VILLAGE BOARD MEETING

TUESDAY, NOVEMBER 17, 2026 – 6:00 PM

Sister Bay Liberty Grove Fire Station, 2258 Mill Rd., Large Meeting Rm.
To access the meeting electronically, click:
https://zoom.us/j/4439901723?pwd=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.1&omn=97063638580
Meeting ID 443 990 1723, Code 304078; Connect by Phone 1-301-715-8592, Meeting ID 4439901723#
Deviations from the agenda order shown may occur
For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes'

AGENDA

1. Call to Order & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Approve Meeting Minutes:
   October 20, 2026, October 27, 2026
4. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Discussion/Action Items
   a) Introduction of Bob Kufrin, Zoning Consultant
   b) Approval of Amendments to the Door County Tourism Zone Commission (DCTZ) Bylaws
   c) Request by Chad Buntin to Purchase Village-Owned Property Parcel 0180103312843C
   d) Sewer Rate Study RFP Discussion
   e) Authorization of Additional $5,000 for Village Planning and Zoning Consulting Services
   f) One-Time Supplemental Compensation for Village Staff Assuming Additional Responsibilities During the Village Administrator Vacancy.
   g) Re-authorization Administrative Authority and Coordination of Village Operations During the Village Administrator Vacancy
   h) Selection of a Recruitment Firm for Village Administrator Search Services
   i) Monthly Financial Report & Appropriations
6. Staff Reports
7. Committee Reports (See below committee listing)
8. Closed Session
   a) The Village Board may convene in closed session pursuant to **Wis. Stat. § 19.85(1)(g)** to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Village Board with respect to litigation in which it is or is likely to become involved:
      i. Public Service Commission Docket 9300-SI-128 – Final Decision and Order, including potential circuit court review, further legal proceedings, and related litigation strategy.
9. Discussion and possible action regarding matters considered in closed session, if appropriate.
10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
11. Next Meeting
12. Adjourn

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

Public Notice

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

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

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

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

Posted Date: 11/13/2026

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, October 20, 2026
Unapproved

1. Call to Order & Roll Call

President Nate Bell called the Board of Trustees meeting to order at 6:00 PM on Tuesday, October 20, 2026.

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

Also present were Village Clerk Julie Thyssen, Finance Specialist/Treasurer Vlad Gannik, Marina Manager Dave Lienau, and Utilities Director Megan Barnes, Joy Lang, Talulah, Mary Deviley, Erin Peddle

Zoom: Debra Fitzgerald, Dr JC Hull, Parks and Streets Director Erik Linczmaier, Jenn Fuhr, Jill Wiebe Megan Barns, Michael Miller, Patrick Thompson, Terry Wolf, Sarah Bertges

2. Approve Agenda

Bell asked to exclude agenda Item 6.a, on the advice of staff, because erroneous information had been used in preparing that item.

Motion to approve the agenda, excluding Item 6.a, made by Kelly and seconded by Trustee Heidler. Motion carried – all ayes.

3. Approve Meeting Minutes

a. September 15, 2026; Regular Meeting

The following corrections were requested:

- "SPAA" was to be corrected throughout the minutes.
- The Marina item was to be recorded as pulled from the agenda.
- Treasurer Gannik's appointment to the steering committee was to be added.
- Trustee Heidler was to be identified as vice president.
- Trustee White's recusal from the development agreement discussion was to be noted.
- The description of the mounted mechanical equipment screen was to be corrected. The screen complies with stated zoning requirements but does not fully comply with the village's visibility code requirements.
- "Door County Climate Coalition" was to be corrected.

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

b. September 30, 2026; Special Board Meeting

Bell asked that the executive session items be verified against the posted agenda.

Motion to approve the minutes as amended was made by Trustee Kelly and seconded by ____.
Motion carried – all ayes.

Following the vote, Marina Manager Lienau noted that the dismissal time recorded at page 8, line 30 was incorrect. The record was to be corrected accordingly.

c. October 9, 2026; Special Board Meeting

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

4. Comments, Correspondence and Concerns from the Public

One letter was included in the meeting packet. No members of the public requested to speak in person or via Zoom.

5. Proclamation(s)

a. Proclamation Honoring Joy Lang

The Board read and presented a proclamation honoring Joy Lang for her many years of volunteer service in planting and maintaining the village's floral displays. Ms. Lang thanked the Board.

6. Ordinances & Resolutions

a. Resolution 2026-013 Creation of Zoning Administrator Position

This item was removed from the agenda on the advice of staff, as noted under Item 2.

b. Resolution 2026-014 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

Treasurer Gannik explained that the resolution allows the village to use reserve funds for project expenditures before borrowing proceeds are received, and to reimburse those funds once the borrowing closes. A separate resolution is required for each borrowing. Trustee Champeau stated that the Finance Committee had met with Baird several times regarding total bonding and interest costs. President Bell noted that the funds come from an enterprise fund and not from taxpayers, and that the borrowing counts against the village's debt capacity, where substantial headroom remains. Motion to adopt Resolution 2026-014 was made by Trustee Kelly and seconded by ____. Motion carried – all ayes.

7. Discussion/Action Item(s)

a. Acceptance of Village Administrator's Resignation and Approval of Separation Agreement

Motion to accept the Village Administrator's resignation and approve the separation agreement was made by Bell and seconded by Kelly. Motion carried – all ayes.

b. Consideration of Class "B" Fermented Malt Beverage and "Class C" Wine License applications for the Sister Bay Historical Society, Corner of the Past, 10310 Fieldcrest Road

Thyssen explained that state law limits an organization to two temporary wine licenses, and that one temporary license covers four days and not four weekends. The Historical Society's Christkindle Market spans four weekends. On the Clerk's recommendation, the Society applied for a regular Class "B" Fermented Malt Beverage and "Class C" Wine license. Background checks were completed and the application was published.

Motion to grant the Class "B" Fermented Malt Beverage and "Class C" Wine licenses to the Sister Bay Historical Society, Corner of the Past, 10310 Fieldcrest Road, was made by Kelly and seconded by Champeau. Motion carried – all ayes.

c. Issuance of a Request for Proposals (RFP) for a Village of Sister Bay Sewer Rate Study

Barnes stated that the RFP is expected to be released the following day. Proposals will go directly to the Board for selection, without a special Utilities meeting. Sewer rates are not regulated by the PSC, so the study differs from the water rate study. The study does not affect any other legal matters. Barnes noted that the utility code calls for annual review of rates, and that the goal is to have the

sewer rate in place by January 1, to coincide with the water rate change now proceeding to public hearing.
Motion to approve issuance of the RFP for a Village of Sister Bay Sewer Rate Study was made by Bell and seconded by Heidler. Motion carried – all ayes.

d. Marina Committee's recommendation to award the Marina Building demolition and construction contract to Elite Builds, Inc., including conditions of award and authorization to execute the contract

Lienau reported that bids were opened October 10 and reviewed by the Marina Committee on October 14. Elite Builds, Inc. submitted the lowest bid:

- Base bid: $2,274,000, including $184,000 allocated to the public restrooms.
- Alternate for a standing seam copper roof: $112,800.
- Civil alternate for the sewer/water outfall pipe: $29,925.
- Total with alternates: $2,416,725.

The project architect from MDT Associates reported that reference checks with two prior clients, a Wisconsin village government and a banking concern, produced positive reviews and confirmed repeat business.

Discussion addressed temporary boater restroom and shower facilities during the winter and summer seasons, which remain to be negotiated with the contractor. Construction was expected to begin in mid-November, with heavy construction completed before the summer season and the building completed by August. Elite Builds indicated it recognized the public restrooms as a priority. The architect, staff, and Thyssen were thanked for the thorough bid review.
Motion to conditionally award the Marina Building contract to Elite Builds, Inc. in the base bid amount of $2,274,000 plus Alternates 1 and 2, for a total of $2,416,725, subject to satisfactory architect and attorney review confirming bid responsiveness, contract terms, scope, construction schedule, marina operational continuity, insurance, and required bonding, was made by Bell and seconded by Kelly. Motion carried – all ayes.

e. Interim Administrative Leadership and Assignment of Village Administrator Duties

Bell reported that he had been assisting staff since the Administrator's departure, and that Thyssen, Gannik, and Bertges had absorbed substantial additional workload. He recommended retaining a part-time interim administrator on an hourly basis while a thorough search is conducted for a permanent administrator. He estimated the cost at $10,000 or less for the remainder of the year, partially offset by reduced legal consultation.
Champeau also raised compensating staff for the additional duties they have assumed. The Board agreed this should be addressed once the scope is clarified.
Motion to authorize the Village President, with oversight by the Personnel Committee chair, to initiate the hiring of an interim administrator at a cost not to exceed $10,000 was made by Kelly and seconded by White. Motion carried – all ayes.

f. Initiation of Recruitment and Hiring Process for Village Administrator Position

The Board agreed to conduct the recruitment as a full board and not through the Personnel Committee. Discussion centered on whether to recruit one position or two, with zoning administration separated from the Administrator role, and on obtaining a recruiter's input on the candidate market. The Board agreed to hold a special meeting after the strategic planning session at NWTC on Tuesday of the following week, at approximately 3:30 PM, to discuss the position descriptions. The Zoning Administrator job description is to be returned to the Personnel Committee. No action was taken.

g. Monthly Financial Report & Appropriations
Motion to pay the bills in the amount of $733,247.57 was made by Bell and seconded by Heidler. Motion carried – all ayes.

8. Staff Reports
There were no questions on the staff reports.

9. Committee Reports
Champeau reported on the September Historical Society meeting. The strawberry festival was successful and will again have extended hours next year. Museum tour traffic was down. The curator resigned on short notice, and a new curator has since been hired and will work on village signage and the marina museum projects. The Society also held an information table, membership drive, and children's activities at Marina Fest; a successful open air market on October 3; a volunteer picnic; and a harvest dinner fundraiser. It also sponsored a derby car and a parade entry at Fall Fest.
Motion to accept the committee reports was made by Bacsi and seconded by Kelly. Motion carried – all ayes.

10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
Champeau inquired about the status of a Village Hall Task Force meeting to discuss the SBA proposal. Thyssen reported that no meeting had yet been scheduled, and the Board agreed that one needed to be arranged. A preliminary Village Hall fundraising concept was mentioned and was to be referred to the Task Force if pursued. Bell stated that the property matter for the boathouse museum remained pending with the Village Attorney and would be followed up.

11. Next Meeting
Tuesday, October 27 at 3:30 at NWTC following Strategic Planning Session

12. Adjourn
Motion to adjourn was made by Heidler and seconded by Kelly. Motion carried – all ayes.

Minutes respectfully submitted by Julie Thyssen, Village Clerk

VILLAGE BOARD OF TRUSTEES SPECIAL MEETING MINUTES
Tuesday, October 27, 2026, 3:30 p.m.
Unapproved

1. Call to Order & Roll Call
President Bell called the special meeting of the Village Board of Trustees to order 3:32 p.m. on October 27, 2026.

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

Also present: Village Clerk Julie Thyssen and Finance Specialist/Treasurer arrived later. Audience: Susan Gulick

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

3. Comments, Correspondence And Concerns From The Public
None.

4. Discussion/Action Item(s)
a. Administration Update – Interim Operations And Organizational Updates
Bell had met with former Village Administrator Bob Kufrin. Kufrin is familiar with the Village zoning code and agreed to provide interim planning and zoning services. Staff identified planning and zoning as their greatest need.

b. Temporary Administrative Authority And Coordination Of Village Operations During The Village Administrator Vacancy
Bell presented a drafted statement of temporary administrative authority. Village counsel and the Clerk had advised that the authority already existed by statute. The President requested that it be placed before the Board for clarity and public record. It would return at each Board meeting until the Board allowed it to expire. Bell stated that he would sign contracts as the Village's executive, as is standard practice.
Motion to approve the temporary administrative authority was made by Bacsi and seconded by White. Motion carried – all ayes.

c. Village Administrator Recruitment Process And Professional Search Services
Options discussed were issuing a Request for Proposals (RFP) or directly soliciting proposals from the small number of qualified firms. Concerns were raised about whether an RFP would require acceptance of the lowest bidder.

The Board agreed that White would contact the firms and request proposals for the basic search service. Proposals would be circulated before the November 17 meeting. The Board would then narrow the field to two firms and interview them via Zoom in open session. Howson noted that the existing job descriptions should be reviewed by the selected recruiter.

d. Administrative Roles For A Full-Time Planning And Zoning Administrator Vs. Village Administrator

Howson presented the revised Village Administrator job description, a proposed Planning and Zoning Administrator job description and staff report, the organizational chart, and a compensation analysis. Gannik reported that, per the Department of Employee Trust Funds, positions working more than 1,200 hours annually qualify for WRS and benefits. The Village currently has no policy on prorated benefits, so one would need to be adopted.

Estimated annual costs were as follows:

- About $77,000 for a 1,430-hour position with benefits.
- About $50,000 for a position under 1,200 hours.
- About $117,000 for a full-time position, which is not budgeted.

The Board agreed that the Village Administrator and Planning and Zoning positions should be separate roles. The decision on full-time versus part-time status was deferred until the Board consults with a recruiter. No formal vote was taken.

5. Closed Session

a. Move To Convene In Closed Session Pursuant To Wis. Stats. 19.85(1)(e) For Deliberating Or Negotiating The Purchasing Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session

Motion to convene in closed session pursuant to Wis. Stats. 19.85(1)(e) was made by Bell and seconded by Kelly. Roll call vote: Champeau, Kelly, White, Bell, Howson, Bacsi. The motion carried, all ayes.

6. Motion To Reconvene Into Open Session

Motion to reconvene into open session was made by Kelly and seconded by Champeau. Roll call vote: Champeau, Kelly White, Bell, Howson, Bacsi. Motion carried – all ayes.

7. Motion For Action If Appropriate

Motion to authorize an expenditure of up to $10,000 for IT services was made by Kelly and seconded by White. Motion carried – all ayes.

8. Matters To Be Placed On A Future Agenda Or Referred To A Committee, Official Or Employee

Search firm proposals are to be collected and distributed before the next regular Board meeting.

9. Next Meeting

The next meeting is the regularly scheduled Board meeting on November 17, 2026.

10. Adjourn

Motion to adjourn at 4:39 p.m. was made by Howson and seconded by White. Motion carried – all ayes.

Minutes respectfully submitted by Julie Thyssen, Village Clerk

STAFF REPORT

Date: November 13, 2026

To: Village Board

Re: Introduction of Bob Kufrin, Zoning Consultant

BACKGROUND

During the transition following the resignation of the Village Administrator, the Village has engaged Robert (Bob) Kufrin to provide zoning consultation and support to Village staff.

DISCUSSION

Bob brings extensive municipal government experience, including many years of service as the Village Administrator for Sister Bay. His familiarity with the Village's zoning ordinances, procedures, and development history will be a valuable resource during this transition.

Bob will assist staff in navigating zoning-related questions, interpreting applicable ordinances, and providing guidance on zoning matters to help ensure continuity of operations.

RECOMMENDATION

This item is informational only and serves to introduce Bob Kufrin in his role as Zoning Consultant during the administrative transition. No Board action is requested.

STAFF REPORT

Date: November 13, 2026

To: Village Board

Agenda Item: Door County Tourism Zone Commission – Proposed Bylaw Amendments
Prepared By: Julie Thyssen, Village Clerk
Action Requested: Discussion and possible action

Background

The Door County Tourism Zone Commission (DCTZ) has proposed amendments to its bylaws and is seeking formal approval from its member municipalities as part of the adoption process.

The proposed amendments have been discussed at previous DCTZ meetings. Village Trustee Louise Howson, who serves as Sister Bay's representative on the Commission, participated in these discussions and voted in favor of the proposed changes.

Discussion

At its October 15, 2026 meeting, the DCTZ reported that eight member municipalities had formally approved the proposed bylaw amendments:

- Town of Baileys Harbor
- Town of Clay Banks
- Town of Gibraltar
- Town of Egg Harbor
- Town of Jacksonport
- Town of Sevastopol
- Town of Washington
- Town of Sturgeon Bay

At that time, the Commission indicated that five additional municipal approvals were necessary to formally adopt the amendments.

The DCTZ has requested that remaining member municipalities, including the Village of Sister Bay, consider formal approval of the proposed amendments.

Fiscal Impact

No direct fiscal impact has been identified based on the information currently available.

Recommended Board Action

Consider approval of the proposed Door County Tourism Zone Commission bylaw amendments and authorize the Village Clerk to transmit the Board's action to the Commission.

Suggested Motion:

Motion to approve the proposed amendments to the Door County Tourism Zone Commission bylaws as presented and direct the Village Clerk to provide written notification of approval to the Commission.

DOOR COUNTY TOURISM ZONE COMMISSION
PO BOX 55, SISTER BAY WI 54234
920.854.6200, Fax: 920-854-9019

Website: www.doorcountytourismzone.com
Email: info@doorcountytourismzone.com

Date: **August 9th, 2026**
To: **Door County Municipal Partners**
From: **Juliana Holly-Executive Director**
Re: **Request for Approval of Commission Bylaw Amendments**

The Commission has completed a review of its bylaws and is recommending all Door County municipalities approve of its changes. As with any governing document, the bylaws are reviewed and adjusted periodically to reflect the Commission's evolving operational needs, improve clarity, and ensure they continue to support the Commission's work effectively.

These proposed amendments are administrative in nature and are intended to keep the bylaws current with the Commission's practices and responsibilities. Periodic updates such as these are a normal part of maintaining effective governance. Two amendment subjects have been proposed and approved for recommendation by the Full Commission: term-limits for Executive Committee member positions and actions to be taken in regard to attendance.

In accordance with the Commission's bylaws, any amendments must be approved by the participating municipalities before they can take effect. We respectfully request that you place this item on your municipality's next meeting agenda for consideration and action.

For your convenience, the following motion language may be used:

Suggested Motion:

"I move to approve the amendments to the Commission Bylaws as recommended by the Commission and authorize their adoption in accordance with the bylaws' amendment process."

A copy of the proposed amended bylaws is enclosed for your review. If you have any questions or would like additional information before your meeting, please contact Juliana Holly, at info@doorcountytourismzone.com.

Thank you for your continued partnership and consideration of these proposed amendments.

Sincerely,

Juliana Holly

Juliana Holly, Executive Director

DOOR COUNTY TOURISM ZONE COMMISSION

COMMISSION BYLAWS

ARTICLE I

PURPOSE AND POWER

The **DOOR COUNTY TOURISM ZONE COMMISSION** (the "Commission") is created as a commission under the provisions of Section 66.0615 of the Wisconsin Statutes, pursuant to which the Legislature of the State of Wisconsin has determined that such commission serves a public purpose by coordinating tourism promotion and development that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment owned by different persons within the tourism zone, by using marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motor coach groups, transient tourists informational services and tangible municipal developments, including a convention center within Door County, Wisconsin. The jurisdiction of the Commission shall be the area comprised of the boundaries of those municipalities within Door County, Wisconsin who have, through their governmental bodies, agreed to be a participating member of the Commission (the "Tourism Zone"). The Commission is a local governmental unit, corporate and politic, that is separate, distinct and independent from the State of Wisconsin, Door County and all local units of government with jurisdictional boundaries lying within the Tourism Zone. The Commission shall have all powers, authorities; duties and responsibilities set forth in Section 66.0615 of the Wisconsin Statutes and shall be subject to all provisions thereof applicable to tourism zone commissions as provided therein. As a governmental body, the Commission shall comply with all applicable provisions of the Wisconsin Statutes and regulations promulgated thereunder, including without limitation, the provisions of Chapter of the Wisconsin Statutes, as they may relate to the Commission, its commissioners, officers and employees.

ARTICLE 2

OFFICES

Section 2.1 Offices. The principal office for the Commission shall be located at such place within the Tourism Zone within Door County, Wisconsin, as shall be determined by the Commission.

ARTICLE 3

MEMBERSHIP

Section 3.1 Establishment.

(a) Any municipality in the County of Door is eligible to become a member of the Commission.

(b) Membership on the Commission shall be as prescribed and established under the provisions of Sec.66.0615(1m), of the Wisconsin Statutes.

(c) To achieve membership on this Commission the applying municipality must:

1. Adopt and pass the ORDINANCE FOR THE COLLECTION OF TAX ON OVERNIGHT LODGING used by the founding municipalities, including any amendments therewith (Exhibit A).

2. Adopt the Door County Tourism Zone Commission Agreement, including any amendments there with, in its entirety by signature of the principal elected official in the applying municipality and shall be confirmed by a majority vote of the members of the municipality's governing body who are present when the vote is taken (Exhibit B).

3. Accept the bylaws and all agreements, contracts, policies and procedures in effect at the time membership is granted.

Section 3.2 Members. The Commission shall constitute the membership.

ARTICLE 4

COMMISSIONERS

Section 4.1 General Powers. The business affairs of the Commission shall be overseen by the commissioners.

Section 4.2 Number of Commissioners.

(a) The number of commissioners comprising the Commission shall be as prescribed under the provisions of Section 66.0615(1m) (c) 2, of the Wisconsin Statutes.

(b) The municipal members of the commission shall be appointed by the principal elected official in the member municipality subject to confirmation by majority vote of the members of that municipality's governing body who are present when such vote is taken.

(c) Two (2) additional ("At Large") members, who represent the hotel and motel industry, shall be appointed to the commission by the chairperson of the commission and shall be confirmed by a majority vote of the commissioners who are present when the vote is taken.

(d) While membership on the Commission is provided for each municipality in the zone agreement, all membership positions need not be filled if a municipality does not see a need. A member municipality that does not appoint a representative shall not count towards the determination of a quorum.

(e) The Commission by vote of 2/3 of members present at a duly noticed meeting may establish an executive committee. The membership of the executive committee shall include at least one at large member. The powers of the executive committee shall include the authority to approve payments and to take such other actions as is granted by the Commission.

Section 4.3 Terms of Office.

(a) The terms of office of the municipal commissioners shall be one (1) year commencing in June of each year. Commissioners shall serve at the pleasure of the appointing official and may be reappointed for an unlimited number of terms.

(b) The terms of office for the two (2) at large commissioners shall be one (1) year commencing in June of each year. The at large commissioners shall serve at the pleasure of the chairperson of the commission and may

be reappointed for an unlimited number of terms.

Section 4.4 Vacancies. Vacancies on the Commission shall be filled by the appointing authority who appointed the person whose office is vacant. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term to which they were appointed.

Section 4.5 Compensation. Commissioners shall receive no salaries for their services, but shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties. Reimbursement for mileage shall be at the then current Standard Mileage Rate for Business established by the Internal Revenue Service.

Section 4.6 Confidentiality.
The Commission shall provide by resolution for the confidentiality of information obtained under Section 66.0615(2). All Room Tax returns, schedules, exhibits, writings or audit reports relating to such returns, on file with the Commission and the Municipalities are deemed confidential, except the Commission or the Municipalities may divulge their contents to the following, and no others:

(a) The person or his/her legal representative who filed the return;

(b) Officers, employees or agents of the municipal treasurer and the Commission;

(c) Other persons for the use in the discharge of duties imposed by law, or in the discharge of the duties of their office (unless otherwise prohibited by law), or by order of a court.

The Commission may provide for the publishing of statistics classified so as not to disclose the identity of particular returns. The commission shall provide that persons violating the resolution enacted under this subsection may be required to forfeit not less than one hundred dollars ($100.00) or more than five hundred dollars ($500.00).

ARTICLE 5

COMMISSION MEETINGS

Section 5.1 Meeting Locations. All meetings of the Commission, annual, regular and special shall be held within the municipalities which comprise the Tourism Zone.

Section 5.2 Annual Meeting. The Annual Meeting of the Commission shall be held on a date during the month of ~~May~~ June of each year, at such place and time, as shall be determined by the Chairperson or by resolution of the Commission.

Section 5.3 Regular Meetings. Regular meetings of the Commission shall be held at such dates, times and places as shall be fixed by the Chairperson upon no less than forty-eight (48) hours prior notice.

Section 5.4 Special Meetings. Special meetings of the Commission may be called by the Commission Chairperson or by the Vice-Chairperson, in the absence of the Chairperson. Special meetings of the Commission may also be called upon a written request signed by three (3) Commissioners stating the purpose or purposes of such Special Meeting request. The person or persons authorized to call special meetings of the Commission may fix the date, time and place of such meeting upon no less than 48 hours prior notice. If no place of the meeting has been specified, the place of the meeting shall be the Commission's principal office in the Tourism Zone.

Section 5.5 Electronic Participation in Meetings. To the extent provided by these Bylaws, the Commission, or any committee of the Commission, may, in addition to conducting meetings in which each commissioner participates

in person, and notwithstanding any place set forth in the notice of the meeting by these Bylaws, conduct any annual, regular or special meeting by the use of any electronic means of communication, provided (1) all participating commissioners may simultaneously hear each other during the meeting, and/or (2) all communication during the meeting is immediately transmitted to each participating commissioner, and each participating commissioner is able to immediately send messages to all other participating commissioners; and (3) all requirements of the Open Meetings Law are met. A commissioner participating in a meeting by any means pursuant to this Section 5.5 shall be deemed to be present in person at the meeting.

Section 5.6 Meeting Notice.

(a) Notice of any regular or special meeting shall be given by written notice, delivered personally, by mail, express courier, facsimile transmission or e-mail to each commissioner at his or her business address, facsimile number, e-mail address or at such other address or number as such commissioner shall have designated in writing and filed at the Commission's principal office. Such notice shall normally be given at least three (3) calendar days prior to a regular meeting and, in no case, less than twenty-four (24) hours prior to a meeting. In the case of an emergency, notice to commissioners shall be given at least two (2) hours before a meeting.

(b) Notice of any regular or special meeting shall be given by written notice, delivered personally, by mail, express courier, facsimile transmission or e-mail to each member municipality at its business address, facsimile number, e-mail address or such other address or number as such municipality shall have designated in writing and filed at the Commission's principal office. It shall be the responsibility of said noticed municipality to post the notice as set forth in Chapter 19 of the Wisconsin Statutes. Such notice shall normally be given at least three (3) calendar days prior to a regular meeting and, in no case, less than twenty-four (24) hours prior to a meeting. In the case of an emergency, notice to member municipalities shall be given at least two (2) hours before a meeting.

(c) Public notice of all meetings shall be given if and as required and provided in Chapter 19 of the Wisconsin Statutes. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If notice is given by electronic mail, such notice shall be deemed to be delivered when the sender transmits the message. If notice is given by facsimile transmission, such notice shall be deemed to be delivered when the sender receives in-hand a confirmation sheet indicating that the transmission is complete. Whenever any notice is required to be given to any commissioner under the provisions of these Bylaws, or under the provisions of any statute, a waiver thereof, in writing, signed at anytime, whether before or after the time of the meeting, by the commissioner entitled to such notice, shall be deemed equivalent to the given of such notice. The attendance of a commissioner at a meeting shall constitute a waiver of notice of such meeting, except where a commissioner attends a meeting and objects because the meeting is not lawfully called or convened.

(d) Consistent with the requirements of Section 19.84 of the Wisconsin Statutes a Commission meeting shall be considered properly noticed, if the notice required above is provided to the Door County Advocate, the Peninsula Pulse and the member municipalities within the required time periods. The failure of any member municipality to post the meeting notice consistent with its requirements shall not invalidate the Commission's meeting notice and posting.

Section 5.7 Agenda Packet. An agenda and a copy of all materials to be presented or acted upon at a meeting of the commission shall be given in written form, delivered personally, by mail or express courier to each commissioner at his or her business address or at such other address as such commissioner shall have designated in writing and filed at the commission's principal office. This agenda packet shall normally be provided at least three (3) calendar days prior to an annual or regular meeting; however, supporting documentation of an agenda item that may not have been available at the time the packet was sent out shall be presented at the meeting as if it were included in the packet. Notwithstanding, any other informational material that was not timely received to be

included in the agenda packet, which the commissioners have not had ample time to review may be presented at the meeting. This information may be discussed at the meeting at the pleasure of the chairperson but under no circumstance shall any action be taken except to table or have it brought forth at a future meeting at which time it shall be properly noticed and timely received.

Section 5.8 Quorum. A majority of the number of commissioners then in office shall constitute a quorum for the transaction of business at any meeting of the Commission.

Section 5.9 Manner of Acting. Except as otherwise specified by law or these Bylaws, the affirmative vote or approval of a majority of the commissioners present at a meeting at which a quorum is present, shall be the act of the Commission, [or a committee of the Commission in the case of a committee meeting]. The voting on all matters presented for a vote shall be by voice vote, unless a commissioner requests a roll call, or if roll call vote is required by law, in which case the Yeas and Nays shall be entered upon the minutes of the meeting. All resolutions or votes of the Commission shall be entered in full in the minutes of the meeting or otherwise reduced to writing.

