PARKS, PROPERTY & STREETS COMMITTEE
MEETING AGENDA

THURSDAY, NOVEMBER 12, 2026, AT 12:00 PM

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

To access the meeting electronically, click:
https://zoom.us/j/4439901723?pwd=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.1&omn=97063638580
Meeting ID: 443 990 1723 Passcode: 304078
To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#
For additional information check: www.sisterbaywi.gov

AGENDA

1. Call to Order & Roll Call

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

2. Approve Agenda
3. Approve Minutes:
    a) October 5, 2026
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items
    a) Discussion of Road Resurfacing Plan.
    b) Discussion of status and cost summary for the Logerquist property.
    c) Cold Storage Building roofing project
6. Parks and Streets Director's Report
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Regular Meeting:
    a) December 7, 2026 at 1:00 PM; Regular Meeting
9. Adjourn

Public Notice – PARKS, PROPERTY & STREETS COMMITTEE MEETINGS ONLY

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

POSTED ON: 11/10/2026

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.

STAFF REPORT

Date: August 3, 2026

To: Parks, Property and Streets Committee

Re: Road Replacement plan

Author(s): Erik Linczmaier, Parks and Streets Director

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

BACKGROUND INFORMATION

The purpose of this report is to help the Village identify where road-maintenance and capital-improvement funding should be directed. Staff reviewed the 2026 WISLR/PASER pavement-rating spreadsheet and prepared a companion Roadway Resurfacing and Maintenance Recommendations report. The companion report applies the Village's PASER screening categories to the roadway segments and provides preliminary treatment recommendations for planning purposes

Purpose

The goal is to establish a consistent, condition-based approach for prioritizing road maintenance, resurfacing, rehabilitation, and potential reconstruction. Addressing deterioration early where practical may help preserve serviceable pavement and avoid allowing repairable conditions to progress into more expensive work.

Staff Understanding and Implementation

Staff recognize the responsibility to maintain Village infrastructure so residents and visitors can use the road system safely and reliably. A condition-based plan can help direct available funding toward the areas of greatest need while continuing to maintain roads that remain in good condition.

- Verify roadway names, segment limits, lengths, widths, and ratings in the 2026 inventory; confirm any apparent source-data inconsistencies.
- Inspect PASER 1–2 and 3–4 segments first, paying particular attention to safety, drainage, and possible structural failure.
- Consult a qualified engineer or road consultant as needed to confirm the appropriate treatment for poor-condition segments.
- Obtain current contractor estimates for selected projects and compare bid items only where project scope and quantities are reasonably similar.
- Group nearby work where practical and update the recommendations annually as conditions and costs change.

Action Requested

Staff requests that the Parks, Property and Streets Committee review the 2026 Roadway Resurfacing and Maintenance Recommendations report and provide directions on the proposed prioritization approach. Following Committee direction, staff can refine the highest-priority segments with field inspections, obtain project estimates as needed, and bring forward specific roadwork and funding recommendations for future budget consideration.

Attachment: Village of Sister Bay Roadway Resurfacing and Maintenance Recommendations,

based on 2026 WISLR/PASER pavement ratings

VILLAGE OF SISTER BAY, WISCONSIN

ROADWAY RESURFACING AND MAINTENANCE RECOMMENDATIONS

Based on 2026 WISLR/PASER Pavement Ratings (Sorted by PASER 1–10)

1. Purpose and Method

This document applies the PASER screening categories in the Village of Sister Bay Road Replacement and Maintenance Plan to the roadway segments listed in the supplied 2026 WISLR/PASER spreadsheet. The spreadsheet contains 102 roadway segments with usable pavement ratings and segment lengths, totaling approximately 15.21 miles.

Recommendations are based on the reported PASER rating for each segment. They are preliminary treatment recommendations, not engineering determinations. PASER describes surface condition; it does not by itself confirm pavement thickness, base failure, drainage problems, or the correct treatment design.

2. PASER Screening Categories

PASER Rating	General Condition	Recommended Approach
1–2	Failed or severely deteriorated	Urgent evaluation for reconstruction
3–4	Poor condition	Major rehabilitation review; reconstruction if base/drainage has failed
5–6	Fair condition	Consider overlay or other rehabilitation
7	Good condition	Preventive maintenance
8–10	Very good to excellent	Routine maintenance and preservation

3. Summary of Recommended Work

Priority Group	PASER Ratings	Segments	Approx. Miles
Urgent	1–2	6	0.75
High	3–4	33	4.36
Moderate	5–6	25	3.96
Preservation	7	14	1.79
Routine	8–10	24	4.35

Recommended order of attention: first inspect PASER 1–2 segments; next investigate PASER 3–4 segments; then plan appropriate rehabilitation for PASER 5–6 segments. Preserve PASER 7 roads and maintain PASER 8–10 roads so they do not deteriorate unnecessarily.

4. Roadway-by-Roadway Recommendations

Each line below represents a segment in the supplied spreadsheet, sorted by PASER rating from 1 through 10. Segment limits are reproduced from the source file. Cost ranges are rough, length-scaled planning allowances based on the per-mile ranges in the companion plan; they are not contractor quotes or confirmed Door County bid prices. They do not fully adjust for road width, mobilization, drainage, utilities, traffic control, base replacement, or project packaging.

Roadway / Segment Limits	PASER	Length (ft)	Length (mi)	Recommended Treatment	Indicative Segment Cost*
Cardinal Ct From Bluebird Ln to Termini	**1**	422	0.080	Urgent field/engineering review; evaluate full reconstruction. Reconstruct only if pavement/base assessment supports it.	$47,955–$95,909
Parkview Dr From Parkview Ln to Termini	**1**	264	0.050	Urgent field/engineering review; evaluate full reconstruction. Reconstruct only if pavement/base assessment supports it.	$30,000–$60,000
Bluffside Ln From N Bayshore Dr / S Bayshore Dr / STH 42 / STH 57 to Maple Dr	**2**	634	0.120	Urgent field/engineering review; evaluate full reconstruction. Reconstruct only if pavement/base assessment supports it.	$72,045–$144,091
Meadow Ln From S Bayshore Dr / STH 42 to Termini	**2**	476	0.090	Urgent field/engineering review; evaluate full reconstruction. Reconstruct only if pavement/base assessment supports it.	$54,091–$108,182
Pebble Beach Rd From Pebble Beach Rd to Termini	**2**	844	0.160	Urgent field/engineering review; evaluate full reconstruction. Reconstruct only if pavement/base assessment supports it.	$95,909–$191,818
Sunset Dr From S Spring Rd to Woodcrest Rd	**2**	1,320	0.250	Urgent field/engineering review; evaluate full reconstruction. Reconstruct only if pavement/base assessment supports it.	$150,000–$300,000
Applewood Rd From Termini to Canterbury Ln	**3**	956	0.181	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$32,591–$72,424
Cardinal Ct From Termini to Bluebird Ln	**3**	475	0.090	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$16,193–$35,985
Cherrywood Ct From Cherrywood Ln to Termini	**3**	950	0.180	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$32,386–$71,970
Claflin Ln From CTH ZZ / Maple Dr to Mill Rd	**3**	475	0.090	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$16,193–$35,985
Forest Ln From S Bayshore Dr / STH 42 to Peterson Ct	**3**	284	0.054	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$9,682–$21,515
Forest Ln From Woodland Dr to Termini	**3**	1,109	0.210	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$37,807–$84,015
N Highland Rd From S Bayshore Dr / STH 42 to Jungwirth Ct	**3**	898	0.170	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$30,614–$68,030
N Highland Rd From Jungwirth Ct to Sunnyside Rd	**3**	422	0.080	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$14,386–$31,970
Koessl Ln From Cherrywood Ln to Country Walk Dr	**3**	422	0.080	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$14,386–$31,970

Roadway / Segment Limits	PASER	Length (ft)	Length (mi)	Recommended Treatment	Indicative Segment Cost*
Koessl Ln From Cherrywood Ln to Country Walk Dr	**3**	528	0.100	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$18,000–$40,000
Little Sister Rd From Golf Rd to Termini	**3**	2,323	0.440	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$79,193–$175,985
Maple Dr From Termini to Mill Rd	**3**	50	0.009	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$1,705–$3,788
Maple Dr From Mill Rd to Parkview Dr	**3**	158	0.030	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$5,386–$11,970
Maple Dr From Parkview Dr to Bluffside Ln	**3**	158	0.030	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$5,386–$11,970
Maple Dr From Bluffside Ln to N Bayshore Dr / STH 42	**3**	528	0.100	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$18,000–$40,000
Meadow Ln From S Bayshore Dr / STH 42 to Termini	**3**	950	0.180	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$32,386–$71,970
Parkview Dr From Maple Dr to Parkview Ln	**3**	317	0.060	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$10,807–$24,015
Parkview Ln From Parkview Dr to Mill Rd	**3**	158	0.030	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$5,386–$11,970
Sister Bluff Dr From S Bayshore Dr / Country Walk Dr / STH 42 to Mariners Pointe Dr	**3**	520	0.098	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$17,727–$39,394
Westwood Dr From Bayshore Dr / S Bayshore Dr / STH 42 to Woodland Dr	**3**	370	0.070	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$12,614–$28,030
Westwood Dr From Bayshore Dr / S Bayshore Dr / STH 42 to Woodland Dr	**3**	1,056	0.200	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$36,000–$80,000
Autumn Ct From Woodcrest Rd to Termini	**4**	1,214	0.230	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$41,386–$91,970
Birchwood Dr From Trillium Ln to Hill Rd	**4**	1,478	0.280	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$50,386–$111,970
Bittersweet Ln From S Highland Rd to Termini	**4**	475	0.090	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$16,193–$35,985
Canterbury Ln From STH 57 to Applewood Rd	**4**	522	0.099	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$17,795–$39,545
Forest Ln From Peterson Ct to Woodland Dr	**4**	614	0.116	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$20,932–$46,515

