDEXX DISTRIBUTION INC	3209400196	WW E. COLI QUANTI TRAYS	09/03/2026	420.37	420.37	09/24/2026		620
1001272									
10012	J.B. TRUCK SERVICE LLC	8898	SNOWPLOW REPAIR W	09/28/2026	568.60	568.60	10/01/2026		610
10012	J.B. TRUCK SERVICE LLC	8898	SNOWPLOW REPAIR WW	09/28/2026	986.68	986.68	10/01/2026		620
10012	J.B. TRUCK SERVICE LLC	8898	SNOWPLOW REPAIR C	09/28/2026	117.06	117.06	10/01/2026		630
1001288									
10012	WI SCTF	C.S. PR101620	CHILD SUPPORT - 10/16/2026 P	10/15/2026	262.61	262.61	10/15/2026		100
10012	WI SCTF	CS PR 091820	CHILD SUPPORT - 09/18/2026 P	09/15/2026	262.61	262.61	09/17/2026		100
10012	WI SCTF	CS PR1002202	CHILD SUPPORT - 10/02/2026 P	09/30/2026	262.61	262.61	10/01/2026		100
1001304									
10013	FIRST UNUM LIFE INSURAN	November 202	LTD INSURANCE NOVEMBER 2	10/15/2026	356.81	356.81	10/15/2026		100
10013	FIRST UNUM LIFE INSURAN	October 2026	LTD INSURANCE OCTOBER 202	09/15/2026	356.81	356.81	09/17/2026		100
1001312									
10013	STANTEC CONSULTING SE	2615072	MARINA SURVEY	09/17/2026	7,500.00	7,500.00	09/17/2026		690
10013	STANTEC CONSULTING SE	2615072- Villag	PROFESSIONAL SERVICES- JU	09/17/2026	549.00	549.00	09/17/2026		100
1001335									
10013	HUMAN RESOURCES CON	19033	SAMM - REVIEWED AND RECO	09/01/2026	127.50	127.50	09/17/2026		100
10013	HUMAN RESOURCES CON	19083	SAMM - BENEFITS ADMIN SUPP	09/17/2026	255.00	255.00	09/24/2026		100
10013	HUMAN RESOURCES CON	19158	HR CONSULTING	10/01/2026	340.00	340.00	10/08/2026		100
1001339									
10013	Summerset Marine Corporatio	INV16950	GENERAL SERVICE	09/16/2026	1,800.00	1,800.00	09/24/2026		100
1001346									
10013	SISTER BAY BP	Aug 2026	VILLAGE GAS	09/03/2026	664.59	664.59	09/17/2026		100
10013	SISTER BAY BP	Sept 2026	VILLAGE GAS	10/12/2026	377.34	377.34	10/15/2026		100
10013	SISTER BAY BP	Sept 2026 SB	VILLAGE GAS	10/15/2026	377.34	377.34	10/15/2026		100
1001347									
10013	Rae-Cor Distributing	061605	URINAL SCREEN THE WAVE 3D	09/24/2026	25.20	25.20	10/01/2026		100
10013	Rae-Cor Distributing	061605	MISC CHARGE	09/24/2026	4.95	4.95	10/01/2026		100
1001364									
10013	MetLife	Cust#268973 S	VISION 9/2026	09/14/2026	160.06	160.06	09/17/2026		100
10013	MetLife	Cust#268973 S	VISION 10/2026	10/09/2026	160.06	160.06	10/15/2026		100
1001371									
10013	Young Automotive, Inc	1050653	FRONT END WORK 2005 CHEV	10/02/2026	1,685.25	1,685.25	10/08/2026		100
1001373									
10013	Martin Systems LLC	145691	PWB- FIRE ALARM MONITORIN	10/05/2026	521.40	521.40	10/15/2026		100
1001378									
10013	Dan's Door Co Blooms	179	PUMPKIN PURCHASE	09/21/2026	120.00	120.00	09/24/2026		100
10013	Dan's Door Co Blooms	179	HAY BALES PURCHASE	09/21/2026	30.00	30.00	09/24/2026		100
10013	Dan's Door Co Blooms	179	MUMS ! PURCHASE	09/21/2026	90.00	90.00	09/24/2026		100
10013	Dan's Door Co Blooms	18/	POST OFFICE HOURS	09/30/2026	600.00	600.00	10/08/2026		100
10013	Dan's Door Co Blooms	18/	VILLAGE HALL HOURS	09/30/2026	300.00	300.00	10/08/2026		100
10013	Dan's Door Co Blooms	18/	MARINA HOURS	09/30/2026	200.00	200.00	10/08/2026		100
1001389									
10013	TAPCO	I836772	120475SPIN ALERT, AMBER AN	10/08/2026	1,304.00	1,304.00	10/15/2026		100
1001390									
10013	Fairchild Equipment INC	SWO226425-1	DECAL - ANNUAL INSPECT REC	10/02/2026	15.37	15.37	10/08/2026		100
10013	Fairchild Equipment INC	SWO226425-1	REPAIR	10/02/2026	561.00	561.00	10/08/2026		100
10013	Fairchild Equipment INC	SWO226425-1	SERVICE SUPPLIES	10/02/2026	67.32	67.32	10/08/2026		100
1001391									
10013	RACO Manufacturing & Engin	INV-117484	CELLULARM BACKUP DIALER -	09/11/2026	884.00	884.00	10/01/2026		610
10013	RACO Manufacturing & Engin	INV-117484	CELLULARM BACKUP DIALER -	09/11/2026	1,534.00	1,534.00	10/01/2026		620
10013	RACO Manufacturing & Engin	INV-117484	CELLULARM BACKUP DIALER -	09/11/2026	182.00	182.00	10/01/2026		630
1001392									
10013	Jones Lang LaSalle Americas	SA856835001	USPS LEASE COMMISSION AG	10/08/2026	4,113.00	4,113.00	10/08/2026		100

VILLAGE OF SISTER BAY | Payment Approval Report - Village Board Format | Page: 10
Report dates: 1/1/2026-12/31/2026 | Oct 15, 2026 11:54AM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
Grand Totals:					376,830.42	376,830.42			

Dated: Oct 15, 2026

Staff: Vdodymyr Garaske

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 09/12/2026-10/16/2026

Follow link below for more reports:
https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:28876f92-338f-4bb7-a194-706883c47c6d

Village of Sister Bay
Board Report

Meeting Date: October 20, 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		$ 248,612.15	
Bank fees & bills paid electronically		951.32	
Village Total			*$ 249,563.47*
Special Revenue Funds bills		$ 340.00	
Special Revenue Sales Tax		-	
Bank fees & bills paid electronically		-	
Minor Funds Total			*$ 340.00*
Debt Service	Village	$ 224,405.00	
	Special Revenue	-	
	Marina	12,675.00	
	Utilities	1,345.50	
Debt Service Total			*$ 238,425.50*
CIP/TIF bills prepaid		$ 10,525.50	
CIP/TIF Bank fees paid electronically		-	
CIP/TIF total			*$ 10,525.50*
Water fund bills prepaid		$ 18,200.58	
Wastewater fund bills prepaid		75,944.51	
Collection fund bills prepaid		4,259.15	
Bank fees & bills paid electronically		-	
Utility total			*$ 98,404.24*
Marina bills prepaid		$ 18,948.53	
Marina sales tax		$ 2,940.54	
Marina credit card fees & bills paid by EFT		$ 1,580.78	
Marina Total			*$ 23,469.85*
Net payroll:	09/04, 9/18 and BPR 09/30	$ 94,989.23	
State taxes paid online		4,679.46	
Retirement paid online		12,850.32	
Payroll/taxes total			*$ 112,519.01*
TOTAL ALL BILLS			**$ 733,247.57**

Respectfully submitted,

Volodymyr Gannik

Volodymyr Gannik
Financial Specialist/Village Treasurer

STAFF REPORT

Date: October 14, 2026

To: Village Board

From: **Julie Thyssen, Village Clerk**

Re: Availability of Additional Reserve “Class B” Liquor License

Background

The Wisconsin Department of Administration (DOA) has confirmed the Village of Sister Bay's 2026 population at **1,229 residents**, exceeding the Village's next population threshold of 1,225 for an additional Reserve “Class B” liquor license.

As a result, the Village qualifies for one additional Reserve “Class B” liquor license under Wisconsin's population-based quota system.

Village Ordinance Requirements

The Village's existing alcohol licensing ordinance establishes the following requirements:

(a) Application for Reserve “Class B” Liquor License: Reserve “Class B” liquor licenses were created by the State of Wisconsin through special legislation in the late 1990’s and are available through population increases of 500 people based on estimates provided by the State Department of Administration (DOA) since the inception of the quota system.

The availability of a Reserve “Class B” liquor license will be published on the Village website and announced at a minimum of two (2) board meetings following the receipt of the DOA population estimate qualifying the Village for such license.

Application will be made on state prescribed forms (AT-106, AT-103, and AT-104) and an auxiliary questionnaire prepared by the Municipality and provided by the Clerk. The filing deadline will be April 1 of each year. Candidates will be provided with the date of the board meeting at which those applications will then be reviewed.

The availability of a Reserve “Class B” liquor license does not require the Village Board to grant it.

License Availability and Next Steps

Pursuant to the ordinance, the Village will:

1. Publish notice of the additional Reserve “Class B” liquor license availability on the Village website.
2. Announce the availability at October 20, 2026 and November 17, 2026, Village Board meetings to satisfy the two-meeting requirement.
3. Make application materials available through the Village Clerk's office, with an application filing deadline of **April 1, 2027**.
4. Present any applications received to the Village Board for consideration in accordance with the ordinance.

Board Action

No Board action is required at this time. This report serves as the first of the two required Village Board announcements regarding the availability of the additional Reserve “Class B” liquor license.

AWARDING AVAILABLE "CLASS B" LIQUOR LICENCES

Authority: Authority to grant liquor license in the Village of Sister Bay lies with the Village Board per Wis. Stats. Chapter 125 and Chapter 6 of the Sister Bay Municipal Code. Seated board members who own, operate, or are associated by employment by any establishment requesting licensure from the full board shall recuse them themselves from discussion and voting on license requests. If the number of individuals required to recuse themselves from discussion results in the lack of a quorum, a majority vote of the remaining trustees will be sufficient to grant a license.

Process: When a Reserve "Class B" license becomes available, the municipality shall publish notice on its website and include an announcement at a minimum of two (2) board meetings following the receipt of the DOA population estimate. Interested candidates will submit an application on state prescribed forms (AB-200, AB-100, and AB-101), and an auxiliary questionnaire prepared by the municipality and provided by the Clerk. The deadline for filing of applications will be April 1 of each year. Candidates will be provided with the date of the board meeting at which those applications will be reviewed. **The availability of a Reserve "Class B" liquor license does not require the Village Board to grant it.**

General Qualifications: Applicants shall be familiar with the requirements in Wis. Stats. Chapters 125 and 139, and Chapter 6 of the Sister Bay Municipal Code prior to licensure. Additional information can be found at the WI Department of Revenue website: https://www.revenue.wi.gov/Pages/AlcoholBeverage/home.aspx

Required Documentation:

- AB-200 Alcohol Beverage License Application
- AB-100 Alcohol Beverage Individual Questionnaire (Required for all members of the business. If their name is on the application, they need to complete this form.)
- AB-101 Alcohol Beverage Appointment of Agent (if required)
- Village of Sister Bay Reserve License Questionnaire (attached)
- Copy of Wisconsin Seller's Permit Identification Number
- Copy of Federal Identification Number (FEIN)
- If leasing a space, provide a copy of the current lease to include the property address, parties involved and the dates of the lease
- Proof of completion of a responsible beverage server training course
- Site Plan with on-site parking
- Floor plan with available seating and labeled areas where alcohol is served and stored
- Reserve License initial issuance fee of $20,000

PARKS & STREETS DIRECTOR'S REPORT

Date: October 5, 2026

OPERATIONS UPDATES

Shouldering:

- Staff have continued to fill in low spots along roadway.

Tree rings:

- Staff have continued to install mulch rings around trees throughout the park system.
- They have installed 15 in total to date for the year.

Seasonal Transition:

- Staff have begun the process of removing, cleaning and storing items for the upcoming cooler season.

Marina Fest:

- The event was a success, with no major concerns coming to light.
- Staff worked with SBAA and Sister Bay/ Liberty Grove to help plan, set-up and clean-up for the event.
- The department would like to thank the Sister Bay/ Liberty Grove fire department for the help they provided in cleaning up trash and litter throughout the course of the event. Great Job!

Infrastructure- Seismic shift:

- Staff completed committee request to find engineering drawing for Gateway Dr.
- Staff ask the Village engineer to review the drawing to see if anything could be found that looks off.
- After reviewing the drawing nothing unusual was found.

OPERATIONS UPDATES Continues

- The opinion of the Village engineer on what may have occurred is heat expansion combine with heavy vehicle traffic.
- The County HWY department has been contacted to come out and grind down the asphalt hump and apply a mastic patch (polymer -modified asphalt binder) over the affected area.
    - Refer to *Figure (s) 1*- Infrastructure; Seismic Shift for Visual

Burr Oak in Distress:

- Good news, the Burr Oak tree that was affected the most by Chlorosis is showing signs of a turnaround with new leaf growth in affected area.
- Hoping for a full recovery next growing season. I will continue to monitor the situation.
    - Refer to *Figure (s) 2- Burr oak in Distress*

Little League Field Tree trimming:

- Staff have started to trim the pine tree branches back that run along the back side of the little league ball field fence.
- Trimming the branches back will help provide easier access to the grass area around those trees. Helping staff maintain that area more effectively.
    - Refer to *Figure (s) 3- Little League Field Tree Trimming*

Beach hazard- Cable in the Water:

- Staff identified three additional sites where cables were popping up out of the sand.
- Bring the total to four locations.
- Staff mark the locations with buoys
- Somerset Marine was able extract all exposed cable.
- The cables were attached to concrete and rock pier.

Dog Park Maintenance:

- Maintenance at the Dog Park has been increased.
- Staff efforts have not gone unnoticed by visitors with someone taking the time to write a thank you letter.
    - Refer to *Figure (s) 4- Dog Park maintenance*

PROJECT AND PROGRAM UPDATES

Waterfront Gazebo Stone bench and counter:

- After confirming with the parks committee when this project would need to be completed by (Memorial Weekend 2027). I reached back out to Franke Masonry to see if they could commit to this finish date.

PROJECT AND PROGRAM UPDATES

- Staff have made several attempts but have not gotten a response back yet.
- Staff will start the process of reaching out again to contractors regarding this project.

Pizza Box Receptacles:

- Staff will be proposing the inclusion of two (2) pizza box receptacles in the 2027 Annual Budget
- If approved these will be purchased in early 2027 and installed before the tourist season.
- Local pizza-based restaurants were solicited for a financial contribution for the purchase of the pizza box receptacles.

Community Investment Fund (Bay's Ballfield Restrooms Addition):

- The Community Investment Fund application was submitted, per the Committee's direction.
- The Community Investment Fund application was submitted on 09/21/2026.
- The decision will likely be known in 2 months (end of November 2026) whether funding was awarded or not.