Section 5.10 Presumption of Assent. A commissioner, who is present at a meeting of the Commission or a committee thereof at which action on any Commission matter is taken, shall be presumed to have assented the action taken unless the commissioner's dissent shall be entered in the minutes of the meeting. The right of dissent or abstention is not available to a commissioner who votes in favor of the action taken.

Section 5.11 Conduct of Meetings. The Chairperson, and in his or her absence the Vice-Chairperson, and in their absence, any commissioner chosen by the commissioners then present, shall call meetings of the Commission to order and shall act as chairperson of the meeting. The Secretary shall act as secretary of all meetings of the Commission, but in the absence of the Secretary, the presiding officer may appoint any commissioner or other person to act as secretary of the meeting. Except as otherwise provided or contemplated herein, at the request of the Chairperson, or any two (2) commissioners present, a meeting shall generally be conducted by Robert's Rules of Order as revised from time to time or in an orderly manner as determined by the Chairperson.

Section 5.12 Meeting Attendance. Commissioners are expected to make every effort to attend all Full Commission meetings and meetings for committees to which they are appointed. Commissioners may occasionally miss meetings due to factors outside their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, commissioners are expected to notify staff or the chair of any meetings they will be unable to attend. Commissioners may be removed from their committee or officer appointments by a majority vote of the Commission if more than two absences without notification occur during their term.

ARTICLE 6

REPORTS AND AUDIT

Section 6.1 Reports. The Commission shall submit the following reports to all member municipalities:

(a) A monthly report that includes:

1. A list of all lodging properties in the municipality, the total amount of room tax paid and any properties that are delinquent.
2. A payment to the municipality for thirty percent (30%) of the amount collected.
3. This report and payment should be sent by the twenty-forth (24th) of the month following the month in which the tax was collected.

(b) A quarterly report that includes:

1. A detailed report of all administrative expenses of the commission for the past quarter.
2. A detailed report from the Tourism Entity itemizing all expenses incurred in the past quarter that have been or should have been paid by the Commission.
3. This report should be delivered within sixty (60) days after the end of the quarter.

(c) The annual report that includes:

1. A summary of the activity of the past year.
2. A list of all room tax collected by each member municipality in the zone for each month of the year.
3. A detailed report of all administrative expenses of the commission for the past year.
4. A detailed report from the Tourism Entity itemizing all expenses incurred in the past year that have been or should have been paid by the Commission.
5. A balance sheet of the commissions finances.
6. An annual report from the Tourism Entity showing:
    i. A summary of the activity of the past year.
    ii. A report showing the return on investment, i.e., how well the established goals and objectives for the year have been met.
    iii. The mutually agreed upon goals and objectives for the new year.
7. These reports should be submitted to all member municipalities and all participating lodging properties no less than ten (10) days before the annual meeting of the Commission but no later than the 15th day of May of the year following the year being audited.
8. An annual meeting of the Door County Tourism Zone Commission including all member municipalities, all members of the Door County Visitor Bureau which are located in the Tourism Zone and all lodging properties participating in the collection of the room tax should take place each year in the month of May, after the annual report has been received and before the new summer tourist season begins. At this meeting, questions, concerns, future goals and objectives will be addressed.

Section 6.2 Annual Audit. An annual audit of the Door County Tourism Zone Commission's financial records shall be conducted by a licensed accounting firm chosen by a majority vote of the commissioners present at the meeting when the vote is taken. This audit shall be conducted as soon as practicable after January 1 and shall be completed and received by the commission no later than the 5th day of May the year after the year being audited.

ARTICLE 7

OFFICERS

Section 7.1 Designation. The principal officers of the Commission shall be a Chairperson, a Vice Chairperson, a Secretary and/or a Treasurer. The Commission shall select such officers from its members. Such other officers and assistant officers as may be deemed necessary by action of the Commission may be elected or appointed by the Commission.

Section 7.2 Terms of Office. Except as otherwise provided in this Section, officers shall serve two-year terms. ~~Each officer shall hold office for a term of one (1) year, commencing on the day of his or her election, or until his or her successor shall have been duly elected and shall have qualified, or until his or her death or resignation or until he or she shall have been removed from office in the manner hereinafter provided.~~ Commissioners may serve no more than two consecutive terms as an officer, excluding any partial term when a member is appointed to fulfill an unexpired term. A year is defined as concurrent with the Commission's annual meeting schedule – i.e., June annual meeting to June annual meeting. If the election of such officers shall not be held at such meeting, such election shall be held as soon thereafter as it may be convenient.

After serving two consecutive two-year terms, Commission members are eligible for reelection as an officer after a one-year absence from the executive committee. Each officer shall serve until the expiration of his or her term and until a successor is chosen. Officers shall be elected by and from the members of the Commission. The Immediate Past Chairperson shall serve a one-year term on the executive committee after serving his or her term as Chairperson, except if the Chairperson is not reappointed to the Commission the year following their chairmanship. The vice-chair automatically succeeds to the office of Chairperson regardless of whether they have served a previous two-year term in another position. The treasurer and secretary shall be elected on odd years and the vice-chair and chair shall be elected on even years. ~~The Chairperson, Vice Chairperson, Secretary and/or Treasurer (the "Elected Officers") shall be elected by the commissioners at the June meeting of the Commission or at such other time as determined by the Commission.~~ Should an officer not be reappointed during the second year of their term, a replacement will be selected by majority vote of the Full Commission.

Section 7.3 Removal. All officers who engage in the Door County lodging industry must remain in good standing with the Tourism Zone for the duration of their term. Additionally, all officers must maintain good attendance throughout their term in order to remain in their position. Although the Commission is unable to "enforce" participation, it is essential that we ensure we are able to reach quorums in order to maintain functionality. Any officer or agent elected or appointed by the Commission may be removed by the Commission whenever, in its judgment, the Commission's best interests will be served thereby.

Section 7.4 Vacancies. A vacancy in any principal office because of death, resignation, removal, disqualification or otherwise, shall be filled by the Commission for the unexpired portion of the term.

Section 7.5 Chairperson. The Chairperson shall be the Commission's principal executive officer and, subject to the control of the Commission, shall, in general, supervise all of the business and affairs of the Commission. The Chairperson shall, when present, preside at all meetings of the Commission. The Chairperson shall have the authority, either alone, with another officer or through his designee, to sign, execute and acknowledge, on behalf of the Commission, all deeds, mortgages, bonds, contracts and other documents or instruments which are necessary or proper in the regular course of the Commission's business or which may be authorized by the Commission, except in cases where the signing and execution thereof shall be expressly delegated by the Commission or by the Bylaws to some other officer or agent of the Commission, or shall be required by law to be otherwise signed or executed. The Chairperson shall in general perform all duties incidental to the office of the Chairperson and such other duties as may be prescribed by the Commission from time to time. The Chairperson shall be an ex-officio member of all of the Commission's committees. In the absence of actual knowledge by third parties to the contrary, the execution of an instrument of the Commission by the Chairperson shall be conclusive evidence, as to such third parties, of his or her authority to execute the instrument on behalf of the Tourism Zone.

Section 7.6 Vice-Chairperson. In the absence of the Chairperson, or in the event of the Chairperson's death or inability or refusal to act as directed by the Commission, the Vice-Chairperson shall perform duties of the Chairperson; and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson may sign, with the Secretary, bonds or notes of the Commission and shall perform all other duties as from time to time may be assigned by the Chairperson and/or the Commission. In the absence of actual knowledge by third parties to the contrary, the execution of any instrument of the Commission by the Vice-Chairperson shall be conclusive evidence, as to such third parties, of his or her authority to act in the stead of the Chairperson.

Section 7.7 Secretary. The Secretary shall:

(a) Keep or appoint someone to keep the minutes of the meetings of the Commission in one or more books provided for that purpose.

(b) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

(c) Act as the custodian or designate an individual to act as custodian of the Commission's records and see that books, reports, statements, certificates and all other documents and records required by law are properly kept and filed.

(d) Keep a register of the post office address of each Commissioner and each officer, which shall be furnished to the Secretary by each such person.

(e) Sign with the Chairperson and/or Vice-Chairperson, all bonds, notes, agreements, deeds, instruments, certificates and other documents of the Commission which shall have been authorized by resolution of the Commission.

(f) In general, perform all duties incidental to the office of the Secretary and such other duties as from time to time may be assigned to him or her by the Chairperson and/or the Commission.

Section 7.8 Treasurer. The Treasurer, or his or her designee, shall:

(a) Have charge and custody of and be responsible for all of the Commission's funds and securities.

(b) Receive and give receipts for money due and payable to the Commission from any source whatsoever, and deposit all funds of the Commission in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws.

(c) In general perform all of the duties incidental to the office of the Treasurer and such other duties as from time to time may be assigned to him or her by the Chairperson and/or the Commission.

Section 7.9 Bonds Required. As required by the Door County Tourism Zone Commission Agreement and the Commission, the Officers and Administrative employees shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Commission shall determine.

Section 7.10 Assistant Secretaries and Assistant Treasurers. The Commission may authorize one or more Assistant Secretaries and/or Assistant Treasurers from time to time. Any such Assistant Secretary may sign with the Chairperson, or Vice-Chairperson, debt securities of the Tourism Zone, the issuance of which shall have been authorized by a resolution of the Commission. The Assistant Secretaries and/or Treasurers, as required by the Door County Tourism Zone Commission Agreement and the Commission, shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Commission shall determine. The Assistant Secretaries and Assistant Treasurers, in general, shall perform such duties as shall be assigned to them by the Secretary or the Treasurer, respectively, or by the Chairperson or the Commission.

Section 7.11 Other Personnel. The Commission may, from time to time, appoint, hire and employ such other personnel as it shall deem necessary to exercise and carry out the powers, Duties and functions of the Commission. The qualifications, duties and numbers of such personnel shall be consistent with the policies determined by the Commission.

Section 7.12 Salaries. Officers shall receive no salaries for their services, but they shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties. Reimbursement for mileage shall be at the then current Standard Mileage Rate for Business established by the Internal Revenue Service.

Article 8

Executive Committee

Section 8.1 Designation. The executive committee shall consist of all Commission officers and two members from the Commission at-large. The Commission shall select such officers from its members.

Section 8.2 Terms of Office. Except as otherwise provided in this Section, members of the executive committee shall serve two-year terms. Commissioners may serve no more than two consecutive terms on the executive committee, excluding any partial term when a member is appointed to fulfill an unexpired term. A year is defined as concurrent with the Commission's annual meeting schedule – i.e., June annual meeting to June annual meeting. If the election of such executive committee members shall not be held at such meeting, such election shall be held as soon thereafter as it may be convenient. After serving two consecutive two-year terms, Commission members are eligible for reelection to the executive committee after a one-year absence from the committee. Each committee member shall serve until the expiration of his or her term and until a successor is chosen. The members of the executive committee shall be elected by and from the members of the Commission. The treasurer, secretary and two at-large positions shall be elected on odd years and the vice-chair and chair positions will be elected on even years. Should an executive committee member not be reappointed during the second year of their term, a replacement will be selected by majority vote of the Full Commission.

Section 8.3 Removal. All executive committee members who engage in the Door County lodging industry must remain in good standing with the Tourism Zone for the duration of their term. Additionally, all executive committee members must maintain good attendance throughout their term in order to remain on the committee. Although the Commission is unable to "enforce" participation, it is essential that we ensure we are able to reach quorums in order to maintain functionality. Any committee member elected or appointed by the Commission may be removed by the Commission whenever, in its judgment, the Commission's best interests will be served thereby.

Section 8.4 Vacancies. A vacancy in any principal office because of death, resignation, removal, disqualification or otherwise, shall be filled by the Commission for the unexpired portion of the term. If no eligible Commission member volunteers to serve on the Executive Committee for a position, a Commission member who has previously served on the executive committee for two terms and has not completed the one year absence can be elected to an officer or at-large executive committee position.

Section 8.5 Executive committee members shall receive no salaries for their services, but they shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties. Reimbursement for mileage shall be at the then current Standard Mileage Rate for Business established by the Internal Revenue Service.

ARTICLE 98

CONTRACTS AND FINANCIAL TRANSACTIONS

Section 98.1 Contracts. The Commission may authorize any officer or officers and/or employees, to enter into any contract, or to execute and deliver any instrument in the name of and on behalf of the Commission, and such authorization may be general or confined to specific instances. The Chairperson shall have the authority to enter into any contract or to deliver any instrument in the name and on behalf of the Commission with respect to any approved budgetary item or as may be granted by the Commission for other specific items from time to time.

Section 98.2 Deposits. All funds collected or otherwise received by the Commission not otherwise employed shall be deposited from time to time to the credit and under the name of the Commission in such banks, trust companies,

or other depositories as may be selected by or under the authority of the Commission.

Section 98.3 Checks. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Commission, shall be signed by such officer or officers, agent or agents, of the Commission, and in such manner as shall, from time to time, be determined by or under the authority of a resolution of the Commission.

Section 98.4 Loans. No loans shall be contracted on behalf of the Commission and no evidence of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Commission. Such authorization may be general or confined to specific instances.

Section 98.5 Financial Regulations. The Commission shall have the power and authority to enact such rules and regulations, consistent with the provisions of applicable Wisconsin Statutes, as it may deem necessary concerning the issue, transfer, registration and verification of the Commission's financial transactions.

ARTICLE 109

INDEMNIFICATION

Section 109.1 Mandatory Indemnification.

(a) Successful on the Merits. The Commission shall indemnify a commissioner, officer or employee of the Commission to the extent he or she has been successful on the merits or otherwise in the defense of a proceeding, for all reasonable expenses incurred in the proceeding, if the commissioner or officer was a party because he or she is or was at the time of the events upon which the proceeding was based, a commissioner or officer of the Commission. A commissioner or officer shall exercise his or her right to indemnification under this Section 9.1 by delivering a written demand for indemnification to the Commission's Treasurer or the Chairperson if the party seeking indemnification is the Treasurer.

(b) Good Faith. In all cases not included in Section 9.1(a), the Tourism Zone shall indemnify a commissioner or officer against liability incurred by the commissioner or officer in a proceeding to which the commissioner or officer was a party because he or she is or was, at the time of the events upon which the proceeding was based, a commissioner or officer of the Commission; provided that there is a determination that the commissioner or officer acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Commission, and provided that such act or omission by the commissioner does not constitute a violation of criminal law, unless a commissioner or officer had reasonable cause to believe that his or her conduct was lawful or had no reasonable cause to believe his or her conduct was unlawful. Whether or not a commissioner shall be entitled to indemnification under this Section 9.1(b) shall be determined in accordance with the procedures established in Section 9.2.

(c) No Presumption. The termination of a proceeding by judgment, order, settlement or conviction, or upon a plea of no contest or an equivalent plea, does not, by itself, create a presumption that indemnification of the commissioner or officer is not required under this subsection.

Section 109.2 Determination of Right to Indemnification. A commissioner or officer seeking indemnification under Article 9 shall first make a written request to the Commission's Treasurer or the Commission's Chairperson if the person seeking indemnification is the Treasurer, for such indemnification. Determination of whether indemnification is required shall be made by one of the following means:

(a) By a majority vote of a quorum of the Commission consisting of commissioners who are not at the time

parties to the same or related proceedings with respect to which the indemnification claim has been made. If such quorum of disinterested commissioners cannot be obtained, by a majority vote of a committee duly appointed by the Commission and consisting solely of three (3) or more commissioners who are not at the time parties to the same or related proceedings. Commissioners who are parties to the same or related proceedings may participate in the designation of members of the committee.

(b) By independent legal counsel selected by a majority vote of a quorum of the Commission or its committee consisting of commissioners who are not at the time parties to the same or related proceedings; or, if such a quorum cannot be obtained, by a majority vote of the full Commission, including commissioners who are parties to the same or related proceedings.

(c) By a panel of three (3) arbitrators consisting of one (1) arbitrator selected by those commissioners entitled under subsection (b) above to select independent legal counsel, one (1) arbitrator selected by the commissioner or officer seeking indemnification, and one (1) arbitrator selected by the other two (2) arbitrators.

(d) By a court of competent jurisdiction upon application by the commissioner or officer for an initial determination of entitlement to indemnification or for review by the court of an adverse determination. Indemnification shall be ordered if the court determines that the commissioner or officer is entitled to indemnification under Section 9.1 or that the commissioner or officer is fairly and reasonably entitled to indemnification by order of the court, in addition to indemnification against all other expenses and liability, the commissioner or officer shall be reimbursed for expenses reasonably incurred in pursuing his or her request for indemnification.

(e) The commissioner or officer of the Commission seeking indemnification shall designate in his or her request for indemnification the method of making the indemnification determination.

Section 10.3 Advance of Expenses as Incurred. The Commission may, upon written request by the commissioner or officer, pay for or reimburse the reasonable expenses incurred by a commissioner or officer who is a party to the proceedings, as those expenses are incurred, if the commissioner or officer furnishes the Commission with a written affirmation.

Section 10.4 Insurance. The Commission shall purchase or provide insurance on behalf of its commissioners and officers, or to reimburse itself, against liability asserted or incurred and expenses incurred by the commissioner or officer in connection with a proceeding brought against the commissioner or officer in his or her capacity as commissioner or officer or arising from his or her status as a commissioner or officer, regardless of whether the Commission is required or authorized to indemnify the individual against the same liability pursuant to the provisions hereof.

Section 10.5 Severability. To the extent any court of competent jurisdiction shall determine that the indemnification provided under this Article 9 shall be invalid as applied to a particular claim, issue or matter, the provisions hereof shall be deemed amended to allow and require indemnification to the maximum extent permitted by law.

ARTICLE 10

RATIFICATION AND AMENDMENTS

Section 10.1 Ratification. Ratification of these Bylaws and any proposed alterations, amendments or deletions to the provisions thereto shall be by two-thirds (2/3) assenting vote of all member municipalities.

Section 10.2 Action on Proposed Modifications. The Commission or any member municipality may, from time to time, propose amendments, alterations or revocation of any and all provisions of these Bylaws. These

proposed modifications to the Bylaws shall be presented to the Bylaws Committee for review and recommendation. The Bylaws Committee shall review said proposed modifications and present them to the commission at its next regular or special meeting, as an agenda item, with a recommendation and request for action. In no case will the Bylaws Committee have less than thirty (30) days to review any proposed modifications. The Commission shall debate the modifications and the recommendation and upon a two-thirds (2/3) assenting vote authorize the Commission to proceed to the member municipalities for ratification. Under no circumstance shall any action be taken by the Commission or the Municipalities until the Bylaws Committee has had time to review the proposed modifications and make its recommendation and the Commission has cast an assenting vote to proceed.

Section 11~~0~~.3 Implied Amendments. Any action taken or authorized by the Commission, which would be inconsistent with the Bylaws then in effect but which is taken or authorized by affirmative vote of not less than the number of commissioners required to amend the Bylaws so that the Bylaws would be consistent with such action, shall be given the same effect as though the Bylaws had been temporarily amended or suspended as far, but only as far, as is necessary to permit the specific action so taken or authorized.

DOOR COUNTY TOURISM ZONE COMMISSION
COMMISSION BYLAWS

The Door County Tourism Zone Commission Bylaws dated this 28th day of May, 2008 are hereby

APPROVED ☐ REJECTED ☐

By the Board of the Village/Town of _____

By President/Chairperson _____

Attested by Secretary/Clerk _____

Date _____

STAFF REPORT

Date: November 13, 2026

To: Village Board

Re: Consideration of Offer to Purchase Village-Owned Property – County Highway ZZ, Town of Liberty GroveParcel Number: 0180103312843C

Action Requested: Discussion and possible action

BACKGROUND

The Village has received a written offer from Chad Buntin to purchase approximately two acres of Village-owned property located along County Highway ZZ in the Town of Liberty Grove.

Mr. Buntin owns adjoining property and initially contacted the Village in August 2026 regarding his interest in acquiring the parcel for additional recreational and hunting purposes.

DISCUSSION

At the request of the former Village Administrator, Mr. Buntin submitted a written offer of $20,000 ($10,000 per acre) for the property.

The proposed terms include an as-is purchase, payment by cashier's check, and no anticipated future development or improvements.

Comparable Sales and Market Considerations

A preliminary review of recent land sales in the area identified the following transactions:

Property	Sale Date	Acreage	Sale Price	Price/Acre
County Highway ZZ, Liberty Grove	March 2026	15.19	$150,000	$9,875
Fawn Lane, Liberty Grove	October 2026	1.54	$77,900	$50,584
Current Offer	November 2026	Approx. 2.00	$20,000	$10,000

The County Highway ZZ sale (Parcel 0180103312843A) involved wooded recreational property with wetlands and provides a relevant comparison to the Village-owned parcel. The Fawn Lane sale involved a residential building lot and illustrates the potentially higher market value of independently buildable property.

The offered price of $10,000 per acre is generally consistent with the nearby recreational land sale. However, the Village-owned parcel's market value may be affected by road access, zoning, wetlands, development potential, and any existing property restrictions.

These comparisons are preliminary and do not constitute a formal appraisal.

FISCAL IMPACT

Acceptance of the offer would generate $20,000 in gross proceeds for the Village, less any applicable transaction expenses.

RECOMMENDATION

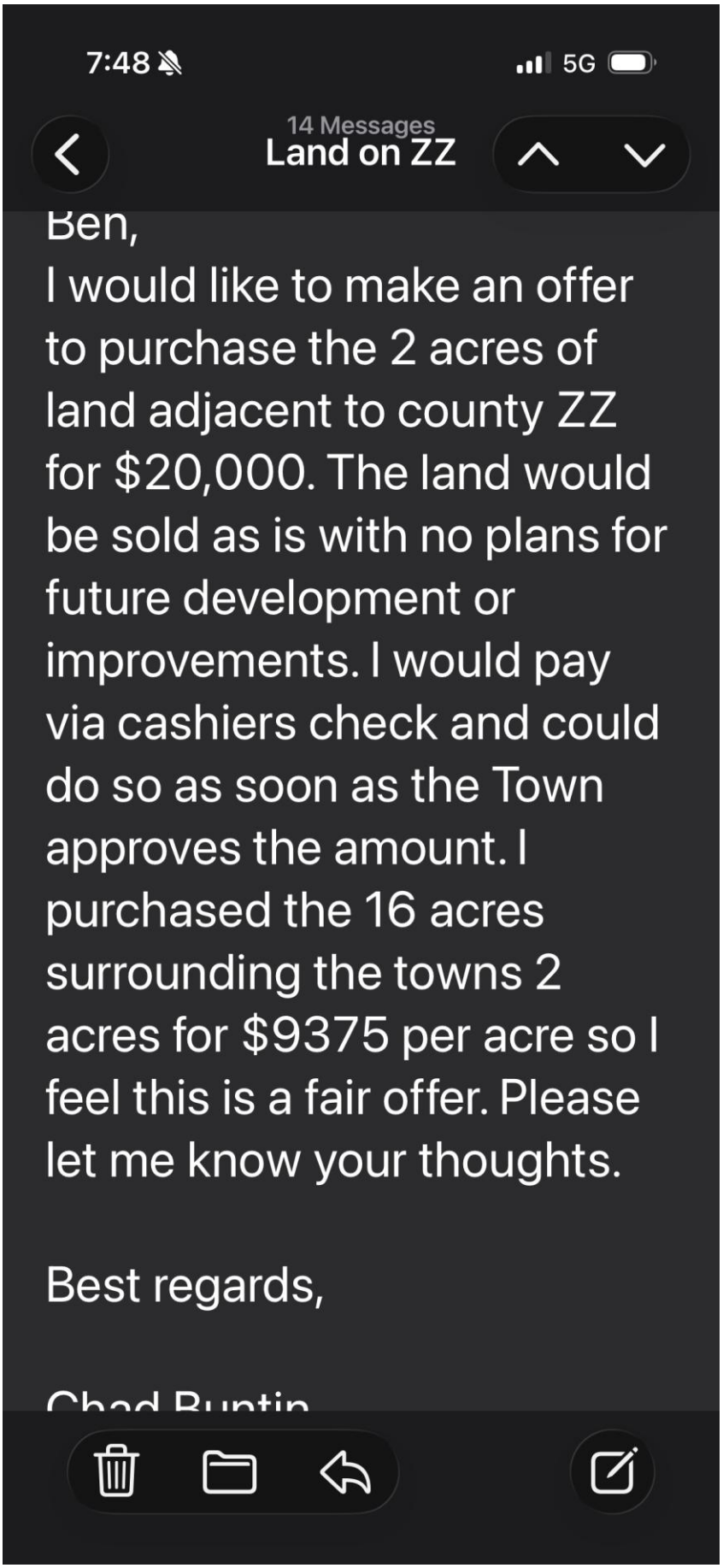
Staff recommends that the Village Board review the offer and provide direction regarding whether to pursue the potential sale. Verification of the parcel's development potential, legal restrictions, and market value is recommended before final consideration.

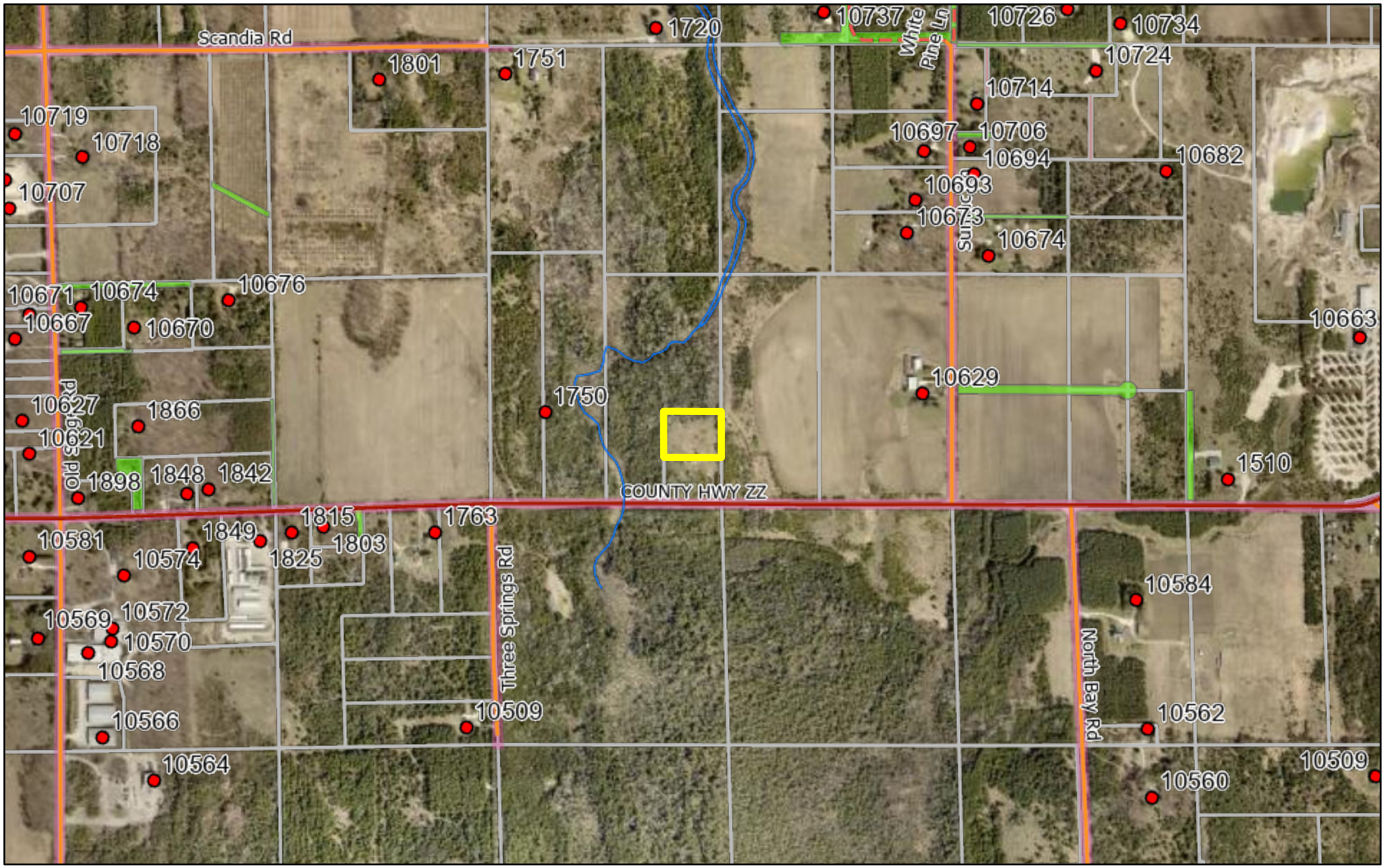
SUGGESTED MOTION

Motion to direct staff to further evaluate the $20,000 offer from Chad Buntin for Village-owned Parcel 0180103312843C, including any necessary property valuation and legal review, and return the matter to the Village Board for further consideration.