Roadway / Segment Limits	PASER	Length (ft)	Length (mi)	Recommended Treatment	Indicative Segment Cost*
Golf Rd From Little Sister Rd to Termini	**4**	1,531	0.290	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$52,193–$115,985
Mill Rd From Claflin Ln to Woodcrest Rd	**4**	528	0.100	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$18,000–$40,000
Pheasant Ct From Termini to Raven Ln	**4**	581	0.110	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$19,807–$44,015
Pheasant Ct From Raven Ln to Termini	**4**	369	0.070	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$12,580–$27,955
Raven Ln From Birchwood Dr to Pheasant Ct	**4**	370	0.070	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$12,614–$28,030
Trillium Ln From Birchwood Dr to Hill Rd	**4**	1,531	0.290	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$52,193–$115,985
Woodland Dr From Westwood Dr to Forest Ln	**4**	686	0.130	High-priority engineering review; assess milling/resurfacing or pulverizing/rehabilitation. Reconstruct if base/drainage has failed.	$23,386–$51,970
Bluebird Ln From Cardinal Ct to Birchwood Dr	**5**	264	0.050	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$5,000–$14,000
Fieldcrest Ln From Termini to Fieldcrest Rd	**5**	663	0.126	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$12,557–$35,159
Fieldcrest Rd From Country Ln / Flint Ridge Rd to Fieldcrest Ln	**5**	3,055	0.579	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$57,860–$162,008
Fieldcrest Rd From Fieldcrest Ln to Cherrywood Ln	**5**	606	0.115	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$11,477–$32,136
Fieldcrest Rd From Cherrywood Ln to S Bayshore Dr / STH 42	**5**	1,425	0.270	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$26,989–$75,568
Fieldcrest Rd From Cherrywood Ln to S Bayshore Dr / STH 42	**5**	299	0.057	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$5,663–$15,856
Mill Rd From N Bayshore Dr / STH 42 to S Spring Rd	**5**	528	0.100	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$10,000–$28,000
Mill Rd From S Spring Rd to Claflin Ln	**5**	369	0.070	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$6,989–$19,568
Mill Rd From Claflin Ln to Woodcrest Rd	**5**	950	0.180	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$17,992–$50,379
Peterson Ct From Termini to Forest Ln	**5**	309	0.059	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$5,852–$16,386

Roadway / Segment Limits	PASER	Length (ft)	Length (mi)	Recommended Treatment	Indicative Segment Cost*
Post Office Ln From N Bayshore Dr / STH 42 to Mill Rd	**5**	370	0.070	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$7,008–$19,621
N Spring Rd From Scandia Rd to Hill Rd	**5**	2,693	0.510	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$51,004–$142,811
Westwood Dr From Woodland Dr to Termini	**5**	686	0.130	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$12,992–$36,379
Woodcrest Rd From Autumn Ct to Sunset Dr	**5**	950	0.180	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$17,992–$50,379
Ava Hope Ct From Ava Hope Trl / Northwoods Dr to Termini	**6**	475	0.090	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$8,996–$25,189
Cherrywood Ln From Koessl Ln to Northwoods Dr	**6**	491	0.093	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$9,299–$26,038
Gateway Dr From S Bayshore Dr / STH 42 to STH 57	**6**	581	0.110	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$11,004–$30,811
Little Sister Rd From Pebble Beach Rd to Golf Rd	**6**	1,901	0.360	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$36,004–$100,811
Mariners Pointe Dr From Sister Bluff Dr to Sunnyside Rd	**6**	1,111	0.210	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$21,042–$58,917
Mariners Pointe Dr From Sunnyside Rd to Termini	**6**	238	0.045	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$4,508–$12,621
Sunny Ct From Sunnyside Rd to Termini	**6**	528	0.100	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$10,000–$28,000
Sunnyside Rd From Sunny Ct to N Highland Rd	**6**	422	0.080	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$7,992–$22,379
Westwood Dr From Woodland Dr to Termini	**6**	634	0.120	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$12,008–$33,621
Woodcrest Rd From Mill Rd to Autumn Ct	**6**	957	0.181	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$18,125–$50,750
Woodcrest Rd From Sunset Dr to Scandia Rd	**6**	422	0.080	Assess for asphalt overlay or other rehabilitation; patch localized failures and confirm base/drainage before selecting treatment.	$7,992–$22,379
Ava Hope Trl From Termini to Ava Hope Ct / Northwoods Dr	**7**	398	0.075	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$754–$2,638

Roadway / Segment Limits	PASER	Length (ft)	Length (mi)	Recommended Treatment	Indicative Segment Cost*
S Bay Shore Dr From Little Sister Hill Rd / Pebble Beach Rd to Bayshore Dr / Country Ln / STH 42	**7**	1,109	0.210	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$2,100–$7,351
Canterbury Ln From Applewood Rd to Termini	**7**	839	0.159	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$1,589–$5,562
Cherrywood Ln From Fieldcrest Rd to S Highland Rd	**7**	476	0.090	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$902–$3,155
Cherrywood Ln From S Highland Rd to Cherrywood Ct	**7**	422	0.080	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$799–$2,797
Cherrywood Ln From Cherrywood Ct to Koessl Ln	**7**	423	0.080	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$801–$2,804
Country Walk Dr From S Bayshore Dr / Sister Bluff Dr / STH 42 to Koessl Ln	**7**	898	0.170	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$1,701–$5,953
Country Walk Dr From Koessl Ln to STH 57	**7**	1,373	0.260	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$2,600–$9,101
Jungwirth Ct From Termini to N Highland Rd	**7**	1,267	0.240	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$2,400–$8,399
Scandia Rd From N Bayshore Dr / STH 42 to N Spring Rd	**7**	686	0.130	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$1,299–$4,547
Scandia Rd From N Spring Rd to Birchwood Dr	**7**	528	0.100	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$1,000–$3,500
Scandia Rd From Birchwood Dr to Woodcrest Rd / Scandia Rd	**7**	528	0.100	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$1,000–$3,500
Scandia Rd From Woodcrest Rd / Scandia Rd to Old Stage Rd / Scandia Rd	**7**	133	0.025	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$252–$882

Roadway / Segment Limits	PASER	Length (ft)	Length (mi)	Recommended Treatment	Indicative Segment Cost*
Woodcrest Rd From CTH ZZ / Maple Dr to Mill Rd	**7**	363	0.069	Preventive maintenance; consider crack sealing, localized patching, and appropriate surface preservation. No resurfacing indicated by rating alone.	$688–$2,406
Birchwood Dr From Scandia Rd to Bluebird Ln	**9**	845	0.160	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$1,600–$4,001
Birchwood Dr From Bluebird Ln to Raven Ln	**9**	53	0.010	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$100–$251
Birchwood Dr From Raven Ln to Trillium Ln	**9**	422	0.080	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$799–$1,998
Cherrywood Ln From Northwoods Dr to STH 57	**9**	894	0.169	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$1,693–$4,233
Country Ln From S Bay Shore Dr / Bayshore Dr / STH 42 to Flint Ridge Rd / Country Ln	**9**	3,432	0.650	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$6,500–$16,250
S Highland Rd From Cherrywood Ln to Bittersweet Ln	**9**	1,056	0.200	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$2,000–$5,000
S Highland Rd From Cherrywood Ln to Bittersweet Ln	**9**	158	0.030	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$299–$748
S Highland Rd From Bittersweet Ln to S Bayshore Dr / STH 42	**9**	581	0.110	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$1,100–$2,751
Hill Rd From N Bayshore Dr / STH 42 to N Spring Rd	**9**	370	0.070	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$701–$1,752
Hill Rd From N Spring Rd to Hill Rd	**9**	422	0.080	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$799–$1,998
Mill Rd From Maple Dr to Parkview Ln	**9**	420	0.080	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$795–$1,989
Mill Rd From Parkview Ln to Post Office Ln	**9**	266	0.050	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$504–$1,259
Mill Rd From Post Office Ln to N Bayshore Dr / STH 42	**9**	213	0.040	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$403–$1,009
Mill Rd From Claflin Ln to Woodcrest Rd	**9**	423	0.080	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$801–$2,003
Northwoods Dr From STH 57 to Ava Hope Ct / Ava Hope Trl	**9**	1,416	0.268	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$2,682–$6,705
Northwoods Dr From Ava Hope Ct / Ava Hope Trl to Cherrywood Ln	**9**	746	0.141	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$1,413–$3,532

Roadway / Segment Limits	PASER	Length (ft)	Length (mi)	Recommended Treatment	Indicative Segment Cost*
Orchard Dr From Flint Ridge Rd / Orchard Dr to STH 57	**9**	2,534	0.480	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$4,799–$11,998
S Spring Rd From Mill Rd to Sunset Dr	**9**	1,690	0.320	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$3,201–$8,002
Sunnyside Rd From Termini to Sunny Ct	**9**	106	0.020	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$201–$502
Sunnyside Rd From N Highland Rd to Mariners Pointe Dr	**9**	360	0.068	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$682–$1,705
Sunset Dr From N Bayshore Dr / STH 42 to S Spring Rd	**9**	528	0.100	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$1,000–$2,500
Woodcrest Rd From Woodcrest Rd to Plateau Rd / Woodcrest Rd	**9**	1,346	0.255	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$2,549–$6,373
Woodcrest Rd From Plateau Rd / Woodcrest Rd to CTH ZZ / Maple Dr	**9**	2,007	0.380	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$3,801–$9,503
Flint Ridge Rd From Orchard Dr / Flint Ridge Rd to Woodcrest Rd	**10**	2,693	0.510	Routine maintenance and periodic inspection; preserve pavement. No resurfacing indicated by rating alone.	$5,100–$12,751

5. Cost Estimate Notes

The cost projections are based on the preliminary per-mile planning ranges previously provided for Sister Bay: crack sealing/localized patching $10,000–$25,000; chip sealing/surface preservation $20,000–$35,000; 2-inch overlay $100,000–$160,000; milling and 2-inch resurfacing $180,000–$280,000; pulverizing and approximately 4 inches of hot-mix asphalt $250,000–$400,000; full reconstruction $600,000–$1,200,000 per mile.

For PASER 3–4 segments, the indicated $180,000–$400,000 per-mile allowance spans milling/resurfacing through more extensive pulverizing/rehabilitation. For PASER 5–6, the $100,000–$280,000 range spans overlay through milling/resurfacing. For PASER 1–2, the estimate is a full-reconstruction scenario only and should not be treated as a recommendation to reconstruct without an engineering review. PASER 7 and 8–10 allowances are maintenance placeholders.