REPORT FIGURES

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

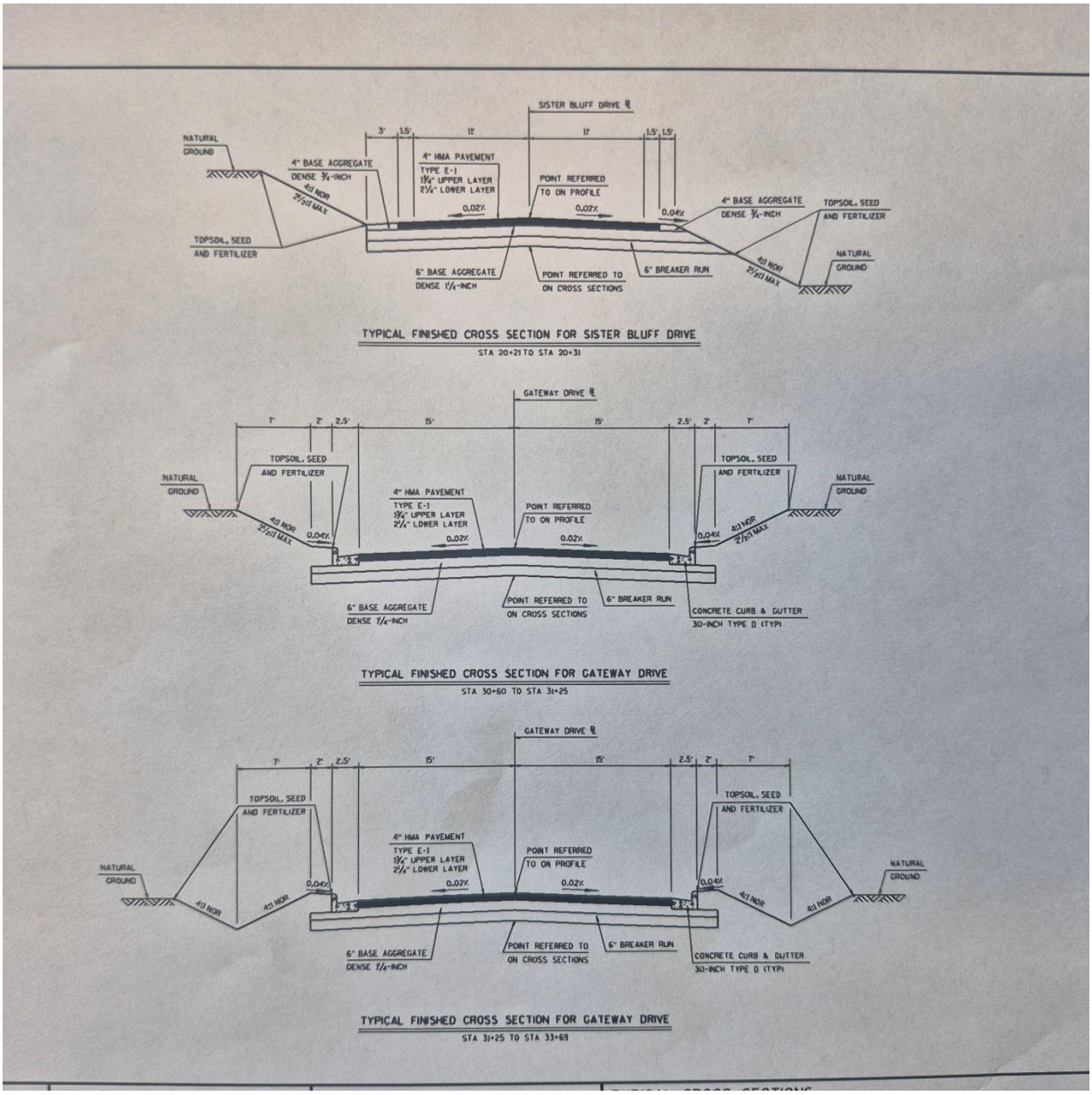


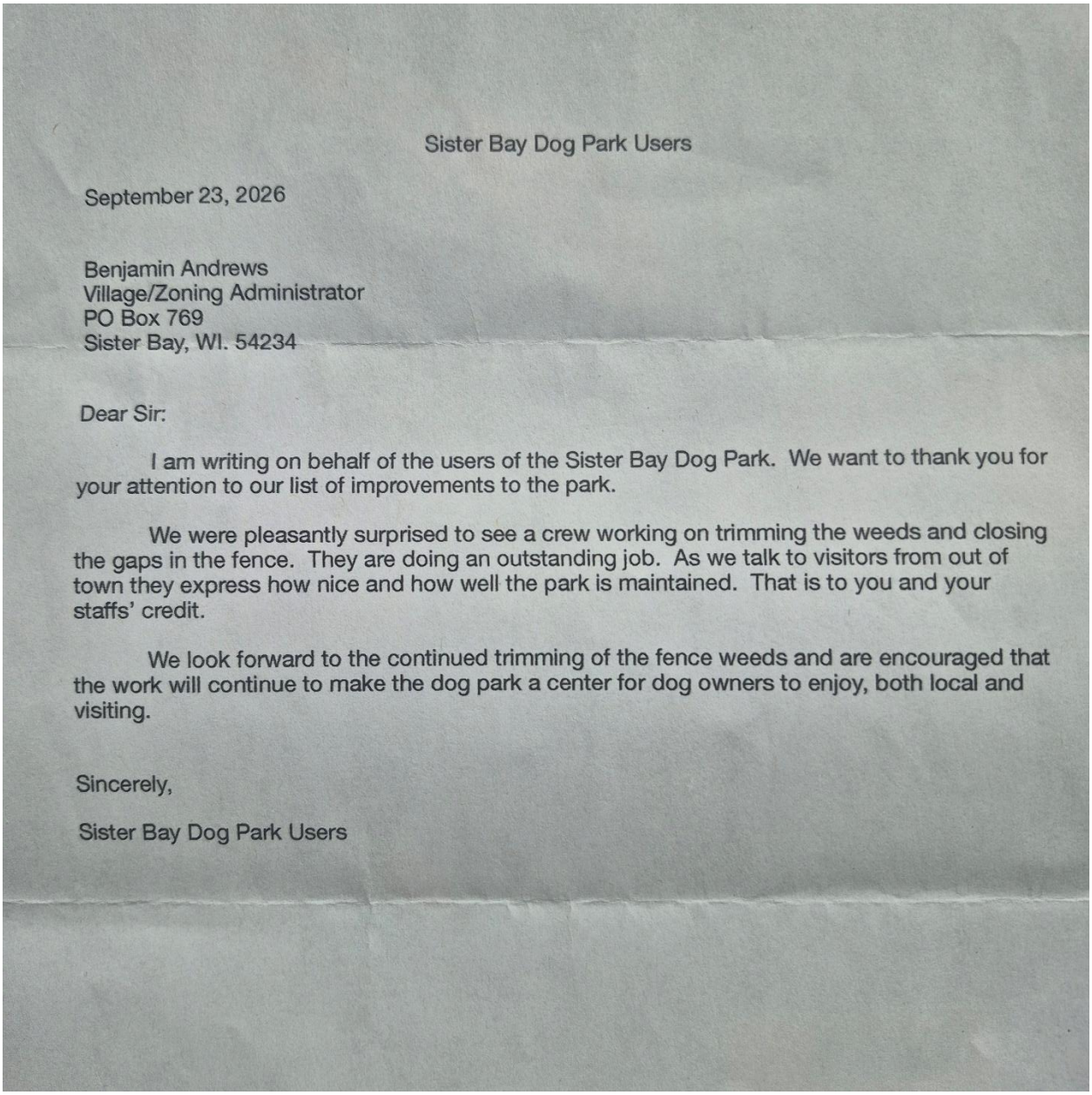
Figure (s) 2- Burr oak in Distress



Figure (s) 3- Little League Field Tree trimming



Figure (s) 4- Dog Park Maintenance



Sister Bay Dog Park Users

September 23, 2026

Benjamin Andrews
Village/Zoning Administrator
PO Box 769
Sister Bay, WI. 54234

Dear Sir:

I am writing on behalf of the users of the Sister Bay Dog Park. We want to thank you for your attention to our list of improvements to the park.

We were pleasantly surprised to see a crew working on trimming the weeds and closing the gaps in the fence. They are doing an outstanding job. As we talk to visitors from out of town they express how nice and how well the park is maintained. That is to you and your staffs' credit.

We look forward to the continued trimming of the fence weeds and are encouraged that the work will continue to make the dog park a center for dog owners to enjoy, both local and visiting.

Sincerely,

Sister Bay Dog Park Users

Village of Sister Bay
Sewer and Water Utilities Committee Operations Report

Sewer and Water Utilities Committee Meeting
October 13, 2026

Capacity Report
See the attached report for August 2026.

Well Permit Status Report
2026 well permit status; see enclosed information.

Review Financial Statements
See the attached financial reports.

Simplified Rate Case
The application for a simplified rate case has been started. A notice will be published in the October 23, 2026, issue of the Peninsula Pulse and the application will be submitted to the PSC on October 30, 2026. The rate effective date requested is January 1, 2027.

Sludge Tank Aeration Replacement
Materials for replacement have been submitted for production. Delivery is scheduled for November 13, 2026. The demo of the existing equipment is scheduled for November 9, 2026. August and Winters is hoping to have the installation complete by November 20, 2026.

DNR Sanitary Survey
Our DNR Representative was on site at the WWTP on September 22, 2026, for the Village's wastewater facility inspection. The inspection is required as part of the WPDES permit renewal process. The purpose of the inspection is to determine compliance with the conditions of the WPDES permit and review wastewater operations and management activities at the facility.

Valve Turning
Annual valve turning has commenced. Operators will be exercising every main valve and hydrant valve in the distribution system.

Electrical Outage
WPS notified the Village of a planned electrical outage on October 6, 2026, from 11:30 pm to October 7, 2026, at 3:30 am. Operators came in at 9:30 pm to set up the required portable generators and to wait for the transfer to ensure all programming and operations were functioning. Everything operated perfectly on the available emergency backup power sources. No issues arose and it was a great training refresher on emergency backup power operations for all of the Operators.

Megan Barnes, Utilities Director

COMMITTEE REPORTS

Date: October 20, 2026

To: Village Board

Re: October 2026 Committee Reports

Committee reports for the month are included below.

Sister Bay/Liberty Grove Library - August 2026:

August brought the data/technology changes of new software, websites, and apps for our library staff and patrons. The scheduled closures for the transition, data migration, and trainings occurred in mid-August where we saw a paired decrease in door counts for the month from being closed those days. Lots of patron compliments loving the new app especially now.

We had several familiar normal things going on too, like our themed passive **coloring pages** in the kids area, monthly **craft kits, Book Club, Northern Door Genealogy Society,** and **Wooly Stitches,** which rescheduled to the following week after the closure. We had a larger than normal attendance of 14 adults joining together for a morning of stitching, socializing, and a special feature of this August's gathering: surplus supply swapping.

We brought back two familiar fan favorites from past year's summer programs as well for August:

- **The Peninsula Reptile House** (sponsored by the Door County Library Foundation) with 47 patrons attending including pre-schoolers, elementary agers, teens, and adults.





- And the **Door County Alpaca Ranch Tour** held off-site at the ranch (funded by Friends of Door County Libraries) with full to capacity registration and many on the wait list.
    - This event brought together all age groups from young grandkids to middle and high schoolers to parents and grandparents.
    - A great event to do as a family with other families, and even just adults on their own with fellow community members learning together and enjoying being outside.
    - We had attendees come from close by, as well as from over an hour drive to attend. One participant who drove from Southern Door County said she has been keeping an eye out for library events, but this was her first to attend and it

was the ranch tour that got her, as she had been wanting to check them out. She said she is now more likely to attend other library events because of the great experience with this one and is hopeful for more off-site opportunities.

- Folks have been eager to know if/when any future tour dates will be offered through the library. With so much interest and success, we have scheduled to host a **Fall opportunity on Wednesday, October 14 for a group 10:30am tour**. To participate in the alpaca tour, spots must be pre-reserved with confirmation back through our branch prior to the event.



Newly offered topics in August included a **three-part Tuesday night Travelogue Series** held across the month covering the **history and Forts of Mobile Bay**.

Also an **Upcycled Bookmark Workshop** that was supplied partly through items harvested from our free table and facilitated by Sara McKillop. It was drop in style at the library where 22 patrons across all age categories created their very own upcycled homemade bookmark. The workshop was sponsored and provided by the Unitarian Universalist Fellowship of Door County and Environment Committee. Celebrating 30 years and the theme of Reading to Repair.



Finally, as many may have seen in the recent release of the Pulse, we were featured online (Aug 27) and in print about the **monarch and milkweed educational programming** we offer at our

location throughout the summers in July and August. The article itself also brought in interested happy readers of it who are new to our branch to check us out. Here is the link to the online article https://doorcountypulse.com/minding-the-monarchs/





Connected to this, we held a program while we were closed for the technology transition where several families joined us for **Monarch Sing & Sign Storytime** in the library garden. It was a lovely time and all were please to have Debbie Clement return this summer providing a program where kids learn about metamorphosis, monarch journeys, their story, and sing, dance, and sign along to storytime songs about nature.



Sewer and Water Utilities Committee Meeting Minutes
Tuesday, October 13, 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, October 13, 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 and Utilities Clerk Kara Kroll

3. Approval of Agenda

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

4. Approval of Minutes of the August 25, 2026 Meeting, As Published

Motion by Bacsi, second by Bell to approve the minutes of the August 25, 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

Utilities Director Barnes presented a draft Request for Proposals (RFP) based on the 2024 rate study RFP. She updated the project description and kept the scope open so respondents could propose rate structures, such as fixed, variable and flow-based components. She replaced the term "engineer" with "consultant" to attract more respondents, since only one response was received last time.

Director Barnes recommended posting the RFP on the Quest CDN platform to reach consulting firms nationally, instead of the past practice of posting on the village website and sending it to selected firms. Chair Bell asked how Quest is funded and said he preferred a

known, fixed fee over a percentage-based charge. Director Barnes said she would confirm the fee structure with her contact at the company. She will also replace the former administrator's name with her own as the contact on the RFP.

The proposal period would be about two and a half to three weeks, ending shortly before the next village board meeting. The committee agreed that proposals should go directly to the village board without a separate committee meeting. The goal is to award the proposal at the November board meeting and have the new sewer rates take effect January 1, 2027, in line with the water rate increase. If the schedule slips, the effective date could move to April 1, although Chair Bell said a common January 1st date would help reduce calls from customers. Additional special board meetings could be used to keep the schedule.

Motion to recommend the Sewer Rate Study RFP to the Village Board for approval was made by Bell and seconded by Bacsi. The motion carried – all ayes.

b. WPDES PFAS General Permit Discussion

Director Barnes reported that the DNR placed a general WPDES permit on the village covering PFAS and biosolids. The village's own permit is still being renewed and does not yet include PFAS provisions. Annual PFAS sampling of sludge is now required, and the village has sampled since 2024. Every result has fallen in the Tier 2 exceedance range for combined PFOA and PFOS, which is above 20 and below 50 micrograms per kilogram.

Because of this, the village must notify the facilities that accept its sludge, SBU and New Water. If they cannot dilute the sludge to meet their limits, they may stop accepting it. If a further sample is again at Tier 2, the village must begin monitoring plant effluent and take a 90-day follow-up sample. If that sample also falls at Tier 2, the village must develop a PFAS source identification and reduction plan. The DNR representative advised that this will be difficult and suggested possibly testing hauled-waste loads, starting with septic tanks.

Director Barnes said she expects other area facilities, including Fish Creek and Ephraim, to be at similar levels. Committee Member Bacsi suggested public education on household PFAS sources. Director Barnes said staff would need to collect samples themselves to ensure accuracy. Other issues she raised were:

- Sampling costs, which she said should be charged to the tank owner.
- Tracking and metering hauled waste.

Chair Bell agreed that sampling should be a tank-owner expense and said that if hauled waste is the cause, added costs could be passed on to hauled-waste customers. The next sample is due in December. Director Barnes will update the committee on the results and on planning. No action was taken.

c. Facilities Study Discussion

Director Barnes reviewed the facilities study. The general permit allows biosolids that are incinerated or dried to a set temperature to receive a variance from the new PFAS limits, which ties the permit to the study options. The reed bed option was estimated at about $4 million, compared with $17.8 million for a sludge dryer, and has lower operating costs.

Director Barnes said she considered reed beds a solution for about 15 years but not a permanent one. She cited several concerns:

- The material remains wet and would still need to be landfilled.
- Landfills may eventually restrict wet PFAS-affected material.
- Concrete berms may shift and crack in Wisconsin's climate.
- Leaks could reach the groundwater that supplies the village's wells.

Chair Bell said the sludge dryer's long-term operating cost is a concern because the village relies on LP gas while neighboring facilities use natural gas. He said any reed bed option should be framed as a temporary solution, with the eventual replacement cost modeled. He also said regional cost sharing for reed beds did not appear practical. Director Barnes said Fish Creek and Ephraim had expressed concerns about cost and that no further communication had been received from them. Both said that regional discussions had still been worthwhile for relationships with neighboring operators.

The committee discussed funding, including USDA and the Clean Water Fund, which are mostly low- or no-interest loans rather than pure grants. The committee agreed that a full village board discussion should wait until after the budget season, in early 2027. The topic will be placed on the January committee agenda. Director Barnes will research grant deadlines, financing options and any equipment updates from the dryer vendor, including heat pump options. No action was taken.

d. Wastewater Treatment Plant Operations Report

Director Barnes reported that public notice of the water rate case will be published in the Peninsula Pulse on October 23, with the new rate effective January 1, 2027. Sludge tank aeration repairs are scheduled for completion by November 20. She also reported on the recent DNR sanitary survey, in which the inspector called the plant one of the cleanest in Door County that he has inspected, with a good maintenance schedule. About four corrective items remain to be submitted. She also noted winter maintenance preparations were underway.

Motion to accept the Wastewater Treatment Plant Operations Report was made by Bell and seconded by Bacsi. The motion carried – all ayes.

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

The following items were identified for future action:

- Facilities study will be placed on the January committee meeting agenda.
- The RPF, with the contact information edits, will go to the next village board meeting.

8. Adjournment

Motion by Bell, second by Bacsi to adjourn at 1:47 PM. Motion carried – all ayes.

The next meeting of the Sewer and Water Committee will be conducted at 1:00 P.M. on Tuesday January 12, 2027 at the Sister Bay Wastewater Treatment Plant - 2124 Autumn Court and via Video Conference.

Respectfully Submitted,

Kara Kroll
Utilities Clerk

PERSONNEL COMMITTEE MEETING MINUTES
Thursday, September 10, 2026, 1:00 PM
(Approved as amended)

1. Call to Order
Chair Howson called the Personnel Committee meeting to order on Thursday, September 10, 2026, at 1:02 P.M.

2. Roll Call
Present: Lousie Howson, Patrice Champeau, Brigid White.
Also Present: Administrator Benjamin Andrews and Village Clerk Julie Thyssen

3. Approve Agenda
The agenda was amended to remove the Executive Session (Item 9) from the meeting. No additional changes were noted.
Motion to approve the agenda as amended was made by Howson and seconded by Champeau. Motion carried — all ayes.

4. Approve Minutes
a. July 20, 2026
Motion to approve the minutes of July 20, 2026 was made by Howson and seconded by Champeau. Motion carried — all ayes.

5. Comments, Correspondence, and Concerns from the Public
A resident, Doug Roberts, raised concerns regarding late-night disturbances at Pebble Beach occurring around 2:00 AM, including loud music and lighting.

6. Discussion/Action Items
a. Organization Chart Review
Andrews presented a draft organizational chart, developed for the Village. The chart reflects the current structure from citizens through elected officials, the Village Administrator, contracted services, and the four Village departments: Administration, Parks and Streets, Utility, and Marina.
The Committee directed the following revisions prior to sharing the chart with the Village Board:

- Replace "Zoning Administrator" with "Code Compliance Officer (Part Time)" to accurately reflect the current structure, noting that the title "Part Time" is the official position title.
- Add FTE counts within each position box.
- Clarify the Village Board box to indicate "1 President, 6 Trustees."
- Retain Friends of the Ice Rink as a community partner, given their operational responsibility over a Village asset.

The Committee noted that the library and historical society are separate organizations and need not appear on the chart. The revised chart will be reviewed at the next meeting before being presented to the full Board.

Action Item: Andrews to update the organizational chart incorporating the Committee's revisions for review at the next meeting.

b. Job Description Reviews
Zoning Administrator

Andrews presented a reformatted draft job description for a Zoning Administrator position, developed in part by referencing the Town of Ledgeview's comparable position. The FLSA classification and pay type were intentionally omitted pending further discussion.

Champeau raised a concern regarding a potential conflict of interest in having a single position both issue short-term rental (STR) permits and enforce related ordinances. Following discussion, the Committee concluded there is no structural conflict, as the current Code Compliance Officer role operates in the same integrated manner. Enforcement authority is explicitly captured in the job description under "Code Enforcement Investigations," including inspections in response to zoning, nuisance, property maintenance, and STR complaints.

White suggested that the process by which residents report STR complaints be referred to the Planning Commission for review, given concerns about the existing notice and complaint procedures. The Committee agreed.