ATTACHMENTS

- Written Offer – Chad Buntin (Not a legally binding Offer to Purchase)
- Parcel Map – 0180103312843C


7:48
5G
14 Messages
Land on ZZ
Ben,
I would like to make an offer to purchase the 2 acres of land adjacent to county ZZ for $20,000. The land would be sold as is with no plans for future development or improvements. I would pay via cashiers check and could do so as soon as the Town approves the amount. I purchased the 16 acres surrounding the towns 2 acres for $9375 per acre so I feel this is a fair offer. Please let me know your thoughts.
Best regards,
Chad Buntin



11/14/2026

1:13,414

0 435 870 1,740 ft

0 130 260 520 m

- Address
- Navigable Stream
- County Trunk Highway

Roads
- County
- Private
- Town
- ROW

Easements
- Easement

Parcel
- Gap

STAFF REPORT

Date: November 17, 2026

To: Village Board

Re: Sewer Rate Study Request for Proposals

Author(s): Megan Barnes, Utilities Director

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

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POLICY ISSUE(S)

"Should the Village Board award the Sewer Rate Study Request for Proposals (RFP)"

BACKGROUND INFORMATION

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

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

At the October 13, 2026, quarterly SWUC meeting, the committee members recommended the Sewer Rate Study RFP be sent to the Village Board for approval. The committee agreed that proposals should go directly to the Village Board without a separate committee meeting. The goal of the SWUC was to coordinate the effective dates for both the water rate and sewer rates to be implemented on January 1, 2027.

At the October 20, 2026, regular Village Board meeting, the Village Board approved the issuance of the Sewer Rate Study RFP.

Only one response was received for the Sewer Rate Study RFP. The respondent was Trilogy Consulting, LLC. The full response from Trilogy Consulting, LLC and an example of a recent sewer rate study they performed for Rice Lake, Wisconsin, is included in the packet for review and consideration.

In Trilogy's response, it is noted that they have concerns about the feasibility of the timeline for the study and the implementation of new rates on January 1, 2027, that is outlined in the RFP. They are proposing an alternate timeline for preparation of a rate study for implementation of new rates on July 1, 2027.

Village staff agrees that the timeline for the Sewer Rate Study and the implementation for the new rates should be updated to allow respondents and staff adequate time to perform and implement the rate study.

RECOMMENDED ACTION(S)

Village staff recommends that the Sewer Rate Study RFP be updated and rereleased to proposers to change the desired effective date of the new rate implementation to July 1, 2027.

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

"I move to recommend the Sewer Rate Study Request for Proposals with the updated timeline, with the rates to become effective July 1, 2027, for approval. "

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve with modifications.

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

- Deny

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

- Table

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

ATTACHMENT(S)

1. **Sewer Rate Study Request for Proposals - 10202026 Board Approved RFP**
2. **Trilogy Consulting LLC, Sewer Rate Study Proposal**
3. **Trilogy Consulting LLC, 2026 Rice Lake Sewer Rate Study**
4. **Sewer Rate Study Request for Proposals – New Proposed Timeline**

REQUEST FOR PROPOSALS

SEWER RATE STUDY
SISTER BAY, WIS.

DATE ISSUED
October 21, 2026
PROPOSAL DUE DATE AND TIME
November 9, 2026, 3:45 pm CST

REQUEST FOR PROPOSALS
SEWER RATE STUDY SERVICES

SUBMISSION DEADLINE: November 9, 2026, by 3:45 PM, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234, or electronically (PDF) to administrator@sisterbaywi.gov. It shall be the responsibility of the proposer to ensure their submission was received.

Direct all questions concerning this solicitation to Benjamin Andrews, Village Administrator, at administrator@sisterbaywi.gov. Staff will answer all questions to the best of their ability and post them to the Village website to ensure all proposers have access to the same information. Visit www.sisterbaywi.gov and scroll to the bottom of the home page.

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

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

I. Instruction to Proposers

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

on the basis of the relative merits of the proposal.

II. Submission Materials

The following should be incorporated into each submission:

Format: Electronic submissions preferred (PDF).
General Information. Business name, contact person, corporate ownership, address, phone number, contact person's email address, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to service the Village.
Project Proposal. At a minimum, provide information on approach, services, ideas, costs, and timeline.
Prior Experience. A narrative explaining prior experience with rate studies, as well as examples.
References. A minimum of three municipal or utility references are required.

III. Evaluation and Selection

Evaluation Process

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

Selection Criteria

The following are the criteria used as rating categories:

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

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

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

IV. Award

Upon final selection, the Village will notify all respondents by email.

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

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

V. Administrative Contact

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

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MUNICIPAL & UTILITY ADVISORS

November 4, 2026

SENT VIA EMAIL

Megan Barnes
Utilities Director
Village of Sister Bay
2383 Maple Dr., PO Box 769
Sister Bay, WI 54234

RE: Proposal for Sewer Rate Study

Dear Ms. Barnes:

This letter is in response to the Request for Proposals published for the Village of Sister Bay Sewer Rate Study, dated October 21, 2026. Our two principals, Christy DeMaster and I, have worked with many Wisconsin municipalities and utilities to adopt new rates for water and sewer utilities. Our studies are based on a thorough and detailed analysis, provide the community with sound estimates of how much revenue is needed for all utility needs, and provide a sound plan for the utility's financial future.

The RFP outlined a timeline for the study of the implementation of new rates on January 1, 2027. Considering the time it would take for Village Board approval of the undertaking of the study, and Board adoption of the recommended rates, this would only allow for a few weeks to actually perform the rate analysis and prepare a study report. Unfortunately, we feel that this timeline does not allow for the quality and accuracy that the Village is looking for in its rate study. If the Village is interested, we would propose an alternate timeline for preparation of a rate study for implementation of new rates on July 1, 2027. This would allow for the rigorous analysis of data and funding scenarios that the Village needs for determining fair and reasonable sewer rates for its various customers while keeping the utility financially healthy and able to complete its capital improvement needs.

Below is a typical approach we take to undertaking sewer rate studies. This particular scope was prepared for the City of Rice Lake Utilities, but it would be tailored to your unique circumstances, should you want a more detailed proposal along our alternate proposed timeline. In recent years, we have performed similar studies for the sewer utilities in Osceola, St. Croix Falls, Little Chute, Grafton, Mukwonago, Hudson, New Richmond, and River Falls, among others.

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TYPICAL SCOPE OF SERVICES

Task 1: Data Gathering and Analysis

1. Kickoff meeting—Upon commencing the project, we will conduct a project kickoff meeting with Utility staff. We will prepare a draft agenda prior to the meeting, which will include subjects such as the overall goals and objectives of the study, potential changes to the current rate structure and other fees, available information and data for the study, current billing policies and procedures, anticipated schedule and deadlines, and main points of contact and preferred communication procedures. Prior to the meeting, we will also provide a draft list of information requested for the study.
2. Information gathering and review
    a. Prior to the kickoff meeting, we will provide Utility staff with a list of requested information. The information requested may change based on discussions at the kickoff meeting regarding data availability.
    b. Following initial review of the information, we will confer with Utility staff as needed to clarify any information.
3. Trend analysis and projections—We will perform an analysis of overall trends in operating expenses and consumption by customer class for the utility. This will be used to determine overall projections in sewer usage and O&M expenses for the future forecast, as well as sewer use patterns and parameters to be used in the cost-of-service study and rate design. Specifically, we will:
    a. Prepare trend analysis of operating expenses by category to identify any expenses that are increasing significantly greater than others or that fluctuate and may need to be normalized for purposes of setting rates;
    b. Prepare detailed trend analysis of historical customer data to evaluate trends in numbers of customers, demand per customer for each customer class, and flows and loadings from high strength industrial customers;
    c. Discuss with Utility staff any known local factors, development trends or policies that are likely to influence future patterns in the growth or decline of the customer base or sewer use per customer;
    d. Project total customers billed by customer class and meter size, and total billed sewer consumption by customer class, including high strength loadings and hauled waste;

e. Based on available data, we will perform an analysis of sewer waste strength for domestic and non-domestic strength waste. This will be used to determine the appropriate allocations to be used within the cost-of-service study, which determines the proportionate amount of certain facilities' costs that are allocated to each customer class. This data may also be used to adjust domestic and/or hauled waste strength assumptions, if indicated to be appropriate.

Task 2: Financial Analysis and Development of Future Projections

1. 5-Year Financial Forecast. For this task, we will develop a plan and recommendations for funding all utility functions for 2023 through 2027, including a detailed 5-year capital funding plan. We will prepare alternative funding plans to evaluate the impacts of various funding options, including varying levels of debt vs. cash-financing from current revenues or reserves. The alternative plans will be evaluated to develop recommendations for a capital funding plan, potential future rate increases, and criteria to use for the ongoing analysis and monitoring of the utility's financial status, taking into consideration the Utility's ability to issue debt, the avoidance of rate spikes, and any other goals regarding rate levels and Utility policies. Specifically, the forecasts will include the following:
    a. Projected customers and customer demand by class, including industrial high-strength, hauled waste and landfill leachate;
    b. Projected user charge revenues at current rates;
    c. Projected other operating revenues and non-operating revenues;
    d. Projected operation and maintenance expenses;
    e. Evaluation of alternatives for funding and managing the Utility's Equipment Replacement Fund;
    f. Evaluation of the feasibility and desirability of cash financing vs. debt financing each year's capital improvements, based on the magnitude of costs, the useful life of the improvements, the availability of current rate revenues and/or reserve balances to use for cash financing, Utility policies and ability to issue debt, debt coverage requirements, debt to equity ratios and any other criteria identified for the study;
    g. Capital funding plan showing the projects, costs, and proposed financing sources by year, and estimated debt service for anticipated debt issuances;
    h. Analysis of debt coverage and the utility's ability to meet coverage requirements;
    i. Projected reserve fund balances;

j. Recommended minimum reserve levels, based on the value and age of assets, annual operating expenses, any current and/or future debt obligations and the capital improvements analysis and any formal or informal Utility policies with respect to reserve levels;
k. Estimated timing and amount of overall user charge rate increases needed to fund the capital improvement program, provide adequate debt coverage, and maintain recommended reserve fund balances.

Task 3: Cost of Service Analysis and Development of User Rate Recommendations

1. We will prepare a cost-of-service model for the wastewater utility, consisting of the following tasks:
    a. Compilation and analysis of system data, such as billable usage, wastewater influent flows and loadings to the treatment plant, estimated I/I, utility asset data, and the adopted CIP, to determine appropriate allocation factors for O&M and capital costs;
    b. Allocation of the various categories of revenue requirements to utility functions, including conveyance, flow, treatment categories (BOD, TSS, etc.), and customer costs such as billing, meters and services;
    c. Consideration of methods for allocating costs to additional pollutants (e.g. Phosphorus, Nitrogen, etc.), with resultant industrial surcharge and hauled waste rate calculations;
    d. Determine each customer class's proportionate share of functionalized costs;
    e. For each utility function, the analysis will determine the share of demand for each customer class. For the various functions, the share of cost assigned to each class may be based on total sewer usage, estimated pounds of pollutants, number of meters, number of equivalent meters or number of equivalent services;
    f. Other operating revenues (non-user rate) will be allocated proportionately among customer classes as an offset to revenues to be generated from user charges.
2. While performing the cost-of-service study, we will confer with Utility staff as needed to discuss any additional information needs or clarification of any of the data used in the cost-of-service.
3. Rate structure recommendation. As part of the kickoff meeting, we will discuss in detail the objectives for rate structures for the utility. Based on this discussion, we will prepare and evaluate alternatives to the current rate structure.
    a. We will prepare a baseline rate structure for use as a point of comparison that will

mirror the current rate structure. The baseline rate structure will:

i. Recover the revenue requirements;
ii. Follow cost-of-service principles;
iii. Calculate total projected revenues from each customer class and compare them to projected revenues under current rates;
iv. Show the impacts of the rate structures on example customers in each customer class;
v. Show how much revenue is collected through fixed charges vs. volume charges.
vi. A comparison with the average sewer bills for the average residential and commercial customer for a number of peer communities in the area.

b. We will prepare alternative sewer rate structures that the Utility desires to explore and/or are indicated by the utility cost structure. Examples of rate structures that we may consider include adjustment to fixed charges, hauled waste rates, addition of surcharge rates for Phosphorus or other pollutants, or any other rate structure that may be deemed appropriate based on the results of the analysis performed and discussions with Utility staff. For each rate structure alternative, we will prepare the following:

i. The overall increase in revenues from each customer class;
ii. The amount of revenues collected through each type of charge;
iii. A table of the amount and percentage increase in customer bills for various usage levels for each customer class;
iv. Show how much revenue is collected through fixed charges vs. volume charges.
v. A comparison with the average sewer bills for the average residential and commercial customer for several peer communities in the area.

<u>Task 4: Written Report and Presentation</u>

1. We will prepare a final draft report containing all analysis and findings and an electronic copy to Utility staff for review and discussion.
2. We will attend a meeting with Utility staff to discuss any questions, comments, and revisions regarding the study report.
3. After discussing the preliminary results and proposed rates with Utility staff, we will make any necessary adjustments, prepare a final report, and provide an electronic PDF copy to the Utility.

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4. We will prepare a PowerPoint presentation of the analysis and key findings and recommendations of the cash flow projections, cost of service studies and rate structure analysis, to be provided to Utility staff for review in advance of the meeting.
5. We will attend a Utilities Commission meeting in person to present the key findings and recommendations of the report and answer any questions.

Based on this scope of services, and hourly rates of $130 per hour, we completed the sewer rate study for the City of Rice Lake Utilities for $13,325, which was under our projected budget of $16,250. We would anticipate that a study for the Village of Sister Bay could be completed within a similar range of costs, at our 2027 hourly rates of $135 per hour. I have attached the study we completed for Rice Lake as an example of our work; this is representative of the majority of studies that we complete. Our main contact with Rice Lake was Shanon Breed, Finance/Office Manager. She can be reached at 715-234-7004 or shanonb@ricelakeutilities.com as a reference.

To give you a little bit more background on our firm and experience, Trilogy was formed in November 2011 and is jointly owned by myself and Christy DeMaster. Between the two of us, we have a combined 48 years of experience in municipal consulting. We are a registered Municipal Advisor firm with the Securities Exchange Commission and Municipal Securities Rulemaking Board, and we have both taken and passed the Series 50 and Series 54 exams for Municipal Advisor representatives and principals, respectively. Our core services include sewer, water, and stormwater user charge rate studies and financial plans, capital improvement funding plans, impact fees and public facilities needs assessments, and specialized policy analysis.

If you would like to discuss our approach or experience in greater detail, please feel free to call me at (920) 723-2169, or reach out via email at egranum@trilogy-llc.com.

Sincerely,

Erik Granum
Principal/Senior Consultant
TRILOGY CONSULTING, LLC

Wastewater Rate Study

Prepared for the

Rice Lake Utilities

by Trilogy Consulting, LLC

July 2026

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CONSULTING, LLC
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INTRODUCTION

Rice Lake Utilities (RLU), the municipally-owned utilities division of the City of Rice Lake, owns and operates a wastewater collection system and Wastewater Treatment Facility that provides wastewater service to nearly 4,000 customers within the City, plus treatment of landfill leachate, industrial waste, holding tank, septic tank, and grease trap waste. The industrial waste is considered 'high-strength' wastewater, or wastewater with higher concentrations than normal domestic sewage of constituents that the City is required to treat at its wastewater treatment plant: organic pollutants (BOD), suspended solids (TSS), phosphorus and ammonia (NH-3).

RLU last conducted a full wastewater user rate study in 2010, with updates to the rates on an as needed basis. Those increases were implemented to fund capital improvements and upgrades to the wastewater treatment plant, and to fully fund its required equipment replacement fund.

IMPETUS FOR STUDY

The wastewater utility is experiencing a shift in customer demand, having recently lost one of its industrial customers. With a wide range of customer types and use, and the length of time since a formal rate study was undertaken, RLU hired Trilogy Consulting to conduct a formal Wastewater Rate Study. The study consisted of determining recommended user rates based on a detailed cost of service study for 2026, and projecting future rate increases that will be adequate to fulfill the wastewater utility's operating and capital needs. A ten-year projection of user rates and cash flows was then prepared to develop a plan to complete all necessary capital improvement projects, avoid issuing debt for routine infrastructure replacement, and maintain the financial health of the utility.

STUDY METHODOLOGY

The results of the study follow. The study is generally organized into three sections:

1. An analysis of historical conditions including historical revenues, expenses, and usage statistics.
2. Projections for the next ten years, including wastewater usage, and future operating and maintenance expenses. The analysis of the next ten fiscal years also takes into consideration the City's 5-year wastewater capital improvement needs, as well as estimates of capital improvements for years 6-10 based on prior years' investments.
3. Allocation of costs and detailed rate calculations.

The initial user rates were calculated based on a 2026 test year using a utility-based method. The utility-based method calculates rates to recover the cost of operating and maintenance expenses, administrative expenses, depreciation expenses and a return on net investment rate base (ROI), which is a percentage return on utility assets. The ROI is set at a level such that it, along with the depreciation expenses, recovers revenues sufficient to fund all annual capital outlay expenses and adequate deposits into the utility's equipment replacement fund.

HISTORICAL AND FORECAST CUSTOMER DEMANDS

Wastewater Treatment Plant Influent

The total volume of wastewater treated at the plant has generally been declining over the last 5 years. During that period, the peak inflow was 530 million gallons during 2023 and the lowest was 467 million gallons during 2025. During a typical year for the wastewater utility, approximately 65% of the volume is 'billable' waste, or wastewater generated by customers as estimated by metered water use. The remaining 35% of the volume is clearwater infiltration and inflow, water that seeps into the system via cracks in wastewater mains or customer service laterals, or through sewer manholes. At certain times of year, such as periods of high precipitation, infiltration and inflow (I/I) may be a higher volume of flow arriving at the treatment plant. Levels of I/I can vary greatly for different utilities; other recent rate studies in the state have found ranges of I/I of between 25% and 60%.

The amount of pollutant loadings has also fluctuated in the past 5 years, but appears to be rising over time. The amount of BOD entering the treatment plant has steadily been rising, from 1,159,949 pounds in 2021 to 1,650,622 pounds in 2025. Total Suspended Solids (TSS) had been relatively stable from 2021 to 2024, ranging between 1,383,722 and 1,451,963 pounds annually, but spiked to 1,777,278 in 2025. Phosphorus remained relatively steady throughout the last 5 years, ranging from a low of 28,281 pounds in 2021 to a high of 32,931 pounds in 2022. Finally ammonia has generally been in an increasing trend, from 190,789 pounds in 2021 to 232,280 pounds in 2025.

Table 1 - Wastewater Treatment Plant Historical Flows & Loadings

	2021	2022	2023	2024	2025
Wastewater Influent (gallons)	523,520,000	513,034,000	529,829,000	484,933,000	467,157,000
BOD (lbs)	1,158,949	1,361,943	1,439,271	1,351,568	1,650,622
Average Waste Strength (mg/l)	265	318	326	334	424
TSS (lbs)	1,383,722	1,451,963	1,437,999	1,420,707	1,777,278
Average Waste Strength (mg/l)	317	339	325	351	456
Phosphorus (lbs)	28,281	32,931	31,219	31,133	31,709
Average Waste Strength (mg/l)	6.5	7.7	7.1	7.7	8.1
Ammonia (lbs)	190,789	202,327	188,026	228,899	232,280
Average Waste Strength (mg/l)	44	47	43	57	60

Customer Demand

The Wastewater Utility serves three general types of customers: domestic sewage customers (residential, commercial, industrial, and public authority, i.e. government); high-strength customers, consisting of certain industrial customers with higher concentrations of one or more pollutant; and hauled waste. Table 1 shows the analysis of historical trends in the number of customers, customer volume of wastewater and estimated loadings (BOD, TSS, phosphorus and ammonia) for domestic strength customers, high-strength customers, and hauled holding tank and septic waste.

Domestic Waste

Along with the volume of wastewater coming into the treatment plant, the volume of domestic strength waste has generally declined over the last three years. The estimates of pounds of pollutant loadings for domestic strength waste are based on domestic strength assumptions under the current ordinance: 290 mg/l for BOD, 250 mg/l for TSS, 8 mg/l for phosphorus, and 50 mg/l for ammonia.

Table 2 - Domestic Customer Projections

	2023	2024	2025	Average	2026 Projections
Customer Demand					
Residential Sewer Usage	121,318,039	117,199,000	116,080,000	118,199,013	116,419,738
Residential Customers	3,390	3,407	3,417	3,405	3,427
Usage / Customer	35,788	34,395	33,974	34,719	33,974
Interdepartmental Sewer Usage	6,262,000	6,847,000	81,000	4,396,667	81,000
Interdepartmental Customers	4	4	3	4	3
Usage / Customer	1,565,500	1,711,750	28,588	1,101,946	28,588
Commercial Sewer Usage	101,304,740	102,502,000	100,548,000	101,451,580	101,836,727
Commercial Customers	607	612	614	611	622
Usage / Customer	166,871	167,464	163,648	165,994	163,648
Industrial Sewer Usage	65,896,000	48,121,000	44,064,000	52,693,667	44,064,000
Industrial Customers	27	27	27	27	27
Usage / Customer	2,440,593	1,793,329	1,642,137	1,958,686	1,642,137
Public Authority Sewer Usage	9,612,403	9,531,000	9,771,000	9,638,134	9,771,000
Public Authority Customers	46	45	45	46	45
Usage / Customer	208,965	209,857	215,537	211,453	215,537

High Strength Waste

High strength waste volume has decreased recently due to the loss of one of the industrial customers, but the amount of pollutant loadings from RLU's remaining high-strength industrial customer has been steady and remains a substantial proportion of the amount of BOD and TSS entering the treatment plant. Table 3 shows the remaining industrial customer's excess pollutant surcharge contributions only, it does not take into account the industrial customer that has since been discontinued.

Table 3 - Industrial Surcharge Projections

	2023	2024	2025	Average	2026 Projections
Customer Demand					
McCain Foods					
Excess BOD (lbs.)	416,464	418,490	422,207	419,054	422,207
Excess TSS (lbs.)	194,368	180,555	195,147	190,023	195,147
Batter (gallons)	51,200	36,800	68,900	52,300	68,900

Landfill Leachate

The volume of leachate has been decreasing over the last several years, although the amount of pollutant loadings has not necessarily decreased proportionately over the same time. BOD

loadings have declined significantly more than volume, whereas ammonia has stayed relatively proportional to volume and TSS has fluctuated.

Table 4 - Landfill Leachate Projections

	2023	2024	2025	Average	2026 Projections
Customer Demand					
Landfill Leachate					
Flow (gallons)	16,331,580	13,749,029	12,314,803	14,131,804	12,314,803
Excess BOD (lbs.)	101,888	23,422	15,175	46,828	15,175
Excess TSS (lbs.)	2,274	2,727	7,889	4,297	7,889
Excess Ammonia (lbs.)	122,593	116,031	103,899	114,174	103,899

Hauled Waste

RLU has experienced an increase in total volume from waste haulers in the past three years.

Table 5 - Hauled Waste Projections

	2023	2024	2025	Average	2026 Projections
Customer Demand					
Foremost Farms					
Volume (gallons)	843,525	902,168	1,151,497	965,730	1,151,497
Excess BOD (lbs.)	191,416	196,993	227,245	205,218	227,245
Excess TSS (lbs.)	60,658	66,497	82,788	69,981	82,788
Excess Phosphorus (lbs.)	3,505	3,055	3,986	3,516	3,986
Septic Tank Haulers	4,214,697	3,452,517	3,715,402	3,794,205	3,794,205
Holding Tank Haulers	15,463,868	16,176,713	16,081,575	15,907,385	15,907,385
Grease Traps	81,555	96,048	61,045	79,549	79,549
Portable Toilets	163,847	156,569	152,454	157,623	157,623

Forecast Revenues at Present Rates

Table 6 shows the forecast revenues at present rates for 2026, based on the forecast number of customers, volume of sewer usage, hauled waste, and excess pollutant loadings from high strength customers. RLU currently charges the following user charges:

- Sewer Usage Charge of $3.08 per 1,000 gallons of domestic strength wastewater (estimated based on metered water use) for all users located within the City, and $4.32 per 1,000 gallons for users located outside of the City;
- Flat Charge of $4.40 per month for customers located in the City and $6.16 per month for customers located outside of the City;
- Surcharges for pollutant loadings more than domestic strength waste for certain industrial customers located within the City, charged as a rate per pound (there is currently one customer classified as industrial high-strength);
- Leachate waste based on the amount of flows and total loadings hauled into the wastewater treatment plant;
- Hauled in waste which is measured and sampled daily and charged based on the amount of flows and total loadings hauled into the wastewater treatment plant;
- Hauler Charges, which include variable charges per 1,000 gallons for holding tank waste, septage, grease trap waste, and portable toilets.

Forecast user charge revenues of $1,919,676 are similar, but slightly lower than 2025 user charge revenues of $2,048,721. Much of this is due to the loss of an additional high-strength industrial customers beginning in 2026.