**Segment cost = segment length in miles multiplied by the relevant planning cost-per-mile range. This is a screening estimate only. The figures should be replaced with estimates based on actual road widths, engineering quantities, current local bids, and confirmed project scope before being used for budgeting.*

6. Implementation Recommendations

- Conduct field reviews of all PASER 1–2 and 3–4 segments first, with particular attention to structural failure, drainage, and safety concerns.
- Have a qualified engineer or road consultant confirm whether each poor segment needs milling/resurfacing, pulverizing/rehabilitation, or full reconstruction.
- For PASER 5–6 segments, compare the cost of timely resurfacing with the risk and cost of delaying treatment.
- Schedule preventive maintenance for PASER 7 roads and routine maintenance for PASER 8–10 roads.
- Group nearby projects when practical and seek current contractor estimates using the actual segment lengths and widths.
- Update the recommendations annually after reviewing pavement conditions and completed work.

7. Important Limitations

The spreadsheet includes a mixture of segment lengths, widths, pavement years, and PASER ratings. The report uses the current 2026 PASER ratings as provided and does not independently validate them. Some roadway names appear in multiple segments with different ratings; those segments are kept separate because their condition and recommended work may differ. Any apparent inconsistencies in the source inventory should be confirmed with the Village before procurement or final budgeting.

VILLAGE OF SISTER BAY, WISCONSIN

ROAD REPLACEMENT AND MAINTENANCE PLAN

Five-Year Capital Planning Framework | 2027–2031

Prepared for: Village of Sister Bay
Planning period: 2027–2031
Purpose: Road replacement, rehabilitation, preventive maintenance, and capital budget planning

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EXECUTIVE SUMMARY

The purpose of this Road Replacement and Maintenance Plan is to help the Village of Sister Bay establish a practical, cost-effective approach to maintaining and improving its road network over the next five years.

The plan provides a framework for identifying roads that require immediate attention, determining which roads may benefit from resurfacing or other rehabilitation, and preserving roads that remain in good condition.

The recommended approach is to prioritize roads based on their pavement condition, safety, traffic, drainage, repair costs, and long-term maintenance needs.

Rather than waiting until roads deteriorate to the point that complete reconstruction is necessary, the Village should invest in preventive maintenance where appropriate. Timely maintenance can extend pavement life and reduce the need for more expensive repairs in the future.

This plan establishes five primary objectives:

1. Identify roads requiring immediate repair or reconstruction.
2. Match each road with the most appropriate repair method.
3. Establish a five-year road improvement schedule.
4. Develop preliminary cost projections for different types of roadwork.
5. Establish an annual maintenance program to protect the Village's investment in its road infrastructure.

Important planning note: This document is a preliminary planning framework based on the proposed use of the 2026 WISLR/PASER pavement inventory. The individual road records have not yet been verified for this plan. Road-specific project assignments, construction years, and

total budget projections must be developed after reviewing the inventory and conducting appropriate field inspections.

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1. PURPOSE AND GOALS

The Village's road network represents a significant public investment. A consistent maintenance and replacement program can help protect that investment while making the best use of available tax revenues and other funding sources.

The goals of this plan are to:

- Improve road conditions throughout Sister Bay.
- Identify and prioritize roads with the greatest need for repair.
- Reduce the number of roads that deteriorate to the point of requiring complete reconstruction.
- Establish realistic cost projections for different repair methods.
- Coordinate road projects with water, sewer, stormwater, and other infrastructure improvements.
- Develop a five-year capital improvement schedule.
- Provide the Village Board with information to support annual budget decisions.
- Establish a consistent process for evaluating road conditions and updating priorities.

The Village should review the plan annually and update it as road conditions, construction costs, funding, and infrastructure needs change.

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2. ROAD CONDITION ASSESSMENT AND PRIORITIZATION

2.1 Understanding PASER Ratings

The Wisconsin PASER pavement rating system evaluates pavement condition on a scale from 1 to 10.

A rating of 10 represents excellent pavement condition, while a rating of 1 represents a failed road.

The PASER rating provides a useful starting point for determining which roads require attention. However, the rating alone does not establish which repair method is appropriate.

Before selecting a treatment, the Village should consider pavement cracking, potholes, rutting, surface deterioration, base condition, drainage, road width, traffic, and other site-specific conditions.

2.2 Recommended Priority Categories

The following categories are recommended as an initial screening tool for the Village's road improvement program.

PASER Rating	General Condition	Potential Repair Strategy	Priority
1–2	Failed or very poor	Evaluate full-depth reconstruction, base replacement, and drainage improvements	Urgent
3–4	Poor to fair	Evaluate pavement recycling, major rehabilitation, or asphalt overlay	High
5–6	Fair to good	Consider resurfacing, chip sealing, or other preservation work, depending on condition	Moderate
7	Good	Crack sealing and preventive maintenance where appropriate	Preserve
8–10	Very good to excellent	Routine maintenance and periodic inspections	Maintain

These categories should be used to screen and rank roads. Final treatment selections should be confirmed through field inspections and engineering evaluation.

2.3 Additional Factors for Establishing Road Priorities

The Village should consider the following factors when deciding which projects to complete first.

Safety: Roads presenting immediate safety concerns should receive prompt attention, regardless of their overall rating.

Traffic volume: Roads carrying higher traffic volumes or serving important community destinations may warrant higher priority.

Drainage: Standing water, failed culverts, and inadequate drainage can accelerate pavement deterioration and undermine repairs.

Structural condition: Roads with failed pavement bases may require reconstruction even if surface repairs initially appear less expensive.

Cost of delay: A road that can be preserved with an affordable treatment today may require much more expensive work if maintenance is postponed.

Infrastructure coordination: Roadwork should be coordinated with planned water, sewer, stormwater, and utility projects whenever practical.

Project efficiency: Combining nearby projects may reduce mobilization costs and improve the efficiency of construction work.

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3. ROAD REPAIR AND REPLACEMENT OPTIONS

Different roads require different treatments. The Village should avoid applying the same repair method to every road simply because it is convenient or familiar.

The following methods provide a range of options, from relatively inexpensive preventive maintenance to complete road reconstruction.

3.1 Crack Sealing and Localized Patching

Purpose: Prevent water from entering pavement cracks and repair isolated areas of deterioration.

Appropriate application:

- Roads with relatively sound pavement structures.
- Pavement with limited cracking.
- Isolated potholes or localized surface failures.

Advantages:

- Relatively inexpensive.
- Can help slow deterioration.
- May extend the useful life of suitable roads.
- Can reduce the need for more expensive repairs.

Limitations:

- Does not correct a failed pavement base.
- Is not a long-term solution for widespread structural cracking.
- Requires continued inspection and maintenance.

Preliminary planning cost: $10,000–$25,000 per mile for budgeting purposes, depending on the amount of work required.

The actual cost of crack sealing alone may be substantially lower or higher depending on crack quantity, road width, preparation requirements, and contractor pricing.

3.2 Sealcoating and Chip Sealing

Purpose: Protect an existing pavement surface and slow deterioration.

Appropriate application:

- Roads with a structurally sound pavement base.
- Pavement that would benefit from surface preservation.
- Selected lower-volume roads where the treatment is suitable.

Advantages:

- Generally, less expensive than asphalt resurfacing.
- Can help protect pavement from water infiltration and weathering.
- May extend pavement life when applied at the appropriate time.

Limitations:

- Does not correct significant base failure.
- Is not appropriate for every type of road or traffic condition.
- Requires appropriate surface preparation and treatment selection.

Preliminary planning cost: Approximately $17,500–$25,000 per mile.

The Village should confirm whether a chip seal, sealcoat, or another preservation treatment is appropriate for each road before including it in the annual program.

3.3 Asphalt Overlay

Purpose: Place a new asphalt layer over existing pavement to improve the driving surface and address appropriate forms of surface deterioration.

Appropriate application:

- Roads with surface deterioration but a reasonably sound underlying structure.
- Roads with manageable cracking and no major unresolved drainage or base failures.
- Roads where resurfacing is more economical than reconstruction.

Advantages:

- Provides a smoother driving surface.
- Can extend pavement life.
- Generally, costs less than complete reconstruction.
- Can be completed with less disruption than rebuilding the entire road structure.

Limitations:

- Does not automatically correct underlying structural failures.
- May require milling, drainage improvements, pavement edge work, or adjustments to existing features.
- Can be a poor investment if the underlying base has failed.

Preliminary planning cost: Approximately $85,000–$120,000 per mile for a two-inch asphalt overlay.

Project-specific costs will depend on road width, asphalt thickness, preparation, traffic control, and other construction requirements.

3.4 Pulverizing and Resurfacing

Purpose: Reuse or process existing pavement as part of a more substantial rehabilitation project before placing a new surface.

Appropriate application:

- Selected roads needing more substantial rehabilitation.
- Roads where the existing pavement can be processed or recycled effectively.
- Roads with an underlying structure suitable for the proposed treatment.

Advantages:

- Can provide more extensive rehabilitation than surface treatments alone.
- May reduce the need to remove and dispose of all existing pavement.
- Can be appropriate for selected lower-volume roads.

Limitations:

- Requires evaluation of the underlying base and subgrade.
- Additional aggregate or base work may be needed.
- Drainage and road geometry may need attention.

Preliminary planning cost: Approximately $150,000–$250,000 per mile.

The Village should obtain engineering recommendations before selecting this treatment.

3.5 Milling and Resurfacing

Purpose: Remove an existing pavement layer and replace it with new asphalt.

Appropriate application:

- Roads with surface deterioration that can be addressed by removing and replacing the existing surface.

- Roads where milling is needed to maintain pavement elevations.
- Roads with a suitable underlying pavement structure.

Advantages:

- Removes a deteriorated surface layer.
- Can improve ride quality.
- May preserve the underlying pavement structure when it remains sound.

Limitations:

- Does not resolve substantial base failure unless additional work is included.
- May require adjustments near driveways, intersections, drainage structures, and other features.
- Costs can increase when extensive preparation is required.

Preliminary planning cost: Approximately $200,000–$300,000 per mile.

Actual costs should be determined from project-specific quantities and current contractor estimates.