The following revisions to the job description were directed:

- Add liaison language for Plan Commission and Zoning Board of Appeals (e.g., "Liaison duties including coordination with committee chairpersons").
- Remove the reference to Ledgeview's customer service model from the Customer Service and Public Interaction section.
- Retain the supervision notation that the position does not supervise other employees, with the understanding that the job description would be updated if that changes.

Action Item: Planning Commission to be formally notified, via letter from the Andrews, of the Personnel Committee's referral regarding STR notice requirements and complaint procedures.

c. Zoning Administrator

The Committee discussed the practical and budgetary parameters of the proposed Zoning Administrator position.

The Committee estimated the position would require approximately 35 hours per week during peak season and 20 hours per week in the off-season. There was consensus that a full-time, year-round salaried position would attract the strongest candidates and provide sufficient workload, particularly with the potential consolidation of STR administrative functions currently distributed across multiple staff members.

The Committee agreed to direct the Village's financial consultant to run budget impact projections for both a full-time salaried scenario (using a $75,000 placeholder) and a part-time hourly scenario, to be presented to the full Board.

The position is anticipated to be recruited and filled in 2027, with a budget placeholder incorporated into the upcoming budget cycle accordingly.

Action Items:

- Andrews to work with the Finance Specialist/Treasurer to prepare budget projections for both full-time salaried and part-time hourly scenarios for the Zoning Administrator position.
- Revised job description and budget analysis to be presented to the Committee prior to submission to the Village Board, anticipated for the October Board meeting.

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

a. Comprehensive Employee Handbook Review

The following items were identified for placement on future Personnel Committee agendas:

- Utility Department job description reviews
- Village Administrator job description review
- Comprehensive Employee Handbook review

The Committee also directed that the STR notice and complaint process be formally referred to the Planning Commission via letter from the Administrator.

8. Next Meeting

The next meeting date was not formally set during the meeting. The Committee noted that a meeting prior to the October Village Board meeting would be necessary to finalize the Zoning Administrator proposal.

9. Executive Session

The Executive Session was removed from the agenda by amendment at the opening of the meeting. No executive session was held.

a. Parks and Streets Department; Personnel Matters

No action taken.

b. Employee Performance Evaluation Review; Six (6) Month Follow-Up

No action taken.

10. Adjourn 47:54

Motion to adjourn at 1:49 was made by White and seconded by Champeau. Motion carried — all ayes.

Minutes submitted by Village Clerk Julie Thyssen

PERSONNEL COMMITTEE MEETING MINUTES
Tuesday, September 22, 2026, 9:00 AM
(Unapproved)

1. Call to Order
Chair Howson called the Personnel Committee meeting to order on Tuesday, September 22, 2026, at 9:02 AM.

2. Roll Call
Present: Lousie Howson, Patrice Champeau, Brigid White
Also Present: Administrator Benjamin Andrews, Village Clerk Julie Thyssen, Corey Ramsey, Wesley Collins, Peter, Mitchel Maskewitz, Peder Lauscher.

3. Approve Agenda
Motion to approve the agenda was made by White and second by Champeau. Motion carried — all ayes.

4. Approve Minutes
a. September 10, 2026
Page 2, line 22, Champeau spelled wrong.
Motion to approve minutes as amended was made by Howson, seconded by White. Motion carried — all ayes.

5. Comments, Correspondence, and Concerns from the Public
There were no public comments, correspondence, or concerns.

6. Executive Session
a. Parks and Streets Department; Personnel Matters
The Committee convened into executive session at 9:04 via roll call per Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of public employees.

b. Reconvene into Open Session
The Committee reconvened into open session at 10:58 via roll call.

c. Motion or Action
Motion to schedule a follow-up personnel committee meeting was made by White and seconded. Motion carried — all ayes.

7. Discussion/Action Items
a. Organizational Chart Review
Andrews presented an updated organizational chart incorporating recommendations from the prior personnel committee meeting. Revisions included adding FTE counts, trustee and president quantities, election workers, and part-time ice rink workers. The 2027 proposed chart reflects removal of the code compliance officer position and inclusion of a TBD zoning administrator position. The Committee approved the organizational chart as presented for use in the 2027 proposed budget.

b. Job Description & Compensation Reviews
i. Utility Department

Given time constraints, the Committee moved to postpone this item.
Motion to table the Utility Department job description and compensation review to a future meeting was made by White and seconded by Champeau. Motion carried — all ayes.

ii. Zoning Administrator
Andrews presented three compensation scenarios for a zoning administrator position:

- Scenario 1 (Full-Time/Exempt): 2,080 hours at $75,000 base salary, with full benefits totaling approximately $117,000.
- Scenario 2 (Non-Exempt/Variable Hours): 1,430 hours (20 hours/week winter, 35 hours/week summer) at $36.06/hour, totaling approximately $51,000 base with retirement and social security benefits only.
- Scenario 3 (Part-Time): 1,040 hours at $36.06/hour, totaling approximately $37,000 base with Social Security only.

The Committee discussed the compensation options for the zoning administrator position. Champeau favored Scenario 1 to improve recruitment, while White leaned toward Scenario 2 due to budget and workload considerations. Scenario 3 was viewed as not viable. Andrews noted the current code compliance officer position costs about $30,000 annually. The Committee agreed to forward Scenarios 1 and 2 to the Village Board with cost comparisons, including current code compliance costs, for the board to determine the preferred structure. The Committee also agreed to remove references to engineering and criminal justice from the job description and emphasize hands-on experience.
Motion to recommend to the Village Board the addition of a zoning administrator position, and to forward wage and salary cost estimates for both a full-time exempt and a non-exempt scenario, was made by Howson and seconded by White. Motion carried — all ayes.

iii. Village Administrator
Andrews presented the revised village administrator job description, which incorporated minor language edits and additions related to planning and zoning skills as recommended at the prior meeting.
Motion to approve the amended village administrator job description was made by Champeau and seconded by White. Motion carried — all ayes.

8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
a. Comprehensive Employee Handbook Review
The following items were identified for placement on a future personnel committee agenda:

- Utility Department job description and compensation review.
- Parks Department compensation review, including consideration of wage adjustments for the 2027 budget.
- Certification and professional development incentive programs.

9. Next Meeting Date/Time
Tuesday, October 6, 2026, at 9:00 AM

10. Adjourn
Motion to adjourn at 11:33 was made by Howson and seconded by Champeau. Motion carried — all ayes.

Minutes submitted by Julie Thyssen, Village Clerk

VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 22, 2026
UNAPPROVED

1. Call to Order & Roll Call
Chairperson Nate Bell called the Plan Commission meeting to order on Tuesday, September 22, 2026, at 5:30 P.M., and roll call was taken.

Present: Commission members Nate Bell, Jerry Ahrens, Skip Heidler, and Brigid White.

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

Others: Mary Pat Carlson, Mihir Sinhasan. VIA ZOOM: Jake Gazlay.

2. Approve of Agenda
Prior to approval, Bell moved to amend the agenda with two changes: item 3 (Approve Meeting Minutes) was corrected to reference the July 28, 2026 regular meeting rather than the June 23 meeting, and item 5a (Development Agreement; Sister Bay General Store, LLC) was removed from the agenda on the advice of counsel.
Motion to approve the agenda as amended was made by Heidler and second by Ahrens . The motion carried- all ayes.

3. Approve Meeting Minutes
3a. July 28, 2026; Regular Meeting
Heidler presented several corrections to the draft minutes.
Motion to approve the July 28, 2026 meeting minutes as amended was made by Heidler and second by Ahrens. The motion carried – all ayes

4. Comments, Correspondence, and Concerns from the Public
Bell noted that one email had been received from a member of the public the previous day and that all commissioners had been provided a copy. No other comments or correspondence were received.

5. Discussion/Action Items

5a. Development Agreement; Sister Bay General Store, LLC; 10674 North Bay Shore Drive
This item was removed from the agenda prior to approval on the advice of counsel.

5b. Text Amendment Revisions Discussions
Andrews provided an overview of the procedural requirements for adopting any proposed zoning code amendments. He outlined a two-scenario timeline: under Scenario 1, a public hearing could follow this meeting with adoption in November; under Scenario 2, a public hearing held in conjunction with the October 29 meeting would result in adoption in December. Sample notice documents, a standard ordinance amendment format, and individual staff reports for each amendment topic were included in the commission's packet.
The commission discussed scheduling concerns. Bell noted that the October 29 meeting falls on a Green Bay Packers game day and expressed reluctance to hold a public hearing on that date out of fairness to the public. *The commission reached consensus that the October 29 meeting could proceed as a regular plan commission meeting without a public hearing. The public hearing should be*

scheduled on November 10 in conjunction with a regular plan commission meeting — two weeks ahead of the regular November schedule.
Andrews confirmed that holding a public hearing on November 10 would allow sufficient time for the required Class 2 notice publication, even if some final details of the amendments were still being refined at the October 29 meeting. The commission agreed to proceed on this schedule.

5.b.i. Automotive Body and Mechanical Repair
Andrews summarized the changes made to the draft ordinance language since the previous meeting, including moving automotive body and mechanical repair from a permitted use to a conditional use, incorporating specific code references for noise, fumes and ventilation, and outdoor vehicle storage screening.
Heidler raised several points for discussion and correction:

- A reference to code section 66.0403 was noted to contain a formatting error and should be corrected.
- Lines 21–27 of page 55 were discussed regarding outdoor vehicle storage screening requirements for large trucks, semi-trailers, and large equipment. Heidler recommended adding a sub-bullet referencing the applicable code section (§66.0405(8)), with language indicating that businesses servicing larger vehicles may be required to provide taller or additional screening as determined by the Plan Commission, rather than mandating a specific fence height in all cases. White noted that an 8-foot solid fence would look unusual and that evergreen plantings could supplement screening for taller vehicles. *The commission agreed with language along the lines of: "If large vehicles are serviced, greater screening compliance with §66.0405(8) may be required."*
- A scrivener's error on line 32, where a comma appeared in place of a decimal point in a code reference, was identified for correction.

The commission debated proposed subsection (f), which would have closed the business to the public between certain hours. Heidler, Bell, and White all agreed this provision was unnecessary, as operating noise is governed by existing ordinances applicable to all businesses, and towing drop-offs during off-hours are an inherent characteristic of the trade that cannot realistically be regulated. The commission acknowledged other sections of the code that include operational conditions for specific uses (such as kennels), but agreed that those conditions address distinct circumstances. *Consensus was reached to strike subsection (f) from the draft ordinance entirely.*

5.b.ii. Fee-In-Lieu of Parking
Andrews presented a revised fee-in-lieu of parking formula developed using real assessed value data for the B-3 district. The formula incorporates the following variables: assessed land value per square foot (B), the standard parking space area (L, set at 350 square feet per space), construction cost per space (Z), an amortization period of 20 years (A), and annual maintenance (M). Andrews indicated the formula produces an annual fee of approximately $1,435 per parking space, which he noted was not far off from prior static estimates.
Key discussion points included:
Square footage per space: Heidler questioned the use of 350 square feet, noting that a standard stall is 9 by 20 feet (180 square feet). Andrews explained the 350-square-foot figure accounts for the proportional share of drive aisles and common areas. The commission confirmed this is consistent with industry guidance (300–350 square feet per space is the accepted standard for commercial lots) and agreed the figure is defensible.
Annual maintenance as a variable: Heidler recommended that the annual maintenance value (M) not be fixed in perpetuity but should be included in the five-year formula review, with CPI adjustments applying between reviews. The commission agreed, and Andrews confirmed this would be a straightforward change.

Construction cost per space: White expressed concern that the $7,500 construction cost per space may be inflated relative to surface lot construction, which she estimated is typically between $2,500 and $5,000. Bell indicated $7,500 was selected as a reasonable surface lot estimate inclusive of grading, engineering, and site preparation. Andrews demonstrated that substituting $5,000 for $7,500, all else equal, would reduce the annual fee by approximately $100 per space (to approximately $1,340). The commission requested that a real-world cost figure — ideally from an actual quote for a surface parking lot — be obtained and included in the October packet for further consideration.

Exclusion of zero-value parcels: Heidler noted that several parcels in the B-3 district had acreage recorded but no assessed value (municipally owned or exempt properties), and their acreage should be removed from the assessed-value-per-square-foot calculation to avoid underrepresenting the true market land value. Andrews agreed to remove those parcels and recalculate.

Inclusion of B-2 district: The commission reaffirmed its earlier consensus to extend the fee-in-lieu program to both the B-2 and B-3 districts, rather than B-3 alone. Andrews confirmed the resolution language and assessed value calculations would be revised accordingly.

Terminology — "developer" vs. "business": Heidler identified inconsistent use of "developer" and "business" in the draft ordinance and resolution. The commission agreed to replace all references to "developer" with "business" for consistency and clarity regarding who bears responsibility for the fee.

Compound interest: Andrews noted an assumption of compound interest was built into the 20-year amortization schedule but was not explicitly stated in the draft language. The commission agreed that language should be added to clarify that the CPI adjustment compounds annually.

Resolution language: Additional minor corrections were noted, including updating references from B-3 to B-2 and B-3, removing zero-assessed-value acreage, and replacing the word "breakdown" with "calculation" in the supporting documentation reference.

The commission reached consensus that Andrews would bring a revised formula and resolution to the October 29 meeting, incorporating all agreed-upon adjustments.

5.b.iii. Accessory Dwelling Units (ADUs)

Andrews summarized revisions to the draft ADU ordinance made since the prior meeting, including: alignment of R-4 language with corrected meeting minutes; removal of the 800-square-foot maximum, leaving building code as the effective limit; allowance for both attached and detached ADUs; updated parking requirements; maintained height limitations; and architectural compatibility requirements.

R-4 District: The commission discussed whether ADUs should be addressed at all in the R-4 district. Bell argued that because R-4 is entirely village-owned, the village has absolute control over development in that district as a property owner, and codifying zoning restrictions on it is premature and potentially limiting. He suggested striking R-4 from both the permitting provision (item 4) and the prohibition provision (item 5), and making R-4 zoning a separate future agenda item. White acknowledged the point while noting a preference that the village not hold itself to a different standard than it requires of private property owners. The commission reached consensus to remove R-4 from both items 4 and 5 of the ADU draft and to place a broader R-4 zoning review on a future agenda.

Owner-Occupancy and Short-Term Rental Risk: Heidler raised substantive concerns regarding the interaction between ADUs and the state's short-term rental (STR) preemption law. He noted that under current state law, municipalities cannot restrict an STR to fewer than 180 days per year, cannot mandate when those 180 days occur, and cannot require that the owner be physically present. This means that a property owner could potentially construct an ADU and short-term-rent both the primary dwelling and the ADU for up to 180 days each — simultaneously operating two STR units on a single residential parcel — without any owner-occupancy restriction being enforceable.

White confirmed that state legislative attempts to restrict ADUs from being used as STRs failed, and Andrews noted that the most restrictive owner-occupancy condition legally permissible is the 6-month threshold, without the ability to dictate when that period falls.

Bell acknowledged the concern but argued that doing nothing also has costs — including the ongoing loss of housing options — and that the consequences of allowing ADUs may be less severe than assumed, particularly given that STR numbers have been declining. He advocated for trying the approach and adjusting if needed.

The commission debated the merits of restricting ADUs to attached units only. Heidler expressed a preference for attached ADUs as a way to reduce the likelihood of short-term rental conversion, since property owners are generally less inclined to rent a unit connected to their own living space. White noted, however, that residents have historically been denied the ability to finish space above garages for family use, suggesting there is unmet demand for attached accessory space as well.

Parking: Bell proposed limiting the additional parking allowance to no more than one space, rather than "at least one space" as currently drafted. This would help limit the scale of short-term rental operations on residential lots by constraining the number of vehicles that can be accommodated. White noted that some STR tenants already park on the street regardless of off-street availability.

The commission reached consensus to change the parking provision to "up to one additional off-street parking space," and to bring the full draft to public hearing with that language included.

The commission agreed that public hearing on ADUs is warranted and that genuine weight should be given to public testimony. White emphasized the importance of broadly publicizing the hearing, and the commission discussed using email blasts to all village subscribers, supplemental press releases, and any available media contacts to maximize public awareness beyond the statutory Class 2 notice requirement.

5.b.iv. Development Agreement

Andrews presented a draft ordinance amendment changing the period for execution of development agreements from six months to 45 days. This change was discussed at a prior meeting as a means of preventing developers from using an extended execution window as a negotiation tool. A typographical error ("billboard" misspelled with an extra "o") was identified for correction.

The commission confirmed consensus on the 45-day amendment with no further substantive discussion.

6. Zoning Permit Log

Andrews noted that the Door Hotel is anticipated to submit a complete standard zoning permit application for the October 29 meeting, and that staff is working with the applicant to obtain all required materials.

White raised a concern regarding permit application 26-019 (a sign permit), which was submitted in March but not approved until June — a timeline she characterized as unusually long based on feedback she received from the community. Andrews acknowledged the application involved additional back-and-forth review and some implementation issues following approval, and offered to provide a written summary of the correspondence if requested. Heidler noted the applicant's proposed sign had initially exceeded code requirements for height, which contributed to the extended review period.

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

7a. Site Plan and Architectural Review; Friends of the Ice Rink/Sister Bay Sports Complex; 2155 Autumn Court

Andrews confirmed the ice rink site plan and architectural review is anticipated to come before the commission at a future meeting once a revised site plan is available.

The commission also identified the following additional future agenda items:

- Certified Survey Map (CSM) — Warren's Ogg: Andrews confirmed this is targeted for the October 29 meeting.
- Flagpole Location: Bell noted that discussions at the board level are ongoing and that complications have arisen regarding the proposed location. The item will be brought back when further direction is available.
- R-4 Zoning Review: To be scheduled as a standalone discussion item.
- Short-Term Rental Ordinance Review: Andrews noted a referral from personnel regarding potential process improvements to the STR notification and complaint system. White summarized the concern as involving the efficiency of the current neighbor-notification letter process and the appropriate channel for filing complaints. Bell noted that the licensing and complaint process is primarily a village board matter, not a zoning matter, and recommended the STR review be directed first to the board. Andrews agreed to identify which components appropriately originate at the planning commission level and bring those forward. The commission noted that any changes for the following permit year would need to be addressed no later than early 2027.