Table 6 - Projected 2026 Test Year Revenues at Present Rates – Domestic Strength Customers

		Residential	Commercial	Industrial	Public Authority	Inter-departmental	Total
Sewer Usage Charges							
In-City							
Usage	1,000 Gallons	115,420	97,837	44,064	9,771	81	267,172
Revenues	$3.08	$355,493	$301,337	$135,717	$30,095	$249	$822,891
Outside-City							
Usage	1,000 Gallons	1,000	4,000	-	-	-	5,000
Revenues	$4.32	$4,320	$17,280	$0	$0	$0	$21,600
Flat Charges							
	Meters						
	5/8-inch	3,314	330	5	5	1	3,654
	3/4-inch	64	42	2	6	-	114
	1-inch	4	114	7	9	-	134
	1 1/4-inch	-	-	-	-	-	-
	1 1/2-inch	-	54	3	-	-	57
	2-inch	-	61	7	15	2	85
	3-inch	-	11	2	7	-	20
	4-inch	-	4	-	3	-	7
	6-inch	-	-	-	-	-	-
	8-inch	-	-	-	-	-	-
	Special	-	3	1	-	-	4
	Pit	-	-	-	-	-	-
	Unmetered	-	1	-	-	-	1
	Unmetered CR	-	1	-	-	-	1
	Meter Only	3	-	-	-	-	3
	Flat	2	1	-	-	-	3
	Outside-City	40	1	-	-	-	41
		3,427	622	27	45	3	4,124
	Rate/Meter						
	$4.40	$174,966	$17,413	$264	$264	$44	$192,951
	$4.40	$3,366	$2,209	$106	$317	$0	$5,997
	$4.40	$224	$6,010	$370	$475	$0	$7,080
	$4.40	$0	$0	$0	$0	$0	$0
	$4.40	$0	$2,869	$158	$0	$0	$3,027
	$4.40	$0	$3,199	$370	$796	$106	$4,470
	$4.40	$0	$585	$106	$387	$0	$1,078
	$4.40	$0	$211	$0	$158	$0	$370
	$4.40	$0	$0	$0	$0	$0	$0
	$4.40	$0	$0	$0	$0	$0	$0
	$4.40	$0	$158	$44	$0	$0	$202
	$4.40	$0	$0	$0	$0	$0	$0
	$4.40	$0	$44	$0	$0	$0	$44
	$4.40	$0	$53	$0	$0	$0	$53
	$4.40	$158	$0	$0	$0	$0	$158
	$13.64	$259	$164	$0	$0	$0	$423
	$6.16	$2,988	$74	$0	$0	$0	$3,062
		$181,962	$32,989	$1,417	$2,398	$150	$218,915

Table 7 - 2026 Projected Revenues at Present Rates - High Strength and Hauled Waste

		Units	Rates	Revenues	
McCain					
	BOD	422,207	$0.2630	$111,040	$111,040
	TSS	195,147	$0.3064	$59,793	$59,793
	Phophorus	-	$3.8786	$0	$0
	NH-3	-	$1.2097	$0	$0
	Batter	68,900	$157.60	$10,859	$10,859
	Subtotal			$181,692	$181,692
Landfill Leachate		Units	Rates	Revenues	
	Flow	12,314,803	$4.3120	$53,101	$53,101
	BOD	15,175	$0.3682	$5,587	$5,587
	TSS	7,889	$0.4290	$3,384	$3,384
	Phophorus		$5.4300	$0	$0
	Ammonia	103,899	$1.6937	$175,974	$175,974
	Lab Testing			$12,091	$12,091
	Subtotal			$250,138	$250,138
Foremost Farms		Units	Rates	Revenues	
	Flow	1,151,497	$4.3120	$4,965	$4,965
	BOD	227,245	$0.3682	$83,672	$83,672
	TSS	82,788	$0.4290	$35,516	$35,516
	Phophorus	3,986	$5.4300	$21,645	$21,645
	Ammonia	-	$1.6937	$0	$0
	Lab Testing			$5,166	$5,166
	Subtotal			$150,964	$150,964
Hauled Waste		Units	Rates	Revenues	
	Septic Tank (1,000 gallons)	3,794	$38.10	$144,559	$144,559
	Holding Tank (1,000 gallons)	15,907	$6.41	$101,966	$101,966
	Grease Trap (1,000 gallons)				
	In-City	80	$157.60	$12,537	$12,537
	Portable Toilets (1,000 gallons)	158	$91.44	$14,413	$14,413
	Subtotal			$273,476	$273,476
				Total	$1,919,676

HISTORICAL AND FORECAST EXPENSES

Operation & Maintenance Expenses

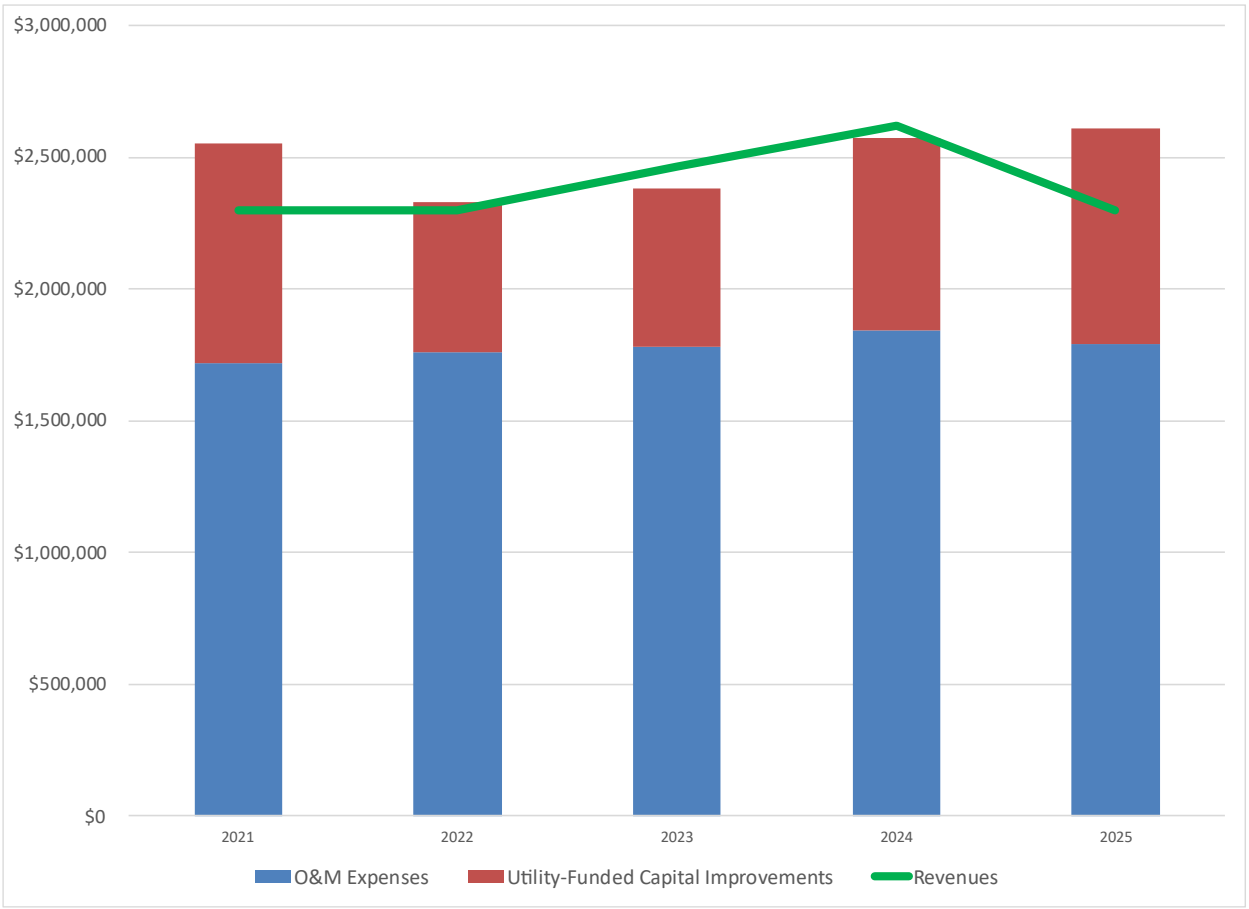
During the period 2021 through 2025, operation and maintenance (O&M) expenses fluctuated year by year, but generally stayed relatively steady, with a total increase of 1.4% over the 5-year period. The 2026 budgeted expenses are at a similar level to the previous 5 years. O&M expenses are assumed to increase in the future at a rate of 2 percent annually from inflation, a slightly higher rate than the utility has experienced in recent years, but a conservative rate compared to average rates of inflation.

Capital Improvements

During the period 2021 through 2025, the amount invested in capital improvements averaged about $879,000 per year. Most of this investment was able to financed through annual revenues or was contributed by developers, with the remaining funded from utility reserves. Utility-funded capital spending averaged $711,000 annually during this period. The 2026 through 2030 capital improvement plan includes slightly more annual utility investment, averaging about $907,000 per year. Assuming no debt will be issued for this routine capital outlay, it will also need to be funded through a combination of annual revenues and utility reserves.

Figure 1 below shows the combined O&M expenses and capital outlay compared to annual revenues. As the chart shows, the utility has generally been bringing in enough revenue to fully fund its annual O&M and capital needs through cash received, although with the drop in revenues in 2025, the utility did need to rely on its cash reserves to fund its capital investment. As discussed in the previous section, this lower level of revenues is expected to continue without an increase in user rates.

Figure 1 - Historical Expenses and Revenues



CASH FLOW HISTORY AND PROJECTIONS

To estimate the overall level of immediate and future rate increases, a ten-year cash flow forecast was prepared. Several cash flow forecasts were tested for various scenarios of financing for the utility's capital improvement program and level and timing of immediate and future rate increases. Each forecast was evaluated relative to the following criteria:

- Monitoring cash flow – cash flow may fluctuate from year to year, and it is not necessary to generate positive cash flow every year, but the rates should be sufficient to generate positive cash flow if the utility reserves need to be increased or minimize negative cash flows if the utility has sufficient reserves.
- Providing sufficient debt coverage for any outstanding revenue debt – revenue debt is backed by a pledge of utility revenues. Revenue bonds usually require that the utility maintain net revenues (revenues minus operation and maintenance expenses) that are equal to the total annual payments on revenue debt plus a coverage factor of 10 to 25 percent. Currently, the sewer does not have any debt, but if any debt is projected in future years, debt coverage would be evaluated.
- Avoiding or mitigating the need for issuance of new debt for routine wastewater main and equipment replacement – most utilities issue debt from time to time to fund major capital projects, and sometimes to fund more routine ongoing replacement and renewal projects if current revenues or reserves funds are insufficient. Issuing debt for major, infrequent projects provides a means of spreading the costs of the project over a longer period rather than requiring current customers to pay the entire cost. At this time, no major project that would require debt financing is included in the cash flow forecast.
- Maintaining the utility's reserves at recommended levels – it is important for utilities to maintain sufficient cash reserves to manage cash flow fluctuations throughout the year, to absorb unexpected fluctuations in operating revenues or expenses, to fund unexpected capital costs to rehabilitate or replace infrastructure that wears out faster than expected, or to cash finance planned capital improvements. RLU currently maintains an equipment replacement fund for routine capital equipment replacement.
- Rate of return on utility assets – the rate of return is the net operating income of the utility as a percentage of the utility's investment in infrastructure, net of accumulated depreciation. For most utilities a very low rate of return may indicate that either the utility is not generating sufficient revenues to fund reinvestment in its infrastructure or that the utility has very low debt service payments and does not need to generate much of a return on investment. A high rate of return may indicate that the utility is generating excess revenues or that it is highly leveraged with debt financing and requires a high rate of return.

- Percentage of debt vs. equity – As with the rate of return, the appropriate percentage of debt financing depends on the specific conditions of the utility system. A very new system or one that has recently invested significantly in its infrastructure may have a relatively higher percentage of debt financing. On the other hand, an older utility system that has deferred infrastructure replacements or has undertaken replacements on an incremental basis with cash financing will probably have a very low percentage of debt. If a utility has a percentage of debt financing that is more than 50 percent and the level of debt financing is increasing, steps should be taken to reduce the reliance on debt financing over time. If a utility has a lower percentage of debt financing and has the resources to cash finance a sufficient program of infrastructure renewal and replacement, there is no need to increase its reliance on debt financing, as this will only add to its capital costs.

Utility Financial Status / Historical Cash Flow

Key findings and recommendations regarding the utility's financial condition are as follows:

- The utility has usually had positive cash flow in recent years, with all capital improvements funded through annual revenues and utility cash reserves.
- Currently, the utility is carrying no debt and has not in the last five years.
- While the utility has been carrying healthy reserves, most reserves have been held in a restricted Equipment Replacement Fund (ERF) that is restricted to use for equipment replacement only. A detailed analysis of the equipment replacement fund was performed and it was determined that a large share of these reserves could transferred out of the ERF and into unrestricted funds and made available for other utility purposes.
- Unrestricted reserves have fluctuated but have been positive overall.
- In 2025, the utility's rate of return (net operating income divided by net utility plant) was approximately negative-3 %. This may indicate that the utility is not generating enough revenues to fully fund its annual capital needs, although since the utility is not carrying any debt, a negative operating income is not necessarily surprising.

The biggest finding related to the utility's current financial status is the recent drop in revenues due to the loss of a large customer. This drop in revenues is the largest factor in projecting future cash flows and determining the appropriate increase in rates needed to fully fund the utility's annual needs and maintain financially health into the future.

Projected Cash Flow

Cash flow projections were based on the following common assumptions:

- No change in future customer demand after 2026 (number of customers, sewage volume, high strength 'excess' loadings, etc.);
- Inflation of two percent per year in operation and maintenance expenses;
- Continuation of a similar level of other operating revenues at historical levels;
- Completion of all the projects listed in the utility's capital improvement plan for 2026-2030;
- No future issuances of debt, as there are no major projects contained in the capital improvement plan;
- Recommended reserve levels include the following:
    - Operating reserve equal to 4 months of annual operating expenses;
    - Equipment replacement fund (ERF) re-set to a lower level based on an itemized list of assets and a re-calculated annual amount to be transferred from utility revenues to the ERF, as shown in Appendix A and per Wisconsin DNR rules; it is recommended that the excess cash in the ERF be transferred to unrestricted reserves;
    - Depreciation/Capital reserve equal to one year's planned capital outlay for utility assets not covered by the equipment replacement fund (mains, structures, etc.).

The utility has planned capital improvements totaling about $4.5 million, or an average of about $907,000 per year, planned for the period 2026-2030, consisting of the following projects:

- Annual collection main renewal and replacements: $2.0 million;
- Lift station upgrades and replacements, as needed: $755,000;
- Treatment plant equipment upgrades and replacements: $1.23 million;
- Vehicles and other equipment: $560,000.

Following evaluation of various alternative rate scenarios, one alternative was selected for recommendation. This scenario, shown in Table 8, would increase rates in two phases at the beginning of 2027 and 2029, with annual inflationary increases as needed beyond that.

Increases in user charge revenues of approximately 17.6% in 2027, 15.3% in 2029, and inflationary increases as needed thereafter are recommended to generate sufficient revenues to fund the capital improvement program and maintain cash reserves at the recommended level. As investment in utility plant increases, so will the recommended level of reserves.

The recommended plan, shown in Table 8, would not require any new debt. Figure 2 shows graphically the projected cash flows and reserve levels. As shown, with the recommended rate increases, the utility is still projected to draw down the current reserve levels to the recommended minimum levels and then maintain reserves at or slightly above the recommended levels.

Table 8 - Projected Cash Flow under Recommended Rate Increases

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Projected Demand Change	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Assumed Annual Inflation			2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Projected Revenue Increase Needed	**0.0%**	**0.0%**	**17.8%**	**0.0%**	**15.6%**	**0.0%**	**3.0%**	**3.0%**	**3.0%**	**2.0%**
Revenues										
User Charge Revenues	$2,048,721	$1,919,676	$2,260,983	$2,260,983	$2,612,856	$2,612,856	$2,691,241	$2,771,979	$2,855,138	$2,912,241
Other Operating Revenues	$52,483	$52,483	$52,483	$52,483	$52,483	$52,483	$52,483	$52,483	$52,483	$52,483
Interest Income	$172,972	$83,427	$64,049	$57,172	$53,935	$47,943	$46,263	$50,513	$55,310	$60,700
Misc. Cash Non-Operating Revenues	$26,517	$0	$13,259	$6,629	$9,944	$8,287	$9,115	$8,701	$8,908	$8,805
Total Cash In	$2,300,693	$2,055,586	$2,390,773	$2,377,267	$2,729,218	$2,721,569	$2,799,102	$2,883,676	$2,971,839	$3,034,228
Expenses										
Subtotal O&M	*$1,790,363*	*$1,790,432*	*$1,826,241*	*$1,862,765*	*$1,900,021*	*$1,938,021*	*$1,976,782*	*$2,016,317*	*$2,056,644*	*$2,097,776*
Debt Service	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Capital Outlay	*$819,874*	*$1,180,615*	*$853,800*	*$620,692*	*$1,072,041*	*$809,702*	*$550,743*	*$567,265*	*$584,283*	*$601,812*
Total Cash Out	$2,610,237	$2,971,047	$2,680,041	$2,483,457	$2,972,062	$2,747,723	$2,527,525	$2,583,583	$2,640,927	$2,699,588
Net Cash Flow	($309,544)	($915,461)	($289,268)	($106,190)	($242,844)	($26,154)	$271,577	$300,093	$330,912	$334,640
Reserves										
Beginning Balance	$4,729,680	$4,171,370	$3,202,426	$2,858,606	$2,696,772	$2,397,172	$2,313,126	$2,525,653	$2,765,516	$3,034,993
Net Cash Flow	($309,544)	($915,461)	($289,268)	($106,190)	($242,844)	($26,154)	$271,577	$300,093	$330,912	$334,640
Transfer to Water - PILOT	($50,936)	($53,483)	($54,553)	($55,644)	($56,757)	($57,892)	($59,050)	($60,231)	($61,435)	($62,664)
Ending Balance	$4,171,370	$3,202,426	$2,858,606	$2,696,772	$2,397,172	$2,313,126	$2,525,653	$2,765,516	$3,034,993	$3,306,969
Unrestricted Reserves	$245,565	$1,918,041	$1,783,969	$1,617,187	$1,297,053	$1,317,841	$1,385,582	$1,481,048	$1,606,532	$1,734,928
Restricted Reserves	$3,925,805	$1,284,385	$1,074,637	$1,079,585	$1,100,118	$995,284	$1,140,071	$1,284,467	$1,428,462	$1,572,041
Total Reserves	$4,171,370	$3,202,426	$2,858,606	$2,696,772	$2,397,172	$2,313,126	$2,525,653	$2,765,516	$3,034,993	$3,306,969
Days Cash on Hand	50	391	357	317	249	248	256	268	285	302
Days Operating Revenues	43	355	281	255	178	180	184	191	202	214

Figure 2 - Projected Cash Flow and Reserves under Recommended Rate Increases

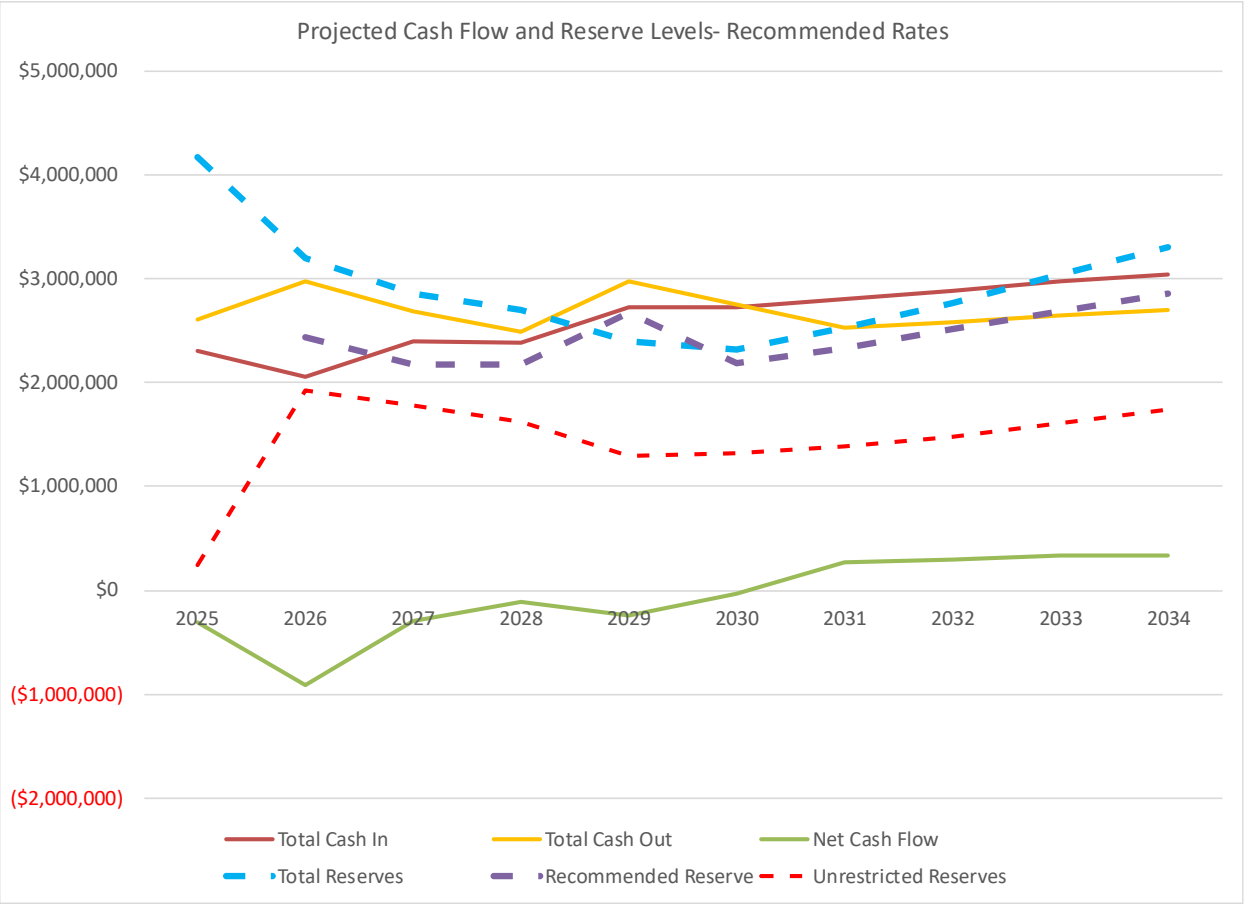
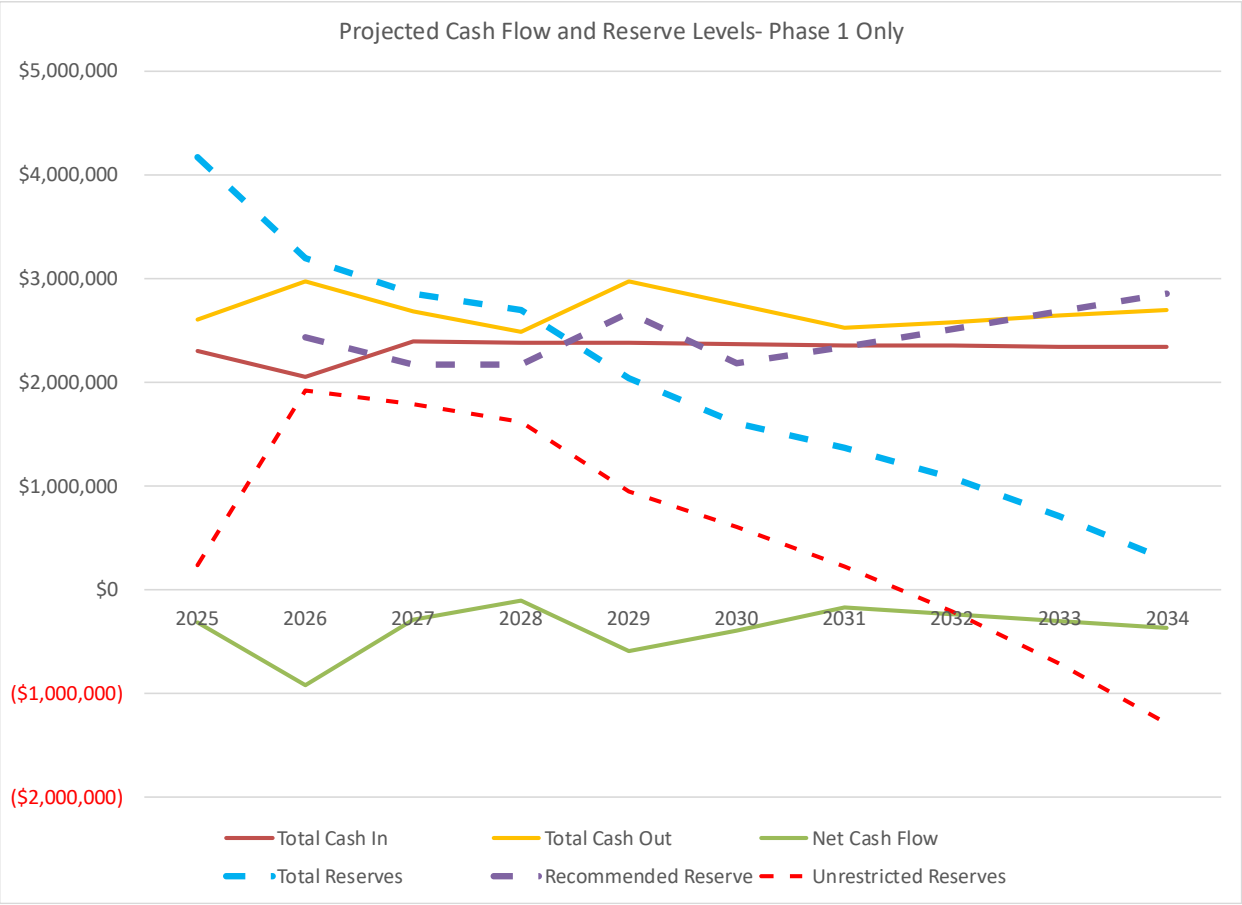


Figure 3 shows the projected cash flows and reserve levels if only the first phase of the rate increase is approved, with no future increases. As the graph shows, regardless of whether or not both phases of the recommended rate increase are approved at this time, sewer rates will need to be re-assessed and increased to some degree for 2029 and beyond, as reserves are projected to continue to be depleted at a rapid pace.

Figure 3 – Projected Cash Flow and Reserves with Phase 1 Increase Only



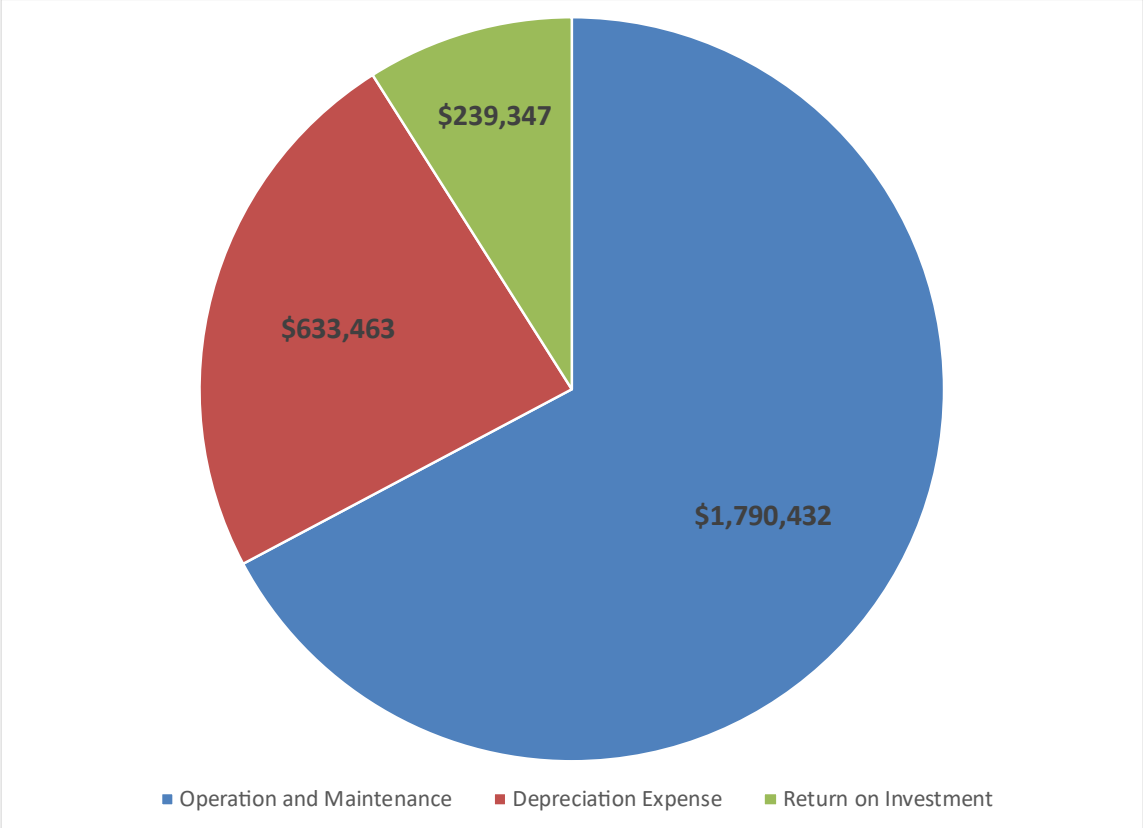
It should be noted that these future projections of cash flow are for planning purposes only. RLU should continue to assess the financial, physical, and operational conditions of the utility on an annual basis to respond to changing conditions and make decisions regarding which capital improvement projects to undertake, how those projects should be financed and the appropriate rate increase that may be needed to meet the revenue requirements of the utility.

REVENUE REQUIREMENTS AND COST-OF-SERVICE ANALYSIS

The tables attached to this report as an appendix summarize the cost-of-service analysis, which allocates the utility's revenue requirements first to utility functions and then to each customer class, the rate calculations, and the estimated revenues at the proposed rates. Utility revenue requirements include operation and maintenance expenses, depreciation expense, and a return on investment. Figure 4 shows the breakdown of the revenue requirements by type of expense. Operation and maintenance expenses comprise the biggest portion, about 67 percent of total

expenses. With the recommended increases, the utility's current negative operating income would reverse to a positive income over time, as the rate increases are implemented.

Figure 4 - Breakdown of Revenue Requirements



Costs were first allocated to the functions served by the utility. Under this method, each of the utility's costs is split between costs to provide collection sewer, wastewater treatment for average daily volume, costs to treat pollutant loadings (BOD, TSS, phosphorus and ammonia), and customer costs that are relatively fixed per customer or meter.

Costs were then allocated to each customer class (residential, multi-family, commercial, industrial, public authority, high strength industrial, landfill leachate, and all other hauled waste) based on the demand characteristics of each customer class. A portion of the conveyance system and average day flow costs were allocated to infiltration and inflow (I/I) based on forecast percentage of I/I on an average day basis. Costs allocated to I/I are proposed to be largely recovered through the flat charge, as the amount of I/I in the system is related more closely to the number of customers, size of sewer laterals and feet of sewer main rather than the volume of wastewater generated by each customer.

PROPOSED RATE SCHEDULE

The projected overall increase in user charge revenues over the 10-year period from 2027 to 2034 is approximately 51.7 percent, recommended to be implemented in two main increases in 2027 and 2029, followed by small inflationary increases as needed. Rate increases for specific types of charges vary from the overall rate increase, as shown in the following detailed schedule of proposed rate increases for 2027-2029.