3.6 Full-Depth Road Reconstruction

Purpose: Replace or rebuild the road pavement structure when the existing road has deteriorated beyond the point where less expensive repairs are appropriate.

Appropriate application:

- Roads with failed pavement structures.
- Roads with extensive structural cracking or severe deterioration.
- Roads with significant base or subgrade problems.
- Roads where repeated surface repairs are no longer cost-effective.

Advantages:

- Allows the Village to address underlying structural problems.
- Provides an opportunity to correct drainage and road-based deficiencies.
- Can provide a substantially longer service life when properly designed and constructed.

Limitations:

- The most expensive treatment in most cases.
- May require extensive excavation, grading, drainage, utility, curb, or sidewalk work.
- Can create greater construction disruption for residents and businesses.

Preliminary planning cost: $500,000–$1,000,000 per mile.

The actual cost can fall outside this range, particularly where stormwater improvements, utility relocation, curb and gutter, sidewalks, or other substantial work is necessary.

3.7 Summary of Preliminary Repair Costs

Repair Method	Preliminary Cost per Mile
Crack sealing and localized patching	$10,000–$25,000
Sealcoating or chip sealing	$17,500–$25,000
Two-inch asphalt overlay	$85,000–$120,000
Pulverizing and resurfacing	$150,000–$250,000
Milling and resurfacing	$200,000–$300,000
Full-depth reconstruction	$500,000–$1,000,000

Cost disclaimer: These figures are preliminary historical reference values and planning ranges, not current contractor quotes. They should be updated using current local estimates before the Village adopts a capital budget.

Costs will vary according to road width, pavement condition, construction quantities, drainage, utilities, traffic control, mobilization, material prices, and other project requirements.

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4. ILLUSTRATIVE COST COMPARISON

The following example demonstrates how different treatment choices can affect a road improvement budget.

This is a hypothetical example using five-mile road. It does not represent Sister Bay's actual road mileage or identify roads selected for construction.

Hypothetical Treatment	Assumed Cost per Mile	Cost for Five Miles
Crack filling	$15,000	$75,000
Sealcoating	$20,000	$100,000
Asphalt overlay	$100,000	$500,000
Pulverizing and resurfacing	$200,000	$1,000,000
Full reconstruction	$750,000	$3,750,000

This comparison illustrates why evaluating each road individually is important.

If a road can be successfully preserved with a relatively inexpensive treatment, the Village may be able to maintain more road mileage within the same budget.

However, the lowest-cost treatment is not always the best investment. Applying a surface treatment to a road with a failed base may delay necessary reconstruction while adding little long-term value.

4.1 Contingency Allowance

For preliminary budgeting, the Village should consider adding a 20% contingency allowance.

The contingency is intended to account for uncertainties in construction quantities, mobilization, drainage requirements, and bid prices.

For example:

Budget Item	Amount
Hypothetical asphalt overlay program	$500,000
20% contingency	$100,000
Preliminary budget including contingency	$600,000

The contingency is a planning allowance, not a substitute for engineering estimates. It should be reviewed as project design advances.

Design and engineering, survey, permitting, utility relocation, and major drainage improvements may require separate allowances if they are not included in the underlying project estimate.

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5. PROPOSED FIVE-YEAR ROAD IMPROVEMENT PROGRAM

The Village should establish a rolling five-year capital improvement schedule covering 2027 through 2031.

The schedule below provides a proposed sequence of activities. Specific road names, project quantities, and construction budgets should be added after the 2026 road inventory has been reviewed and the proposed treatments have been confirmed.

2027: Assessment and Immediate Needs

Primary objective: Establish the road improvement baseline and address urgent problems.

Recommended activities:

- Review the 2026 WISLR/PASER inventory.
- Verify road names, segment lengths, widths, and pavement ratings.

- Conduct field inspections of roads rated PASER 1–2.
- Evaluate roads rated PASER 3–4 for major rehabilitation or reconstruction.
- Identify immediate safety concerns and drainage failures.
- Obtain engineering opinions for major projects.
- Request preliminary contractor estimates.
- Establish a prioritized list of projects for the following construction seasons.

Budget approach: Establish the immediate repair and reconstruction budget after confirming the most urgent needs.

2028: Begin Major Rehabilitation

Primary objective: Begin addressing the highest-priority roads.

Recommended activities:

- Reconstruct roads confirmed to have failed pavement structures.
- Begin major rehabilitation on selected poor-condition roads.
- Complete eligible resurfacing projects.
- Coordinate roadwork with utility and drainage improvements.
- Compare actual construction bids with the initial cost estimates.

Budget approach: Fund the highest-priority projects first, while maintaining sufficient resources for routine maintenance.

2029: Continue Reconstruction and Resurfacing

Primary objective: Continue reducing the backlog of roads requiring substantial work.

Recommended activities:

- Complete additional reconstruction projects as funding allows.
- Continue resurfacing roads with suitable underlying structures.
- Evaluate remaining high-priority roads.
- Coordinate nearby projects to improve construction efficiency.
- Review the effectiveness and cost of completed treatments.

Budget approach: Balance major capital projects with repairs that can prevent further deterioration elsewhere in the road network.

2030: Expand Preventive Maintenance

Primary objective: Protect roads that remain in good enough condition for preservation treatments.

Recommended activities:

- Crack-seal eligible roads.
- Apply chip seals or other suitable surface preservation treatments.
- Identify roads approaching the point where resurfacing will be necessary.
- Address drainage and shoulder problems.
- Continue necessary reconstruction and resurfacing projects.

Budget approach: Reserve funding for preventive maintenance alongside major capital improvements.

2031: Evaluate Results and Update the Plan

Primary objective: Prepare the next five-year improvement program.

Recommended activities:

- Review completed projects and actual construction costs.
- Update pavement condition ratings.
- Evaluate whether completed treatments are performing as expected.
- Identify newly deteriorated roads.
- Revise project priorities and cost estimates.
- Prepare the next five-year capital improvement plan.

Budget approach: Use updated pavement data and actual project costs to develop the next capital budget.

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6. ANNUAL ROAD MAINTENANCE PROGRAM

A road replacement plan should be supported by a recurring maintenance program.

The Village should not rely exclusively on major construction projects to maintain its road network. Routine inspections and timely repairs can identify problems early and help prevent avoidable deterioration.

The following schedule is recommended as a starting point.

Maintenance Activity	Suggested Frequency	Purpose
Visual road inspections	Annually and after significant damage	Identify deterioration and safety problems
Crack sealing	As needed, based on pavement condition	Reduce water infiltration
Pothole patching	As needed	Maintain safe driving conditions
Drainage and culvert inspections	Annually and after significant storms	Prevent water-related pavement damage

Shoulder maintenance	Annually, as needed	Maintain drainage and pavement-edge support
Sealcoating or surface preservation	When pavement condition supports the treatment	Extend the life of eligible pavement
PASER inventory updates	Every two years as a planning target	Track pavement deterioration and update priorities
Capital plan review	Annually	Update project costs, completed work, and funding needs

These are proposed management targets rather than regulatory requirements. The Village should adjust the schedule to reflect actual road conditions, weather, staffing, and available resources.

6.1 Importance of Drainage Maintenance

Drainage should be an important consideration in both maintenance and reconstruction decisions.

Water entering pavement cracks or accumulating around the road base can contribute to pavement deterioration and structural failure.

The Village should inspect culverts, roadside ditches, drainage structures, and other features that affect road drainage.

Where drainage problems are contributing to pavement failure, the Village should evaluate correcting those problems as part of the road project rather than simply resurfacing the road.

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7. FIVE-YEAR CAPITAL BUDGETING STRATEGY

The Village should prepare several funding scenarios before adopting a final road improvement budget.

Comparing alternatives will help the Village Board understand what can be accomplished at different funding levels.

Option A: Limited-Funding Program

Strategy: Address urgent safety and structural problems while preserving roads that can be maintained economically.

Potential characteristics:

- Focus on immediate safety needs.
- Address the most urgent structural failures.
- Complete relatively inexpensive preservation work where appropriate.

- Defer some major projects until funding becomes available.

Financial purpose: Control near-term spending while avoiding preventable deterioration.

Consideration: Deferring major projects can increase future costs if roads continue to deteriorate.

Option B: Balanced Road Improvement Program

Strategy: Combine reconstruction, resurfacing, rehabilitation, and preventive maintenance.

Potential characteristics:

- Address the highest-priority failed roads.
- Complete selected resurfacing and rehabilitation projects.
- Preserve roads that remain suitable for lower-cost treatments.
- Maintain a recurring annual maintenance budget.

Financial purpose: Balance immediate road needs with long-term pavement preservation.

Recommendation: This is the preferred starting strategy for Sister Bay, subject to the results of the road inventory review and available funding.

Option C: Accelerated Improvement Program

Strategy: Complete more high-priority reconstruction and rehabilitation projects earlier in the planning period.

Potential characteristics:

- Address a larger portion of the reconstruction backlog.
- Complete more major rehabilitation projects.
- Reduce the number of roads waiting for substantial repairs.
- Continue preventive maintenance on roads not yet requiring reconstruction.

Financial purpose: Reduce the backlog of deteriorated roads more quickly.

Consideration: This approach requires more funding over a shorter period and should be evaluated against the Village's financial capacity.

7.1 What Each Budget Scenario Should Include

Each scenario should identify:

1. Road name and segment location.
2. Current PASER rating.

3. Road length and width.
4. Recommended repair method.
5. Estimated construction cost.
6. Engineering and project administration costs.
7. Contingency allowance.
8. Proposed construction year.
9. Total annual funding requirement.
10. Projects that would be deferred under that scenario.

Once these figures are established, the Village Board can compare the cost and benefits of different funding levels.

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8. RECOMMENDED IMPLEMENTATION PROCESS

The following steps will move this plan from a general framework to a road-by-road capital improvement program.

Step 1: Validate the Road Inventory

Review the 2026 WISLR/PASER spreadsheet to confirm:

- Road names.
- Pavement ratings.
- Segment lengths.
- Road widths.
- Surface years, where available.
- Segment locations and limits.

Confirm that the inventory accurately represents the road segments under consideration for Village maintenance or replacement.