8. Next Meeting

8a. Regular Monthly Meeting; Thursday, October 29, 2026, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station

The commission confirmed the next regular meeting will be held on Thursday, October 29, 2026, at 5:30 P.M. in the Large Meeting Room at the Sister Bay-Liberty Grove Fire Station.

The commission also confirmed that the November public hearing will be scheduled in conjunction with a regular Plan meeting on Tuesday, November 10, 2026, at 5:30 P.M.

9. Adjournment

Motion to adjourn at 7:06 PM.

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

Respectfully submitted by Sarah Bertges, Administrative Assistant

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES
TUESDAY, SEPTEMBER 29, 2026
(Unapproved)

1. Call to Order & Roll Call
The September 29, 2026 meeting of the Green Tier Legacy Community Committee was called to order by Chair Louise Howson at 10:04 A.M.

Present: Louise Howson, Lisa O'Hearn, Mary Smythe. Jill Wiebe- Excused, Paula Anschutz- Absent.

Staff: Benjamin Andrews Village Administrator, Sarah Bertges Administrative Assistant

2. Approval of the Agenda
Motion by Smythe to approve the agenda as presented, second by O'Hearn. Motion carried- all ayes.

3. Approval of the Minutes
a. August 12, 2026
The minutes were approved as amended. Amendments incorporated corrections submitted by Weibe: (1) Saturday, September 5th shift times at Marina Fest were corrected to 10:00 AM–2:00 PM and 2:00 PM–close; and (2) attribution of confirmed attendance at the August 31st state webinar was corrected to Smythe.
Motion to approve the August 12, 2026 minutes as amended was made by Smythe and second by Howson. Motion carried — all ayes.

b. September 08, 2026
Motion to approve the September 8, 2026 minutes as presented was made by Howson, second by O'Hearn. Motion carried — all ayes.

4. Comments, Correspondence, and Concerns from the Public
Comments/correspondence received from member Jill Wiebe and discussed throughout the meeting as needed.

5. Discussion/Action Items
a. Marina Fest Event Review; September 5 & 6, 2026
The Committee reviewed outcomes from its booth at the Marina Fest event. Key findings were as follows:
Bag Distribution: Of approximately 500 reusable bags ordered, roughly 375 were distributed, with approximately 125 remaining in storage. Some bags had been distributed before the event.
Donations: A total of $231.00 in donations was collected and deposited, earmarked for Green Tier initiatives.
General Reception: The bags were well received by attendees, who responded positively to both the graphic design and bag quality. The booth location near the water refill station generated strong foot traffic, aided by favorable weather conditions. Approximately 300–400 individuals visited or engaged with the booth. Approximately 10 attendees expressed interest in invasive species materials provided by Wiebe.
Recommendations for Future Events: The Committee identified the following improvements for future event participation:
- Three tables with fitted tablecloths should be secured for future booths.
- A 10-foot horizontal banner and a portable vertical retractable banner bearing the Green Tier logo should be procured to establish clear branding.

- Committee members staffing the booth should wear branded apparel (hats, shirts, or buttons); Howson noted that embroidered items could be arranged through a local vendor.
- A QR code linking to the village website or a donation platform should be incorporated, ideally on a tag attached to each bag.
- A clicker counter should be brought to future events to track attendance.
- Fall Fest was identified as an unsuitable future venue due to its chaotic nature. The Festival of Fine Arts was suggested as a preferable alternative. Distribution at election polling locations was also discussed as a means of targeting Sister Bay residents specifically.
- The question of whether to reorder bags was deferred pending further strategic planning discussions.

Storage: Remaining bags and future booth materials will continue to be stored at Howson's residence. A longer-term option of utilizing village facilities (e.g., the parks and maintenance building) was noted as a possibility to explore with village staff.

b. Strategic Planning; Green Tier Legacy Committee

Staff presented the current status of the strategic planning document, noting that finalization of goals, objectives, and assigned responsibilities across all four pillars is needed before year-end to inform the 2027 budget and any grant pursuits.

Budget: The Committee reviewed budget history. The 2025 budget was $5,000; the 2026 budget was $2,500, later supplemented by an additional $2,500 approved by the Finance Committee, bringing the 2026 revised budget to $5,000. Known 2026 expenditures included $2,770 for reusable bags and approximately $600 for the tree giveaway. To date, approximately $500 in donations had been collected across Marina Fest and the tree event.

The Committee agreed that a 2027 budget request of $5,000 was warranted to support continued outreach activities, marketing materials (banners, branded apparel), and potential composting program expenses.

Motion to refer a recommendation to the Finance Committee for a 2027 Green Tier budget of $5,000 was made by Howson, second by Smythe. Motion carried — all ayes.

Action Item: Staff to communicate the Committee's $5,000 budget recommendation to the Finance Committee in advance of the October 12, 2026 Finance Committee meeting.

Grant Opportunities: Staff noted that capital projects — such as a composting site, brush site, or electric vehicle charging station — are more suitable for grant funding than ongoing programs. The Committee was encouraged to define project scopes and cost estimates in order to identify applicable funding sources.

Outreach and Website: The Committee discussed improving the village website's Green Tier content, including adding information about invasive species resources, battery disposal guidance, and a clearer description of what Green Tier Legacy Community status entails. Linking to relevant external resources and incorporating QR codes was also discussed.

Action Item: O'Hearn to coordinate with staff on updating the Green Tier section of the village website, including invasive species links and disposal information.

Staff noted that a Household Hazardous Waste Collection event is scheduled for November 6, 2026 at the Sister Bay Fire Station, including non-automotive battery disposal. Staff will issue a news blast and the Committee was invited to assist in promoting the event.

Quarterly Poster Initiative: The Committee discussed producing a quarterly environmental awareness poster for the fourth quarter, focused on topics such as holiday light recycling and battery disposal, to be timed for late October or November when community bulletin boards have lower competition. This topic was tabled for further discussion at the October 13th meeting.

Engagement with Sister Bay Advancement Association (SBAA): Smythe raised the need for greater coordination with SBAA for community outreach. The Committee discussed potential membership, website listing, and social media promotion through SBAA channels. A meeting with SBAA was identified as an early 2027 priority.

Composting Program: Howson noted the composting initiative remains dependent on forthcoming feedback from the climate coalition, expected in November 2026.
Committee Membership: Smythe raised the matter of recruiting new committee members, noting that some existing members have recurring scheduling constraints. It was agreed that current members should identify and refer interested community members.

6. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee
a. Composting Program Update (November 2026)
The composting program update was confirmed for placement on the November 2026 agenda, pending receipt of information from the Door County climate coalition.

7. Next Meeting
The next meeting was confirmed for Tuesday, October 13, 2026, at 8:30 AM, via Zoom.
Agenda items to include the quarterly poster initiative and continued strategic plan finalization.

8. Adjournment
A motion was made by O'Hearn, second by Smythe to adjourn the September 29, 2026 meeting of the Green Tier Legacy Community Committee at 10:58 A.M. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, OCTOBER 5, 2026
(Approval Pending)

1. Call to Order & Roll Call
October 5, 2026, meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Howson at 1:07 P.M.

Committee Members Present: Committee Chair Louise Howson and members Jerry Ahrens and Mike Laszkiewicz (arrived remotely at 1:31PM). Nate Bell was excused.

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

Public Present: Erin Peddle, Abby Doobie. Via Zoom: Lisa's iPhone, iPhone Peggy, Paul Luber.

The Committee convened without a quorum initially. Upon Laszkiewicz joining remotely, a quorum was established at 1:31 PM and voting proceeded retroactively on procedural items.

2. Approve Agenda
Motion by Ahrens, second by Howson, to approve the agenda as presented. Motion carried – all ayes.

3. Approve Minutes
a. September 8, 2026; Regular Meeting
Motion to approve the September 8, 2026 Regular Meeting minutes as presented by Ahrens, second by Laszkiewicz. Motion carried – all ayes.

b. September 8, 2026; Special Meeting
Motion to approve the September 8, 2026 Special Meeting minutes as presented by Ahrens, second by Howson. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public
A written communication was received from dog park users expressing satisfaction with recent improvements. No additional comments or correspondence.

5. Discussion/Action Items
a. Logerquist Property Discussion
Staff provided context noting that the September 8, 2026 Special Meeting was held to review the property and explore its long-term vision, though no formal motions were made at that time. The Committee discussed the need to frame the property's current status — including ongoing expenses, minimal revenue, and limited operational use — as a foundation for future recommendations to the Village Board.
It was noted that the property currently generates no revenue, as the farming lease was not renewed following the tenant's unauthorized planting in 2025. The facility is used as supplemental overflow storage for parks equipment, with routine maintenance (mowing) funded within the existing parks budget. The Committee agreed that a future-agenda item should compile a detailed cost summary and explore alternatives including improvement, partial retention, or disposition of the property.

b. Little Sister Road Resurfacing Discussion

Andrews reported that residents of Little Sister Road have expressed interest in road improvements and have inquired about special assessment financing as a mechanism to fund the project outside of the general tax levy. Andrews requested that residents submit a formal letter of support with signatures before the matter advances. The Committee noted that a special assessment would require a public hearing and formal resolution process.

The Committee further discussed the broader road replacement planning effort. Linczmaier reported that PASER ratings (Pavement Surface Evaluation and Rating) have been completed for all village roads, with the sole outstanding item being confirmation of Judith Blazer Road's public status — now resolved through coordination with Door County and the DOT. Staff indicated the road replacement plan, incorporating PASER ratings, useful life estimates, improvement types, and cost projections, could be ready for Committee review at the November meeting.

6. Parks and Streets Director's Report

Gateway Road Patching: The County Highway Department is anticipated to perform grinding and patching on Gateway Road this season, at an estimated cost of a few thousand dollars. Linczmaier expressed concern that deferring the work to spring could result in additional damage from snowplow operations. Remaining streets budget funds are expected to cover the cost, though final confirmation is pending.

Pizza Box Receptacles: The Committee confirmed that purchase of a standalone composite pizza box receptacle will be deferred to the 2027 budget. Letters soliciting business participation in the program have been distributed; no responses have been received to date.

Dog Park Maintenance: Linczmaier and staff are developing a comprehensive maintenance and improvement plan for 2027 and beyond, to be presented at the November meeting with associated budget considerations.

Programmable Bathroom Locks: Linczmaier presented a preliminary overview of programmable locking systems for public restroom facilities, with costs ranging from approximately $800 to $3,000 depending on configuration. The existing door hardware may require replacement to accommodate such systems. The Committee expressed general interest in exploring the concept, directing staff to gather additional information — including the experience of Sturgeon Bay, which has implemented a similar solution — and to return with a more detailed analysis at a future meeting. It was also noted that any door hardware decisions should be communicated to the marina project team, as new public restrooms are planned for that facility.

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

a. Road Replacement Plan

To be presented at the November meeting pending finalization of PASER data and cost projections.

b. Holiday Lighting Task Force; Schedule Meeting Date/Time

Howson will coordinate scheduling with Task Force members and confirm a meeting date.

c. Memorial Bench Application Submissions for Approval Consideration

Approximately two applications — one or both of which may be new submissions — are pending. To be placed on a future agenda.

d. Dog Park Improvement Discussion

A comprehensive 2027 improvement and maintenance plan is being developed by Linczmaier and staff for Committee review at a future meeting.

e. Yard Waste Site Discussion

To be placed on a future agenda.

Additional Items for Future Agendas:

- Logerquist Property: Cost and revenue analysis to be presented at the November meeting.
- Highway 57 Trail Update: Ahrens requested a status update, including the current grant status and timeline, following recent presentations to the Village Board by the Trails Committee.

- Programmable Bathroom Locks: Staff to research solutions and return with a detailed report.
- Broadband/Internet Connectivity Update: The Committee requested an update on Frontier and Spectrum service expansion within the village. Staff noted that the previous local Frontier representative is no longer in that role, and a new contact will need to be identified.

8. Next Regular Meeting

a. November 2, 2026 at 1:00 PM; Regular Meeting

The Committee agreed to coordinate via email to confirm an alternative date if necessary, with sufficient advance notice to meet public notice requirements.

9. Adjourn

Motion by Laszkiewicz, second by Ahrens to adjourn the meeting at 1:51 PM. Motion carried all - ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant.

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 13, 2026
(Unapproved)

1. Roll Call
The October 13, 2026 meeting of the Green Tier Legacy Community Committee was called to order by Chair Louise Howson at 8:31 A.M.

Present: Louise Howson, Lisa O'Hearn, Mary Smythe. Jill Wiebe- Excused, Paula Anschutz- Absent.

Staff: Sarah Bertges Administrative Assistant

Others: DC Daily News- Paige Funkhouser

2. Approval of the Agenda
Motion by Smythe to approve the agenda as presented, second by O'Hearn. Motion carried- all ayes.

3. Approval of the Minutes
a. September 29, 2026
The committee corrected the donation for bags in the September 29 minutes from $231 to $329.
A motion to approve the September 29, 2026 minutes as amended was made by O'Hearn and second by Howson. The motion carried — all ayes.

4. Comments, Correspondence, and Concerns from the Public
The committee received the Green Tier Legacy state meeting notes and composting correspondence for reference. Members discussed opportunities to expand pollinator-friendly plantings, consider pollinator signs and volunteer-adopted gardens, and make village planters more pollinator friendly. The committee also noted an upcoming Hazardous Waste disposal event.

5. Discussion/Action Items
a. Strategic Planning; Green Tier Legacy Committee
The committee reviewed implementation of its 2026–2028 strategic plan, including periodic review and prioritizing plan actions for future agendas. Members discussed a holiday-light recycling poster and potential collection locations at Village Hall and the Old Schoolhouse; locations and dates were to be confirmed.
A motion to approve the Village of Sister Bay Green Tier Legacy Community Committee 2026–2028 Strategic Plan was made by Howson and second by Smythe. The motion carried — all ayes.

6. Matters to be Placed on Future Agenda, Referred to a Committee, Official or Employee
a. Composting Program Update (November 2026)
The committee planned a composting program update and follow-up with the Climate Change Coalition. Members also identified recruitment of new committee members, strategic plan action items, and potential pollinator initiatives as future discussion topics. Bertges to ask Kara about including a brief holiday-light recycling notice with sewer bills; Howson to confirm whether bags could be distributed at the polls.

7. Next Meeting
The next meeting was scheduled for Thursday, November 5, 2026, at 10:00 a.m., hybrid. Howson to contact Jess- Climate Change Coalition regarding attendance.

8. Adjournment

A motion was made by Smythe, second by O'Hearn to adjourn the October 13, 2026 meeting of the Green Tier Legacy Community Committee at 9:18 A.M. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

SBAA Staff Report

Period : June 2026
Presented: August 2026

Room Tax 2026

Sister Bay

June ▲ **+11.3%** to LY

Year to Date ▲ **+8.8%** to LY

Door County

May ▲ **5.1%** to LY

Year to Date ▲ **+1.3%** to LY

Occupancy 2026

Sister Bay - June

Available Units .....LY 17,759 vs TY 17,324 ▼ **-2.5%**

Occupancy .....TY 62% vs LY 65% ▼ **-3%**

Avg. Room Rate ..... TY $305 vs LY $328 ▲ **+7.5%**

Door County - May

Available Units ..LY 132,938 vs TY 129,587 ▼ **-2.5%**

Occupancy ..... TY 37% vs LY 35% ▲ **+5.7%**

Avg. Room Rate ..... TY $210 vs LY $199 ▲ **+5.5%**

Marketing Report

Website Traffic | sisterbay.com

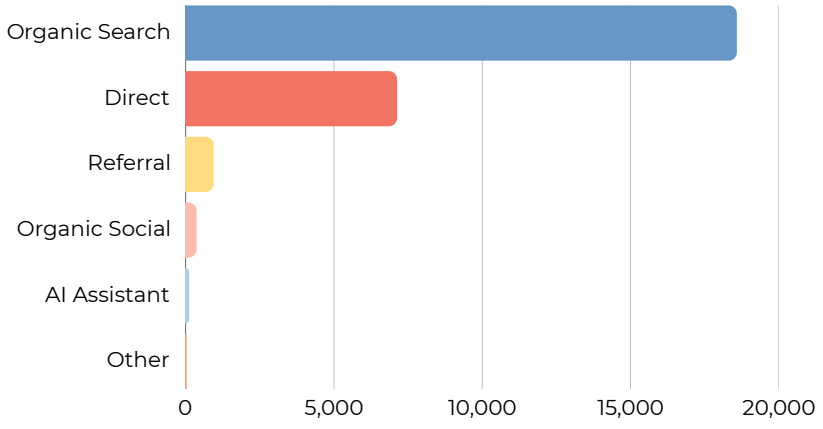
July *1 - July 31, 2026*

Active Users
15,503 ↓ 1.03% YoY

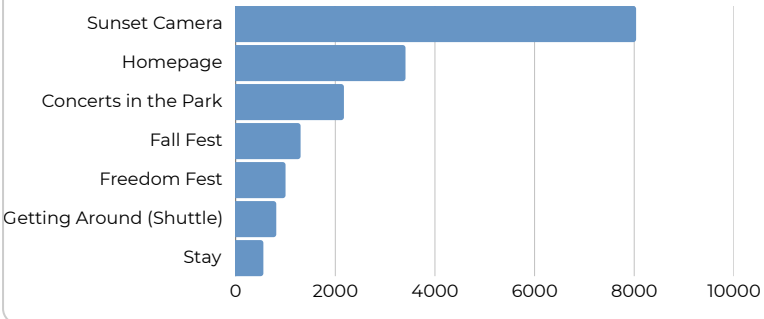
Total Sessions
27,303 ↑ 9.8% YoY

Average Session Duration
2m 51s

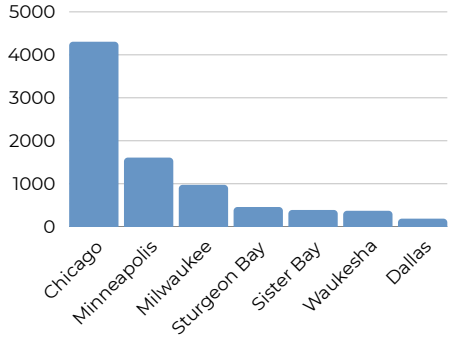
Traffic Acquisition (by Sessions)



Top Performing Pages (Sessions)



Top Cities (Active Users)



Marketing Report Cont.