Table 9 - Recommended Schedule of Rate Increases

Flat Charge

Connection Size	Current Charge	Proposed Charge - 2027	Percent Change	Proposed Charge - 2028	Percent Change	Proposed Charge - 2029	Percent Change
5/8	**$4.40**	**$5.41**	23%	**$5.41**	0%	**$6.50**	20%
3/4	**$4.40**	**$5.41**	23%	**$5.41**	0%	**$6.50**	20%
1	**$4.40**	**$5.41**	23%	**$5.41**	0%	**$6.50**	20%
1 1/4	**$4.40**	**$8.06**	83%	**$8.06**	0%	**$12.00**	49%
1 1/2	**$4.40**	**$8.06**	83%	**$8.06**	0%	**$12.00**	49%
2	**$4.40**	**$8.06**	83%	**$8.06**	0%	**$12.00**	49%
3	**$4.40**	**$8.06**	83%	**$8.06**	0%	**$12.00**	49%
4	**$4.40**	**$8.06**	83%	**$8.06**	0%	**$12.00**	49%
6	**$4.40**	**$8.06**	83%	**$8.06**	0%	**$12.00**	49%
8	**$4.40**	**$8.06**	83%	**$8.06**	0%	**$12.00**	49%
Special	**$4.40**	**$5.41**	23%	**$5.41**	0%	**$6.50**	20%
Pit	**$4.40**	**$5.41**	23%	**$5.41**	0%	**$6.50**	20%
Unmetered	**$4.40**	**$5.41**	23%	**$5.41**	0%	**$6.50**	20%
Unmetered CR	**$4.40**	**$5.41**	23%	**$5.41**	0%	**$6.50**	20%
Meter Only	**$4.40**	**$5.41**	23%	**$5.41**	0%	**$6.50**	20%
Flat	**$13.64**	**$15.74**	15%	**$15.74**	0%	**$17.99**	14%
Outside-City	**$6.16**	**$7.57**	23%	**$7.57**	0%	**$9.10**	20%

	Units		Proposed Rate - 2027	Percent Chage	Proposed Rate - 2028	Percent Change	Proposed Rate - 2029	Percent Change
Usage Charge	$/1,000 gallons	**$3.08**	**$3.46**	12%	**$3.46**	0%	**$3.83**	11%
Holding Tank Waste	$/1,000 gallons	**$6.41**	**$7.51**	17%	**$7.51**	0%	**$8.61**	15%
Septic Tank Waste	$/1,000 gallons	**$38.10**	**$51.99**	36%	**$51.99**	0%	**$67.86**	31%
Grease Trap Waste	$/1,000 gallons	**$157.60**	**$236.00**	50%	**$236.00**	0%	**$325.59**	38%
Portable Toilets	$/1,000 gallons	**$91.44**	**$113.72**	24%	**$113.72**	0%	**$136.00**	20%

High-Strength Surcharges - In-City

Pollutant	Units	Current Charge	Proposed Rate - 2027	Percent Change	Proposed Rate - 2028	Percent Change	Proposed Rate - 2029	Percent Change
BOD	$/lb.	**$0.263**	**$0.293**	11%	**$0.293**	0%	**$0.322**	10%
TSS	$/lb.	**$0.306**	**$0.380**	24%	**$0.380**	0%	**$0.454**	19%
P	$/lb.	**$3.879**	**$7.212**	86%	**$7.212**	0%	**$9.940**	38%
Ammonia	$/lb.	**$1.210**	**$1.356**	12%	**$1.356**	0%	**$1.525**	12%

High-Strength Surcharges - Outside-City

Pollutant	Units	Current Charge	Proposed Rate - 2027	Percent Change	Proposed Rate - 2028	Percent Change	Proposed Rate - 2029	Percent Change
BOD	$/lb.	**$0.368**	**$0.410**	11%	**$0.410**	0%	**$0.451**	10%
TSS	$/lb.	**$0.429**	**$0.532**	24%	**$0.532**	0%	**$0.636**	20%
P	$/lb.	**$5.430**	**$10.097**	86%	**$10.097**	0%	**$13.916**	38%
Ammonia	$/lb.	**$1.694**	**$1.898**	12%	**$1.898**	0%	**$2.135**	12%

Lab Testing

	Units	Current Charge	Proposed Rate - 2027	Percent Change	Proposed Rate - 2028	Percent Change	Proposed Rate - 2029	Percent Change
BOD/COD	$/Sample	**$10.60**	**$11.80**	11%	**$11.80**	0%	**$13.00**	10%
TSS	$/Sample	**$4.65**	**$5.80**	25%	**$5.80**	0%	**$6.90**	19%
Phosphorus	$/Sample	**$13.00**	**$23.20**	78%	**$23.20**	0%	**$33.30**	44%
Ammonia	$/Sample	**$13.50**	**$15.30**	13%	**$15.30**	0%	**$17.00**	11%
pH	$/Sample	**$2.25**	**$2.60**	16%	**$2.60**	0%	**$3.00**	15%
Chlorides	$/Sample	**$12.00**	**$14.10**	18%	**$14.10**	0%	**$16.30**	16%

COMMUNITY RATE COMPARISON

To provide context for the proposed rates within Rice Lake, a comparison with the sewer user rates charged by peer Wisconsin communities was prepared. The basis of the charges, and the estimated total annual bill for a residential customer for each community are shown in the following tables. As shown, for a customer using 36,000 gallons or 4,813 cubic feet of water per year, the estimated annual bill under current RLU rates would be $163.68 per year. Under the proposed rate increase for 2027, this would increase to $189.48, and to $215.88 for 2029. Several other communities have also approved rate increases beyond 2026 as noted in the table.

Table 10 – Peer Community Annual Bill Comparison - Average Residential Customer

Community	Fixed Charge	Bills per Year	Volume Rate	Annual Usage	Units	Annual Bill
Rice Lake (current)	**$4.40**	**12**	**$3.08**	**36,000**	**gallons**	**$163.68**
Rice Lake (proposed 2027)	**$5.41**	**12**	**$3.46**	**36,000**	**gallons**	**$189.48**
Rice Lake (proposed 2029)	**$6.50**	**12**	**$3.83**	**36,000**	**gallons**	**$215.88**
Marinette	$10.00	12	$3.10	4,813	ccf	$269.20
Sheboygan Falls	$5.40	12	$5.77	36,000	gallons	$272.52
Spooner	$5.68	12	$6.12	36,000	gallons	$288.48
Monroe	$27.57	4	$5.12	36,000	gallons	$294.60
Plymouth	$9.93	12	$3.66	4,813	ccf	$295.31
Sparta	$12.09	12	$3.95	4,813	ccf	$335.19
Hartford	$14.82	12	$4.42	36,000	gallons	$336.96
Waupun	$11.16	12	$5.76	36,000	gallons	$341.28
Barron	$16.25	12	$5.80	36,000	gallons	$403.80
Stoughton	$13.69	12	$6.71	36,000	gallons	$405.84 (1)
Shawano	$11.00	12	$6.40	4,813	ccf	$440.02
New Richmond	$10.94	12	$8.60	36,000	gallons	$440.88
Waunakee	$16.07	12	$6.90	36,000	gallons	$441.24
Ladysmith	$65.41	4	$5.13	36,000	gallons	$446.32
Portage	$20.22	12	$5.89	36,000	gallons	$454.68 (2)
Sturgeon Bay	$16.56	12	$7.23	36,000	gallons	$459.00 (3)
Two Rivers	$19.85	12	$5.80	4,813	ccf	$517.34
Tomah	$16.25	12	$7.21	4,813	ccf	$542.01
New London	$24.93	12	$9.25	36,000	gallons	$632.16
Cedarburg	$18.90	12	$12.60	36,000	gallons	$680.40
Jefferson	$57.65	12	$0.00	4,813	ccf	$691.80 (4)
Amery	$99.00	4	$13.20	36,000	gallons	$871.20
Average (current)						**$435.82**

Notes:
1) Additional rate increases are projected annually from 2027 through 2030.
2) Additional rate increases scheduled in 2026 and 2027.
3) Effective July 1, 2026.
4) Residential customers pay a fixed monthly charge based on average January - April water use.

RECOMMENDATION AND CONCLUSIONS

It is recommended that RLU adopt the schedule of rate increases as shown in Table 9. This will allow the Wastewater Utility to phase in the rate increase needed to provide adequate funding for the utility's capital improvement program while mitigating the increase and maintaining the

utility's reserve funds at or above recommended levels. Rates should be re-evaluated in 2030 to be sure that the projections used in this study are on track, and that rates continue to reflect the cost-of-service analysis. Alternatively, RLU could adopt the rate schedule for 2027 only and perform an additional review each year to assess the wastewater utility's trajectory remains on a healthy financial trajectory.

APPENDIX A: COST OF SERVICE STUDY AND RATE ANALYSIS

System Demand and Allocation Methods

	Allocation Method 1	Allocation Method 2	Allocation Method 3	Allocation Method 4	Allocation Method 5	Allocation Method 6	Allocation Method 7	Allocation Method 8	Allocation Method 9
Flow Share	100.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
Treatment Share	0.00%	80.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	50.00%
BOD	0.00%	20.00%	0.00%	25.00%	30.00%	50.00%	0.00%	40.00%	0.00%
TSS	0.00%	20.00%	100.00%	25.00%	30.00%	40.00%	0.00%	40.00%	50.00%
P	0.00%	20.00%	0.00%	10.00%	15.00%	5.00%	100.00%	5.00%	0.00%
Ammonia	0.00%	20.00%	0.00%	40.00%	25.00%	5.00%	0.00%	15.00%	0.00%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Allocation of Operation and Maintenance Expenses to Service Cost Functions

Alloc No.	Account Description	2026 Budget	CONVEYANCE Customer Flow	CONVEYANCE Inflow / Infiltration	TREATMENT PLANT FLOW Average	TREATMENT PLANT FLOW Peak	TREATMENT PLANT WASTE TREATMENT BOD	TSS	P	Ammonia	CUSTOMER COSTS Billing	CUSTOMER COSTS Equivalent Meter
		($)	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)
	WWTP OPERATION EXPENSES											
	WORK ORDERS - NEW CONSTRUCTION	0										
4	OPERATING POWER & PUMP EQUIPME	110,000			0	0	27,500	27,500	11,000	44,000		
1	OBSERVING & RECORDING FLOW	0			0	0	0	0	0	0		
Propor.	OPERATING PURIFICATION EQUIPME	50,000			2,723	0	11,991	13,297	9,881	12,108		
3	CLEANING TANKS, F BEDS ETC	13,125			0	0	0	13,125	0	0		
5	LABORATORY & ANALYSIS WORK	128,913			0	0	38,674	38,674	19,337	32,228		
8	SLUDGE DISPOSAL	30,986			0	0	12,394	12,394	1,549	4,648		
2	POWER & FUEL FOR PUMPING	35,547			7,109	0	7,109	7,109	7,109	7,109		
4	POWER & FUEL FOR AERATION EQUI	67,295			0	0	16,824	16,824	6,730	26,918		
1	CHLORINE	20,248			20,248	0	0	0	0	0		
7	PHOSPHORUS REMOVAL CHEMICALS	51,300			0	0	0	0	51,300	0		
8	SLUDGE CONDITIONING CHEMICALS	44,906			0	0	17,962	17,962	2,245	6,736		
8	OTHER CHEM FOR SLUDGE TREATMEN	0			0	0	0	0	0	0		
Propor.	OTHER OPERATING SUPPLIES, EXP	44,759			2,438	0	10,734	11,903	8,845	10,839		
Propor.	TRANPORTATION EXPENSE	22,050			1,201	0	5,288	5,864	4,358	5,340		
Propor.	RENTS	0			0	0	0	0	0	0		
	WWTP MAINTENANCE EXPENSES											
Conv	MTSE SEWER COLL SYSTEM	104,325	67,882	36,443								
Conv	MTSE COLL SYSTEM PUMP EQUIPMEN	11,768	7,657	4,111								
Propor.	MTSE TREATMENT & DISP PLANT EQ	83,761			4,562	0	20,087	22,276	16,553	20,283		
Propor.	MTSE GEN PLANT STRUC & EQUIP	54,953			2,993	0	13,179	14,614	10,860	13,307		
	CUSTOMER ACCOUNTING EXPENSES											
Cust	SUPERVISION	34,045									34,045	
Cust	METER READING EXPENSES	63,000									63,000	
Propor.	CUSTOMER RECORDS & COLL EXP	194,139					34,467	38,223	28,403	34,804		58,242
Cust	UNCOLLECTIBLE ACCOUNTS	3,000									3,000	
		1,168,120	75,539	40,554	41,274	0	216,209	239,766	178,171	218,319	100,045	58,242
	Subtotal for allocation of G & A expenses	873,936	75,539	40,554	41,274	0	181,742	201,544	149,768	183,516	0	0
	PERCENTAGE		8.64%	4.64%	4.72%	0.00%	20.80%	23.06%	17.14%	21.00%	0.00%	0.00%
	GENERAL AND ADMINISTRATIVE EXPENSES											
Gen	ADMIN & GENERAL SALARIES	168,032	14,524	7,797	7,936	0	34,944	38,751	28,796	35,285	0	0
Gen	OFFICE SUPPLIES & EXPENSE	32,411	2,801	1,504	1,531	0	6,740	7,474	5,554	6,806	0	0
Gen	OUTSIDE SERVICES EMPLOYED	9,029	780	419	426	0	1,878	2,082	1,547	1,896	0	0
T. Plant	PROPERTY INSURANCE	37,692	3,258	1,749	1,780	0	7,838	8,692	6,459	7,915	0	0
Gen	INJURIES & DAMAGES	24,946	2,156	1,158	1,178	0	5,188	5,753	4,275	5,238	0	0
Gen	EMPLOYEE PENSION & BENEFITS	261,326	22,588	12,127	12,342	0	54,345	60,266	44,784	54,875	0	0
	1 WRS PENSION EXPENSE	0	0	0	0	0	0	0	0	0	0	0
Gen	1 LRLIF	0	0	0	0	0	0	0	0	0	0	0
Gen	REGULATORY COMMISSION EXP	15,572	1,346	723	735	0	3,238	3,591	2,669	3,270	0	0
Gen	MISC. GENERAL EXPENSES	36,260	3,134	1,683	1,712	0	7,541	8,362	6,214	7,614	0	0
Gen	RENTS	37,044	3,202	1,719	1,749	0	7,704	8,543	6,348	7,779	0	0
		622,312	53,790	28,878	29,390	0	129,415	143,515	106,647	130,678	0	0
	TOTAL	**1,790,432**	**129,328**	**69,432**	**70,664**	**0**	**345,624**	**383,281**	**284,818**	**348,997**	**100,045**	**58,242**

Allocation of Plant to Service Cost Functions

Alloc No.	Account Description	EOY 2024	CONVEYANCE Customer Flow	CONVEYANCE Inflow / Infiltration	TREATMENT PLANT FLOW Average	FLOW Peak	WASTE TREATMENT BOD	WASTE TREATMENT TSS	WASTE TREATMENT P	WASTE TREATMENT NH3	CUSTOMER COSTS Billing	CUSTOMER COSTS Equivalent Meter
		($)	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)
	COLLECTION SYSTEM											
C/I	Collct Sys Lnd Right	6,020	3,917	2,103								
C/I	Coll Sys Struc & Imprv	396,281	257,850	138,431								
Meter	Serv Conn &Traps	1,094,783										1,094,783
C/I	Coll Mains & Access	6,705,529	4,363,113	2,342,416								
C/I	Force mains	297,071	193,296	103,775								
	SYSTEM PUMPING											
C/I	Receiving Wells	133,187	86,661	46,526								
C/I	Elec Pumping Equip	689,622	448,719	240,903								
	TREATMENT AND DISPOSAL PLANT											
Prop.	Disposal Land & Land Rights	164,988			17,469	0	46,614	54,185	13,286	33,434		
Prop.	T Disp Struct & Improv	4,211,132			445,884	0	1,189,764	1,383,016	339,107	853,360		
9	Prelim Treat Equip	752,785			376,392	0	0	376,392	0	0		
2	Primary Treat Equip	599,273			119,855	0	119,855	119,855	119,855	119,855		
4	Secondary Treat Equip	2,054,209			0	0	513,552	513,552	205,421	821,683		
1	Chlorination Equip	58,927			58,927	0	0	0	0	0		
8	Sludge Disp Equip	3,292,992			0	0	1,317,197	1,317,197	164,650	493,949		
8	Plant Site Pumping	560,353			0	0	224,141	224,141	28,018	84,053		
1	Flow Monitor Equip	101,353			101,353	0	0	0	0	0		
1	Outfall Sewer Pipes	69,382			69,382	0	0	0	0	0		
2	Other Treat/Disp Eq	712,641			142,528	0	142,528	142,528	142,528	142,528		
Prop.	Other Plant Equip	21,307			2,256	0	6,020	6,997	1,716	4,318		
	SUBTOTAL	21,921,834	5,353,557	2,874,154	1,334,046	0	3,559,670	4,137,864	1,014,580	2,553,180	0	1,094,783
	PERCENTAGE		24.42%	13.11%	6.09%	0.00%	16.24%	18.88%	4.63%	11.65%	0.00%	4.99%
	GENERAL PLANT											
Gen	Utility Plant Structures in service	290,239	70,879	38,053	17,662	0	47,129	54,784	13,433	33,803	0	14,495
Gen	Office Furn & Equip	21,413	5,229	2,807	1,303	0	3,477	4,042	991	2,494	0	1,069
Gen	Transportation Equip	895,888	218,786	117,459	54,519	0	145,474	169,104	41,463	104,342	0	44,741
Gen	Power Oper Equip	63,621	15,537	8,341	3,872	0	10,331	12,009	2,944	7,410	0	3,177
Gen	Computers/Software	11,385	2,780	1,493	693	0	1,849	2,149	527	1,326	0	569
Gen	Communication Equip	154,156	37,647	20,211	9,381	0	25,032	29,098	7,135	17,954	0	7,699
Gen	Other General Plant	93,531	22,841	12,263	5,692	0	15,188	17,655	4,329	10,893	0	4,671
		1,530,233	373,700	200,628	93,122	0	248,479	288,840	70,822	178,222	0	76,420
		23,452,067	**5,727,257**	**3,074,781**	**1,427,168**	**0**	**3,808,150**	**4,426,704**	**1,085,402**	**2,731,402**	**0**	**1,171,203**

Allocation of Depreciation Expense to Service Cost Functions

Alloc No.	Account Description	2026 Test Year	CONVEYANCE Customer Flow	CONVEYANCE Inflow / Infiltration	FLOW Average	FLOW Peak	TREATMENT PLANT WASTE TREATMENT BOD	TSS	P	NH3	CUSTOMER COSTS Billing	Equivalent Meter
		($)	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)
	COLLECTION SYSTEM											
C/I	Collct Sys Lnd Right	0	0	0								
C/I	Coll Sys Struc & Imprv	9,907	6,446	3,461								
Meter	Serv Conn &Traps	19,899										19,899
C/I	Coll Mains & Access	65,608	42,690	22,919								
C/I	Force mains	2,971	1,933	1,038								
	SYSTEM PUMPING											
C/I	Receiving Wells	5,327	3,466	1,861								
C/I	Elec Pumping Equip	26,648	17,339	9,309								
	TREATMENT AND DISPOSAL PLANT											
Prop.	Disposal Land & Land Rights	0			0	0	0	0	0	0		
Prop.	T Disp Struct & Improv	105,278			9,590	0	30,336	34,652	8,607	22,092		
9	Prelim Treat Equip	25,068			12,534	0	0	12,534	0	0		
2	Primary Treat Equip	23,971			4,794	0	4,794	4,794	4,794	4,794		
4	Secondary Treat Equip	82,168			0	0	20,542	20,542	8,217	32,867		
1	Chlorination Equip	0			0	0	0	0	0	0		
8	Sludge Disp Equip	131,034			0	0	52,414	52,414	6,552	19,655		
8	Plant Site Pumping	14,009			0	0	5,604	5,604	700	2,101		
1	Flow Monitor Equip	4,054			4,054	0	0	0	0	0		
1	Outfall Sewer Pipes	1,735			1,735	0	0	0	0	0		
2	Other Treat/Disp Eq	23,648			4,730	0	4,730	4,730	4,730	4,730		
Prop.	Other Plant Equip	0			0	0	0	0	0	0		
	SUBTOTAL	541,325	71,875	38,587	37,437	0	118,419	135,269	33,600	86,240	0	19,899
	PERCENTAGE		13.28%	7.13%	6.92%	0.00%	21.88%	24.99%	6.21%	15.93%	0.00%	3.68%
	GENERAL PLANT											
Gen	Utility Plant Structures in service	8,417	1,118	600	582	0	1,841	2,103	522	1,341	0	309
Gen	Office Furn & Equip	0	0	0	0	0	0	0	0	0	0	0
Gen	Transportation Equip	82,013	10,889	5,846	5,672	0	17,941	20,494	5,091	13,066	0	3,015
Gen	Power Oper Equip	0	0	0	0	0	0	0	0	0	0	0
Gen	Computers/Software	0	0	0	0	0	0	0	0	0	0	0
Gen	Communication Equip	0	0	0	0	0	0	0	0	0	0	0
Gen	Other General Plant	1,708	227	122	118	0	374	427	106	272	0	63
	SUBTOTAL	92,138	12,234	6,568	6,372	0	20,156	23,024	5,719	14,679	0	3,387
	TOTAL	**633,463**	**84,108**	**45,155**	**43,809**	**0**	**138,575**	**158,293**	**39,319**	**100,919**	**0**	**23,285**

Summary of Allocation of Operating Costs to Service Cost Functions

Overall Rate of Return	**1.83%**										
Net Investment Rate Base	13,105,668					TREATMENT PLANT					
		CONVEYANCE		FLOW		WASTE TREATMENT				CUSTOMER COSTS	
Operating Cost	Total	Collection System	Interceptor System	Average	Peak	BOD	TSS	P	NH3	Billing	Equivalent Meter
	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)
Operation and Maintenance	1,790,432	129,328	69,432	70,664	0	345,624	383,281	284,818	348,997	100,045	58,242
Depreciation Expense	633,463	84,108	45,155	43,809	0	138,575	158,293	39,319	100,919	0	23,285
Return on Investment	239,347	58,451	31,381	14,565	0	38,865	45,178	11,077	27,876	0	11,953
Total	2,663,242	271,888	145,968	129,038	0	523,064	586,753	335,215	477,792	100,045	93,480

Customer Class Demand Ratios

Billing Units - 1,000 Gallons	BASE DEMAND					TREATMENT CATEGORIES										
						BOD			TSS			Phosphorus			Ammonia	
Customer Class	Annual Volume	Average Day Volume	System Percent (%)	Collection Percent (%)	Waste Strength (mg/l)	Loadings (lbs)	Percent (%)	Waste Strength (mg/l)	Loadings (lbs)	Percent (%)	Waste Strength (mg/l)	Loadings (lbs)	Percent (%)	Waste Strength (mg/l)	Loadings (lbs)	Percent (%)
Residential	116,420	318,958	24.82%	26.73%	290	281,573	18.99%	250	242,735	20.14%	8.0	7,768	26.29%	50.0	48,547	20.58%
Commercial	101,837	279,005	21.71%	23.38%	290	246,302	16.61%	250	212,330	17.62%	8.0	6,795	23.00%	50.0	42,466	18.00%
Industrial	44,064	120,723	9.40%	10.12%	290	106,573	7.19%	250	91,873	7.62%	8.0	2,940	9.95%	50.0	18,375	7.79%
Public Authority	9,771	26,770	2.08%	2.24%	290	23,632	1.59%	250	20,373	1.69%	8.0	652	2.21%	50.0	4,075	1.73%
Interdepartmental	81	222	0.02%	0.02%	290	196	0.01%	250	169	0.01%	8	5	0.02%	50.0	34	0.01%
High-Strength Surcharges	-	-	0.00%	0.00%		422,207	28.47%		195,147	16.19%		-	0.00%		-	0.00%
Septic Tank Haulers	3,794	10,395	0.81%	0.00%	2,089	66,104	4.46%	7,651	242,106	20.09%	100.0	3,164	10.71%	90.0	2,848	1.21%
Holding Tank Haulers	15,907	43,582	3.39%	0.00%	263	34,892	2.35%	361	47,893	3.97%	25.0	3,317	11.23%	75.0	9,950	4.22%
Grease Traps	80	219	0.02%	0.00%	29,660	19,789	1.33%	35,008	23,357	1.94%	8.0	5	0.02%	50.0	33	0.01%
Portable Toilets	158	433	0.03%	0.00%	7,066	9,311	0.63%	18,288	24,098	2.00%	8.0	11	0.04%	50.0	66	0.03%
Landfill Leachate	12,315	33,740	2.63%	0.00%	400	41,156	2.78%	193	19,793	1.64%	8.0	822	2.78%	1,061.0	109,034	46.22%
Foremost Farms	1,151	3,153	0.25%	0.00%	24,072	231,214	15.59%	8,901	85,496	7.09%	423.0	4,063	13.75%	50.0	480	0.20%
Inflow / Infiltration	163,437	447,772	34.85%	37.52%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%
Total	469,015	1,284,972	100.0%	100.0%		1,482,948	100.0%		1,205,371	100.0%		29,541	100.0%		235,908	100.0%

Consumer Costs Allocation Factors

Number of Meters

Customer Class	5/8	3/4	1	1 1/2	2	3	4	Special	Unmetered	Unmetered CR	Meter Only	Flat	Outside-City	Total Meters	Percent Total
Residential	3,314	64	4	-	-	-	-	-	-	-	3	2	40	3,427	83.09%
Commercial	330	42	114	54	61	11	4	3	1	1	-	1	1	622	15.09%
Industrial	5	2	7	3	7	2	-	1	-	-	-	-	-	27	0.65%
Public Authority	5	6	9	-	15	7	3	-	-	-	-	-	-	45	1.10%
Interdepartmental	1	-	-	-	2	-	-	-	-	-	-	-	-	3	0.07%
Total	3,654	114	134	57	85	20	7	4	1	1	3	3	41	4,124	

Equivalent Meters

Allocation factor:														Total	
Meter Size (Inches):	5/8	3/4	1	1 1/2	2	3	4	Special	Unmetered	Unmetered CR	Meter Only	Flat	Outside-City	Equiv. Meters	Percent Total
Equiv. Meters Ratio:	1	1.0	2.5	5	8	15	25	1	1	1	1	1	1		
Customer Class															
Residential	3,314	64	11	-	-	-	-	-	-	-	3	2	40	3,433	61.29%
Commercial	330	42	285	272	485	166	100	3	1	1	-	1	1	1,686	30.09%
Industrial	5	2	18	15	56	30	-	1	-	-	-	-	-	126	2.26%
Public Authority	5	6	23	-	121	110	75	-	-	-	-	-	-	339	6.06%
Interdepartmental	1	-	-	-	16	-	-	-	-	-	-	-	-	17	0.30%
Total	3,654	114	335	287	677	306	175	4	1	1	3	3	41	5,601	100.00%

Allocation of Service Cost Functions to Customer Classes

	Total	Residential	Commercial	Industrial	Public Authority	Interdepartmental	High-Strength Surcharges	Septic Tank Haulers	Holding Tank Haulers	Grease Traps	Portable Toilets	Landfill Leachate	Foremost Farms	Infiltration / Inflow
	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)	($)
CONVEYANCE COSTS:														
Collection	271,888	72,664	63,562	27,503	6,099	51	0	0	0	0	0	0	0	102,010
Interceptor	145,968	39,011	34,124	14,765	3,274	27	0	0	0	0	0	0	0	54,766
FLOW COSTS:														
Average Flow	129,038	32,030	28,018	12,123	2,688	22	0	1,044	4,377	22	43	3,388	317	44,966
Peak Flow	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TREATMENT COSTS:														
BOD	523,064	99,316	86,876	37,590	8,336	69	148,920	23,316	12,307	6,980	3,284	14,517	81,553	0
TSS	586,753	118,159	103,358	44,722	9,917	82	94,994	117,853	23,313	11,370	11,731	9,635	41,618	0
P	335,215	88,140	77,100	33,360	7,398	61	0	35,907	37,635	61	120	9,329	46,104	0
NH3	477,792	98,324	86,008	37,215	8,252	68	0	5,768	20,152	68	133	220,831	973	0
CUSTOMER COSTS:														
Billing	100,045	83,128	15,096	651	1,102	69	0	0	0	0	0	0	0	
Equivalent Meters	93,480	57,298	28,132	2,108	5,661	281	0	0	0	0	0	0	0	
SUBTOTAL COST before I/I	2,663,242	688,070	522,273	210,039	52,726	731	243,914	183,888	97,785	18,500	15,311	257,700	170,564	201,741
2 **I/I Allocation %**		73%	22%	1%	3%	0%	0%	0%	0%	0%	0%	0%	0%	
TOTAL COST after I/I	2,663,242	834,457	567,337	212,915	59,775	1,095	243,914	183,888	97,785	18,500	15,311	257,700	170,564	
LESS OTHER REVENUE	52,483	26,137	17,770	6,669	1,872	34	0	0	0					
		50%	34%	13%	4%	0%	0%	0%	0%	0%	0%	0%	0%	
COST OF SERVICES	2,610,759	808,320	549,567	206,246	57,903	1,061	243,914	183,888	97,785	18,500	15,311	257,700	170,564	
REVENUE AT PRESENT RATES	1,919,676	541,774	351,606	137,134	32,493	399	181,692	144,559	101,966	12,537	14,413	250,138	150,964	
DIFFERENCE	691,083	266,545	197,961	69,112	25,410	662	62,222	39,328	(4,182)	5,963	898	7,562	19,601	
PERCENT INCREASE/DECREASE	36.00%	49.20%	56.30%	50.40%	78.20%	165.84%	34.25%	27.21%	-4.10%	47.56%	6.23%	3.02%	12.98%	