Step 2: Inspect High-Priority Roads

Conduct field inspections of the roads with the poorest ratings.

Document:

- Cracking and pavement deterioration.
- Potholes and surface failures.
- Evidence of base or subgrade failure.
- Drainage problems.
- Road width and shoulder conditions.
- Safety concerns.
- Potential utility conflicts.

Step 3: Select Appropriate Treatments

Use the pavement rating and field inspection results to determine whether each road should receive preventive maintenance, resurfacing, major rehabilitation, or full reconstruction.

Obtain engineering recommendations for roads requiring substantial capital investment.

Step 4: Develop Project-Specific Cost Estimates

Prepare preliminary estimates using:

- Road length and width.
- Proposed treatment.
- Estimated construction quantities.
- Current material and contractor costs.
- Drainage and utility requirements.
- Traffic control and mobilization.
- Engineering and administration costs.
- Contingency.

Step 5: Rank and Schedule Projects

Assign each project a priority and proposed construction year.

Consider safety, pavement condition, traffic, drainage, cost, and coordination with other infrastructure work.

Step 6: Establish the Annual Budget

Group projects into annual construction programs.

Compare the total cost of the proposed projects with the Village's available funding and financing options.

Step 7: Update the Plan Annually

Record completed projects, actual costs, updated pavement ratings, and remaining needs.

Use this information to adjust future priorities and budgets.

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9. RECOMMENDATIONS FOR THE VILLAGE OF SISTER BAY

Based on the planning framework presented in this document, the following actions are recommended.

Recommendation 1: Adopt a formal five-year road planning process.

Use a consistent annual process to identify road needs, rank projects, estimate costs, and establish funding priorities.

Recommendation 2: Prioritize failed roads, but do not neglect preventive maintenance.

Roads requiring reconstruction should receive appropriate attention. At the same time, the Village should preserve roads that can still benefit from lower-cost treatments.

Recommendation 3: Require a treatment evaluation before major projects are approved.

Before committing to reconstruction, evaluate whether resurfacing or another rehabilitation method would provide an appropriate and cost-effective solution.

Recommendation 4: Evaluate drainage as part of every major road project.

Address drainage problems that could undermine pavement repairs or shorten the life of a reconstructed road.

Recommendation 5: Use actual road dimensions to estimate project costs.

Road length and width affect construction quantities. The Village should calculate costs using the dimensions of each road segment rather than relying only on a cost-per-mile average.

Recommendation 6: Include contingency and project administration in capital budgets.

Construction costs should account for uncertainty and necessary project-related expenses.

Recommendation 7: Coordinate road projects with other infrastructure improvements.

Where practical, schedule road construction alongside planned water, sewer, stormwater, and utility projects.

Recommendation 8: Review pavement ratings regularly.

Update the pavement inventory and use the results to revise project priorities.

Recommendation 9: Compare alternative funding scenarios.

Present limited, balanced, and accelerated improvement options to the Village Board so that financial decisions can be made with a clear understanding of the work each option supports.

10. CONCLUSION

A structured road replacement and maintenance program will help Sister Bay make informed decisions about its road infrastructure and use available funding more effectively.

The Village should prioritize roads that have failed or are approaching failure, select rehabilitation methods based on actual pavement conditions, and invest in preventive maintenance where it can extend pavement life economically.

A five-year planning period provides a practical way to spread major construction costs over time while continuing to address urgent needs.

The recommended approach is to begin with a balanced improvement program, establish the most urgent projects, and develop a realistic annual budget based on verified road conditions and current construction estimates.

The next step is to validate the 2026 WISLR/PASER inventory and convert this framework into a road-by-road improvement schedule showing recommended treatments, proposed construction years, and estimated annual costs.

That schedule will provide the Village Board with a stronger basis for deciding which roads to repair, when to complete the work, and how much funding to allocate.

REFERENCE NOTES

The following resources provide background information for pavement rating and historical cost planning.

1. **Wisconsin Transportation Information Center — Asphalt PASER Manual**
   https://epd.wisc.edu/tic/wp-content/uploads/sites/3/2019/12/Asphalt-PASER_02_rev13.pdf
2. **Columbia County, Wisconsin — Highway Procedures and Cost Reference**
   https://www.co.columbia.wi.us/columbiacounty/Portals/12/Procedures%20Manual.pdf?ver=2023-08-30-094315-763

Cost and planning disclaimer: The cost figures in this document are preliminary historical references and illustrative planning assumptions. They are not current contractor quotes, a formal engineer's estimate, or an adopted Village budget. All costs and proposed treatments should be reviewed and updated using verified road inventory data, field inspections, engineering recommendations, and current project estimates before construction decisions are made.

VILLAGE OF SISTER BAY

2025 Street Improvement Planning Options

Purpose: This document brings together two sets of street-improvement options the Village was considering in 2025. The figures are planning estimates supplied for comparison; they are not contractor bids or confirmation that the work was approved or completed.

1. Street Treatment Options Considered

The following streets and road sections were identified for possible improvements. The 2024 figures show estimated costs for three treatment options. The 2027 estimates below apply a 15% increase to each 2024 price.

Street / Road Section	2024 Wedge & Overlay	2027 Wedge & Overlay (+15%)	2024 Pulverize & Pave	2027 Pulverize & Pave (+15%)	2024 Mill & Pave
Sunset Drive Section just east of S. Spring Road to Woodcrest Road	$35,466.00	$40,785.90	$40,694.00	$46,798.10	$48,912.00
Little Sister Road Road section from the Golf Road intersection north to the terminus	$59,697.00	$68,651.55	$79,000.00	$90,850.00	$98,000.00
Cardinal Court Whole road	$42,000.00	$48,300.00	$60,000.00	$69,000.00	$73,000.00
Koessl Lane Whole road	$33,463.00	$38,482.45	$38,638.00	$44,433.70	$43,505.00
Cherrywood Court Whole road	$37,828.00	$43,502.20	$43,997.00	$50,596.55	$51,333.00

For completeness, the 2024 Mill & Pave estimates and their 2027 estimates (2024 price +15%) are:

Street	2024 Mill & Pave	2027 Mill & Pave (+15%)
Sunset Drive	$48,912.00	$56,248.80
Little Sister Road	$98,000.00	$112,700.00
Cardinal Court	$73,000.00	$83,950.00
Koessl Lane	$43,505.00	$50,030.75
Cherrywood Court	$51,333.00	$59,032.95
Total for all five streets	**$314,750.00**	**$361,962.50**

2. Proposed Allocation for Koessl Lane and Cardinal Court

A separate proposal described the PPS Committee's preferred use of the 2026 yearly street-improvement allocation. The proposal was considered in 2025 but was not approved by the Board of Trustees in 2025.

Koessl Lane — Whole Road

Proposed treatment: Mill and pave, with 2-foot gravel shoulders.

Estimate year	Estimated cost
2024	$43,505.00
2026	$47,529.00
2027	$50,030.00

Cardinal Court — Section of Road

Proposed treatment: Mill and pave, with 2-foot gravel shoulders. Paving would start at the Bluebird intersection and continue north around the cul-de-sac.

Estimate year	Estimated cost
2024	$42,000.00
2026	$45,885.00
2027	$48,300.00

Planning Notes

- The 2027 comparison estimates in Section 1 are calculated by increasing the supplied 2024 prices by 15%.
- Section 2 preserves the specific estimates supplied for the proposed Koessl Lane and Cardinal Court section project; these figures are listed separately from the whole-road comparisons in Section 1.
- The plan was not approved by the Board of Trustees in 2025. This document records the options and estimates under consideration and does not indicate final approval.

STAFF REPORT

Date: November 12, 2026

To: Parks, Property and Streets Committee

Re: Logerquist Property Cost and Revenue

Author(s): Erik Linczmaier, Parks and Streets Director

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

BACKGROUND INFORMATION

On September 8, 2026, a special Parks, Property & Streets Committee meeting was called to order by Committee Chair Howson at 3:32 P.M. The Committee conducted a walking tour of the Logerquist Property and discussed the property, existing buildings, site conditions, and potential future uses. No formal action was taken but the committee requested staff to put together a cost and revenue analysis of the property.

Analysis

- Revenue:
    1. In 2024 the Village entered into a crop agreement Robbie Schopf a hay farmer. Schopf lease to farm the property was for $200.00.
    2. In 2025 corn was planted without a crop agreement. Data from that year does not record any funds received by Robbie Schopf for land use.
    3. In 2026 the Village decided not to lease out the property for farming.
- Cost:
    1. Staff spend around two hours a week mowing the lawn around the property. Mowing starts in May and will last to mid-November about 28 weeks in total. The average hourly rate for staff is $26.00 an hour. Total Cost $1456.00.
    2. Fuel usage $451.92 for mowing property.
    3. Annual Insurance cost for the property $519.16
    4. Miscellaneous cost includes 3-year septic tank inspection $140.00, debris pick-up, snow plowing and lawn maintenance in the spring.

STAFF REPORT

Date: June 1, 2026

To: Parks, Property and Streets Committee

Re: Cold Storage Procurement

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

At the direction of the Parks Committee, Village Staff conducted procurement efforts for the Village of Sister Bay Cold Storage Building. The issuance date was April 13th, 2026 and the deadline for submission was May 15th, 2026.

Two submissions were received.

- TK Desing Build Inc. includes the full services for their bid.
- Holden Shirey includes the roofing and soffit paining services in their bid.