Period : July 2026
Presented: August 2026

Social Media Performance

Facebook | July 1 - July 31, 2026

Views (Total)	Views (Organic)	Content Interactions	Total Followers
203,408	**153,235**	**3,522**	**35,397**
↓ 26.3% YoY	↓ 29.2% YoY	↓ 10.4% YoY	*336 New Followers (Net)*

Top Content by Views



SAVE THE DATES ☀️ Summer in Sister Ba...
Wed May 27, 5:14pm
141.4K 1.4K
18 267



Who's ready for summer in Sister Bay...
Sat May 23, 2:50pm
140.3K 4.6K
78 861



UPDATE (7/1 at 4pm): THE WEATHER HAS...
Wed Jul 1, 1:57pm
34.9K 130
4 10



Watching the storms roll in over the bay ☁️
Mon Jul 20, 7:42pm
20.1K 692
9 13



Local Business Spotlight Sponsored...
Tue Jul 28, 12:18pm
11.8K 82
0 11

Instagram | July 1 - July 31, 2026

Some YoY comparisons are not available due to changes in Meta's reporting.

Views	Content Interactions	Reach	Total Followers
120,856	**4,019**	**21,154**	**17,171**
		↓ 25.3% YoY	*268 New Followers (Net)*

Top Content by Views



Local Business Spotlight Sponsored...
Tue Jul 28, 4:35pm
33.8K 313
8 150



Local Business Spotlight Sponsored...
Sat Jul 11, 12:01pm
12.8K 275
11 38



Happy 4th of July! 🇺🇸 Enjoy the beautiful...
Sat Jul 4, 12:35pm
16.3K 578
14 16



Weekend Recap ✨ How did you spend...
Mon Jul 13, 11:57am
5.3K 357
7 28



Necessary supplies to get through these ho...
Tue Jul 14, 6:03pm
15.8K 416
6 12

Staff Updates

Village Agreement
The Parks committee motioned to pay us a flat fee of $72,000 for 2027 instead of 12%. This process is projected to be finalized for September village meeting. Howson proposed the change with the potential idea that we might be able to partner with the village to find a new long-term home fo us. Village admin is going back to their attorney for updates before presenting the new document to us.

Conflict of Interest Policy
BOD, please read and sign this document. We have a recently signed copy from Ornelas & White on file.

Membership
Early bird discount has ended. Invoicing will go out early fall. Those renewing for more than one business needs to fill out the form for each business.

Fall Social
Our Fall Social will be held at Twelve Eleven on Monday October 26.

Budget
We have started putting together our 2027 budget. After we work through some events we'd like to meet with Bacon and Cora before presenting to full board. We recommend that the full time staff payroll be decided by the board following annual reviews. Reviews should happen before our November board meeting.

We have been refunded $1500 by our insurance company for taking the truck off the account and plan to include a utillty cart in our 2027 budget.

Event Updates

Concerts and Movies (6/17-8/12)
Concerts & movies ended with Modern Day Drifters. Thank you to the board members that consistently checked in with staff throughout the weeks. We are already booking for next year and might need to find a few new bands. We met with Staci Griesbach of Jazz Fest and she would like to make our Sister Bay venue her Jazz Fest closer on Saturday 8/7/27.

Festival of Fine Arts (8/10)
Weather was delightful for the event. Thank you Sarah & Nora for volunteering your time. We submitted an anonymous feedback form to artists and we have received a lot of priase and constructive feedback with intentions to keep improving the event. The S-240 Temporary Event Report has been submitted.

Marina Fest (9/5-6)
Met with Chief Goldstone and Billy Appel on 7/23. The Fire Department understands why non-profits pay 15% to contribute to the rest of Marina Fest. Everything is on track for this year's event. John Blossom is taking ownership of the Vintage & Classic Boat Show and is bringing a food vendor to the north end of the festival at the Marina.

Fall Fest (10/16-18)
We have updated our Fall Fest permit structure. Sent out forms for ping pong drop, parade registration, permits, and Volunteer of the Year submissions. Marketing designs are almost done and we've started to order merch. A&C is full and we're continuing to collect payments. We are still in the process of working with the DOT, State Patrol, and the Village to get the new road closure approved. We have our second safety meeting scheduled for 9/16 at 1pm at the Fire Station. We're working on filling our volunteer schedule, so if anyone would like to volunteer or knows someone who would like to, please sign up!

SISTER BAY ADVANCEMENT ASSOCIATION

Agenda for Board of Directors Meeting – Thursday, September 24, 2026 @ 8:00 a.m.

Sister Bay Historical Society, 10310 Fieldcrest Rd, Sister Bay, WI 54234

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Financial Report –Doumouras
5. Village Board Report- Bacsi
6. Board Discussion/Action Item
    a. American Legion
    b. Check Signing
    c. Committee Updates
        1. HR Committee- Butz, Ehlert, White
        2. Policy Committee- Bacsi, Bickford, Ornelas
    d. Volunteer of The Year
7. Staff Reports
    a. Updates
        1. Room Tax & Occupancy
        2. Marketing
        3. Village Agreement
        4. Office Space
        5. Film Fest
        6. Budget
        7. Fall Social
    b. Festivals & Events
        1. Marina Fest
        2. Fall Fest
8. Green Tier/Historical Society Update – Anschutz
9. Items to be placed on a future agenda
10. Next Meeting – Thursday, October 22 at 8am @ NWTC
11. Adjourn

SBAA BOARD OF DIRECTOR'S MEETING MINUTES
Wednesday, August 27, 2026
NWTC Northern Door Campus- 2438 S. Bay Shore Drive
(Unapproved)

The August 27, 2026 meeting of the Sister Bay Advancement Association (SBAA) Board of Directors was called to order by Kit Butz, at 8:01 A.M.

1.Call to order/roll call

Present: Paula Anschutz, Steve Bacsi, Kit Butz, Cora Doumouras, Ben Ehlert, Tina Torcivia, Sarah White

Absent, Excused: Nora Zacek, Drew Bickford

Absent, Unexcused: Juan Ornelas

Staff Members: Executive Director Abby Doobie, Marketing & Events Erin Peddle.

Also in Attendance: John Bacon

2.Approval of Agenda:
A motion was made by White, seconded by Butz to approve the agenda as presented for the August 27, 2026 meeting of the SBAA Board of Directors be approved. Motion carried- all ayes.

3.Approval of Minutes:
A motion was made by White seconded by Anschutz that the minutes for the June 25, 2026 regular monthly meeting of the SBAA Board of Anschutz Butz second. Directors be approved as presented. Motion carried- All ayes.

A motion was made by that the minutes for the July 23, 2026 regular monthly meeting of the SBAA Board of Directors be approved as presented. Motion carried- All ayes.

4. Financials:
Doumouras, Peddle and Doobie met before meeting and decided we are not going line by line through financials. Decided to streamline he financial reporting. White asked to prepare a short executive summary, which was agreed upon by Doumouras. Doobie asked if any questions on P&L. Bacon said to call him with any questions. *A motion was made by Doumouras, seconded by Ehlert that the financials for July 2026 be approved as presented. Motion carried- All ayes.*

5. Village Board Report:
Bacsi reported new admin building to be constructed – they have chosen a firm to handle that building. Village Board approved flag pole donated by Lions Club.

Doobie presented to village board the idea to move into village hall.

6. Discussion:

A. Committee updates:

HR Committee met and started working on a handbook. They hope to have something to share with board at September meeting. Bacon offered help on the matter. White referenced needing an employment attorney.

Policy committee has no update – they have not met yet. White said HR and policy committees will have some overlap. Bacon asked if we have a whistle blower policy. Recommendation to put one in the handbook. Butz would like to have it all done in complete fashion.

B. 990 Tax Review:

Doobie asked for board to review and send back to Bacon. Motion made by Ehlert, seconded by White to approve the 990 Tax Review. Motion carried - all ayes.

C. Office Space and Visitor Center:

Doobie said she spoke during village meeting. At end of meeting Bell noted that board needs to come together to prioritize their projects and use of properties. Howson was asking questions for Doobie and Bell reminded board it is not time for discussion. Timeline was unclear of when to expect they will be on agenda. Village Hall Task Force committee members thought they were disbanded. White asked what we can do to help this process.

Peddle said short term for visitor center will be the old school house and looking for office possibly with NWTC. Butz asked what next steps are. Bacon recommended we have a year of reserves saved. Doobie asked for help by board when moving.

7. Staff Report:

A. Updates:

1. Room Tax & Occupancy:

Staff reviewed room tax numbers for June 2026. Doobie reported DCTZ did not present current June Door County stats before this meeting.

2. Marketing Report:

Peddle reported on changes to our social media and website traffic for July. Website traffic is up year over year. Social media views were overall down year over year.

3. Village Agreement:

The Parks committee motioned to pay a flat fee of $72,000 for 2027 instead of 12%. This process is projected to be finalized for September village meeting. Howson proposed the change with the potential idea that we might be able to partner with

the village to find a new long-term home for us. Village admin is going back to their attorney for updates before presenting the new document to us.

4. Conflict of Interest Policy:
BOD, please read and sign this document. Doobie says we have three on file. Please read and sign everyone else.

5. Membership:

Early bird discount has ended. Invoicing will go out early fall. Those renewing for more than one business needs to fill out the form for each business. Peddle noted to send out earlier in hopes to get accurate information to Bacon. Doobie asked for recommendation on when the three businesses that have outstanding invoices need to be paid by.

6. Fall Social
Our Fall Social will be held at Twelve Eleven on Monday October 26. Invites will be sent out early to mid Sept. $25 for non-board members and SBAA pays for board members.

7. Budget:
We have started putting together our 2027 budget. After we work through some events we'd like to meet with Bacon and Doumouras before presenting to full board. We recommend that the full-time staff payroll be decided by the board following annual reviews. Reviews should happen before our November board meeting. We have been refunded $1500 by our insurance company for taking the truck off the account and plan to include a utility cart in our 2027 budget.

B. Event Updates:

1. Concerts and Movies (6/17-8/12) Concerts & movies ended with Modern Day Drifters. Thank you to the board members that consistently checked in with staff throughout the weeks. We are already booking for next year and might need to find a few new bands. We met with Staci Griesbach of Jazz Fest and she would like to make our Sister Bay venue her Jazz Fest closer on Saturday 8/7/27. Might still have jazz that Wednesday prior. Dobbie noted we still need to talk to Ben to see if we can make that Saturday work for Jazz Fest.

2. **Festival of Fine Arts** (8/10) Weather was delightful for the event. Thank you Sarah & Nora for volunteering your time. We submitted an anonymous feedback form to artists and we have received a lot of praise and constructive feedback with intentions to keep improving the event. The S-240 Temporary Event Report has been

submitted. It hasn't been reported for the past few years, so they were told they needed to complete the form now. It gets reported to DEPT of Revenue.

3. Marina Fest (9/5-6) Met with Chief Goldstone and Billy Appel on 7/23. The Fire Department understands why non-profits pay 15% to contribute to the rest of Marina Fest. Everything is on track for this year's event. John Blossom is taking ownership of the Vintage & Classic Boat Show and is bringing a food vendor to the north end of the festival at the Marina. Peddle noted that nonprofits that are setting up informational booths are Historical Society and Green Tier.

4: Fall Fest (10/16-18) We have updated our Fall Fest permit structure. Sent out forms for ping pong drop, parade registration, permits, and Volunteer of the Year submissions. Marketing designs are almost done, and we've started to order merch. A&C is full and we're continuing to collect payments. We are still in the process of working with the DOT, State Patrol, and the Village to get the new road closure approved. We have our second safety meeting scheduled for 9/16 at 1pm at the Fire Station. Peddle noted that DOT asked for us to do the signs and stakes for parking and it would be a $25k investment. We're working on filling our volunteer schedule, so if anyone would like to volunteer or knows someone who would like to, please sign up! Peddle noted we can ask family members. Doobie noted we could ask high school students for credits. Torcivia said she would talk to Chelsea Roberts high school guidance counselor about that. Peddle noted that for vendors there is a $250 flat fee and there is extra charge for power and extra space. New for this year.

8.Green Tier Update:

The village has their compost site up & running. Green Tier bags came in and they will be giving to all Sister Bay residents. Anschutz is looking to educate on alternate options, such as reusable cups. Next board meeting to be held at Historical Society.

9.Items to be placed on a future agenda:

10.Next Meeting September 24, 2026, 8am at Sister Bay Historical Society (SBHS)

11.Adjourn

At 9:30 A.M. A motion was made by Anschutz and seconded by Ehlert that the August 27, 2026 meeting of the SBAA Board of Directors be adjourned. Motion carried- All ayes.

2026.08 Profit & Loss Reports

Sister Bay Advancement Association (SBAA)
August 2026

Published on 11 Sep 2026

Basis of Preparation

This software-generated report was not prepared, compiled, reviewed or audited by an accounting firm. This report was generated from the financial and non-financial information contained in Sister Bay Advancement Association (SBAA)'s accounting software. It is intended solely for the confidential use of Sister Bay Advancement Association (SBAA) and as such the information is not presented in a manner that conforms with financial statements that are prepared in accordance with U.S. Generally Accepted Accounting Principles (US GAAP), or any other formal reporting framework, which, among other things, may require various financial notes and disclosures to be included per the American Institute of CPAs' Statement on Standards for Accounting and Review Services (SSARS) or Statements on Auditing Standards (SASs). As such, no opinion, conclusion or assurance is expressed on this report.

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Monthly Profit & Loss Report

INCOME STATEMENT ($)	Aug 2026	Budget (Aug 2026)	This month vs budget ($)	Aug 2025	This month vs same month LY ($)
Revenue					
Membership Income					
4110 - Membership Dues	(325)	0	(325)	0	(325)
4130 - Spring/Fall Dinner Income	0	0	0	(25)	25
Total Membership Income	**(325)**	**0**	**(325)**	**(25)**	**(300)**
Event Revenue					
4205 - Event Activity Income	315	550	(235)	564	(249)
4210 - Event Sponsorship Income	1,200	0	1,200	0	1,200
4220 - Event Donation	192	0	192	69	123
4230 - Event Vendor Fees	3,250	0	3,250	3,162	88
4235 - Event Arts & Crafts Booth Fees	1,050	1,200	(150)	1,200	(150)
4260 - Food & Beverage Sales	1,302	1,400	(98)	1,375	(73)
4270 - Merchandise Sales	152	320	(168)	80	72
Total Event Revenue	**7,461**	**3,470**	**3,991**	**6,450**	**1,011**
Direct Public Support					
4420 - SCP-Strategic Comm. Partnership	52,071	52,071	0	36,723	15,348
4450 - General Donations	600	0	600	400	200
Total Direct Public Support	**52,671**	**52,071**	**600**	**37,123**	**15,548**
Total Revenue	**59,806**	**55,541**	**4,266**	**43,547**	**16,259**
Cost of Goods Sold					
5100 - COGS - Merchandise	11,443	0	11,443	7,912	3,531
5200 - COGS - Food & Beverage	188	200	(12)	175	13
Total Cost of Goods Sold	**11,632**	**200**	**11,432**	**8,088**	**3,544**
Gross Profit	**48,175**	**55,341**	**(7,166)**	**35,460**	**12,715**
Expenses					
Advertising & Marketing					
6005 - Website Expense	180	200	(20)	180	0
6010 - Banner Expense	794	750	44	502	293
6012 - Poster Expense	916	350	566	704	212
6020 - Print Advertising Expense	604	302	302	880	(276)

	Aug 2026	Budget (Aug 2026)	This month vs budget ($)	Aug 2025	This month vs same month LY ($)
6025 - Digital Advertising Expense	645	700	(55)	316	329
6030 - Radio Advertising Expense	336	400	(64)	280	56
6040 - Photography	613	700	(88)	0	613
6042 - Graphic Design Services	0	0	0	2,500	(2,500)
6049 - Other Advertising & Marketing Expense	76	0	76	0	76
Total Advertising & Marketing	**4,163**	**3,402**	**761**	**5,361**	**(1,198)**
6200 - Bank & Credit Card Fees	0	0	0	(15)	15
6210 - Payment Processing Fees	395	256	139	256	139
6320 - Depreciation Expense	0	17	(17)	0	0
6360 - Fixed Assets Under $2500	143	500	(357)	270	(127)
6335 - Gnomes Expense	11	0	11	0	11
6550 - Postage, Shipping & Freight	86	0	86	0	86
Insurance					
6651 - Directors & Officers Insurance	38	43	(6)	36	2
6652 - Liability Insurance	673	684	(12)	595	77
6653 - Automobile Insurance	0	207	(207)	180	(180)
6654 - Umbrella Insurance	120	124	(5)	108	11
6655 - Workers Comp. Insurance	65	82	(17)	71	(6)
6656 - Commerical Property Insurance	54	53	2	46	8
6657 - Liquor Liability Insurance	33	37	(3)	32	2
6659 - Data Processing Insurance	13	14	(1)	12	1
6660 - Other Insurance Expense	(2)	0	(2)	0	(2)
Total Insurance	**994**	**1,244**	**(250)**	**1,080**	**(86)**
Legal & Professional Fees					
6751 - Accounting Services	1,535	1,695	(160)	1,445	90
6850 - Licenses & Permits	0	0	0	51	(51)
Meals					
6901 - Member/Vendor Meals	20	500	(480)	64	(44)
6902 - Volunteer Meals	72	0	72	0	72
6903 - Board Meeting Meals	0	50	(50)	18	(18)
6904 - Employee Meals	376	260	116	115	261
Total Meals	**468**	**810**	**(342)**	**197**	**271**
6960 - Operating Supplies	20	75	(55)	29	(9)
Event Expense					
7105 - Event Supplies	80	50	30	13	67