Flat Charge Calculation

	Cost of Service	Allocated I/I	Units	Annual Billing Periods	Cost per Billing Cycle ($/Unit)
Billing Cost	$100,045	$201,741	4,124	12	$6.10
Equivalent Meters	$93,480	$0	5,601	12	$1.39
	$193,525	$201,741			

Billing Cycle - Monthly

Size of Connection	Billing Cost ($/unit)	Equivalent Meter Ratio	Meter Cost ($/unit)	Calculated Charge ($/unit)	Present Charge ($/unit)	**Proposed Flat Charge ($/unit)**	No. Connections	Revenues at Present Rates	Revenues at Proposed Rates
5/8-inch	$6.10	1.26	$1.75	$7.85	$4.40	**$6.50**	3,654	$192,951	$285,041
3/4-inch	$6.10	1.26	$1.75	$7.85	$4.40	**$6.50**	114	$5,997	$8,860
1-inch	$6.10	1.26	$1.75	$7.85	$4.40	**$6.50**	134	$7,080	$10,459
1 1/2-inch	$6.10	5.97	$8.31	$14.40	$4.40	**$12.00**	57	$3,027	$8,256
2-inch	$6.10	5.97	$8.31	$14.40	$4.40	**$12.00**	85	$4,470	$12,192
3-inch	$6.10	5.97	$8.31	$14.40	$4.40	**$12.00**	20	$1,078	$2,940
4-inch	$6.10	5.97	$8.31	$14.40	$4.40	**$12.00**	7	$370	$1,008
Special	$6.10	1.26	$1.75	$7.85	$4.40	**$6.50**	4	$202	$299
Unmetered	$6.10	1.26	$1.75	$7.85	$4.40	**$6.50**	1	$44	$65
Unmetered CR	$6.10	1.26	$1.75	$7.85	$4.40	**$6.50**	1	$53	$78
Meter Only	$6.10	1.26	$1.75	$7.85	$4.40	**$6.50**	3	$158	$234
Flat	$6.10	1.26	$1.75	$19.34	$13.64	**$17.99**	3	$423	$558
Outside-City	$6.10	1.26	$1.75	$7.85	$6.16	**$9.10**	41	$3,062	$4,523
						Total	4,124	$218,915	$334,512
						Cost of Service			$395,266
						Percent of Cost			84.6%

Usage, Surcharge, and Hauled Waste Rate Calculations

		Total	Residential	Commercial	Industrial	Public Authority	Interdepart mental	High-Strength Surcharges	Residential - Outside	Commercial - Outside	Septic Tank Haulers	Holding Tank Haulers	Grease Traps	Portable Toilets	Landfill Leachate	Foremost Farms
Allocated Cost - Flow		$2,215,493	$521,507	$461,275	$200,610	$44,091	$347		$0	$0	$183,888	$97,785	$18,500	$15,311	$3,388	$317
Billable Units	1,000 Gallons	305,577	115,420	97,837	44,064	9,771	81		1,000	4,000	3,794	15,907	80	158	12,315	1,151
Calculated Rate	$ / 1,000 Gallons		$4.52	$4.71	$4.55	$4.51	$4.28		$0.00	$0.00	$48.47	$6.15	$232.56	$97.14	$0.28	$0.28
Proposed Rate	**$ / 1,000 Gallons**		**$3.83**	**$3.83**	**$3.83**	**$3.83**	**$3.83**		**$5.36**	**$5.36**	**$67.86**	**$8.61**	**$325.59**	**$136.00**	**$5.36**	**$5.36**
Allocated Cost - BOD		$244,990						$148,920							$14,517	$81,553
Billable Units	Pounds	664,627						422,207							15,175	227,245
Calculated Rate	$ / lb.	$0.369														
Proposed Rate		**$0.322**						**$0.322**							**$0.451**	**$0.451**
Allocated Cost - TSS		$146,247						$94,994							$9,635	$41,618
Billable Units	Pounds	285,824						195,147							7,889	82,788
Calculated Rate	$ / lb.	$0.512														
Proposed Rate		**$0.454**						**$0.454**							**$0.636**	**$0.636**
Allocated Cost - Phosphorus		$55,433						$0							$9,329	$46,104
Billable Units	Pounds	3,986						0							0	3,986
Calculated Rate	$ / lb.	$13.906														
Proposed Rate		**$9.940**						**$9.940**							**$13.916**	**$13.916**
Allocated Cost - NH-3		$221,804						$0							$220,831	$973
Billable Units	Pounds	103,899						0							103,899	0
Calculated Rate	$ / lb.	$2.135														
Proposed Rate		**$1.525**						**$1.525**							**$2.135**	**$2.135**
Batter (Grease Trap)																
Billable Units								68,900								
Proposed Rate								**$325.59**								
Lab Testing	Current Fees / Sample												Proposed Fees / Sample			
BOD/COD	$10.60													$13.00	$8,060	$2,925
TSS	$4.65													$6.90	$4,278	$1,553
Phosphorus	$13.00													$33.30	$0	$1,665
NH-3	$13.50													$17.00	$1,700	$0
pH	$2.25													$3.10	$1,922	$698
Chlorides	$12.00													$16.30	$0	$326
Estimated Revenues		**$2,278,427**	**$442,058**	**$374,715**	**$168,765**	**$37,423**	**$310**	**$246,981**	**$5,360**	**$21,440**	**$257,475**	**$136,963**	**$25,900**	**$21,437**	**$315,654**	**$223,947**

Comparison of Revenue at Present Rates, Cost-of-Service and Proposed Rates

Customer Class	Revenue at Current Rates	Cost of Service: Revenue Required	Cost of Service: Increase Over Present Rates	Proposed Rates for 2030: Revenue at Proposed 2030 Rates	Proposed Rates for 2030: Increase Over Present Rates	Proposed Rates for 2030: Percent of Cost of Service
Inside City						
Residential	$541,774	$808,320	49.2%	$710,823	31.2%	87.9%
Commercial	$351,606	$549,567	56.3%	$432,002	22.9%	78.6%
Industrial	$137,134	$206,246	50.4%	$171,650	25.2%	83.2%
Public Authority	$32,493	$57,903	78.2%	$42,643	31.2%	73.6%
Interdepartmental	$399	$1,061	165.8%	$663	66.2%	62.5%
High-Strength Surcharges	$181,692	$243,914	34.2%	$246,981	35.9%	101.3%
Subtotal Urban Retail	$1,245,098	$1,867,011	49.9%	$1,604,763	28.9%	86.0%
Outside City - Volume Only						
Residential - Outside				$5,360		
Commercial - Outside				$21,440		
Subtotal Suburban Retail				$26,800		
Hauled Waste						
Septic Tank Haulers	$144,559	$183,888	27.2%	$257,475	78.1%	140.0%
Holding Tank Haulers	$101,966	$97,785	-4.1%	$136,963	34.3%	140.1%
Grease Traps	$12,537	$18,500	47.6%	$25,900	106.6%	140.0%
Portable Toilets	$14,413	$15,311	6.2%	$21,437	48.7%	140.0%
Landfill Leachate	$250,138	$257,700	3.0%	$315,654	26.2%	122.5%
Foremost Farms	$150,964	$170,564	13.0%	$223,947	48.3%	131.3%
Subtotal Wholesale	$674,577	$743,748	10.3%	$981,376	45.5%	132.0%
Total	$1,919,676	$2,610,759	36.0%	$2,612,939	36.1%	100.1%

APPENDIX B: EQUIPMENT REPLACEMENT FUND ANALYSIS DETAIL

Itemized Method

2026

	Category of Assets	Asset	Book Cost	Service Life	Year Installed	Remaining Life	Annual Deposit	Minimum Required Balance
3.101.1323	Electric Pumping Equipment	Lift Station Pump	$25,936	20	2013	7	$1,297	$16,858
		Lift Station Pump (2 pumps)	$16,272	20	2014	8	$814	$9,763
		Lift Station Pump	$19,575	20	2015	9	$979	$10,766
		Septage pump	$3,756	20	2015	9	$188	$2,066
		Liftstation Pumps (2 pumps)	$25,372	20	2016	10	$1,269	$12,686
		Hammond Lift Station pumps	$21,545	20	2017	11	$1,077	$9,695
		Control for Pumps	$16,680	20	2019	13	$834	$5,838
		Control for Pumps	$16,860	20	2019	13	$843	$5,901
		Orchard Beach Lift Station (pumps)	$15,920	20	2021	15	$796	$3,980
		Orchard Beach Lift Station (controls)	$19,260	10	2021	5	$1,926	$9,630
		Lift Station Pump (Quality Flow)	$11,380	20	2022	16	$569	$2,276
		Control Panel	$31,490	10	2022	6	$3,149	$12,596
		Lift Station Pump	$18,460	20	2023	17	$923	$2,769
3.101.1332	Prelim. Treatment Equipment	Plant upgrade	$164,172	20	2013	7	$8,209	$106,712
		Grit Pump	$20,000	20	2013	7	$1,000	$13,000
		Grit Classifier/Washer	$129,000	10	2013	-	$0	$129,000
		Primary Influent Pump #1	$20,950	20	2013	7	$1,048	$13,618
		Primary Influent Pump #2	$20,950	20	2013	7	$1,048	$13,618
		Primary Influent Pump #3	$20,950	20	2013	7	$1,048	$13,618
		Primary Influent Pump #4	$20,950	20	2013	7	$1,048	$13,618
		Primary Sludge Pump #1	$26,900	20	2013	7	$1,345	$17,485
		Primary Sludge Pump #2	$26,900	20	2013	7	$1,345	$17,485
		Primary Scum Pump	$18,300	20	2013	7	$915	$11,895
		Mixer sepatage receiving	$4,577	15	2017	6	$305	$2,746
		New Step Screen	$179,975	15	2020	9	$11,998	$71,990
		Grease Station at plant	$19,686	20	2022	16	$984	$3,937
		Septage Receiving Station	$36,060	20	2022	16	$1,803	$7,212
		Pump Mixer Grease Station	$25,285	20	2023	17	$1,264	$3,793
		Septage Pump #1	$9,065	20	2023	17	$453	$1,360
		Septage Pump #2	$9,065	20	2023	17	$453	$1,360
3.101.1334	Secondary Treatment Equipment	Surface Mixer	$9,818	15	2008	-	$0	$9,818
		Surface Mixer	$9,818	15	2008	-	$0	$9,818
		RAS Pumps (3) Replacement	$17,046	20	2010	4	$852	$13,637
		RAS Pumps (3) Replacement	$17,046	20	2010	4	$852	$13,637
		RAS Pumps (3) Replacement	$17,046	20	2010	4	$852	$13,637
		Recirculation pump	$23,611	20	2013	7	$1,181	$15,347
		Aeration Blower # 1/VFD	$43,033	20	2013	7	$2,152	$27,972
		Aeration Blower # 2/VFD	$43,033	20	2013	7	$2,152	$27,972
		Aeration # 3/VFD	$23,033	20	2013	7	$1,152	$14,972
		Chemical Feed Equip. #1	$16,400	20	2013	7	$820	$10,660
		Chemical Feed Equip. #2	$16,400	20	2013	7	$820	$10,660
		Digester Draft Tube #1	$47,500	20	2013	7	$2,375	$30,875
		Digester Draft Tube #2	$47,500	20	2013	7	$2,375	$30,875
		Fine Bubble Aeration Equip.	$158,100	20	2013	7	$7,905	$102,765
		Sludge Recirculation Pump #2	$23,000	20	2013	7	$1,150	$14,950
		Combination Boiler/Heat Exchanger	$141,264	20	2013	7	$7,063	$91,822
		Phosphorus analyser	$26,355	12	2015	1	$2,196	$24,159
		Polymer Equipment	$35,500	15	2016	5	$2,367	$23,667
		Digested Sludge Transfer Pipe	$21,725	20	2018	12	$1,086	$8,690
		Aeration Blower # 3	$18,983	20	2019	13	$949	$6,644

Category of Assets		Asset	Book Cost	Service Life	Year Installed	Remaining Life	Annual Deposit	Minimum Required Balance
		Gravity Belt Thickener	$43,500	20	2020	14	$2,175	$13,050
		Aeration process equip upgradge	$62,971	20	2021	15	$3,149	$15,743
		Recycle Pump (Quality Flow)	$15,560	20	2021	15	$778	$3,890
		Pump for Secondary Treatment	$26,526	20	2022	16	$1,326	$5,305
		Recirculation pump VFD	$3,986	20	2022	16	$199	$797
		DO Sensors Transmitters	$6,525	10	2022	6	$652	$2,610
		WAS Pump	$24,250	20	2022	16	$1,213	$4,850
		Digester Entry Hatches & Manway	$42,490	20	2023	17	$2,125	$6,374
3.101.1336	Chlorination Equipment	Plant upgrade	$3,213	20	2013	7	$161	$2,088
		Chlorination Omni valve	$2,790	20	2015	9	$140	$1,535
		ORP Meter	$3,104	20	2017	11	$155	$1,397
		Chlorination pump	$3,080	20	2017	11	$154	$1,386
		Chlorination scale	$5,489	20	2018	12	$274	$2,196
		Sulfur Dioxide Onmi Valve	$2,998	20	2023	17	$150	$450
3.101.1339	Flow Metering Monitoring Equipment	Isco Collection Meters for receiving flow	$14,905	10	2019	3	$1,491	$10,434
		Flow Meter WAS Sludge	$4,189	10	2022	6	$419	$1,676
		Flow Meter Coleman Lift Station	$3,608	10	2022	6	$361	$1,443
		Flow Meter Digested Sludge	$3,487	10	2023	7	$349	$1,046
		Flow Meter Thick WAS Sludge	$2,977	10	2023	7	$298	$893
		Flow Meter Thick Digestor Sludge	$2,977	10	2023	7	$298	$893
		Influent Flow Meter	$2,501	20	2023	17	$125	$375
		Effluent Flow Meter	$2,501	20	2023	17	$125	$375
3.101.1341	Other Treatment Plant & Disposal Equipment	Auto Clave Lab Equip (napoc800dse)	$4,401	12	2008	-	$0	$4,401
		Lab Sampler	$8,157	12	2008	-	$0	$8,157
		SPECTROPHOTOMETER	$3,294	12	2014	-	$0	$3,294
		REACTOR 110V	$1,194	12	2014	-	$0	$1,194
		Combustable Gas Detectors	$3,131	12	2017	3	$261	$2,348
		Combustable Gas Detectors	$3,131	12	2017	3	$261	$2,348
		Sulfide Gas Detectors	$3,131	12	2017	3	$261	$2,348
		Chlorine Gas Detectors	$3,131	12	2017	3	$261	$2,348
		Non-Potable water pump	$3,080	20	2017	11	$154	$1,386
		BOD Incubator	$4,098	20	2019	13	$205	$1,434
		Water Distiller & Collection	$7,904	20	2019	13	$395	$2,766
		Ohaus PX124/E AM (T Equipment 4/27/21)	$1,385	20	2021	15	$69	$346
		Orion ph/Chlorine Meter	$1,606	10	2021	5	$161	$803
		Orion Ammonia/Fluoride Meter	$1,606	10	2021	5	$161	$803
		Muffle Furnace	$1,761	20	2022	16	$88	$352
		Portable Gas Detector	$3,370	12	2023	9	$281	$843
		Lab Equipment Ecoli Tester	$4,997	12	2024	10	$416	$833
3.101.1352	Other Plant Equipment	Manhole monitor (quantity 2)	$3,495	20	2017	11	$175	$1,573
		Davit System Confiined space safety system	$7,667	20	2018	12	$383	$3,067
		Welder	$2,054	20	2019	13	$103	$719
		Welding Exhaust unit	$3,214	20	2023	17	$161	$482
3.101.1392	Wastewater Transportation Equipment	2017 Western star 4900SB 5KKMALBG2HPJB9899	$181,717	10	2016	-	$0	$181,717
		2018 CHEV SILVERADO CAB PICKUP 1G0KUEG5JZ213465	$36,542	10	2018	2	$3,654	$29,234
		2018 FORD Transit 1FTRS4XVIJKA86662	$141,262	10	2018	2	$14,126	$113,010
		2022 Chevrolet Silverado 3500	$50,646	10	2022	6	$5,065	$20,258
		2022 Freightlinger combo/jet vac truck 3ALHB3FM8NDNM4677	$409,963	20	2023	17	$20,498	$61,494
3.101.1396	Power Operated Equipment	Crane for truck #31	$4,909	10	2013	-	$0	$4,909
		Case Skidsteer SR210 (JAFSR210TRM455067)	$42,100	10	2024	8	$4,210	$8,420

	Category of Assets	Asset	Book Cost	Service Life	Year Installed	Remaining Life	Annual Deposit	Minimum Required Balance
3.101.1400	Computer Equipment	Copymachine/printer Lenmark	$1,249	8	2016	-	$0	$1,249
		Image runner Copy Machine	$3,383	8	2019	1	$423	$2,960
		ThinkCentre M90q	$1,038	5	2021	-	$0	$1,038
		Lenovo computer	$1,161	5	2023	2	$232	$697
		Lenovo computer	$1,161	5	2023	2	$232	$697
		Lenovo computer	$1,161	5	2023	2	$232	$697
		Lenovo computer	$1,161	5	2023	2	$232	$697
		Server upgrade	$1,069	8	2023	5	$134	$401
3.101.1397	Communication Equipment	SCADA	$134,167	5	2013	-	$0	$134,167
		SCADA Upgrade wonderware/Installation	$14,535	5	2018	-	$0	$14,535
		SCADA Computer Updgrade	$3,989	5	2024	3	$798	$1,596
3.101.1399	Miscellaneous Equipment	AED Defibulator	$1,833	15	2009	-	$0	$1,833
		Surveillance Cameras	$1,697	10	2010	-	$0	$1,697
		Water bubbler	$608	20	2011	5	$30	$456
		Wash Machine	$540	20	2011	5	$27	$405
		snowblower	$1,199	15	2014	3	$80	$959
		Dishwasher	$629	20	2019	13	$31	$220
		Refrigerator	$1,079	20	2019	13	$54	$378
		Rotary Cutter	$3,699	20	2019	13	$185	$1,295
		Wall mount pressure washer	$3,895	20	2020	14	$195	$1,169
		Tool Chest	$1,300	20	2023	17	$65	$195
		Northstar gas pressure washer	$1,076	20	2024	18	$54	$108
		Honda Self-priming Construction Fall Trash Pump	$1,675	20	2024	18	$84	$167
		Metal cutting chop saw	$479	20	2024	18	$24	$48
Total			**$3,161,859**				**$157,802**	**$1,757,198**

REQUEST FOR PROPOSALS

SEWER RATE STUDY
SISTER BAY, WIS.

DATE ISSUED
November 18, 2026
PROPOSAL DUE DATE AND TIME
January 7, 2027, 3:45 pm CST

REQUEST FOR PROPOSALS
SEWER RATE STUDY SERVICES

SUBMISSION DEADLINE: January 7, 2027, by 3:45 PM, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234, or electronically (PDF) to megan.barnes@sisterbaywi.gov. It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Megan Barnes, Utilities Director at megan.barnes@sisterbaywi.gov. All questions will be answered to the best of staff's ability, and posted to the Village website to ensure all proposers have access to the same information. Visit www.sisterbaywi.gov and scroll to the bottom of the home page.

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

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

I. Instruction to Proposers

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

II. Submission Materials

The following should be incorporated into each submission:

Format: Electronic submissions preferred (PDF).
General Information. Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to service the Village.
Project Proposal. At a minimum, provide information on approach, services, ideas, costs, timeline.
Prior Experience. A narrative explaining prior experience with rate studies, as well as examples.
References. A minimum of three municipal or utility references are required.

III. Evaluation and Selection

Evaluation Process

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

Selection Criteria

The following are the criteria used as rating categories:

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

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

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

IV. Award

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

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

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

V. Administrative Contact

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

STAFF REPORT

Date: November 14, 2026

To: Village Board

Re: Authorization of Additional $5,000 for Village Planning and Zoning Consulting Services

BACKGROUND

At its October 2026 meeting, the Village Board authorized $10,000 for planning and zoning consulting services provided by Robert (Bob) Kufrin to assist Village staff during the administrative transition.

DISCUSSION

Mr. Kufrin continues to provide planning and zoning guidance to staff to ensure continuity of Village operations. An itemized invoice for services rendered has not yet been received, so the remaining balance of the initial authorization has not been confirmed.

An additional $5,000 authorization is requested to ensure consulting services can continue without interruption until the next regular Village Board meeting.

FISCAL IMPACT

Additional authorization of $5,000, bringing the total authorized amount to $15,000.

RECOMMENDATION

Staff recommends approval of an additional $5,000 for planning and zoning consulting services to maintain continuity during the administrative transition.

SUGGESTED MOTION

Motion to authorize an additional $5,000 for planning and zoning consulting services provided by Robert Kufrin, increasing the total authorization to $15,000, subject to review of itemized invoices and applicable Village purchasing procedures.

STAFF REPORT

Date: November 14, 2026

To: Village Board

Re: One-Time Supplemental Compensation for Village Staff Assuming Additional Responsibilities During the Village Administrator Vacancy

BACKGROUND

Following the resignation of the Village Administrator, effective October 12, 2026, several Village employees have assumed additional duties and responsibilities to maintain continuity of Village operations.

DISCUSSION

The Village Board should consider providing additional compensation to employees who have taken on responsibilities beyond their normal duties during the Administrator vacancy.

Any compensation should be reasonable, equitable, and reflective of the additional responsibilities, workload, and duration of service.

The Finance Committee Chair, working with the Village Finance Specialist, would be tasked with evaluating the financial impact, identifying an appropriate total compensation amount, and recommending an equitable distribution among affected employees.

FISCAL IMPACT

Up to $_____ in one-time supplemental compensation, subject to final Village Board approval of the proposed distribution.

RECOMMENDATION

Authorize up to $_____ in one-time supplemental compensation for Village employees who have assumed additional responsibilities during the Village Administrator vacancy.

Direct the Finance Committee Chair to work with the Village Finance Specialist to determine an equitable distribution of these funds among affected employees, considering additional workload, responsibilities, and duration of service.

The proposed distribution shall be brought back to the Village Board for final approval.

SUGGESTED MOTION

Motion to authorize up to $_____ for one-time supplemental staff compensation related to the Village Administrator vacancy and direct the Finance Committee Chair, working with the Village Finance Specialist, to develop an equitable distribution plan for subsequent Village Board approval.

STAFF REPORT

Date: November 14, 2026

To: Village Board

Re: Re-authorization of Administrative Authority and Coordination of Village Operations During the Village Administrator Vacancy

BACKGROUND

At its October 2026 meeting, the Village Board authorized the Village President to provide interim administrative coordination and oversight during the Village Administrator vacancy. The Board agreed that this authorization would be reconsidered at each regular Board meeting until a permanent Village Administrator is hired.

DISCUSSION

With the Village Administrator position remaining vacant, continued interim administrative authority is necessary to ensure continuity of Village operations and provide staff with appropriate direction and support.

RECOMMENDATION

Staff recommends that the Village Board reauthorize the previously approved interim administrative arrangements until the next regular Board meeting.

SUGGESTED MOTION

Motion to reauthorize the Village President's interim administrative authority and coordination of Village operations, consistent with the limitations and conditions previously established by the Village Board, until the next regular Board meeting.

STAFF REPORT

Date: November 13, 2026

To: Village Board
Agenda Item: Village Administrator Recruitment – Review of Executive Search Firm Proposals
Prepared By: Village Clerk
Action Requested: Discussion and Possible Action

Background

Following the resignation of the Village Administrator in October 2026, the Village initiated the process of identifying a recruitment firm to assist with the selection of a new Village Administrator.

Proposals were received from five executive recruitment firms offering services related to municipal administrator recruitment, candidate screening, interview coordination, and selection assistance.

The proposals have been provided to Village Board members for review prior to the meeting.

Proposals Received

Recruitment Firm	Proposed Fee	Anticipated Timeline
Innovative Public Advisors (IPA)	$5,000 flat fee	Approximately 8 weeks
Public Administration Associates (PAA)	$14,500 plus certain additional expenses	Approximately 10 weeks, with recruitment recommended to begin after January 1
McMahon Associates, Inc.	Not to exceed $13,500	Approximately 3–4 months
MGT Impact Solutions	Approximately $21,500, plus applicable additional expenses	Approximately 90–120 days
The Harding Group, LLC	Estimated $13,000–$16,000	Anticipated appointment by April 2027

Fees and timelines are based on the proposals submitted. Certain costs, exclusions, and scheduling conditions may apply. Refer to the individual proposals for complete terms.

Discussion

Each firm has proposed an approach to recruiting and evaluating candidates for the Village Administrator position. The proposals vary in recruitment methodology, candidate assessment procedures, anticipated timelines, fee structures, and replacement guarantees. The Village Board may wish to consider the following factors during its review:

- Experience conducting municipal executive searches, particularly in Wisconsin and communities comparable to Sister Bay.
- Recruitment strategies and methods for identifying qualified candidates.
- Candidate screening, reference checks, background investigations, and leadership assessments.
- Opportunities for Village Board, staff, and stakeholder participation in the selection process.
- Anticipated recruitment timeline and availability to begin services.
- Proposed fees, additional expenses, and contractual provisions.
- Replacement-search guarantees and other post-placement services.

Certain firms have also indicated the ability to assist with recruitment for a separate Zoning Administrator position, and/or Village Analysis for efficiencies should the Village elect to pursue those services.

Financial Considerations

The proposed Village Administrator recruitment fees range from $5,000 to approximately $21,500, excluding applicable additional expenses.

Funding for recruitment services would be subject to the Village's available budget and applicable approval procedures.

Board Consideration

The Village Board is asked to review and discuss the proposals received and determine the appropriate next steps in the recruitment process.

Potential actions may include identifying firms for further consideration, requesting additional information or interviews, or selecting a recruitment firm, subject to review and approval of the applicable agreement.

Outlook

Village Administrator Search

From Clint Gridley <clintgridley@outlook.com>
Date Thu 10/29/2026 8:48 PM
To Nate Bell <nate.bell@sisterbaywi.gov>
Cc Julie Thyssen <clerk@sisterbaywi.gov>; Sarah Bertges <adminassist@sisterbaywi.gov>

Dear Village President Bell:

I enjoyed our (board and myself) time together and overall, I believe it was a successful and productive event. At the end of the strategic planning process, I thought having a discussion on filling the Village Administrator position was also a fruitful conversation. Upon reflection, I would like to respectfully offer some further questions for the Village Board to ponder as you contemplate the next steps for filling this position:

1. **After-Action Review -** This is not an easy task, but it can help set the stage for the success of the next administrator. This process could include answering such questions like:
    a. What went well and what did not go well with the previous (2024) search process? Anything you'd do different this time around?
    b. What went well and what did not go well with the Ben's orientation by the village? With his performance? Will you have a support system arrangement for the ongoing coaching and mentorship of the next administrator? The ICMA has a state-by-state senior advisor program that is well respected. This can also be offered by the selected recruiter as part of their continuing services.
    c. What aspects of the village administrator performance that did not meet expectations were Village (employer) issues that can be corrected? What aspects were strictly the administrator's performance issue and not of any employer responsibility?
    d. Have there been any common village board, or community, or internal employee issues effecting the last five administrators in the last ten years that can be corrected? Do you have an authentic and accurate response to this level of turnover (good candidates will ask this question)?
    e. What can be learned from the above that will help the village in recruiting, retaining, and improving the fit and effectiveness of the next village administrator?
    f. Consider if, with open meeting law, the board can effectively perform this after-action review, or do you want to select a trusted staff member or a third party to do this work through an interview-based process. If this is done by an attorney or a third party, documentation in this regard may have the benefit of privileged information.