	TK Design Build Inc	Holden Shirey
Base Bid – Roofing & Soffit Painting	$35,100.00	$26,965.00
Alternative Smart Siding Replacement	$171,350.00	N/A
Alternative T1-11 Refurbishment		N/A
Alternative - Bus Carport Addition	$40,000.00	N/A

PRIOR ACTION/REVIEW

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, MARCH 2, 2026
(Approved)

5c. Cold Storage Cost Estimates

Linczmaier introduced Terry Hackl from TK Builders and Design, who presented cost estimates for cold storage building repairs. Hackl explained he had been working with Linczmaier for approximately six months after most local contractors were unresponsive to estimate requests.
Hackl presented two estimate options: one using existing T1-11 siding material and another using SmartSiding. The current T1-11 siding is failing due to improper installation with horizontal framing and vertical panel placement, causing warping and leaks. For the T1-11 option, Hackl would add vertical supports at every seam, pre-stain material, and provide proper board installation against concrete to prevent moisture wicking.
The SmartSiding option includes removing old sheeting, installing 7/16" OSB, and applying SmartSiding with 30-year warranty and 50-year product life. This maintenance-free option costs more initially but eliminates future staining requirements. The T1-11 option would need re-staining every 3-5 years after initial application.
Both estimates include roof replacement with 30-year dimensional shingles due to severe curling and deterioration. A carport addition for the shuttle bus was included as a cost-plus allowance pending engineering requirements, as the current 13-foot eave height prevents a lean-to design that would accommodate the bus height.
Budget discussion revealed approximately $36,000 remains available after $250,000 was spent on sewer lines for the new parks building. Estimates range from $217,000-$271,000, significantly exceeding available funds.

Committee members debated project timing and scope. Bell suggested completing only the roof this year and deferring siding to future budget cycles. Laszkiewicz emphasized the need for competitive bidding per procurement requirements for projects exceeding $25,000 and questioned whether the full scope is necessary given the new large parks building.
Bhirdo argued against piecemealing the project, noting the village has $2 million in undesignated funds available and stressing the importance of completing the bus carport as originally planned with the concrete pad extension. She advocated for using undesignated funds to complete the entire project.
Andrews clarified that any work over $25,000 requires competitive bidding processes. After extensive discussion about budget implications and project prioritization, the committee reached consensus to pursue competitive bids for roofing and soffit painting, with carport design modifications to maintain roof continuity while potentially lowering the addition to accommodate future construction.

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

RECOMMENDED ACTION(S)

Village staff recommends the Parks Committee Evaluate the bids and services based on the bid submissions and consider if the Committee would be seeking to make a recommendation to the Village Board.

POLICY ALTERNATIVE(S)

The Parks Committee could take the following actions:

- Make Recommendation to Village Board
- Seek Additional Information - Postpone
- Reject Bids

ATTACHMENT(S)

1. Simplified Invitation to Bid
2. Procurement Documents
    a. TK Design Build Inc
    b. Holden Shirey

STAFF REPORT

Cold Storage Procurement

Date: June 29, 2026

Board/Committee: Parks, Property & Streets Committee

Re: Cold Storage Procurement

Author: Erik Linczmaier, Director

The Parks Committee requested additional information be provided on the type of shingles that were listed in Holden Shirey Commercial Contracting Company LLC. The shingle used will be Timberline HDZ architectural shingle that typically last around 25–30 years, depending on ventilation, and maintenance.

TK Design Build Inc	Base Bid – Roofing & Soffit Painting	$35,100.00
Holden Shirey	Base Bid – Roofing & Soffit Painting	$26,965.00

Commercial Contracting Company LLC

Village of Sister Bay – Cold Storage Building Improvements

Proposal / Scope of Work

Date: May 2026
Submitted To: Village of Sister Bay
Project: Cold Storage Building Improvements – Roofing & Soffit Painting
Project Address: 2160 Autumn Court, Sister Bay, WI 54234

Submitted By:
Commercial Contracting Company LLC
193 US HWY 319
Tifton, GA 31794

Contact: Holden Shirey
Email: holdenshirey@gmail.com

Base Bid Pricing

Roof Replacement

$23,246.00

Soffit Preparation & Painting

$3,719.00

Total Base Bid

$26,965.00

Scope of Work

Roofing Scope

Commercial Contracting Company LLC shall provide all labor, materials, equipment, supervision, disposal, and incidentals necessary to complete the roofing improvements for the Village of Sister Bay Cold Storage Building.

Work includes:

- Removal of existing roofing system down to the decking.
- Inspection of roof decking and replacement of damaged or deteriorated sheathing as necessary.
- Installation of synthetic underlayment.

- Installation of ice and water shield in accordance with Wisconsin building code requirements.
- Installation of architectural dimensional asphalt shingles.
- Installation of new flashing, ridge vent systems, drip edge, pipe boots, and roofing accessories.
- Disposal and haul-off of all roofing debris.
- Final cleanup of the project area.

All work shall be completed in accordance with manufacturer specifications, local building requirements, and industry standards.

Soffit Preparation & Painting Scope

Commercial Contracting Company LLC shall provide all labor and materials necessary for soffit preparation and painting.

Work includes:

- Cleaning and preparation of soffit surfaces.
- Scraping and removal of loose or failing paint.
- Priming of repaired or exposed surfaces.
- Application of finish coating per manufacturer specifications.
- One owner-selected color allowance included.
- Final cleanup of all work areas.

Technical Approach

Commercial Contracting Company LLC will coordinate scheduling, material delivery, safety compliance, and quality control throughout the project duration. The project will be managed to minimize disruption while maintaining a clean and safe jobsite.

Roofing work will be performed by experienced commercial roofing personnel and supervised by project management throughout installation.

All debris will be removed daily, and final cleanup will be completed upon project completion.

Project Schedule

Estimated Start Date: July 2026 (subject to award and material availability)

Estimated Duration: 5-8 calendar days

Projected Completion: Within 10 calendar days of mobilization, weather permitting.

Project Schedule:

- Mobilization and Material Delivery: Day 1
- Roof Tear-Off and Deck Inspection: Days 1–2
- Roofing Installation: Days 2–5
- Soffit Preparation and Painting: Days 5–7

- Final Cleanup and Punch List: Days 7-8

Workers’ Compensation Exemption Letter

Commercial Contracting Company LLC currently has no direct employees subject to workers’ compensation requirements and operates utilizing subcontracted labor.

Commercial Contracting Company LLC maintains General Liability insurance coverage and will ensure all subcontractors maintain their own required insurance coverage during project operations.

If additional documentation is required by the Village of Sister Bay, it will be provided upon request.

Subcontractor List

Roofing Subcontractor

Epic Roofing Services Inc.

Scope of Work:

- Roofing labor and installation services.
- Roof tear-off and replacement.
- Installation of shingles, flashing, accessories, and related roofing components.

Contractor Qualifications

Commercial Contracting Company LLC is a commercial roofing contractor experienced in roof replacement, coatings, repairs, and exterior building improvements.

Qualifications include:

- Active Wisconsin contractor licensing.
- HAAG Certified Commercial Inspector certification.
- ICC F-14 National Standard Roofing Contractor certification.
- OSHA 30-Hour Construction Safety certification.
- Experience coordinating commercial roofing and exterior improvement projects.

The company maintains commercial general liability insurance coverage and utilizes experienced roofing subcontractors for project completion.

Signature

Submitted By: Holden Shirey

Commercial Contracting Company LLC



Date: 5/13/2026



PARKS & STREETS DIRECTOR'S REPORT

Date: November 12, 2026

OPERATIONS UPDATES

Potholes:

- Staff filled potholes on Maple Dr, Bluff Side and Meadow Ln.

Fall Fest:

- The event was a success, with no major concerns coming to light.
- Staff worked with SBAA, Sheriff's department, Fire department and Door County Emergency Management to help plan, set-up and clean-up for the event.
- The department would like to thank everyone for helping make the 80th Fall Fest one to remember.

Seasonal Transition:

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

Infrastructure- Seismic shift:

- The county completed grinding down the hump on Gateway Dr.
    - Refer to Figure (s) 1- Infrastructure; Seismic Shift for Visual

PROJECT AND PROGRAM UPDATES

Waterfront Gazebo Stone bench and counter:

- After reaching out to multiple contractors for project interest only one responded back.
- The company that responded back with interest was Travis Price Masonry.
- A representative from that company has not been on site or been able to provide a cost estimate yet.

Cold Storage Roofing Project:

- This project was approved by the Parks Committee back in August after Holden Shirey confirmed their shingles type.
- It then was tabled at the following Board meeting to make sure the Village was doing everything legally correct.
- Staff continued to ask the former administrator about the status of the project and was told it would be approved later but was given no specific date on when that would be.
- Staff understand that there are many pressing issues that need to be handled in the absence of the administrator. However, with this project being so close to the finish line with funding available, staff feel it is appropriate to bring the project back up for approval.

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

- Staff work alongside trustees to answer follow up question Rachel Stoehr had from Door County Community Foundation, to keep the grant approval process moving along.

Hwy 57 trail update:

- Committee requested an update on the HWY 57 trial. Staff reached out to REL but have not received an update back from them regarding the projects grant or timetable.
- Staff does plan on reaching out to the DOT directly for possible update.

REPORT FIGURES

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



STAFF REPORT

Date: November 12, 2026

To: Parks, Property and Streets Committee

Re: Programmable locks Report

Author(s): Erik Linczmaier, Parks and Streets Director

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

BACKGROUND INFORMATION

Last month the Park, Property and Streets Committee decided that programmable locks installed on Waterfront and Village Hall Bathroom facilities were worth looking into as a viable option to prevent bathroom misuse. The committee instructed staff to research products that would work best for the facilities.

Findings

Staff reached out to Sturgeon Bay due to them installing programmable locks throughout their public restroom facilities 6 years ago. Questions we asked Sturgeon Bay about their programmable lock program:

1. Village of Sister Bay: What type of programmable lock did Sturgeon Bay purchase? Sturgeon Bay: We purchased the Trilogy DL3200 locks from a company called GOKEYLESS. This lock allows you to program many user codes and has automatic locking and unlocking features. It is easiest to program off a laptop they have a very nice program they use to do this.

2. Village of Sister Bay: What was the cost for each individual auto lock? Sturgeon Bay: Each lock I believe is around $800.

3. Village of Sister Bay: Who installed the auto locks for you? Sturgeon Bay: We installed the locks ourselves; you do need to drill multiple holes and modify the door to fit these locks. They come with templates to make this process easier.

4. Village of Sister Bay: After installing programmable locks have you seen a decrease in the problem that caused the programmable locks to be installed? Sturgeon Bay: We have seen a large decrease in vandalism. We have better control over our facilities as well if issues arise. For instance, I can lock the doors and set user codes for certain people to use. We do this at our Stone Harbor public bathrooms for

our marina customers. If they need to use the bathrooms after 10 p.m. They have a personalized code too enter, after normal public hours.