	Aug 2026	Budget (Aug 2026)	This month vs budget ($)	Aug 2025	This month vs same month LY ($)
7110 - Activity Expenses	0	0	0	1,844	(1,844)
7115 - Movie Fees	0	0	0	(20)	20
7120 - Performance Expense	3,150	1,979	1,171	13,050	(9,900)
7150 - Other Event Expenses	1,846	3,000	(1,154)	2,830	(984)
Total Event Expense	**5,076**	**5,029**	**47**	**17,716**	**(12,641)**
7200 - Rent Expense	1,082	1,082	0	1,082	0
Salaries & Wages Expense					
7302 - Coordinator Payroll	5,769	5,580	189	4,769	1,000
7304 - Info Center Payroll	3,777	5,324	(1,548)	4,068	(292)
7305 - Marketing Director Payroll	4,838	4,680	158	4,000	838
Total Salaries & Wages Expense	**14,384**	**15,584**	**(1,200)**	**12,837**	**1,547**
Payroll Taxes					
7312 - Coordinator Payroll Taxes	441	435	7	365	76
7314 - Info Center Payroll Taxes	326	447	(122)	368	(43)
7315 - Marketing Director Payroll Tax	370	366	4	306	64
Total Payroll Taxes	**1,137**	**1,248**	**(111)**	**1,039**	**98**
7340 - Software & Applications	427	784	(358)	279	148
Travel					
7501 - Transportation & Mileage Reimbursements	102	0	102	0	102
7510 - Conference & Convention Fees	0	1,700	(1,700)	0	0
Total Travel	**102**	**1,700**	**(1,598)**	**0**	**102**
Utilities					
7601 - Telephone/Internet	60	170	(110)	166	(105)
7602 - Cell Phone	222	340	(118)	223	(1)
Total Utilities	**283**	**510**	**(227)**	**389**	**(106)**
7900 - Shuttle Bus Expense	13	0	13	33	(20)
Total Expenses	**30,318**	**33,936**	**(3,618)**	**42,050**	**(11,732)**
Operating Profit	**17,857**	**21,405**	**(3,548)**	**(6,590)**	**24,447**
Other Expenses					
9500 - Cash Over & Short	1	0	1	0	1
Earnings Before Interest & Tax	**17,856**	**21,405**	**(3,549)**	**(6,590)**	**24,446**
Interest Income					
8100 - Interest Income	341	170	171	170	171
Earnings Before Tax	**18,197**	**21,575**	**(3,378)**	**(6,420)**	**24,617**
Net Income	**18,197**	**21,575**	**(3,378)**	**(6,420)**	**24,617**

YTD Profit & Loss Report

INCOME STATEMENT ($)	2026 (YTD)	Budget (YTD)	This year vs budget ($ YTD)	Budget (rest of the year)	2025 (YTD)	This year vs last year ($ YTD)
Revenue						
Membership Income						
4110 - Membership Dues	44,880	42,000	2,880	0	38,615	6,265
Member Advertising Income						
4122 - Brochure Income	3,200	3,200	0	0	3,200	0
4123 - Map Income	1,800	2,400	(600)	0	1,800	0
4124 - Social Media Income	8,350	7,300	1,050	0	5,000	3,350
Total Member Advertising Income	**13,350**	**12,900**	**450**	**0**	**10,000**	**3,350**
4130 - Spring/Fall Dinner Income	1,470	1,250	220	1,250	1,190	280
Total Membership Income	**59,700**	**56,150**	**3,550**	**1,250**	**49,805**	**9,895**
Event Revenue						
4205 - Event Activity Income	315	550	(235)	6,000	564	(249)
4210 - Event Sponsorship Income	29,050	39,650	(10,600)	2,000	45,550	(16,500)
4220 - Event Donation	794	0	794	750	160	634
4230 - Event Vendor Fees	8,850	4,500	4,350	10,350	11,422	(2,572)
4235 - Event Arts & Crafts Booth Fees	37,295	39,700	(2,405)	0	29,725	7,570
4240 - Event Entry Fees	2,390	2,000	390	0	2,013	377
4250 - Event Ticket Sales	11,090	11,000	90	0	10,059	1,030
4260 - Food & Beverage Sales	4,010	4,300	(290)	0	3,675	335
4270 - Merchandise Sales	422	1,040	(618)	20,000	260	162
4280 - Event Raffle Income	0	0	0	1,200	0	0
4299 - Other Event Revenue	0	0	0	1,000	0	0
Total Event Revenue	**94,215**	**102,740**	**(8,525)**	**41,300**	**103,428**	**(9,214)**
Direct Public Support						
4420 - SCP-Strategic Comm. Partnership	173,530	173,530	0	75,775	136,885	36,645
4430 - Village Contributions	35,841	35,159	682	35,159	34,135	1,707
4450 - General Donations	600	0	600	0	500	100
Total Direct Public Support	**209,972**	**208,689**	**1,282**	**110,934**	**171,520**	**38,452**
Total Revenue	**363,887**	**367,579**	**(3,693)**	**153,484**	**324,753**	**39,133**

	2026 (YTD)	Budget (YTD)	This year vs budget ($ YTD)	Budget (rest of the year)	2025 (YTD)	This year vs last year ($ YTD)
Cost of Goods Sold						
5100 - COGS - Merchandise	11,707	1,000	10,707	15,000	8,435	3,272
5200 - COGS - Food & Beverage	3,153	3,700	(547)	0	3,465	(312)
Total Cost of Goods Sold	**14,860**	**4,700**	**10,160**	**15,000**	**11,900**	**2,960**
Gross Profit	**349,026**	**362,879**	**(13,853)**	**138,484**	**312,853**	**36,173**
Expenses						
Advertising & Marketing						
6005 - Website Expense	1,603	2,600	(997)	800	13,205	(11,602)
6010 - Banner Expense	2,837	3,200	(363)	1,050	3,115	(278)
6011 - Brochure Expense	10,490	11,400	(910)	0	10,324	166
6012 - Poster Expense	2,318	2,530	(212)	1,000	2,608	(290)
6020 - Print Advertising Expense	8,384	11,402	(3,018)	5,906	5,740	2,644
6025 - Digital Advertising Expense	2,498	4,850	(2,352)	1,900	3,706	(1,208)
6030 - Radio Advertising Expense	1,356	1,400	(44)	0	1,450	(94)
6040 - Photography	1,613	5,625	(4,013)	2,550	530	1,083
6041 - Videography	0	2,000	(2,000)	1,000	0	0
6042 - Graphic Design Services	625	2,780	(2,155)	6,500	6,500	(5,875)
6045 - Sponsorship Expense	450	4,900	(4,450)	0	4,375	(3,925)
6046 - Map Pads	767	700	67	0	767	0
6049 - Other Advertising & Marketing Expense	225	500	(275)	0	32	193
Total Advertising & Marketing	**33,165**	**53,887**	**(20,722)**	**20,706**	**52,351**	**(19,186)**
6100 - Auto Expenses	452	250	202	0	916	(464)
6190 - Hiring Expenses	76	100	(24)	0	75	1
6200 - Bank & Credit Card Fees	24	3	21	4	7	17
6210 - Payment Processing Fees	944	842	102	1,694	834	110
6260 - Charitable Contributions	0	0	0	0	2,300	(2,300)
6320 - Depreciation Expense	0	133	(133)	67	102	(102)
6360 - Fixed Assets Under $2500	5,087	6,724	(1,637)	1,700	4,153	935
6330 - Decorations	0	300	(300)	3,900	298	(298)
6335 - Gnomes Expense	611	800	(189)	1,000	660	(49)
6480 - Meetings and Training	270	280	(10)	260	90	180
6550 - Postage, Shipping & Freight	566	250	316	0	123	443
Gifts Expense						
6601 - Member Gifts	0	200	(200)	0	42	(42)
6602 - Board Gifts	0	200	(200)	0	15	(15)

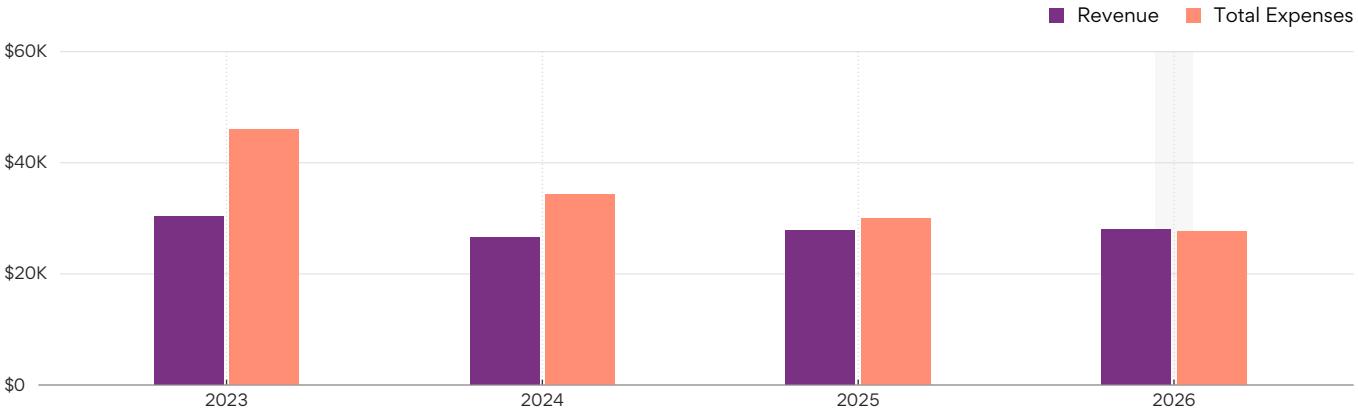
	2026 (YTD)	Budget (YTD)	This year vs budget ($ YTD)	Budget (rest of the year)	2025 (YTD)	This year vs last year ($ YTD)
6603 - Employee Gifts (Excludable from Taxable ...	33	0	33	400	41	(8)
6605 - Vendor Gifts	92	0	92	0	0	92
Total Gifts Expense	**125**	**400**	**(275)**	**400**	**98**	**27**
Insurance						
6651 - Directors & Officers Insurance	303	361	(58)	173	311	(8)
6652 - Liability Insurance	5,188	5,748	(560)	2,738	4,817	371
6653 - Automobile Insurance	1,259	1,744	(485)	828	1,523	(265)
6654 - Umbrella Insurance	934	1,046	(112)	497	882	51
6655 - Workers Comp. Insurance	547	656	(109)	328	407	140
6656 - Commerical Property Insurance	406	434	(28)	211	357	49
6657 - Liquor Liability Insurance	269	110	160	37	95	174
6659 - Data Processing Insurance	102	110	(9)	55	36	66
6660 - Other Insurance Expense	(2)	0	(2)	0	0	(2)
Total Insurance	**9,007**	**10,210**	**(1,203)**	**4,866**	**8,430**	**577**
Legal & Professional Fees						
6751 - Accounting Services	12,280	13,560	(1,280)	6,780	11,560	720
6752 - Legal Services	0	1,000	(1,000)	0	215	(215)
Total Legal & Professional Fees	**12,280**	**14,560**	**(2,280)**	**6,780**	**11,775**	**505**
6850 - Licenses & Permits	201	225	(24)	51	216	(15)
Meals						
6901 - Member/Vendor Meals	232	1,000	(768)	200	367	(135)
6902 - Volunteer Meals	127	0	127	100	17	109
6903 - Board Meeting Meals	102	400	(298)	200	81	21
6906 - Overnight Travel Meals	399	400	(1)	600	275	124
6904 - Employee Meals	1,579	1,570	9	900	1,103	475
6905 - Holiday/Office Party Meals	90	0	90	500	0	90
Total Meals	**2,528**	**3,370**	**(842)**	**2,500**	**1,844**	**685**
6960 - Operating Supplies	823	900	(77)	200	842	(20)
Event Expense						
7105 - Event Supplies	676	1,125	(449)	900	629	47
7110 - Activity Expenses	6,602	3,700	2,902	9,250	7,700	(1,098)
7115 - Movie Fees	74	2,160	(2,086)	0	2,038	(1,964)
7120 - Performance Expense	26,320	16,183	10,137	28,967	36,599	(10,279)
7125 - Fireworks Expense	0	0	0	7,000	0	0

	2026 (YTD)	Budget (YTD)	This year vs budget ($ YTD)	Budget (rest of the year)	2025 (YTD)	This year vs last year ($ YTD)
7145 - Prize Expense	128	250	(122)	750	439	(311)
7150 - Other Event Expenses	3,972	4,650	(678)	23,700	3,570	402
Total Event Expense	**37,772**	**28,068**	**9,703**	**70,567**	**50,976**	**(13,205)**
7190 - Spring/Fall Dinner Expense	2,541	2,500	41	2,000	2,060	481
7200 - Rent Expense	11,657	11,807	(150)	4,328	11,517	140
7250 - Repairs & Maintenance (Non-Auto)	0	350	(350)	0	197	(197)
7255 - Landscaping & Snow Removal	715	0	715	0	0	715
Salaries & Wages Expense						
7300 - Salaries & Wages Expense	0	0	0	0	244	(244)
7302 - Coordinator Payroll	48,777	44,640	4,137	22,320	40,539	8,239
7303 - Event Assistant Payroll	398	600	(202)	2,600	1,176	(778)
7304 - Info Center Payroll	13,316	20,084	(6,768)	14,119	15,138	(1,822)
7305 - Marketing Director Payroll	41,126	37,440	3,686	18,720	34,000	7,126
Total Salaries & Wages Expense	**103,617**	**102,764**	**854**	**57,759**	**91,096**	**12,521**
Payroll Taxes						
7310 - Payroll Taxes	0	0	0	0	22	(22)
7312 - Coordinator Payroll Taxes	3,934	3,478	457	1,739	3,255	679
7313 - Event Assistant Payroll Taxes	34	52	(17)	224	106	(72)
7314 - Info Center Payroll Taxes	1,156	1,680	(523)	1,189	1,370	(214)
7315 - Marketing Director Payroll Tax	3,240	2,927	313	1,463	2,755	485
Total Payroll Taxes	**8,365**	**8,136**	**229**	**4,615**	**7,509**	**856**
7320 - Work Clothing/Uniforms	208	400	(193)	0	133	74
7340 - Software & Applications	5,030	6,275	(1,246)	3,138	4,854	176
Travel						
7501 - Transportation & Mileage Reimbursements	845	1,190	(345)	750	960	(115)
7510 - Conference & Convention Fees	1,510	2,950	(1,440)	230	450	1,060
7520 - Lodging & Accomodations	3,027	3,100	(73)	900	1,022	2,005
Total Travel	**5,383**	**7,240**	**(1,857)**	**1,880**	**2,433**	**2,950**
Utilities						
7601 - Telephone/Internet	1,212	1,360	(148)	680	1,296	(84)
7602 - Cell Phone	1,784	2,720	(936)	1,360	1,831	(48)
Total Utilities	**2,995**	**4,080**	**(1,085)**	**2,040**	**3,127**	**(132)**
7900 - Shuttle Bus Expense	13	0	13	0	61	(49)
Total Expenses	**244,454**	**264,854**	**(20,400)**	**190,455**	**259,078**	**(14,624)**
Operating Profit	**104,572**	**98,025**	**6,547**	**(51,971)**	**53,775**	**50,797**

	2026 (YTD)	Budget (YTD)	This year vs budget ($ YTD)	Budget (rest of the year)	2025 (YTD)	This year vs last year ($ YTD)
Other Income						
8900 - Gain/Loss on Sale of Assets	1,570	0	1,570	0	0	1,570
Other Expenses						
9500 - Cash Over & Short	2	0	2	0	0	2
Earnings Before Interest & Tax	**106,140**	**98,025**	**8,115**	**(51,971)**	**53,775**	**52,365**
Interest Income						
8100 - Interest Income	2,024	1,407	617	359	1,407	617
Earnings Before Tax	**108,164**	**99,432**	**8,732**	**(51,612)**	**55,182**	**52,982**
Net Income	**108,164**	**99,432**	**8,732**	**(51,612)**	**55,182**	**52,982**

Event Report: Concerts & Movies

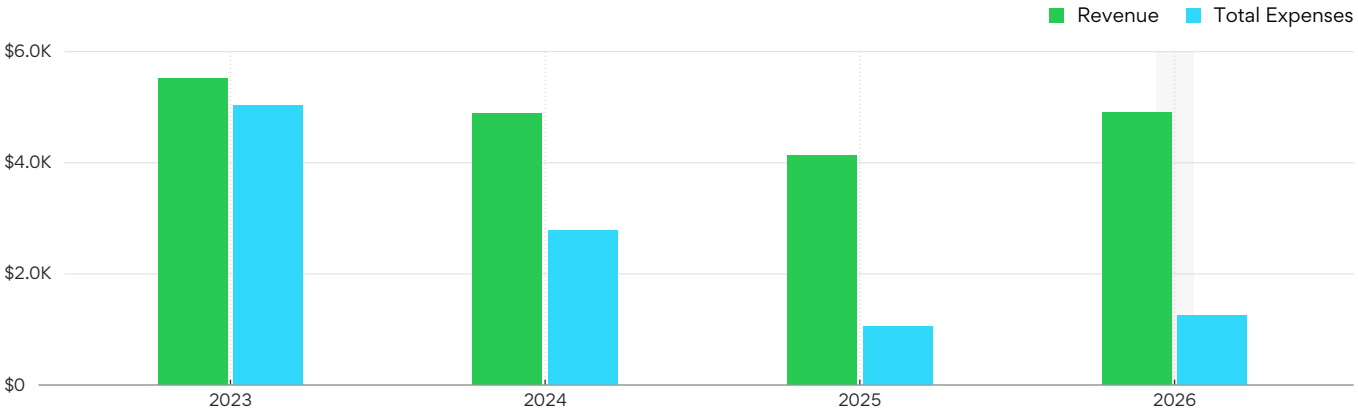
Revenue & Expense Chart



INCOME STATEMENT ($)	2026 (YTD)	2025	2024	2023
Revenue				
Event Revenue				
Event Sponsorship Income	23,250	23,450	20,950	22,850
Event Donation	747	715	1,159	1,424
Food & Beverage Sales	4,010	3,675	4,494	6,077
Merchandise Sales	20	16	0	0
Total Event Revenue	**28,026**	**27,856**	**26,603**	**30,351**
Total Revenue	**28,026**	**27,856**	**26,603**	**30,351**
Cost of Goods Sold				
COGS - Food & Beverage	3,141	3,465	1,609	2,676
Gross Profit	**24,885**	**24,391**	**24,994**	**27,675**
Expenses				
Advertising & Marketing				
Banner Expense	412	405	375	523
Poster Expense	137	149	108	308
Print Advertising Expense	489	476	0	468
Photography	0	0	340	0
Graphic Design Services	625	1,500	789	280
Total Advertising & Marketing	**1,663**	**2,530**	**1,611**	**1,579**
Fixed Assets Under $2500	42	1,060	0	2,125
Meals				
Member/Vendor Meals	0	0	0	294
Volunteer Meals	55	17	0	0
Employee Meals	453	122	0	0
Total Meals	**507**	**140**	**0**	**294**
Event Expense				
Event Supplies	231	38	157	0
Movie Fees	74	2,038	2,114	1,978
Performance Expense	25,040	24,119	30,400	39,927
Total Event Expense	**25,345**	**26,195**	**32,672**	**41,904**
Repairs & Maintenance (Non-Auto)	0	0	0	71
Total Expenses	**27,557**	**29,925**	**34,283**	**45,974**
Operating Profit	**(2,672)**	**(5,535)**	**(9,289)**	**(18,299)**
Net Income	**(2,672)**	**(5,535)**	**(9,289)**	**(18,299)**