2. **Pre-Recruitment -** Evaluate if you want staff or a third-party to perform the following:
    a. Organization review and recommendation on the village administrator job duties and organizational structure options
    b. Market research on current comparable pay and benefits
    c. Evaluate if there are internal staff promotional opportunities, or local and regional leaders that with a professional development plan, could effectively fulfill the administrator duties.

   d. Are there intergovernmental partnership opportunities that would make sense to explore before setting the updated administrator job description?

3. **Village Administrator Process -**
   a. Will you have the village HR staff member lead and perform the recruitment process, or do you want to use a third party recruiter?
   b. If you use a recruiter, will you direct-contract (allowed for professional serves) or create a request for proposal (RFP) to receive multiple proposals
   c. If an RFP, what is your process for the consultant selection?
   d. Timing for beginning this process (see comments in #1 and #2)
   e. Will you perform a “leadership assessment” (physiological profile) of the finalist prior to offer?
   f. What level of background assessment will be performed?

I recognize this is a lot of thoughts and questions to process 😊. Best wishes with your next steps to successfully fill this critical position!

Clint

Village of Sister Bay
Board Report

Meeting Date: November 17, 2026

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

Bills By Type		Amount	Total
Village bills prepaid		$ 177,343.52	
Bank fees & bills paid electronically		31,107.76	
Village Total			*$ 208,451.28*
Special Revenue Funds bills		$ 244.78	
Special Revenue Sales Tax		-	
Bank fees & bills paid electronically		-	
Minor Funds Total			*$ 244.78*
Debt Service	Village	$ -	
	Special Revenue	-	
	Marina	-	
	Utilities	-	
Debt Service Total			*$ -*
CIP/TIF bills prepaid		$ -	
CIP/TIF Bank fees paid electronically		-	
CIP/TIF total			*$ -*
Water fund bills prepaid		$ 10,272.62	
Wastewater fund bills prepaid		45,813.84	
Collection fund bills prepaid		1,188.17	
Bank fees & bills paid electronically		-	
Utility total			*$ 57,274.63*
Marina bills prepaid		$ 16,533.57	
Marina sales tax		$ 1,373.26	
Marina credit card fees & bills paid by EFT		$ 934.04	
Marina Total			*$ 18,840.87*
Net payroll:	10/02, 10/16, 10/30 and Admin's last paycheck	$ 131,956.54	
State taxes paid online		8,459.54	
Retirement paid online		19,130.54	
Payroll/taxes total			*$ 159,546.62*
TOTAL ALL BILLS			**$ 444,358.18**

Respectfully submitted,

Volodymyr Gannik

Volodymyr Gannik
Financial Specialist/Village Treasurer

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 10/17/2026-11/13/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10007									
10007	ACTION APPRAISERS INC	4121	2026 MAINTENANCE WORK	11/01/2026	4,076.00	4,076.00	11/06/2026		100
12242									
12242	GA COMPUTER SERVICES	7584	MARINA MONTHLY SECURITY	10/21/2026	400.00	400.00	10/23/2026		690
13260									
13260	BHIRDO'S BY THE BAY	20303	EQUIP FUEL ALLOC-W	09/30/2026	12.89	12.89	11/12/2026		610
13260	BHIRDO'S BY THE BAY	20303	VEHICLE FUEL ALLOCATION-W	09/30/2026	202.54	202.54	11/12/2026		610
13260	BHIRDO'S BY THE BAY	20303	VEHICLE FUEL ALLOCATION-W	09/30/2026	351.47	351.47	11/12/2026		620
13260	BHIRDO'S BY THE BAY	20303	EQUIP FUEL ALLOC-WW	09/30/2026	22.37	22.37	11/12/2026		620
13260	BHIRDO'S BY THE BAY	20303	VEHICLE FUEL ALLOCATION-C	09/30/2026	41.70	41.70	11/12/2026		630
13260	BHIRDO'S BY THE BAY	20303	EQUIP FUEL ALLOC-C	09/30/2026	2.65	2.65	11/12/2026		630
13260	BHIRDO'S BY THE BAY	20330	EQUIP FUEL ALLOC-W	10/31/2026	14.46	14.46	11/12/2026		610
13260	BHIRDO'S BY THE BAY	20330	VEHICLE FUEL ALLOCATION-W	10/31/2026	160.95	160.95	11/12/2026		610
13260	BHIRDO'S BY THE BAY	20330	VEHICLE FUEL ALLOCATION-W	10/31/2026	279.30	279.30	11/12/2026		620
13260	BHIRDO'S BY THE BAY	20330	EQUIP FUEL ALLOC-WW	10/31/2026	25.10	25.10	11/12/2026		620
13260	BHIRDO'S BY THE BAY	20330	VEHICLE FUEL ALLOCATION-C	10/31/2026	33.14	33.14	11/12/2026		630
13260	BHIRDO'S BY THE BAY	20330	EQUIP FUEL ALLOC-C	10/31/2026	2.98	2.98	11/12/2026		630
13260	BHIRDO'S BY THE BAY	Bhirdos SEP	VILLAGE GAS	11/03/2026	155.93	155.93	11/06/2026		100
13260	BHIRDO'S BY THE BAY	Bhirdos SEP	SHUTTLE BUS GAS	11/03/2026	752.69	752.69	11/06/2026		100
13260	BHIRDO'S BY THE BAY	Marina 2026 Si	MARINA- FUEL	11/03/2026	296.89	296.89	11/06/2026		690
13260	BHIRDO'S BY THE BAY	October 2026	VILLAGE GAS	11/02/2026	155.34	155.34	11/12/2026		100
13260	BHIRDO'S BY THE BAY	October 2026	SHUTTLE BUS GAS	11/02/2026	576.03	576.03	11/12/2026		100
14309									
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	PIGGLY	10/20/2026	106.66	106.66	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	PIGGLY- BEN	10/20/2026	12.69	12.69	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	ADOBE- BEN	10/20/2026	253.07	253.07	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	BEEN VERIFIED	10/20/2026	28.37	28.37	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	HEYGOV-CLERK MINUTES	10/20/2026	269.11	269.11	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	USPS	10/20/2026	11.02	11.02	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	ADOBE	10/20/2026	21.09	21.09	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	RUSTOLEUM SPRAY	10/20/2026	17.94	17.94	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	CABLE TIES	10/20/2026	154.00	154.00	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	4' WHITE POSTS	10/20/2026	264.06	264.06	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	NO PARKING SIGNS	10/20/2026	342.00	342.00	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	SPORTS COMP- BLEACHER RE	10/20/2026	202.95	202.95	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	TRAFFICVIOLREGPROG EGOV	10/20/2026	6.12	6.12	10/23/2026		100
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	WWTP- MEGAN 5 YEAR ANNIVE	10/20/2026	10.24	10.24	10/23/2026		610
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	HEYGOV-CLERK MINUTES	10/20/2026	10.16	10.16	10/23/2026		610
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	WWTP- MEGAN 5 YEAR ANNIVE	10/20/2026	17.76	17.76	10/23/2026		620
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	HEYGOV-CLERK MINUTES	10/20/2026	17.64	17.64	10/23/2026		620
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	WWTP- MEGAN 5 YEAR ANNIVE	10/20/2026	2.11	2.11	10/23/2026		630
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	HEYGOV-CLERK MINUTES	10/20/2026	2.09	2.09	10/23/2026		630
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	MARINA- ASSOC OF MARINA	10/20/2026	100.00	100.00	10/23/2026		690
14309	ELAN FINANCIAL SERVICES	10/20/2026 #4	MARINA- CONFERENCE WAUS	10/20/2026	388.18	388.18	10/23/2026		690
14310									
14310	CAPTAIN COMMODES INC	I7450	PRETREATMENT PORTA POTTY	09/30/2026	125.00	125.00	11/12/2026		620
14310	CAPTAIN COMMODES INC	I7748	COMMODE RENTAL - DOG PAR	10/19/2026	125.00	125.00	10/23/2026		100
14310	CAPTAIN COMMODES INC	I8068	SLUDGE HAULING	11/03/2026	9,277.14	9,277.14	11/12/2026		620
14310	CAPTAIN COMMODES INC	I8072	SLUDGE HAULING	11/03/2026	8,910.56	8,910.56	11/12/2026		620
17506									
17506	CELLCOM	666590	CELLPHONES- PARKS	11/05/2026	277.45	277.45	11/12/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
17506	CELLCOM	666590	CELLPHONES - ZONING	11/05/2026	39.02	39.02	11/12/2026		100
17506	CELLCOM	666590	CELLPHONE - MARINA	11/05/2026	73.44	73.44	11/12/2026		690
17506	CELLCOM	666969	CELLPHONES- W	11/05/2026	296.36	296.36	11/12/2026		610
17506	CELLCOM	666969	CELLPHONES- WW	11/05/2026	514.27	514.27	11/12/2026		620
17506	CELLCOM	666969	CELLPHONES- C	11/05/2026	61.01	61.01	11/12/2026		630
20007									
20007	DELTA DENTAL OF WIS	2643509	DENTAL INSURANCE - NOVEMB	10/22/2026	528.46	528.46	10/23/2026		100
20438									
20438	DEPT OF EMPLOYEE TRUS	11/01/2026-11/	HEALTH INS. - EMPLOYER AMT	11/12/2026	22,816.35	22,816.35	11/12/2026		100
20438	DEPT OF EMPLOYEE TRUS	11/01/2026-11/	HEALTH INS. - EMPLOYEE AMT	11/12/2026	4,026.41	4,026.41	11/12/2026		100
20438	DEPT OF EMPLOYEE TRUS	11/01/2026-11/	DENTAL INS. - EMPLOYER AMT	11/12/2026	878.34	878.34	11/12/2026		100
20438	DEPT OF EMPLOYEE TRUS	11/01/2026-11/	DENTAL INS. - EMPLOYEE AMT	11/12/2026	155.00	155.00	11/12/2026		100
20449									
20449	DOOR COUNTY ECONOMIC	6192	SUPPORT 2026	11/10/2026	3,776.92	3,776.92	11/12/2026		100
20455									
20455	DOOR COUNTY SHERIFF	2026-2800008	SHERIFF SECURITY FALL FES	10/23/2026	5,900.75	5,900.75	10/23/2026		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	1,789.94	1,789.94	10/19/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	1,789.94	1,789.94	10/19/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	418.62	418.62	10/19/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	418.62	418.62	10/19/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	3,315.24	3,315.24	10/28/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	3,315.24	3,315.24	10/28/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	775.34	775.34	10/28/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	775.34	775.34	10/28/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	7,430.22	7,430.22	10/19/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1024260	PRINT PAPER CHECK TO UPDA	10/19/2026	5,314.91	5,314.91	10/28/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1107260	PRINT PAPER CHECK TO UPDA	11/11/2026	2,801.38	2,801.38	11/11/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1107260	PRINT PAPER CHECK TO UPDA	11/11/2026	2,801.38	2,801.38	11/11/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1107260	PRINT PAPER CHECK TO UPDA	11/11/2026	655.16	655.16	11/11/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1107260	PRINT PAPER CHECK TO UPDA	11/11/2026	655.16	655.16	11/11/2026		100
20512	EFTPS - ONLINE 941 PAYME	PR1107260	PRINT PAPER CHECK TO UPDA	11/11/2026	4,264.11	4,264.11	11/11/2026		100
20514									
20514	ERC INC	ERC-IN-10396	EAP BENEFITS - ADMIN	11/03/2026	22.97	22.97	11/06/2026		100
20514	ERC INC	ERC-IN-10396	EAP BENEFITS - CLERK	11/03/2026	11.48	11.48	11/06/2026		100
20514	ERC INC	ERC-IN-10396	EAP BENEFITS - FINANCE	11/03/2026	11.48	11.48	11/06/2026		100
20514	ERC INC	ERC-IN-10396	EAP BENEFITS - PARKS & STRE	11/03/2026	57.42	57.42	11/06/2026		100
20514	ERC INC	ERC-IN-10396	EAP BENEFITS - WATER	11/03/2026	20.68	20.68	11/06/2026		610
20514	ERC INC	ERC-IN-10396	EAP BENEFITS - WASTEWATER	11/03/2026	41.35	41.35	11/06/2026		620
20514	ERC INC	ERC-IN-10396	EAP BENEFITS - COLLECTION	11/03/2026	6.89	6.89	11/06/2026		630
20514	ERC INC	ERC-IN-10396	EAP BENEFITS - MARINA	11/03/2026	11.48	11.48	11/06/2026		690
30104									
30104	VOLODYMYR GANNIK	Nov Reimb	SUPPORT AI ASSISTANT FOR FI	11/06/2026	215.86	215.86	11/06/2026		100
30620									
30620	FIRELINE SPRINKLER	13160	FIRE SPRINKLER INSPECTION -	11/06/2026	475.00	475.00	11/06/2026		100
30701									
30701	FRONTIER	090205-5 10-2	VH ELEVATOR PHONE	10/25/2026	7.00	7.00	11/06/2026		100
30701	FRONTIER	920159001412	PHONES-W	10/25/2026	131.16	131.16	11/06/2026		610
30701	FRONTIER	920159001412	PHONES-WW	10/25/2026	131.16	131.16	11/06/2026		620
30750									
30750	GOING CO INC	123964 11/1/20	RECYCLE- MARINA	11/01/2026	174.04	174.04	11/12/2026		690
30750	GOING CO INC	123964 11/1/20	GARBAGE- MARINA	11/01/2026	528.23	528.23	11/12/2026		690
30750	GOING CO INC	123997 11/1/20	VILLAGE GARBAGE	11/01/2026	14,929.10	14,929.10	11/12/2026		100
30750	GOING CO INC	123997 11/1/20	VILLAGE RECYCLING	11/01/2026	3,036.63	3,036.63	11/12/2026		100
30750	GOING CO INC	123997 11/1/20	SBAA- FALL FEST	11/01/2026	1,950.60	1,950.60	11/12/2026		100
30750	GOING CO INC	125523 11/1/20	GARBAGE - MAINT	11/01/2026	100.75	100.75	11/12/2026		100
30750	GOING CO INC	125523 11/1/20	RECYCLING - MAINT	11/01/2026	165.17	165.17	11/12/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
30750	GOING CO INC	325803 11/1/20	RECYCLING - FIRE STATION	11/01/2026	118.99	118.99	11/12/2026		100
30750	GOING CO INC	326218	WWTP RUBBISH REMOVAL	11/01/2026	175.73	175.73	11/12/2026		620
30751									
30751	GREAT-WEST TRUST COMP	PR1024260	Great West Deferred Comp. DEF	10/28/2026	185.00	185.00	10/28/2026		100
30751	GREAT-WEST TRUST COMP	PR1024260	Great West Deferred Comp. DEF	10/28/2026	125.00	125.00	10/28/2026		100
30751	GREAT-WEST TRUST COMP	PR1107260	Great West Deferred Comp. DEF	11/11/2026	185.00	185.00	11/11/2026		100
30751	GREAT-WEST TRUST COMP	PR1107260	Great West Deferred Comp. DEF	11/11/2026	125.00	125.00	11/11/2026		100
31809									
31809	HSABANK	November 202	NOVEMBER 2026 EMPLOYER A	11/12/2026	5,847.56	5,847.56	11/12/2026		100
34850									
34850	HOCKERS EXCAVATING IN	4626	TON	10/07/2026	120.00	120.00	10/23/2026		100
34850	HOCKERS EXCAVATING IN	4626	SMALL TRUCK FEE	10/07/2026	75.00	75.00	10/23/2026		100
40963									
40963	INSPECTION SPECIALISTS	Oct 2026	BUILDING INSPECTION - OCT '2	11/05/2026	6,266.46	6,266.46	11/06/2026		100
41218									
41218	AIRGAS	5528180845	RENTAL FOR ARGON, ACETYLE	10/31/2026	77.49	77.49	11/12/2026		620
41316									
41316	MARCO INC	43313988	GENERAL COPIES	10/21/2026	319.10	319.10	10/23/2026		100
41316	MARCO INC	43313988	ZONING COPIES	10/21/2026	24.14	24.14	10/23/2026		100
41316	MARCO INC	43313988	STR COPIES	10/21/2026	7.12	7.12	10/23/2026		100
41316	MARCO INC	43313988	PUBLIC WORKS COPIES	10/21/2026	44.88	44.88	10/23/2026		100
41316	MARCO INC	43313988	MARINA COPIES	10/21/2026	.62	.62	10/23/2026		690
41316	MARCO INC	INV15909095	UTILITIES COPIES - W	11/02/2026	22.06	22.06	11/12/2026		610
41316	MARCO INC	INV15909095	UTILITIES COPIES - WW	11/02/2026	38.28	38.28	11/12/2026		620
41316	MARCO INC	INV15909095	UTILITIES COPIES - C	11/02/2026	4.54	4.54	11/12/2026		630
41319									
41319	MAY'S SPORT CENTER	20266522	1-603299 GAUGE WHEEL	10/12/2026	131.94	131.94	10/23/2026		100
41319	MAY'S SPORT CENTER	20266522	98-5967 SPACER-WHEEL	10/12/2026	14.99	14.99	10/23/2026		100
41319	MAY'S SPORT CENTER	20266522	133-2128 SPACER TUBE	10/12/2026	31.98	31.98	10/23/2026		100
41319	MAY'S SPORT CENTER	20266522	133-2129 SHAFTING TUBE	10/12/2026	27.98	27.98	10/23/2026		100
41322									
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - BOARD	10/30/2026	16.75	16.75	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - ADMIN	10/30/2026	67.79	67.79	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - CLERK	10/30/2026	23.03	23.03	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - FINANCE	10/30/2026	25.13	25.13	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	GEN LIAB - CRIME	10/30/2026	54.10	54.10	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	GEN LIAB - GENERAL	10/30/2026	1,857.20	1,857.20	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - DPW	10/30/2026	2,399.33	2,399.33	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	AUTO - PUBLIC WORKS	10/30/2026	643.00	643.00	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	AUTO - TRANSPORTATION	10/30/2026	363.00	363.00	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - TRANSPOR	10/30/2026	92.12	92.12	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - ANIMAL CO	10/30/2026	10.07	10.07	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - ZONING	10/30/2026	5.85	5.85	10/30/2026		100
41322	MC CLONE	Qtr 4 2026	GEN LIAB - TKH	10/30/2026	105.20	105.20	10/30/2026		205
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - TKH	10/30/2026	139.58	139.58	10/30/2026		205
41322	MC CLONE	Qtr 4 2026	GEN LIAB - WATER	10/30/2026	394.20	394.20	10/30/2026		610
41322	MC CLONE	Qtr 4 2026	AUTO - WATER	10/30/2026	166.00	166.00	10/30/2026		610
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - WATER	10/30/2026	523.16	523.16	10/30/2026		610
41322	MC CLONE	Qtr 4 2026	GEN LIAB - WASTEWATER	10/30/2026	902.75	902.75	10/30/2026		620
41322	MC CLONE	Qtr 4 2026	AUTO - WASTEWATER	10/30/2026	685.00	685.00	10/30/2026		620
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - WASTEWAT	10/30/2026	1,196.84	1,196.84	10/30/2026		620
41322	MC CLONE	Qtr 4 2026	GEN LIAB - COLLECTION	10/30/2026	135.30	135.30	10/30/2026		630
41322	MC CLONE	Qtr 4 2026	AUTO - COLLECTION	10/30/2026	107.00	107.00	10/30/2026		630
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - COLLECTIO	10/30/2026	179.49	179.49	10/30/2026		630
41322	MC CLONE	Qtr 4 2026	GEN LIAB - MARINA	10/30/2026	1,080.25	1,080.25	10/30/2026		690
41322	MC CLONE	Qtr 4 2026	NARINA	10/30/2026	29.00	29.00	10/30/2026		690
41322	MC CLONE	Qtr 4 2026	WORK COMP INS - MARINA	10/30/2026	1,416.86	1,416.86	10/30/2026		690

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
51410									
51410	NAPA STURGEON BAY	366866	OIL FIL	10/14/2026	11.02	11.02	10/23/2026		100
61547									
61547	ORKIN PEST CONTROL INC	304008557	ADMIN BLDG PEST CONTROL	10/08/2026	131.13	131.13	10/23/2026		100
61614									
61614	PENINSULA PULSE	39779	HELP WANTED AD- BOARD/CO	10/01/2026	202.94	202.94	10/23/2026		100
61614	PENINSULA PULSE	39807	RFP- MARINA	10/01/2026	352.48	352.48	10/23/2026		690
61630									
61630	PIGGLY WIGGLY	4090 11/3/2026	VILLAGE BOARD MEETING/TRA	11/03/2026	198.35	198.35	11/12/2026		100
61630	PIGGLY WIGGLY	4090 11/3/2026	BENEFITS/HR MEETING	11/03/2026	30.00	30.00	11/12/2026		100
61630	PIGGLY WIGGLY	4090 11/3/2026	ICE SAMPLES WATER	11/03/2026	6.50	6.50	11/12/2026		610
61630	PIGGLY WIGGLY	4090 11/3/2026	UTILITY SUPPLIES	11/03/2026	41.34	41.34	11/12/2026		620
61630	PIGGLY WIGGLY	4090 11/3/2026	PLATES	11/03/2026	7.57	7.57	11/12/2026		620
61630	PIGGLY WIGGLY	4090 11/3/2026	PAPER TOWELS- WWTP	11/03/2026	13.39	13.39	11/12/2026		620
61630	PIGGLY WIGGLY	4090 11/3/2026	UTILITY LAB SUPPLIES	11/03/2026	72.24	72.24	11/12/2026		620
71920									
71920	SISTER BAY ADVANCEMEN	3073	QUARTER 3 SUPPORT 2026	10/28/2026	17,920.67	17,920.67	10/30/2026		100
71920	SISTER BAY ADVANCEMEN	3499	MOP PADS FOR SHUTTLE	10/28/2026	21.19	21.19	10/30/2026		100
71931									
71931	SISTER BAY PETRO	September 202	VILLAGE GAS	11/03/2026	1,005.65	1,005.65	11/06/2026		100
71931	SISTER BAY PETRO	September 202	UTILITY GAS - W	11/03/2026	81.02	81.02	11/06/2026		610
71931	SISTER BAY PETRO	September 202	UTILITY GAS - WW	11/03/2026	140.58	140.58	11/06/2026		620
71931	SISTER BAY PETRO	September 202	UTILITY GAS - C	11/03/2026	16.68	16.68	11/06/2026		630
72997									
72997	MARMIC FIRE & SAFETY C	D727028	ANNUAL INSP./MAINT. - VILLAG	07/25/2026	160.60	160.60	11/06/2026		100
72997	MARMIC FIRE & SAFETY C	D727031	ANNUAL INSP./MAINT. - SPORT	07/28/2026	136.30	136.30	11/06/2026		100
72997	MARMIC FIRE & SAFETY C	D727032	FIRE EXT. MAINT./INSP.- PW BL	07/28/2026	280.55	280.55	11/06/2026		100
73003									
73003	VERIZON BUSINESS	06817107	VILLAGE PHONE - LONG DISTA	11/09/2026	.30	.30	11/12/2026		100
80005									
80005	WARNING LITES	1126-80132	FALL FEST TRAFFIC CONTROL	11/06/2026	2,803.00	2,803.00	11/06/2026		100
81988									
81988	WARNER-WEXEL LLC	255510, 25578	CUSTODIAL SUPPLIES	11/02/2026	38.61	38.61	11/06/2026		690
82350									
82350	WI PUBLIC SERVICE	6119611025	WELL #3 - SISTER BAY	10/14/2026	829.06	829.06	10/23/2026		610
82350	WI PUBLIC SERVICE	6119611025	WELL #3 - LGUD	10/14/2026	276.35	276.35	10/23/2026		610
82350	WI PUBLIC SERVICE	6134236065	STREET LIGHTS	10/26/2026	1,432.16	1,432.16	11/06/2026		100
82350	WI PUBLIC SERVICE	6139011533 Uti	ELECTRICITY - INFO BOOTH	10/28/2026	37.63	37.63	11/06/2026		100
82350	WI PUBLIC SERVICE	6139011533 Uti	ELECTRICITY - WATER	10/28/2026	1,062.18	1,062.18	11/06/2026		610
82350	WI PUBLIC SERVICE	6139011533 Uti	ELECTRICITY - WASTEWATER	10/28/2026	5,477.06	5,477.06	11/06/2026		620
82350	WI PUBLIC SERVICE	6139011533 Uti	ELECTRICITY - COLLECTION	10/28/2026	374.02	374.02	11/06/2026		630
82350	WI PUBLIC SERVICE	6142594502	FUTURE FACILITIES SITE	10/30/2026	17.60	17.60	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	MAINTENANCE BLDG	10/30/2026	37.54	37.54	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	VILLAGE HALL	10/30/2026	193.21	193.21	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	FIRE STATION	10/30/2026	981.71	981.71	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	ADMIN BLDG	10/30/2026	177.30	177.30	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	STREET LIGHTS	10/30/2026	289.27	289.27	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	PARKS	10/30/2026	157.85	157.85	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	SPORTS COMPLEX	10/30/2026	206.20	206.20	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	BIKE TRAIL LIGHTS	10/30/2026	97.41	97.41	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	SWALE PUMP	10/30/2026	46.98	46.98	11/06/2026		100
82350	WI PUBLIC SERVICE	6142594502	DOCKS	10/30/2026	835.88	835.88	11/06/2026		690
100091									
10009	BADGER METER INC	80256469	ORION CELLULAR UNITS-W	10/28/2026	110.11	110.11	11/06/2026		610
10009	BADGER METER INC	80256469	ORION CELLULAR UNITS-LGUD	10/28/2026	60.72	60.72	11/06/2026		610
10009	BADGER METER INC	80256469	ORION CELLULAR UNITS-WW	10/28/2026	191.06	191.06	11/06/2026		620
10009	BADGER METER INC	80256469	ORION CELLULAR UNITS-C	10/28/2026	22.67	22.67	11/06/2026		630