5. Village of Sister Bay: What problems if any have you encountered with the programmable locks since being installed? Sturgeon Bay: We have had one lock that did malfunction after about 5 years. We have a total of 12 of these locks.

6. Village of Sister Bay: Did the existing doors that received Auto locks have existing turn style handle installed on them? Sturgeon Bay: The doors that we installed these locks on did have turn style knobs prior. I'm sure there is a way to retrofit any door you have. GOKEYLESS is very helpful with customer service.

Staff reached out to Tri-city Door & Glass to see if they offered a programmable lock that would work on our facilities. They did not offer one that fits our needs, but they did provide a cost estimate to help install the programmable locks from GOKEYLESS onto the Waterfront Bathroom doors. This Estimate totaled $1,330.00 and with Waterfront Bathrooms Doors only having dead bolts these new programmable locks may need a professional to install them.

Differences

GOKEYLESS suggested two different types of programmable locks for our facilities, the DL3200 and the DL4100. The main difference between the two is that the DL4100 adds a privacy push button and occupancy /status indicator for single occupancy. These additional features will pair well with the two-family restrooms doors on Waterfront Bathrooms facility.

Pricing

The total cost to purchase five programmable locks from GOKEYLESS and have Tri-City Door & Glass install four of the five would cost $6,073.03. Ignore the sales tax on the quote staff will have it removed. GOKEYLESS quote will be provided in your packet for review.

GOKEYLESS
955 Mound Road, Miamisburg, OH 45342

Quote #EST61514

Bill To

Village Of Sister Bay
2160 Autumn Ct
Sister Bay WI 54234
United States

Ship To

Village Of Sister Bay
2160 Autumn Ct
Sister Bay WI 54234
United States

Date:	10/22/2026
Expiration Date:	11/21/2026
Rep:	Haynes, Stephen
Rep Email:	stephen.haynes@gokeyless.com
Rep Phone:	937-247-9327 x 2035
Ship Via:	UPS® Ground

Quantity	Item	Rate	Amount	Tax Amount	Gross Amount
3	**DL3200/26D** Alarm Lock - SKU: DL3200/26D Pushbutton Cylindrical Door Lock, 2000 Users, 40,000 Event Audit Trail, Weatherproof, Straight Lever, Satin Chrome	$725.04	$2,175.12	$119.63	$2,294.75
3	**98002** 3 Year Extended Protection Plan. Includes: Extended Warranty Coverage, Expedited Advanced Replacements, & Extended Return Policy. Hardware Covered: - [Insert SKU's and QTY Here]	$145.01	$435.03	$23.93	$458.96
2	**DL4100/26D** Alarm Lock DL4100 US26D Pushbutton Cylindrical Door Lock, 2000 Users, 40000 Event Audit Trail, Weatherproof, Straight Lever, Satin Chrome Finish, Non-Handed	$715.88	$1,431.76	$78.75	$1,510.51
2	**98002** 3 Year Extended Protection Plan. Includes: Extended Warranty Coverage, Expedited Advanced Replacements, & Extended Return Policy. Hardware Covered: - [Insert SKU's and QTY Here]	$143.18	$286.36	$15.75	$302.11
1	**ALPCI2-U** Alarm Lock AL-PCI2-U Computer Interface Cable, USB Connection, includes DL-Windows	$171.05	$171.05	$9.41	$180.46
1	**CARE-01-01** Individual Care Support Package - 1 hour for 1-year Access to schedule appointments. Software setup assistance *exclusions apply, Software and/or product training & troubleshooting. Virtual video & audio support, Let us drive with optional remote-in capabilities	$70.59	$70.59	$3.88	$74.47

GOKEYLESS
955 Mound Road, Miamisburg, OH 45342

Quote #EST61514

Quantity	Item	Rate	Amount	Tax Amount	Gross Amount
5	**82001S - Standard Key Alike** 82001S - Standard Key Alike	$16.56	$82.80	$4.55	$87.35

Subtotal	$4,652.71
Shipping	$90.32
Tax	$260.87
Total	$5,003.90

Thank you for the opportunity to earn your business!

We are dedicated to providing you with the best solution and take pride in our legendary service. Please let us know if there is anything we can do to assist you.

GENERAL TERMS AND CONDITIONS OF SALE

1. GENERAL

These General Terms and Conditions of Sale ("Terms") exclusively govern the current or quoted transaction of sale ("Sale") by and between 21st Century Solutions, Ltd., an Ohio limited liability company dba GoKeyless. ("Seller"), and the "Buyer" (as identified in the attached quotation, sales order acknowledgement, or invoice). The quotation and these Terms constitute the entire agreement between the two parties (collectively, the "Agreement").
These Terms shall equally be binding upon the quotation, sale, and invoicing by Seller of hardware, software, and hosted, cloud-based services requested to be purchased by Buyer in the Sale (the "Products"). Any other services provided by Seller to Buyer such as site inspections or installation shall be governed by additional agreement(s). All Sales are subject to Seller's approval.

These Terms supersede all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the Sale. These Terms shall also supersede any conflicting terms and conditions contained in the Buyer's purchasing documents, web portals, or forms unless specifically agreed to in writing by an authorized representative of the Seller prior to shipment of the Products. Failure by Seller to identify such conflicting terms and conditions shall not constitute a waiver of these Terms, or any part thereof.

The Seller is a reseller and distributor of Products from third party manufacturers ("Manufacturers") and as such has no direct control over any Product's delivery time, features, quality, warranty, end of life, support, and the like.

Furthermore, due to the technical nature of some of the Products, software may be included with or in the Products. Buyer agrees to be bound by and abide by any license, service levels, and/or usage agreement(s) provided by or imposed by the Manufacturers and authors of the software provided. This agreement to be bound by and abide by software terms applies equally to software that runs on a computer device locally (on premises), embedded in a purpose-built device, or hosted by a cloud service.

If Buyer is further reselling Products to another party ("End User") then Buyer agrees to contractually bind and cause End User to abide by the Terms and include any and all terms and conditions of any Manufacturers and software authors of the Products.

ALTHOUGH THE SELLER HAS TAKEN REASONABLE STEPS TO PROVIDE ACCURATE INFORMATION WITH REGARDS TO THE PRODUCTS, THE SELLER SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OF ANY INFORMATION PROVIDED RELATING TO THE PRODUCTS, NOR DOES THE SELLER WARRANT OR REPRESENT THAT THE INFORMATION IS UP TO DATE. IN THE EVENT OF ANY DISCREPANCY, THE BUYER SHALL CONSIDER THE INFORMATION THE MANUFACTURER PROVIDES ON ITS WEBSITE OR LITERATURE TO BE ACCURATE.

2. SCOPE OF SUPPLY

Buyer acknowledges that the Products in this Sale were selected solely by the Buyer in terms of quantity, type, features, and certifications to meet Buyer's requirements, as well as to comply with the requirements of the codes and standards imposed by the jurisdiction in which Products are installed including without limitation Fire, Electrical, and Building.

3. PRICE

The price(s) for the Products shall be those in effect for Buyer with Seller per the quoted price at the time of the Sale, unless previously agreed to in writing by an authorized representative of the Seller.

Unless specifically indicated by the Seller, prices are in United States Dollars and do not include shipping, municipal, county, state, or federal taxes or duties, which shall all be at Buyer's sole expense and responsibility, and Seller disclaims any and all liability for such taxes or duties. Buyer shall provide to Seller all up to date written tax exemption certificates from relevant tax authorities if applicable.

4. CHANGES, CANCELLATIONS, & END OF LIFE DETERMINATIONS

Once in progress, any changes to the Sale requested by Buyer, including without limitation delivery, quantities, and Products must be in writing and Seller shall make a revised quotation to Buyer reflecting the changes requested. Only upon Buyer's written acceptance of Seller's revised quotation shall the Sale in progress be changed.

Cancellations of the Sale by Buyer, or cancellation of any part of a Sale by Buyer, once in progress shall be subject to approval by Seller on a case-by-case basis at Seller's sole discretion. Any Sale with Product that has been customized or modified in any way solely for Buyer shall not be cancelable at all.

Buyer acknowledges and agrees that Seller may elect to provide limited support for the Products after delivery to Buyer and/or End-User, in Seller's sole discretion. Buyer further acknowledges and agrees that Seller shall be permitted to determine, in Seller's sole discretion, the extent, duration, and period of any such support and Seller shall be entitled to make any and all end-of-life determinations relating to the Products, including the cessation of support of any of the Products delivered to Buyer and/or End-User in accordance with these Terms or this Agreement.

5. DELIVERY

Seller shall cause delivery of the Products to the designated location indicated by Buyer in the Sale documents, on an FOB Origin basis per Incoterms 2020. The Origin shall be either Seller's warehouse or its Manufacturer's warehouse. Seller reserves the right to select a preferred transportation carrier ("Carrier") unless previously agreed to with Buyer in writing by an authorized representative.

Title to and risk of loss of Products shall pass to Buyer once Products are placed with the Carrier. Buyer acknowledges that the only recourse for delays, damage, lost shipments, and

the like is with the Carrier, and that Buyer can optionally purchase insurance from the Carrier, prior to delivery through Seller to cover such risks.

Seller shall make commercially reasonable efforts to cause the Products in this Sale to be placed with the Carrier by the date requested by Buyer. Seller reserves the right to ship Products over multiple shipments and from multiple locations. If some or all of Products in this Sale are shipped from Manufacturer's warehouse, Seller will inform Buyer of any schedule changes due to Manufacturer. Shipment and delivery dates are estimated dates only. SELLER SHALL NOT BE LIABLE FOR ANY DIRECT OR INDIRECT COSTS OR DAMAGES, INCLUDING, WITHOUT LIMITATION, INCIDENTAL OR CONSEQUENTIAL DAMAGES, RESULTING FROM LATE DELIVERIES WHETHER OR NOT DUE TO THE FORCE MAJEURE EVENTS DESCRIBED IN SECTION 11 BELOW.

Seller cannot store delivered Products on behalf of Buyer under any circumstances.

6. PAYMENT

Payment by Buyer shall be made to Seller in accordance with the payment terms in effect between the Buyer and Seller in the quotation for the Sale. Buyer acknowledges that payment terms given by Seller may change from time to time, from order to order, including without limitation prior to delivery of the Products, depending on past payment performance of Buyer and/or business factors.