Event Report: Festival of Fine Arts

Revenue & Expense Chart



INCOME STATEMENT ($)	2026 (YTD)	2025	2024	2023
Revenue				
Event Revenue				
Event Activity Income	315	564	553	440
Event Sponsorship Income	1,200	600	400	900
Event Donation	47	69	60	208
Event Vendor Fees	0	2,905	3,880	3,973
Event Arts & Crafts Booth Fees	3,345	0	0	0
Total Event Revenue	**4,907**	**4,138**	**4,893**	**5,521**
Total Revenue	**4,907**	**4,138**	**4,893**	**5,521**
Expenses				
Advertising & Marketing				
Banner Expense	230	256	280	111
Poster Expense	265	107	400	341
Print Advertising Expense	302	293	603	469
Digital Advertising Expense	0	0	325	1,000
Radio Advertising Expense	336	280	774	480
Photography	0	0	340	0
Graphic Design Services	0	0	0	520
Total Advertising & Marketing	**1,133**	**937**	**2,722**	**2,921**
Meals				
Member/Vendor Meals	20	64	0	0
Event Expense				
Activity Expenses	100	50	68	1,526
Other Event Expenses	6	0	0	576
Total Event Expense	**106**	**50**	**68**	**2,102**
Total Expenses	**1,259**	**1,051**	**2,790**	**5,023**
Operating Profit	**3,648**	**3,086**	**2,103**	**497**
Net Income	**3,648**	**3,086**	**2,103**	**497**

SISTER BAY
DOOR COUNTY

American Legion

9/4/26

Bill Becker from the American Legion reached out to us to ask if they can be allowed to fire their weapons during the parade. Last year we had a parade committee that created the rules & regulations. We also had a special meeting via zoom and motioned to permit the American Legion to carry their rifles, unloaded.

Staff recommends to allow them to carry rifles, unloaded, and to NOT allow for the rifles to be fired.

SISTER BAY
DOOR COUNTY

Check Signing

Historically, Community Coordinators did not have check-signing authority. This practice appears to have stemmed from a previous treasurer embezzling more than $60,000 from SBAA, at a time when SBAA also did not have an accountant providing additional financial oversight.

Since January, while serving as Board President, I have had check-signing authority. I was unaware at that time that previous Community Coordinators, including Ellie and Louise, did not have the same authority and had to locate the Board President to sign checks. To my knowledge, these procedures and their history have not previously been formally documented.

Since becoming Executive Director in May, I have been signing checks as part of my responsibilities. I propose that the Executive Director formally be given check-signing authority going forward.

SBAA now has additional financial controls, including Bacon CPA handling and reconciling transactions, providing an important check on spending. Staff also have debit cards, which were first issued last year.

I would ask the Board to consider whether the same trust placed in me as Board President to sign checks should also apply to me as the full-time Executive Director responsible for managing the Association. If the Board would like additional limits or safeguards around this authority, I am open to discussing and documenting those as well.

Check Signing- John Bacon

9/15/26
Hi Abby!

You asked if I could provide some general guidance or recommendations on check signing authority and policies for organizations like SBAA.

All organizations we work with give whoever is serving the "Executive Director" role some sort of check signing authority. Frequently a dollar threshold is put in place, however, requiring that any check payments over $X need to be signed (or co-signed) by an approved board member. That might be any check over $1,000. Or any check over $2,000. Or something higher. This mainly depends on how frequently checks of this size need to be issued and what the current board is comfortable with. The lower the threshold, the greater potential for unnecessary and frustrating administrative burden. The higher the threshold, the weaker the "internal control."

Whatever policy SBAA decides to adopt, we recommend putting that policy in writing. (Please provide us with a copy.)

In SBAA's situation, it is important to keep in mind that we are currently serving as an independent set of eyes on the books---and as long as SBAA continues to engage an outside accounting firm to handle the day-to-day books and monthly reconciliations this will be the case. That's very good. Since we post all the transactions and reconcile all statements (and can view check images on the bank account), it is far less likely for fraud to occur---although of course we could still be fooled somehow and therefore no strict guarantee can be provided.

John Bacon, CPA
Accountant, Bacon CPA LLC
920.421.2822 | *www.bacon.cpa*

Sister Bay Advancement Association, Inc. Bylaws

Article 1: PURPOSE

The mission of the Sister Bay Advancement Association is to support and promote the business community of Sister Bay by attracting tourism through a sustainable marketing plan; provide cultural activities and celebratory events that make our community a vital place to live, work, and play; and support the development of Sister Bay as a year-round community for businesses, visitors, and residents.

Article 2: MEMBERSHIP

Section 1: Eligibility

Any business or non-profit organization having an interest in the objectives of the Sister Bay Advancement Association shall be eligible for regular membership, provided that the business or organization maintains a physical location within the 54234 ZIP code.

The Board of Directors may, by majority vote, approve Membership for a business or organization located outside the 54234 ZIP code if the Board determines that the business or organization does not directly compete with an existing member of the Sister Bay Advancement Association. The Board of Directors reserves the right, by majority vote, to make exceptions to Membership eligibility requirements when, in its judgment, such an exception is in the best interests of the organization.

Any business or organization that is a Member in good standing as of September 1, 2026, shall remain eligible for Membership regardless of whether it satisfies the membership eligibility requirements established herein. However, if such Membership lapses for any reason, including failure to pay dues or any other termination of Membership, the business or organization must satisfy the Membership eligibility requirements in effect at the time it seeks to rejoin the organization.

Section 2: Dues

Membership dues for business and non-profit Members shall be fixed by the Board of Directors. All dues shall be paid in full before or no later than December 31 of the preceding calendar year. Lapsed Memberships must pay a full year of dues regardless of date they rejoin the association. Membership dues are fully earned at the start of each calendar year and are not refundable.

Section 3: Contract

Members shall be admitted by completing a Membership contract and by payment of dues in advance.

Section 4: Expulsion

Any Member may be expelled by unanimous vote of the Board of Directors after due notice of at least ten (10) days.

Section 5: Voting
Every regular Member shall have one vote. No Member shall be allowed to vote by proxy. Members must be present to vote. The right to vote and hold office shall be extended only to Members in good standing.

A majority of the vote cast by the Members present at any meeting shall elect and decide all questions and/or motions put to a vote at all meetings of the Membership, except as otherwise provided in Articles and Bylaws.

Section 6: Annual Meeting
An annual meeting of the Membership of the SBAA shall be held in each calendar year, at such time and place to be specified by the Executive Director for the purpose of transacting business as may be properly brought before the meeting.

Section 7: Quorum
Fifteen (15) Members of the Association shall constitute a quorum for the transaction of business at the annual meeting, but at the expiration often (10) minutes from the house specified; a lesser number may adjourn to a later date.

Section 8: Special Meetings
Special meetings of the Membership may be called by the President whenever they may deem it proper. At the direction of the Board of Directors, or upon written application of not less than ten (10) members, the President shall call a special meeting at the time designated. Notice shall be given of the purpose of the special meeting at least ten (10) days before such meeting.

Article 3. BOARD OF DIRECTORS

Section 1: Board Composition
The governance and control of the Association shall be vested in a Board of no less than nine (9) and no more than thirteen (13) directors. Directors shall be selected from the Association's regular Membership; however, up to two (2) Directors may be residents of the Sister Bay community who are not members of the Association. In addition, one (1) Director shall serve as the Village Liaison and shall be appointed by the President of the Village Board of Sister Bay. The Village Liaison shall be a member of the Sister Bay Village Board, need not be a Member of the Association, and shall have the same voting rights and responsibilities as the other Directors.

Directors must be Members in good standing with SBAA. Directors shall be nominated and elected in such manner and shall have such powers and duties as shall be prescribed by these Bylaws and as the Members may from time to time adopt.

Section 2: Board Elections
Nomination and election of Directors: The nominating committee shall consist of the directors whose term of office expires at the next annual meeting and full-time staff. The nominating committee shall nominate a slate of Directors equal in number to the number of Directors elected in said year. Consideration should be given to achieving a balance among business directors. The slate of nominees shall be approved by the Board prior to submission to the Membership, which will elect new Directors with a majority vote.

Section 3: Board Terms
Each Director may serve no more than two (2) consecutive three (3) year terms. After serving two (2) consecutive three (3) year terms, a Director must vacate their Board position for one (1) year. Following two (2) consecutive terms, an outgoing Director may serve for one (1) year in a non-voting, ex-officio capacity. After completing one (1) year either as an Ex-Officio Director or after one (1) year away from the Board, former Director shall be eligible for reappointment to the Board.

Section 4: Corporate Powers
The organization's Board shall have the power to sue and be sued, hold, sell, lease, or mortgage real estate, incur debts, borrow money, giving therefore notes of the Association signed by the President and Treasurer and may enter contracts of any kind furthering the purpose of the organization with board approval.

Section 5: Board Authority
The Board shall have the general control of the affairs of the association, shall have undivided control of the funds of the association, shall have control of the officers and remove them for cause, may direct the President to call special meetings of the Association and may adopt rules for the transaction of their business and may regularly amend the same.

Section 6: Board: Financial Authorization
No expenditure, contract, or debt involving the credit of this organization shall be made or entered into unless the same shall have been previously authorized by the Board

Section 7: Attendance
If any Director is absent for more than four (4) meetings in a calendar year, or three (3) consecutive meetings, their term will be terminated.

Section 8: Removal for Cause
A Director who neglects or refuses to discharge the duties assigned to them or is guilty of a willful act or conduct detrimental to the interest of the Association, the Board may, by two-thirds vote of all members thereof after notice specifying the cause and hearing, remove such Director and declare their office vacant.

Section 9: Vacancies
Any Directorship shall be deemed vacant when the person holding such office has died, resigned, or been removed from office. A Directorship held by an Association Member shall also be deemed vacant if the Director no longer works for an Association Member or if their membership in the Association has been terminated. A Directorship held by a Sister Bay Community Member shall also be deemed vacant if the Director no longer resides in the 54234 ZIP code.

Section 10: Filling Vacancies
The Directors shall have the power to fill vacancies in the Board until the annual meeting, at which time the Association shall fill out the vacancies for the unexpired term.

Section 11: Board Meetings
The Board shall hold regular meetings once each month at such time and place as they shall provide by resolution. They shall hold special meetings upon call of the President. Upon written request of not less than five (5) directors, the President shall call a special meeting at the time and place requested. Any regular or special meetings of the Board shall be open to all Members, who may attend in a non-voting capacity.

Section 12: Quorum
Five (5) of the Directors shall constitute a quorum for the transaction of business, but at the expiration of fifteen (15) minutes from the hour fixed; a lesser number may adjourn until a later date. A majority of the vote cast by the Directors present at any meeting shall elect and decide all questions and/or motions put to a vote at all meetings of the Directors, except as otherwise provided in Articles and Bylaws.

Article 4: EXECUTIVE OFFICERS

Section 1: Eligibility and Elections
Any member of the Board shall be qualified to hold any office to which they may be elected or appointed, except that the Village Liaison shall not be eligible to serve as an Officer of the Association. The Officers shall consist of President, Vice President, Secretary, and Treasurer. They shall be elected by majority vote at the first meeting of the Board following the annual election of the Association and shall hold office for one (1) year and until their successor is elected and qualified. The President, Vice President, Secretary, and Treasurer shall be members of the Board of Directors.

Section 2: President Duties
The President shall be the executive officer and shall preside at all meetings of the Association and BOD. The President shall see that the Articles of Incorporation, Bylaws, and rules are strictly enforced and shall perform such other duties a parliamentary usage and the Bylaws may require. The President may call special meetings of the Association or Board and shall do so as required by these bylaws.

Section 3: Vice President Duties
The Vice President shall assist the President when required to do so, and in the absence of the President, shall perform their duties.

Section 4: Secretary Duties
The Secretary shall act as custodian of all records and reports and shall attend all meetings of the Association and Board, both regular and special, and keep an accurate record of the proceedings thereof. They shall keep a roll of members. Following regular meetings, the Secretary shall send meeting minutes to the Executive Director and Village Liaison. Following special meetings, the Secretary shall send meeting minutes to the Executive Director.

In the absence of the President and Vice President, the Secretary shall perform the duties of the President.

Section 5: Treasurer Duties

The Treasurer shall oversee the financial affairs of the Association on behalf of the Board of Directors. The Treasurer shall monitor the financial condition of the Association and provide financial oversight of the Executive Director, staff, and any external accountant or accounting firm engaged by the Association.

The Treasurer shall review the Association's financial records and reports and shall make, or cause to be made, regular financial reports to the Board of Directors, at least monthly. The Treasurer shall ensure that the Association's financial records are maintained accurately and that monies received, and expenditures made on behalf of the Association are properly accounted for.

The financial records of the Association shall be available for inspection by the Board of Directors or any member thereof, subject to reasonable procedures established by the Board.

Section 6: Fidelity Bond

The Treasurer and any other officer, director, employee, or agent who handles Association funds shall be covered by a fidelity bond in such amount and under such terms as the Board of Directors may require.

Section 7: Vacancies

Any Office shall be deemed vacant when the person holding such Office has died, resigned, or has been removed from office. An Office held by an Association Member shall also be deemed vacant if the Officer no longer works for an Association Member or if their Membership in the Association has been terminated. An Office held by a Sister Bay Community Member shall also be deemed vacant if the Officer no longer resides in the 54234 ZIP code.

Vacancies in office shall be filled for the unexpired term by the Board. No office shall be removed except after notice, specifying the cause and hearing, and by a two-thirds vote of the Board of Directors.

Article 5: COMMITTEES

Committees shall be such standing and/or special committees as may be authorized, appointed and disbanded by the President.

Article 6: EXECUTIVE DIRECTOR AND STAFF

Section 1: Executive Director Responsibilities

The Executive Director of the Association shall manage the daily operations. The Executive Director shall be responsible for coordinating the implementation of the Association's policies and projects, and other duties as the Board may require. The Executive Director shall be hired by the Board of Directors and receive for their services such compensation as may be determined by the Board.

Additional full-time staff shall be hired by the Executive Director and Board of Directors or a hiring committee and receive such compensation for their services as may be determined by the Board of Directors. Any seasonal part-time staff shall be hired by the Executive Director. The Executive

Director and paid staff shall not be voting as members of the Association committees or the Board.

Section 2: Budget Responsibilities
Full-time staff shall prepare an annual budget on or before October 31 for approval by the Treasurer. Once approved by the Treasurer, the budget shall be submitted to the Board for approval and shall serve as the basis for determining the resources available for the next calendar year.

Full-time staff shall be responsible for administering and implementing the approved budget in accordance with its intended purposes and shall use reasonable professional judgment in managing expenditures and resources. The Executive Director may make amendments to the approved budget involving an amount of up to X dollars ($X) without additional approval. Amendments involving an amount greater than X dollars ($X) and up to X dollars ($X) shall require approval by both the Board President and Treasurer. Any amendment involving an amount greater than X dollars ($X) shall require approval by the Board of Directors.

Article 7: RULES AND ORDER OF BUSINESS
The generally accepted rules of governing legislative bodies, as laid down in the current edition of Roberts Rules of Order, shall govern the deliberations of the Association, except so far as they conflict with the Articles and Bylaws.

Article 8. AMENDMENTS
These Bylaws may be modified, altered, or amended at any meeting of the Membership by a two-thirds (2/3) vote of those present, provided that a written copy of the proposed amendment or alteration shall have been given to each member of the Association at least ten (10) days before such meeting.

Article 9. NOTICES
All notices required to be given to Members shall be written notices by email; proof of mailing shall be conclusive of proof of notice.

Article 10. CONFLICT OF INTEREST
The Board of Directors of the Sister Bay Advancement Association has adopted a Conflict of Interest Policy designed to identify and avoid potential conflicts between the personal interests of Directors and Staff and the interests of the Association.

Upon election or appointment to the Board, and upon hiring, all Directors and Staff shall sign the Conflict of Interest Policy. The Executive Director shall serve as custodian of all signed Conflict of Interest Policies and shall maintain such records on behalf of the Association.

Article 11. NON-DISCRIMINATION
The Association recognizes the right of all persons to equal opportunity in employment, compensation, promotion, and positions of leadership. The Association shall not discriminate against any member, employee, officer, contractor, or other person with whom it conducts business or otherwise interacts on the basis of race, religion, sexual orientation, gender identity or expression, national origin, age, disability, or any other characteristic protected by applicable federal, state, or local law.

Article 12. FISCAL YEAR
The fiscal year of the corporation shall close on December 31.

Article 13. PRIVATE INUREMENT
The Association shall use its funds only to accomplish the objectives and purposes specified in the articles of incorporation and Bylaws. No dividends shall be paid and no part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, any private individual.

Article 14. DISSOLUTION
Upon the dissolution of the Association, the Board shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the Association exclusively for the purposes of corporation in such manner, or to such organization or organizations organized and operated for the purposes as shall at the time qualify as an exempt organization or organizations under section 50l(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

SISTER BAY
DOOR COUNTY

Volunteer of the Year

We have not received any submissions for Volunteer of the Year.

SBAA Staff Report

Period : July 2026
Presented: September 2026

Room Tax 2026

Sister Bay

July ▲ **+11.9%** to LY

Year to Date ▲ **+10.9%** to LY

Door County

July ▲ **1.3%** to LY

Year to Date ▲ **+4%** to LY

Occupancy 2026

Sister Bay - July

Available Units .....LY 18,198 vs TY 18,452 ▲ **+1.4%**

Occupancy .....TY 82% vs LY 83.8%% ▲ **+1.8%**

Avg. Room Rate ..... TY $348 vs LY $374 ▲ **+7.5%**

Door County - July

Available Units ..LY 151,885 vs TY 137,527 ▼ **-9.4%**

Occupancy ..... TY 75% vs LY 77% ▲ **+2%**

Avg. Room Rate ..... TY $319 vs LY $356 ▲ **+11.6%**

Marketing Report

Website Traffic | sisterbay.com

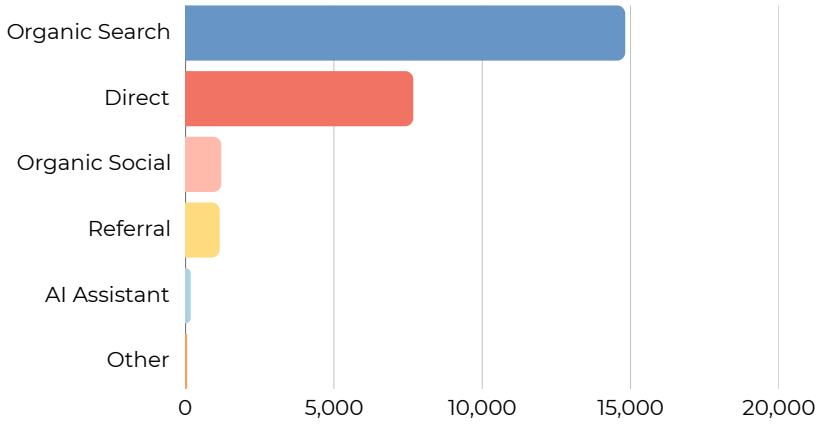
August *1 - August 31, 2026*

Active Users
16,366 ↓ 5.9% YoY

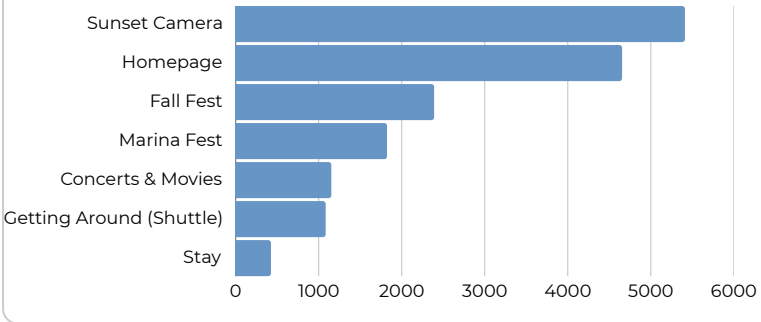
Total Sessions
24,943 ↓ 6.8% YoY

Average Session Duration
2m 32s

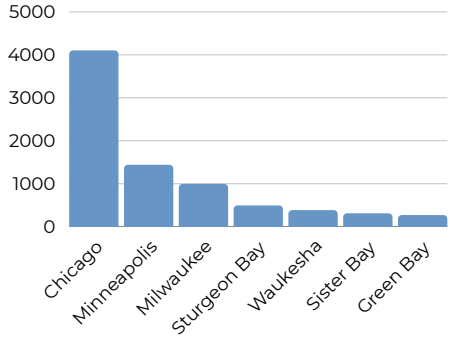
Traffic Acquisition (by Sessions)



Top Performing Pages (Sessions)



Top Cities (Active Users)



Marketing Report Cont.

Period : July 2026
Presented: August 2026

Social Media Performance

Facebook | August 1 - August 31, 2026

Views (Total)	Views (Organic)	Content Interactions	Total Followers
289,846	**185,806**	**6,034**	**35,640**
25.8% YoY	42.7% YoY	22.5% YoY	*243 New Followers (Net)*

Top Content by Views



While you're out enjoying all that Sist...
Fri Aug 14, 1:28pm
60.5K 540
7 35



Local Business Spotlight Sponsored...
Mon Aug 17, 12:13pm
50.2K 1.4K
55 26



Marina Fest is less than two weeks away! Joi...
Tue Aug 25, 11:43am
41.5K 271
8 102



Tomorrow is the 23rd Annual Door County...
Fri Aug 7, 11:54am
34.9K 311
8 36



Local Business Spotlight Sponsored...
Wed Aug 12, 4:08pm
21.7K 1.1K
15 18

Instagram | August 1 - August 31, 2026

Some YoY comparisons are not available due to changes in Meta's reporting.

Views	Content Interactions	Reach	Total Followers
114,342	**3,596**	**23,563**	**17,426**
		11.3% YoY	*255 New Followers (Net)*

Top Content by Views



Things we think are kinda chic ☀️
Sun Aug 16, 12:47pm
14.4K 360
3 48



Not ready to say goodbye yet 🥹
Mon Aug 31, 2:58pm
12.9K 713
12 84



Local Business Spotlight Sponsored...
Wed Aug 12, 4:16pm
11.3K 145
0 3



While you're out enjoying all that Sist...
Fri Aug 14, 1:28pm
60.5K 540
7 35



Marina Fest is less than two weeks away! Joi...
Tue Aug 25, 11:43am
41.5K 271
8 102

Staff Updates

Village Agreement
The Village motioned to accept our evergreen agreement with the amendment to add more information in our quarterly reporting.

Office Space
We met with Bacon CPA on 9/3/26 to discuss finances regarding renting and purchasing a space.

Film Fest
We have paid Film Fest their 2027-2029 sponsorship.

Budget
We will have our 2027 budget ready for our Treasurer by October 31.

Fall Social
Monday October 26, 5:30 @ Twelve Eleven. SBAA pays for board cover fee.

Event Updates

Marina Fest (9/5-6)
We had gorgeous weather. Saturday was well attended and Sunday was lighter which created a relaxing vibe. The marina end of the festival was busy Saturday until the music started and the crowds shifted to the pavillion. Having a food vendor was not enough to keep attention in that area after the music started. We had feedback that we need a medic tent.

Fall Fest (10/16-18)
Our detour has been approved!!! We have a few nominations from in-house for Volunteer of the Year. We are still looking for volunteers. We had our second safety meeting 9/16 with EMS, Village, Parks, Fire, Sheriff's Department. DDC and The DoRR are sponsoring the Ferris Wheel. Tri-bolt is coming again to help wristband.

Sister Bay / Liberty Grove Library Commission Meeting

Date: **Monday, October 12, 2026**

Time: **1:00 P.M.**

Place: **Sister Bay / Liberty Grove Library**

Agenda:

1) Call to Order
2) Roll Call
3) Approval of the Agenda
4) Public Input
5) Review and Approve Meeting Minutes for September 21, 2026
6) Maintenance Report
7) Review and Approve Bills and Financial Report
8) Librarian Report
9) Next Meeting **Monday, November 9, 2026 at 1:00 P.M.**
10) Adjourn Meeting

Sister Bay Liberty Grove Library Commission
Monday, September 21, 2026 1:00pm

1. Call to Order and Roll Call The meeting was called to order at 1:00 p.m. Commission members present included Chairwoman Kingsbury, R. Kingsbury, Peters, Herman, Ash, Watkins, Johnson, and Wilker.

2. Approval of Agenda A motion was made by Herman, seconded by Watkins to approve the agenda. Motion carried

3. Facilities and Maintenance Report Kingsbury reviewed recent maintenance and facilities activities, including: Upholstery and tile cleaning has been scheduled for October, prior to Fall Fest. The fence near the air-conditioning units was sanded, scraped, and repainted with three coats of paint. Several wasp nests around the building have been treated. Wasp activity continues, particularly around the exterior brick and garden area. Additional sealing work will be considered after colder weather. The book-sale materials/signage will be removed during the current week. Several contractors have been contacted regarding repairs to the concrete steps; responses are still pending. Peninsula Painting was contacted regarding exterior painting. An estimate is expected for addressing the two windows currently needing attention, with remaining exterior painting potentially scheduled for spring. KeyMe in Sturgeon Bay was contacted to re-key the second exterior door so that it matches the primary exterior door, eliminating the need for separate keys. The Commission also discussed concerns regarding the library's landscaping service. Members expressed concern that the landscaping work does not appear to be consistent with the contracted level of service, particularly given the cost of approximately $10,000 annually. Members requested greater accountability regarding when landscaping crews are on site and what work is completed. Staff will contact Springview Landscape to discuss the concerns and determine the scope and frequency of work being performed. The possibility of contacting a previous landscaping provider was also discussed.

4. Approval of August 10 Meeting Minutes The August 10 meeting minutes were reviewed. A motion was made by Watkins, seconded by Peters to approve the minutes as presented. Motion carried.

5. Capital Improvement Plan (CIP) The Commission reviewed the current five-year Capital Improvement Plan. Discussion included: Parking lot striping has been completed and was removed from the CIP. Exterior painting was discussed, with some work potentially being completed in fall 2026 and remaining work moved to 2027 if necessary. Concrete step repairs remain pending due to difficulty obtaining contractor responses. Interior painting remains included in the plan. An apparent discrepancy involving "Option 1" and "Option 2" in the 2031 CIP was discussed. The Commission agreed that the document should be corrected/clarified so that the intended project year and costs are accurately represented. A motion was made to approve the CIP with the noted corrections by Ash, seconded by Watkins. Motion carried.

6. Financial Report and Approval of Bills Wilker reviewed the bills and financial information for August and early September. The Marina Fest book sale generated approximately **$2,465.12** for the school, with **$726.75** designated for the Sister Bay Advancement Association at the applicable 15% amount. Book-sale proceeds were somewhat lower than the previous year. It was noted that weather is a contributing factor. The Commission also reviewed the budget report. No budget changes were proposed. A motion was made to approve the financial report, bills, and 2027 budget by Herman, seconded by Peters. Motion carried.

Sister Bay Liberty Grove Library Commission
Bills for Approval 9/21/2026

Ahnapee Hill Cleaning	August Service	$ 2,436.00
WPS	August Service	$ 417.34
Frontier	August Service	$ 399.52

Springview Landscape	August Service - Final payment	$ 2,000.00
Warner-Wexel	Cleaning Supplies	$ 205.92
Gibraltar School	Used Book Sale Proceeds	$ 2,465.12
SBAA	Event Management	$ 726.75
Ace Hardware	Paint Supplies	$ 66.58
	Total	$ 6,281.23

The treasurer/clerk will provide PDF copies of board packets ahead of each meeting moving forward.

7. Librarian's Report The Librarian presented the monthly report and program statistics. August statistics were affected significantly by the library's closure and the transition to the new library software system. Despite the closure, approximately 3,000 items were checked out or renewed during the month. Computer and wireless usage remained relatively strong, and OverDrive usage was also reviewed. Recent programming included: Peninsula Reptile House programming, a Door County Alpaca Ranch tour, an upcycled bookmark workshop conducted in partnership with the Unitarian Universalist Fellowship of Door County, Travelogue programming, monarch and milkweed educational activities with children's programming in the library garden. The library's monarch program received coverage in the Peninsula Pulse. Approximately 50 monarch caterpillars were raised for educational purposes during the summer.
The Friends of the Library continue to provide financial support for programming, supplies, prizes, and other small library needs through proceeds from countywide book sales.

The Commission discussed ongoing issues associated with the new library software system, website, and mobile application. Members and staff reported difficulties with: searching the catalog, placing holds, determining the position of a hold in the queue, searching by author, and general website usability. Staff noted that additional training on the new system is still scheduled and that some purchasing functionality has not yet been fully implemented.
The Commission discussed the importance of reporting problems to the system administrators and continuing to document user difficulties.

Staff reported continued intermittent internet problems in the meeting/program room. The issue has affected Zoom calls, job interviews, wireless connectivity, and other online activities.
An additional wireless access point has been ordered and is expected to be installed in the room. Staff will continue documenting connectivity problems and communicating them to the appropriate service provider.

The Commission discussed **Winniepalooza**, a Friends of the Library fundraiser planned for October in connection with the 100th anniversary of the publication of *Winnie-the-Pooh*. The event and promotional materials were discussed, including the possibility of increasing programming specifically directed toward children and families.

11. Upcoming Meeting The next Library Commission meeting is scheduled for **Monday, October 12.**
The library will be closed that day; however, the Commission agreed to hold the meeting as scheduled. Members discussed the importance of ensuring that the public can access the meeting despite the library being closed, consistent with open-meeting requirements while ensuring the library is kept secure.

12. Adjournment The meeting was adjourned at **1:40 p.m.**

Respectfully submitted,
Laura Wilker, Clerk/Treasurer

Sister Bay/Liberty Grove Library Commission
Bills for Approval
10/12/2026

Ahnapee Hill Cleaning	September Service	$ 1,392.00
WPS	September Service	$ 402.09
Frontier	September Service	$ 399.52
Christina Johnson	Quarter 3 payroll	$ 120.00
David Watkins	Quarter 3 payroll	$ 120.00
Glenna Peters	Quarter 3 payroll	$ 120.00
Julie Kingsbury	Quarter 3 payroll	$ 120.00
Laura Wilker	Quarter 3 payroll	$ 1,620.00
Lynn Herman	Quarter 3 payroll	$ 120.00
Maurice Ash	Quarter 3 payroll	$ 120.00
Rick Kingsbury	Quarter 3 payroll	$ 1,020.00
Sister Bay Water & Sewer	Quarter 3 + Q2 correction	$ 966.21
Sister Bay Water & Sewer	Quarter 3 Sprinkler	$110.25
	Total	$ 4,161.61

Sister Bay/Liberty Grove Librarian's Report
for October 2026 Board Meetings recapping September 2026 Highlights

- September is National Library Card Sign-Up Month
    - It is a time when we can encourage not only new patrons to get cards, but also current ones to renew or update their cards. This has been especially helpful in connecting and going over some of the changes with the catalog and app for them as well since the Polaris switch over.

    - All Door County Library branches got their own branch specific vertical (roughly business card sized) magnets with contact information and hours to hand out. These have been wildly popular at our branch in Sister Bay with excitement from patrons. They have been great too for people connecting we have annual hours.

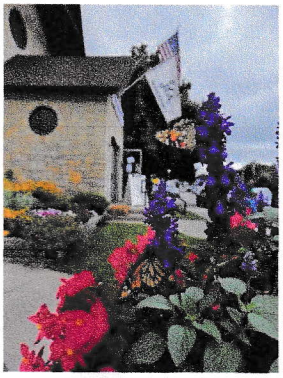
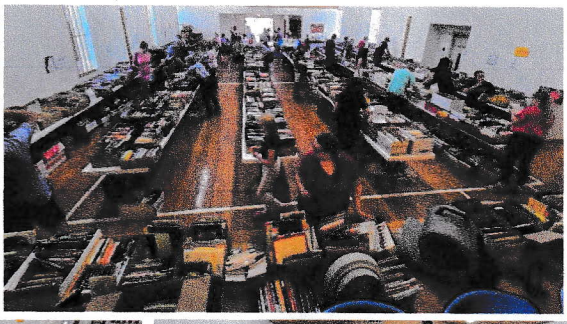
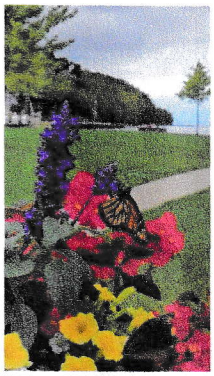
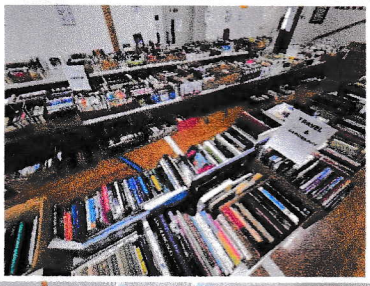
    - Decals and stickers of various kinds have also been available. These are just some of the wider Wisconsin and network wide decals promoting getting library cards, as well as our branch decal from the Friends of DCL. Inspiration occurred with these that not only could they go on one's water bottle, tablet, laptop, or vehicle for example, but they work great on our library cards, too!

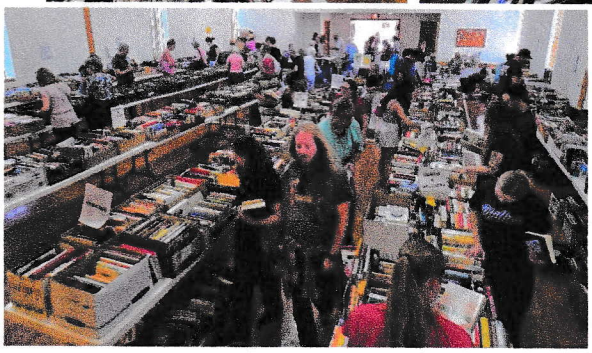
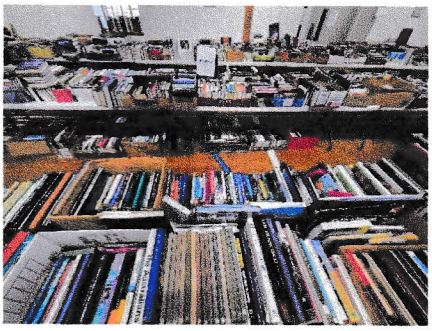




- Good monthly program attendance in September of our various regular gatherings. Including multiple families (some regulars and some new too) attending our Baby & Me Storytimes together, of which we had three of those sessions in September.

- The annual two-day used book sale at Marina Fest is always impressive with everyone who comes together to make it happen. Huge shout-out to Mike Scoville and his crew of local 7th and 8th grade Gibraltar School families, as well a solid crew of volunteers of library patrons in the lead up to it and at the sale. Beautiful weather and lots of butterflies hanging around too just outside of our sale at Village Hall in Sister Bay Labor Day weekend.

Sister Bay Liberty Grove Library Commission
Monday, September 21, 2026 1:00pm

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