Invoices that remain unpaid by Buyer after the due date shall accrue interest at a monthly compounded rate of 1.5%, or the maximum amount permitted by law, whichever is less. Buyer fully agrees to pay such interest charges. Failure to pay Seller's invoices in accordance with payment terms shall be considered a Breach of this Agreement.

All invoice disputes must be submitted to Seller in writing within seven (7) business days following the date of any such invoice. Thereafter, Buyer waives all rights it may have to dispute the validity or amount of such invoice.

For amounts owing on delivered Products, Buyer hereby irrevocably grants Seller a security interest in the Products and authorizes Seller at any time and from time to time to file in any Uniform Commercial Code (UCC) jurisdiction financing statements and amendments thereto that perfect the Seller's security interest in the Products delivered in this Sale. Buyer agrees to assist Seller with any UCC filings at no cost.

For amounts owing on delivered Products which have been installed, Seller reserves the right to file a Mechanics Lien against the property in which Products have been installed in accordance with applicable law.

Seller and its Manufacturers reserve the right to discontinue any technical support, repairs, spare parts sales, updates to Products, access to or on premises or hosted cloud software services, and the like for Buyer's Breach of this Agreement. Without limiting the foregoing, non-payment of recurring subscription payments for software provided through a hosted cloud service will be considered a Breach and result in termination of access to the software.

7. POST SALE SUPPORT

Due to the technical nature of certain Products, help desk style assistance may be available to Buyer or End User following delivery. Seller may provide some limited support to Buyer or End User as a courtesy; however, Buyer acknowledges that this support shall be provided principally by the Manufacturer of the Products in accordance with their own service levels and policies which may include fees for telephone, email, or on-site support.

8. WARRANTY

Seller distributes Products it purchases from third party manufacturers. Seller assigns and transfers any Manufacturer's warranties of the Products to Buyer and/or End User. The Manufacturer's warranties of the Products shall be found in published information shipped with the Products, on the Manufacturer's web site, or as otherwise published by the Manufacturer.

9. RETURN & REPAIR

At Seller's discretion and subject to Seller's Return Material Authorization ("RMA") process, with Buyer's account being in good standing and current, and all written proof of the Sale from Buyer being submitted:

a) During the applicable warranty period, with prior written approval of Seller, Buyer may return any fully paid Product for credit to Buyer's account, less a 25% restocking fee on Products returned, and less any invoiced shipping charges, if it is returned within sixty
(60) calendar days of original delivery, it is not a customized or configured Product, and it is unused and in the original unopened packaging and without added markings. Buyer is responsible for the freight costs for returning Products on FOB Seller's warehouse basis per Incoterms 2020. Credit shall not be issued for any returned Products that do not meet the foregoing criteria, and any such returned Products will be refused by Seller and will be returned to Buyer at Buyer's cost.

b) During the applicable warranty period, a Product that is defective out of the box or found to be defective during normal use by the Manufacturer's technical support representatives during help desk support discussions with Buyer and/or End User, may be returned to Seller for replacement or repair, in Seller's sole discretion, on FOB Seller's warehouse basis per Incoterms 2020. Buyer is responsible for any labor involved at the location of the Products to perform this replacement.

10. TRADEMARKS

Seller's trademarks appearing on its website or literature relating to the "GoKeyless" mark are the exclusive property of the Seller and shall not be used by Buyer without the prior written approval of the Seller. Trademarks for the Manufacturers that Seller distributes that may also appear on Seller's website or literature are the exclusive property of the respective Manufacturer and shall not be used without Manufacturer's express approval.

11. LIMITATION OF LIABILITY

EXCEPT FOR THE ASSIGNED MANUFACTURER'S WARRANTIES, SELLER MAKES NO REPRESENTATIONS, WARRANTIES, OR CONDITIONS, EXPRESS OR IMPLIED, OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR

OTHERWISE RELATING TO THE PRODUCTS SOLD IN ACCORDANCE WITH THESE TERMS. IN NO CASE SHALL SELLER BE LIABLE TO ANYONE FOR ANY PUNITIVE, CONSEQUENTIAL, SPECIAL, DIRECT, OR INCIDENTAL DAMAGES FOR BREACH OF THIS OR ANY OTHER REPRESENTATION, INTELLECTUAL PROPERTY INFRINGEMENT, WARRANTY, OR CONDITION, EXPRESS OR IMPLIED, OR UPON ANY OTHER BASIS OF LIABILITY WHATSOEVER. SELLER DOES NOT REPRESENT OR WARRANT THAT THE PRODUCTS PROVIDE PERFECT SECURITY OR CANNOT BE COMPROMISED. SELLER SHALL HAVE NO LIABILITY FOR ANY PERSONAL INJURY, PROPERTY DAMAGE, OR OTHER LOSS INCLUDING WITHOUT LIMITATION LOST PROFITS OR REVENUES, BUSINESS INTERRUPTION, COSTS OF REPLACEMENT PRODUCTS, OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THE PRODUCTS OR THE SITE IN WHICH THEY ARE INSTALLED BASED ON ANY CLAIM AT ALL. HOWEVER, IF SELLER IS HELD LIABLE WHETHER DIRECTLY OR INDIRECTLY FOR ANY LOSS OR DAMAGE WITH RESPECT TO THE PRODUCTS, REGARDLESS OF CAUSE OF ORIGIN, ITS MAXIMUM LIABILITY SHALL NOT IN ANY CASE EXCEED THE AGGREGATE PRICE OF THE PRODUCTS INCLUDED IN THIS SALE. THIS AMOUNT SHALL BE THE COMPLETE AND EXCLUSIVE REMEDY AGAINST SELLER.

12. FORCE MAJEURE

SELLER SHALL NOT BE RESPONSIBLE FOR ANY LOSS, DIRECT OR CONSEQUENTIAL DAMAGES INCURRED BY BUYER OR END USER RESULTING FROM A DELAY OR FAILURE WITH RESPECT TO THE PRODUCTS ARISING FROM FIRES, FLOODS, WEATHER EVENTS, CLOUD HOSTING SERVICES AVAILABILITY, LABOR TROUBLES OF ANY KIND, FAILURE OF MANUFACTURER'S OPERATIONS OR SERVICE, ACTS OF GOD, PANDEMICS, ACTS OF BUYER, GOVERNMENTAL EMERGENCY RESPONSES OR REQUIREMENTS RELATING TO ANY OF THE FOREGOING, OR ANYTHING REASONABLY BEYOND SELLER'S CONTROL.

13. BREACH

Seller may terminate or suspend the Sale if there is a material breach ("Breach") of these Terms by Buyer and Buyer fails to commence a cure within ten (10) calendar days after receipt of written notice from Seller.

In the event of a Breach for unpaid invoices by Buyer, Seller may initiate collection processes. Buyer agrees to pay all related collection fees incurred by Seller, including without limitation agency fees, court costs, and attorney fees.

14. VENUE & JURISDICTION

These Terms and any disputes or claims arising out of or related to this Sale shall be governed by, and construed and enforced in accordance with, the laws of the State of Ohio, without regard to conflict of law principles. In the event of any such dispute, Buyer irrevocably consents to exclusive jurisdiction and venue in the courts located in Montgomery County, Ohio. Buyer agrees that regardless of any statute or law to the contrary, any claim or cause of action arising out of or related to this Sale must be filed within one (1) year after such claim or cause of action arose or be forever barred.

15. INDEMNIFICATION

Buyer agrees to defend, indemnify, and hold harmless Seller, its affiliates, licensors, and Manufacturers, and its and their respective officers, directors, employees, contractors, agents, licensors, suppliers, successors, and assigns from and against any suits, claims, liabilities, damages, judgments, awards, losses, costs, expenses, or fees, including without limitation reasonable attorneys' fees, arising out of or relating to this Sale, these Terms, this Agreement, or the use of the Products by Buyer, End-User, or any other third party. whether brought by Buyer, End-User or any other third party.

16. ASSIGNMENT

Neither party shall assign any of the rights and obligations of this Agreement or any part thereof to any successor or assignee without the prior written approval from the other party, which shall not unreasonably be withheld.

17. WAIVER & SEVERABILITY

No waiver by the Seller of any term or condition set forth in these Terms shall be deemed a further or continuing waiver of such term or condition or a waiver of any other term or condition. Any failure of the Seller to assert a right or provision under these Terms shall not constitute a waiver of such right or provision. If any provision of these Terms is held by a court or other tribunal of competent jurisdiction to be invalid, illegal, or unenforceable for any reason, such provision shall be eliminated or limited to the minimum extent such that the remaining provisions of the Terms will continue in full force and effect.

18. PRIVACY

Seller's privacy policy may be found on-line at https://www.gokeyless.com/privacy-policy/

19. GRANT OF LIMITED LICENSE OF BUYER'S LICENSED MARKS

a. Buyer hereby grants to Seller a revocable, non-transferable, non-exclusive, royalty-free, limited license to use Buyer's name and logos (collectively, the "Licensed Marks") solely in connection with and for the purpose of marketing, promotional, and/or testimonial materials on Seller's website and other marketing materials.

b. The limited license granted under this Section 18 shall immediately terminate upon Buyer's written notice to Seller of the termination of the rights to the Licensed Marks. Upon receipt of any such notice, Seller shall cease the use of Buyer's Licensed Marks for the limited purposes described above within ten (10) calendar days of receipt by Seller of such request.

c. Seller acknowledges and agrees that it shall strictly comply with all standards for use of the Licensed Marks provided in writing by Buyer to Seller and will at all times display appropriate trademark and copyright notices as instructed by Buyer in writing in all media, advertising, printed materials, and electronic documents where any Licensed Mark is used, including without limitation Seller's website.

d. Seller shall not use any existing or future Licensed Mark or variation thereof as part of any domain name or website and Seller shall not incorporate the Licensed Marks as part of Seller's corporate name, prefix, suffix, or with any symbols or modified form.

e. Seller acknowledges and agrees that the Licensed Marks will remain the sole and exclusive property of Buyer, and that Seller shall not acquire any right, title, or interest in the Licensed Marks under this Agreement other than the limited license granted in this Section 18.