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
100276									
10027	DIGGERS HOTLINE INC	261 0 38501	LOCATOR SERVICE	10/31/2026	42.10	42.10	11/12/2026		610
100336									
10033	DORNER PRODUCTS INC	522223	WW- SLUDGE VALVE REPAIR	10/07/2026	1,750.00	1,750.00	10/30/2026		620
100406									
10040	FERGUSON WATERWORKS	0488339	BALL VALVES	09/29/2026	1,457.00	1,457.00	10/30/2026		610
10040	FERGUSON WATERWORKS	0488339	VALVE BOX RISER	09/29/2026	60.80	60.80	10/30/2026		610
100491									
10049	HAWKINS INC	7597739	CHLORINE CYLINDER RENTAL	10/15/2026	10.00	10.00	10/23/2026		610
100516									
10051	INNOVATIVE PRINTING LLC	41844	MARINA DECALS	11/02/2026	1,363.00	1,363.00	11/06/2026		690
10051	INNOVATIVE PRINTING LLC	42099	MARINA LAUNCH ENVELOPES	11/10/2026	197.00	197.00	11/12/2026		690
100541									
10054	ITU ABSORB TECH	8807877	RAGS- W	10/13/2026	12.64	12.64	10/23/2026		610
10054	ITU ABSORB TECH	8807877	WWTP LAUNDRY SERVICE	10/13/2026	74.62	74.62	10/23/2026		620
10054	ITU ABSORB TECH	8807877	RAGS- WW	10/13/2026	21.95	21.95	10/23/2026		620
10054	ITU ABSORB TECH	8807877	RAGS- C	10/13/2026	2.60	2.60	10/23/2026		630
100731									
10073	NCL OF WISCONSIN INC	542389	LAB SUPPLIES- DIG REMOTE B	10/12/2026	601.64	601.64	10/23/2026		620
10073	NCL OF WISCONSIN INC	542460	LAB CHEMICALS-PHOSPHORU	10/13/2026	309.55	309.55	10/23/2026		620
100761									
10076	NORTHERN LAKE SERVICE	2619581	DRINKING WATER SAMPLES	10/23/2026	96.40	96.40	10/30/2026		610
10076	NORTHERN LAKE SERVICE	2619700	DRINKING WATER SAMPLES	10/27/2026	850.00	850.00	10/30/2026		610
100781									
10078	ONE TIME VENDOR	Overpayment 3	OVERPAYMENT 3132.01	11/10/2026	214.83	214.83	11/12/2026		001
101207									
10120	DOOR COUNTY HARDWAR	101760 10/31/2	PW GEN SUPPLIES	11/01/2026	240.21	240.21	11/06/2026		100
10120	DOOR COUNTY HARDWAR	101760 10/31/2	SC- MINOR TOOLS	11/01/2026	694.99	694.99	11/06/2026		100
10120	DOOR COUNTY HARDWAR	101760 10/31/2	MINOR EQUIP -METERS	11/01/2026	13.98	13.98	11/06/2026		610
10120	DOOR COUNTY HARDWAR	101760 10/31/2	MISC- WATER	11/01/2026	9.98	9.98	11/06/2026		610
10120	DOOR COUNTY HARDWAR	101760 10/31/2	DOCK MAINT	11/01/2026	240.00	240.00	11/06/2026		690
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30384- FLASHLIGHTS- W	10/31/2026	40.00	40.00	11/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30384- PRIMER/CEMENT	10/31/2026	9.99	9.99	11/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30735- ELBOW, HARDWARE AN	10/31/2026	15.77	15.77	11/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30637- THERMOMETER	10/31/2026	8.99	8.99	11/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30350- WELL #3 FASTENERS F	10/31/2026	1.84	1.84	11/06/2026		610
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30437- DIPPED GLVS AND LEAF	10/31/2026	30.98	30.98	11/06/2026		620
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30913- FASTENERS FOR ULTRA	10/31/2026	8.65	8.65	11/06/2026		620
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30683- HITCH PIN	10/31/2026	3.99	3.99	11/06/2026		620
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30402- POTTING MIX	10/31/2026	9.99	9.99	11/06/2026		620
10120	DOOR COUNTY HARDWAR	502215 Util 10.	30384- FLASHLIGHTS- C	10/31/2026	39.99	39.99	11/06/2026		630
101216									
10121	HYDROCORP	CI-16575	COMMERCIAL CROSS CONNEC	11/01/2026	444.79	444.79	11/06/2026		610
10121	HYDROCORP	CI-16575	COMMERCIAL CROSS CONNEC	11/01/2026	11.21	11.21	11/06/2026		610
1001150									
10011	CORE & MAIN LP	BA35272	6EA 7' CURB BOX TAP 1 1/2, 1E	11/04/2026	920.00	920.00	11/12/2026		610
1001168									
10011	BAY STRIPING LLC	9	INTERSECTION	11/10/2026	310.00	310.00	11/12/2026		100
1001199									
10011	SPECTRUM ENTERPRISE	104064501110	PUBLIC WORKS - PHONE	11/01/2026	58.20	58.20	11/12/2026		100
10011	SPECTRUM ENTERPRISE	104064501110	VILLAGE HALL INTERNET	11/01/2026	187.82	187.82	11/12/2026		100
10011	SPECTRUM ENTERPRISE	104064501110	ADMIN- PHONE	11/01/2026	179.32	179.32	11/12/2026		100
10011	SPECTRUM ENTERPRISE	104064501110	ADMIN INTERNET	11/01/2026	160.00	160.00	11/12/2026		100
10011	SPECTRUM ENTERPRISE	104064501110	PUBLIC WORKS- INTERNET	11/01/2026	120.00	120.00	11/12/2026		100
10011	SPECTRUM ENTERPRISE	104064501110	PHONE -SPORTS COMPLEX	11/01/2026	29.11	29.11	11/12/2026		100
10011	SPECTRUM ENTERPRISE	104064501110	INTERNET- SPORTS COMPLEX	11/01/2026	170.00	170.00	11/12/2026		100
10011	SPECTRUM ENTERPRISE	104064501110	UTILITIES- APT FIBER - W	11/01/2026	29.10	29.10	11/12/2026		610

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10011	SPECTRUM ENTERPRISE	104064501110	UTILITIES- APT EI - W	11/01/2026	40.80	40.80	11/12/2026		610
10011	SPECTRUM ENTERPRISE	104064501110	UTILITIES- APT FIBER - WW	11/01/2026	29.10	29.10	11/12/2026		620
10011	SPECTRUM ENTERPRISE	104064501110	UTILITIES- APT EI - WW	11/01/2026	70.80	70.80	11/12/2026		620
10011	SPECTRUM ENTERPRISE	104064501110	UTILITIES- APT EI - C	11/01/2026	8.40	8.40	11/12/2026		630
10011	SPECTRUM ENTERPRISE	104064501110	MARINA- PHONE	11/01/2026	58.20	58.20	11/12/2026		690
10011	SPECTRUM ENTERPRISE	104064501110	MARINA- INTERNET	11/01/2026	330.00	330.00	11/12/2026		690
1001209									
10012	AMAZON CAPITAL SERVICE	17JF-4FHR-LH	CLERK- OFFICE SUPPLIES	09/28/2026	37.98	37.98	10/23/2026		100
10012	AMAZON CAPITAL SERVICE	17JF-4FHR-LH	GENERAL SUPPLIES- ELECTIO	09/28/2026	7.49	7.49	10/23/2026		100
10012	AMAZON CAPITAL SERVICE	19XC-CF1R-X7	1DEWALT 60-GALLON STATION	11/06/2026	1,252.24	1,252.24	11/12/2026		100
10012	AMAZON CAPITAL SERVICE	1FNC-JXTG-D	COPY PAPER	11/05/2026	51.96	51.96	11/12/2026		100
10012	AMAZON CAPITAL SERVICE	1NX4-FDCH-D	COPY PAPER	11/05/2026	51.96	51.96	11/12/2026		100
10012	AMAZON CAPITAL SERVICE	1NX4-FDCH-D	QUALITY PARK DAB-N-SEAL EN	11/05/2026	20.70	20.70	11/12/2026		100
10012	AMAZON CAPITAL SERVICE	Credit#111-818	MARINA CREDIT- OF: TN227 TO	10/01/2026	34.59-	34.59-	10/23/2026		690
1001218									
10012	CHARLES S WOOD	#2	MARINA POST PAINTING	10/21/2026	1,635.00	1,635.00	10/23/2026		690
1001234									
10012	MIDWEST CHEMICAL & EQ	8526	POLYMER	11/05/2026	2,660.63	2,660.63	11/12/2026		620
1001236									
10012	CONWAY OLEJNICZAK & JE	75582	VILLAGE MATTERS-RJN- EMPL	10/20/2026	3,240.00	3,240.00	10/23/2026		100
10012	CONWAY OLEJNICZAK & JE	75582	VILLAGE MATTERS-RWT- EMPL	10/20/2026	7,143.50	7,143.50	10/23/2026		100
10012	CONWAY OLEJNICZAK & JE	75582	ZONING MATTER	10/20/2026	2,205.00	2,205.00	10/23/2026		100
1001238									
10012	ADVANCE AUTO PARTS	14666-460134	WELL GENERATOR BATTERIES	10/27/2026	852.36	852.36	11/06/2026		610
10012	ADVANCE AUTO PARTS	14666-460134	PLANT GENERATOR BATTERIE	10/27/2026	630.84	630.84	11/06/2026		620
1001242									
10012	ZUCCHETTI NORTH AMERI	45208	LODGICAL SUBSCRIPTION - MA	11/02/2026	194.00	194.00	11/06/2026		690
1001246									
10012	CHURCH ENTERPRISES LL	8464	PARKS- LAWN MOVER TIRE RE	10/30/2026	36.50	36.50	11/12/2026		100
1001271									
10012	IDEXX DISTRIBUTION INC	3214265590	WATER TESTING SUPPLIES	11/10/2026	35.38	35.38	11/12/2026		610
1001288									
10012	WI SCTF	C.S. PR111320	CHILD SUPPORT - 11/13/2026 P	11/11/2026	262.61	262.61	11/12/2026		100
10012	WI SCTF	CS PR 103020	CHILD SUPPORT - 10/30/2026 P	10/28/2026	262.61	262.61	10/30/2026		100
1001289									
10012	INTEGRATED PROCESS SO	SI003661	WWTP PLC- CHANGE PLC PRO	10/21/2026	9,520.00	9,520.00	10/23/2026		620
1001307									
10013	BAY VERTE MACHINERY IN	614711-00	TOOLS-W	10/16/2026	703.86	703.86	10/23/2026		610
10013	BAY VERTE MACHINERY IN	614711-00	TOOLS-WW	10/16/2026	1,221.40	1,221.40	10/23/2026		620
10013	BAY VERTE MACHINERY IN	614711-00	TOOLS-C	10/16/2026	144.91	144.91	10/23/2026		630
1001312									
10013	STANTEC CONSULTING SE	2635492	VILLAGE OF SISTER BAY ENGI	11/12/2026	137.25	137.25	11/12/2026		100
10013	STANTEC CONSULTING SE	2635492	VILLAGE OF SISTER BAY ENGI	11/12/2026	366.00	366.00	11/12/2026		100
10013	STANTEC CONSULTING SE	2635492	PIGGLY WIGGLY WATER AND S	11/12/2026	137.25	137.25	11/12/2026		620
1001335									
10013	HUMAN RESOURCES CON	19208	SAMM - BENEFITS AND PAYRO	10/16/2026	1,236.70	1,236.70	10/23/2026		100
10013	HUMAN RESOURCES CON	19274	HR CONSULTING	10/31/2026	637.50	637.50	11/06/2026		100
1001346									
10013	SISTER BAY BP	Oct 2026	VILLAGE GAS	11/02/2026	1,350.61	1,350.61	11/12/2026		100
10013	SISTER BAY BP	Sept 2026 SB-	VILLAGE GAS	10/22/2026	377.34	377.34	10/23/2026		100
1001347									
10013	Rae-Cor Distributing	061508	TOILET TISSUE 2-PLY 9" 10 CSP	09/21/2026	294.60	294.60	11/12/2026		100
10013	Rae-Cor Distributing	061508	SINGLEFOLD EMPRESS 9. 125	09/21/2026	54.88	54.88	11/12/2026		100
10013	Rae-Cor Distributing	061508	MISC CHARGES	09/21/2026	4.95	4.95	11/12/2026		100
10013	Rae-Cor Distributing	061508	HAND SOAP TIDY FOAM LUXUR	09/21/2026	118.70	118.70	11/12/2026		100
10013	Rae-Cor Distributing	061508	GLOVES SEMPERFORCE NITRI	09/21/2026	89.10	89.10	11/12/2026		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001364									
10013	MetLife	Cust#268973 S	VISION 11/2026	11/10/2026	160.06	160.06	11/12/2026		100
1001365									
10013	Sarah Bertges	NOV 2026	VILLAGE BOARD OFFICE SUPP	11/10/2026	59.07	59.07	11/12/2026		100
1001375									
10013	Caliber Collision	3804001400	INSURRANCE DEDUCTIBLE	10/30/2026	500.00	500.00	11/06/2026		100
1001378									
10013	Dan's Door Co Blooms	191	POST OFFICE HOURS	11/01/2026	600.00	600.00	11/06/2026		100
10013	Dan's Door Co Blooms	191	VILLAGE HALL HOURS	11/01/2026	300.00	300.00	11/06/2026		100
10013	Dan's Door Co Blooms	191	MARINA HOURS	11/01/2026	200.00	200.00	11/06/2026		100
1001387									
10013	Public Administration Associat	C-26-114	STRATEGIC PLANING SERVICE	11/06/2026	4,916.66	4,916.66	11/06/2026		100
1001393									
10013	Ashley's Property Maintenanc	8521	PRESSURE WASH PIERS	10/29/2026	6,825.00	6,825.00	10/30/2026		690
Grand Totals:					251,395.50	251,395.50			

Dated: 11/13/2026

Staff: Volodymyr Gaarde

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 10/17/2026-11/13/2026

Follow link below for more reports:
https://acrobat.adobe.com/id/
urn:aaid:sc:VA6C2:542f3c96-8ed3-479a-905c-509cf3d179f2

STAFF REPORT

Date: November 14, 2026

To: Village Board

From: **Julie Thyssen, Village Clerk**

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

Background

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

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

Village Ordinance Requirements

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

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

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

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

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

License Availability and Next Steps

Pursuant to the ordinance, the Village will:

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

Board Action

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

AWARDING AVAILABLE "CLASS B" LIQUOR LICENCES

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

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

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

Required Documentation:

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

VILLAGE HALL PLANNING TASK FORCE MEETING MINUTES
Wednesday, October 28, 2026
(Approval Pending)

1. Call to Order
Chairperson Champeau called the Village Hall Planning Task Force to order. Present: Chairperson/Trustee Champeau, Trustee White, Van Gemert. Administrative Assistant Bertges was also present. Absent: Hanson (excused). A quorum was established.
The October 28, 2026, meeting of the Village Hall Planning Task Force was called to order by Committee Chairperson Patrice Champeau at 4:01 P.M.

Present: Patrice Champeau, Brigid White, Kathleen Van Gemert. Doug Hanson was excused.

Staff: Administrative Assistant Sarah Bertges, Parks and Streets Director Erik Linczmaier

Others: Abby Doobie, Erin Peddle, John Lijewski, Steve Bacsi, Paula Anschutz. Via Zoom: Paige Funkhouser

2. Approval of Agenda
Motion to approve the agenda as presented was made by White and second by Van Gemert. The motion carried - all ayes.

3. Approval of Minutes – April 15, 2025
Motion to approve the minutes of April 15, 2025 as presented, was made by Champeau and second by Van Gemert. The motion carried - all ayes.

4. Comments, Correspondence and Concerns from the Public
Bertges reported that correspondence from the Sister Bay Advancement Association (SBAA) was included in the meeting packet. Public comment on the Village Hall's future was held for discussion under Item 5.

5. Discussion/Action Items:
a) Sister Bay Advancement Association (SBAA) Request to Explore Use of Village Hall for Office Space
Abby Doobie of the SBAA read the Association's letter into the record. The letter outlined two options for the task force to consider:

- Option 1: Incorporate the SBAA into the previously drawn renovation plans (Isaacson plans). The SBAA would occupy space for a visitor center and administrative office. It would contribute toward its share of construction costs in exchange for a reduced rental rate and a long-term lease.
- Option 2: If no renovation proceeds, the SBAA would lease the entire building long term.

The SBAA also requested information on the findings of the North Star environmental testing, any remediation completed, cost estimates for remediation and ADA compliance, and a potential timeline. Ms. Doobie stated that the SBAA's current office lease had been extended one year. The SBAA nonetheless needed a stable, long-term home and was pursuing other opportunities that required a timely decision. The SBAA's preferred approach was shared space that remained available to the community. Ms. Doobie and SBAA representatives estimated the current visitor center at roughly 10' x 20' and the office and work area at roughly 20' x 30', plus event storage. Full-time staff numbered two, with a third seasonal employee. Visitor counts ranged from about 10 to 40 per day in

peak season, and the visitor center was closed in person during the off season. Paula Anschutz, SBAA Vice President, urged the village to treat the visitor center as a village priority, and noted that other area tourism bodies typically receive space or other in-kind support from their municipalities. White explained that the draft capital budget included funds for planning and engineering in 2028, with renovation beginning in 2029. The funds had previously been scheduled for 2027. They were moved because of the administration building, marina, trail and downtown triangle projects. White advised that members of the public could write letters to the Village Board and Finance Committee to request that the funds be moved up. White said she supported a one-year interim lease for the SBAA, and would support a small addition or "bump out" to the building as a permanent home for the SBAA and visitor center. She did not support dedicating the existing hall to the SBAA in a way that removed it from public use, and asked the SBAA to provide a visual layout of its space needs.

Champeau stated that the ceiling, restrooms, ADA access and entrance were priorities, and that she hoped to proceed in phases. She expressed concern about losing community use of the hall (including Scouts, Pride events, art fairs and holiday events). She said she would support the SBAA only if it shared the space with a proposed heritage exhibit honoring prominent citizens. She added that the Historical Society's barn project could accommodate some community events.

John Lijewski spoke in support of preserving the building's historic character, a more conservative design than the earlier plans, an improved accessible entrance and restrooms, and the SBAA's location in the village center. He recommended that an architect prepare a concept plan and cost estimate incorporating the SBAA's needs. Van Gemert asked about the lease term sought and expressed doubt that the barn project would be ready to absorb displaced events. Van Gemert said she was open to an addition connected to the building. Linczmaier reported that the basement was dry and secured and that asbestos and mold had been remediated.

The task force requested the following from the SBAA, to be submitted through Bertges:

- measurements of current and projected space needs
- historical visitor traffic numbers
- parking and restroom needs

Champeau stated that the item would be postponed so the task force could gather more information and review the plans. No formal action was taken. The consensus favored exploring a possible addition for the SBAA while preserving the hall for public use. The task force would consider an interim lease request and a recommendation to the Village Board at a later meeting.

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

The SBAA's potential use of the Village Hall and future plans for the Village Hall will be placed on a future agenda. The next meeting is anticipated after Thanksgiving, with the date to be set and a Zoom option under consideration. Members of the public were encouraged to submit letters to the Village Board and Finance Committee supporting planning funds in 2027.

7. Adjournment

A motion was made by White, second by Champeau to adjourn the October 28, 2026, meeting of the Village Hall Planning Task Force at 5:14 P.M. Motion carried – all ayes.

Respectfully submitted, Sarah Bertges Administrative Assistant

SBAA Staff Report

Period : May 2026
Presented: July 2026

Room Tax 2026

Sister Bay

May ▲ **+9.7%** to LY

Year to Date ▲ **+5.1%** to LY

Door County

May ▲ **5.1%** to LY

Year to Date ▲ **+1.3%** to LY

Occupancy 2026

Sister Bay - May

Available Units .....LY 17,406 vs TY 17,407 ▲ **+.005%**

Occupancy .....TY 41% vs LY 40% ▲ **+2.5%**

Avg. Room Rate ..... TY $230 vs LY $215 ▲ **+6.9%**

Door County - May

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

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

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

Marketing Report

Website Traffic | sisterbay.com

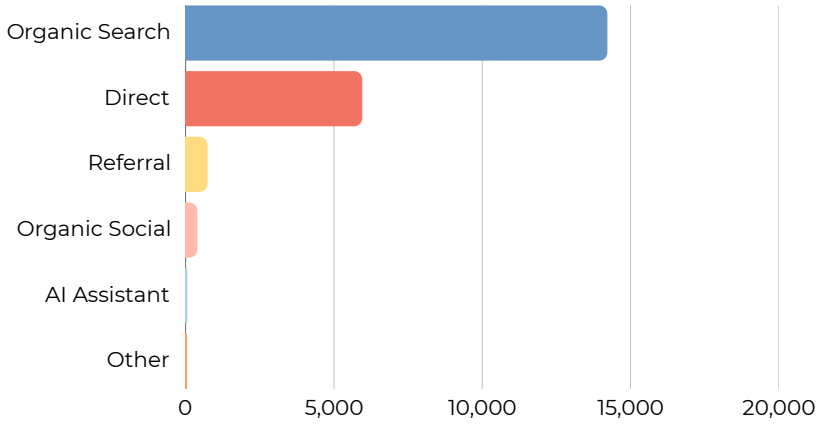
June *1 - June 30, 2026*

Active Users
12,615 ↓ 3.5% YoY

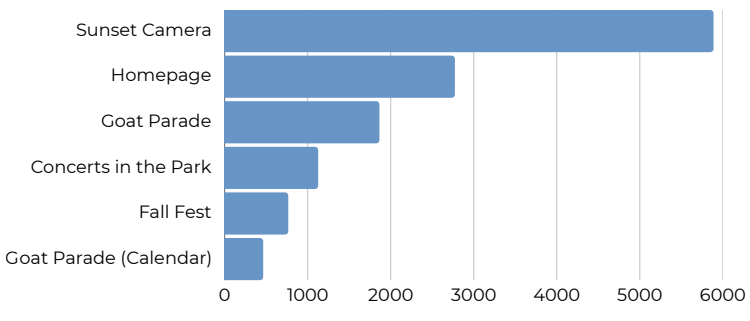
Total Sessions
21,278 ↑ 2.18% YoY

Average Session Duration
2m 26s

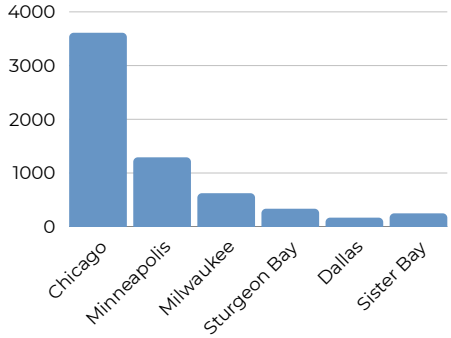
Traffic Acquisition (by Sessions)



Top Performing Pages (Sessions)



Top Cities (Active Users)



Marketing Report Cont.

Period : June 2026
Presented: July 2026

Social Media Performance

Facebook | June 1 - June 30, 2026

Views (Total)	Views (Organic)	Content Interactions	Total Followers
457,604	**419,169**	**9,144**	**35,061**
↑ 26.9% YoY	↑ 78.9% YoY	↑ 19.7% YoY	*490 New Followers (Net)*

Top Content by Views



SAVE THE DATES ☀️ Summer in Sister Ba...
Wed May 27, 5:14pm
133.6K ♥ 1.3K
18 ↗ 266



How lucky are we to have one of the best...
Tue Jun 16, 2:04pm
120.7K ♥ 2.6K
155 ↗ 298



Tomorrow's the day! 🐐 The goat parade star...
Fri Jun 12, 1:12pm
63.6K ♥ 927
18 ↗ 54



The first gnomes of the season are here just i...
Mon Jun 8, 4:58pm
48.8K ♥ 847
20 ↗ 71



Pride was on full display at the Sister...
Wed Jun 17, 1:04pm
48.9K ♥ 1.8K
162 ↗ 43

Instagram | June 1 - June 30, 2026

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

Views	Content Interactions	Reach	Total Followers
235,320	**13,106**	**72,247**	**16,903**
		↑ 195.2% YoY	*709 New Followers (Net)*

Top Content by Views



The best way to kick off summer in Sister...
Sat Jun 13, 9:37pm
60.8K ♥ 2.1K
12 ↗ 1.2K



How lucky are we to have one of the best...
Tue Jun 16, 2:04pm
120.7K ♥ 2.6K
155 ↗ 298



Tonight is the first Yoga in the Park of th...
Mon Jun 22, 12:08pm
36.8K ♥ 537
16 ↗ 133



Happy first day of summer!☀️ What are...
Sun Jun 21, 12:59pm
12.3K ♥ 660
8 ↗ 124



It's officially 4th of July week! How will...
Mon Jun 29, 3:25pm
10.9K ♥ 407
5 ↗ 73

Staff Updates

Membership
We are initiating the membership process earlier this year to improve communication and invoicing. Members with two businesses will need to complete a renewal for each. Thank you to everyone who filled out the renewal form, allowing us to make necessary edits before reaching out to the general membership. We would like to implement a late fee for membership. A member paid their 2026 dues on 6/15/26 and though I would handle it more aggressively (professionally) than historically this would be a good system to put in place.

Village Agreement
The agenda for the July Village board meeting will be quite extensive, so our agreement has been rescheduled for the August meeting.

Utilites Club Car
Megan Barnes responded on June 29 regarding the use of the Utilities cart. They utilize it daily and wish to retain possession of it. We are permitted to use it for events when needed. We have started documenting any instances we use the cart.

Event Updates

Concerts and Movies (6/17-8/12)
After two rainouts, we finally held our first concert featuring Bacchus Lotus, followed by a rainy concert with Kyle Megna & the Monsoons. We had no rain for The Deep End but we did have to consider public health with the very unhealthy air quality. Thank you to the board members that have checked in with us during the concerts. You have all been helpful. We encourage everyone to come and enjoy a concert soon, they're a lot of fun!

Kite Day (6/27)
Weather was great. Turnout was slighty lower than last year. We wonder if we are competeing with Strawberry Fest for timing. They had new earlier hours this year and the event went from 9am-3pm.

Festival of Fine Arts (8/10)
We have 20 artists lined up and are seeking a volunteer for the kids' craft tent, to allow our staff to assist with other festival activities. PLEASE consider spending a few hours with us! The full-time commitment is from 9 AM to 4 PM, but we are open to shorter shifts if that works for you.

Marina Fest (9/5-6)
On June 25, we met with Dave Lineau from the Marina, who informed us about options for fireworks. Unfortunately, the cost of the barge he rents has more than doubled, and several vital resources have been cut, making that option unavailable. The Freedomfest fireworks were a great success, and we are optimistic that the Marina Fest fireworks will also impress.

We are actively working on securing more festival sponsors and have a meeting scheduled with the Fire Department to go over their involvement. John Blossom has taken the lead on the Wooden & Classic Boat Show, and we are developing his agreement. He wishes to sponsor Culinaria which would be located by Sputnik at the Marina Entrance. Blossom is enthusiastic, and we are thrilled to have him on our team.

Fall Fest (10/16-18)
We met via phone with the State Patrol to obtain guidance on our proposed road closure. We have submitted the closure request to the DOT and are currently awaiting new maps from Warning Lites for the final submission of the detour plan.

SBAA Staff Report

Period : June 2026
Presented: August 2026

Room Tax 2026

Sister Bay

June ▲ **+11.3%** to LY

Year to Date ▲ **+8.8%** to LY

Door County

May ▲ **5.1%** to LY

Year to Date ▲ **+1.3%** to LY

Occupancy 2026

Sister Bay - June

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

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

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

Door County - May

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

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

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

Marketing Report

Website Traffic | sisterbay.com

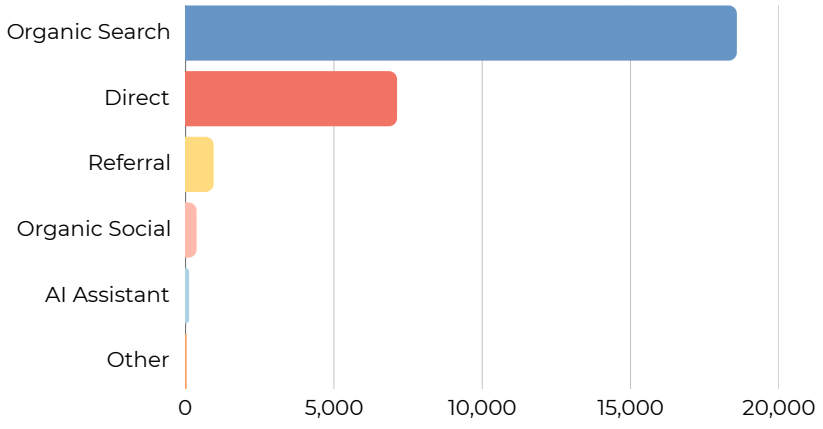
July *1 - July 31, 2026*

Active Users
15,503 ↓ 1.03% YoY

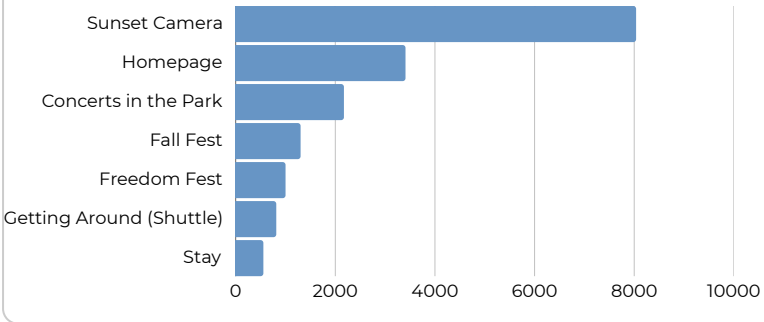
Total Sessions
27,303 ↑ 9.8% YoY

Average Session Duration
2m 51s

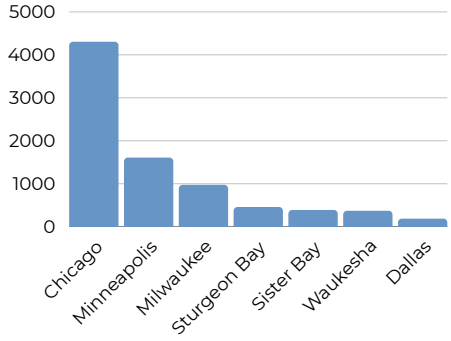
Traffic Acquisition (by Sessions)



Top Performing Pages (Sessions)



Top Cities (Active Users)



Marketing Report Cont.

Period : July 2026
Presented: August 2026

Social Media Performance

Facebook | July 1 - July 31, 2026

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

Top Content by Views



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



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



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



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



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

Instagram | July 1 - July 31, 2026

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

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

Top Content by Views



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



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



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



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



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

Staff Updates

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

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

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

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

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

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

Event Updates

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

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

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

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

SBAA BOARD OF DIRECTOR'S MEETING MINUTES
Thursday, October 22, 2026
NWTC Northern Door Campus- 2438 S. Bay Shore Drive
(Unapproved)

The October 22, 2026 meeting of the Sister Bay Advancement Association (SBAA) Board of Directors was called to order by Kit Butz, at 8:01 A.M.

1.Call to order/roll call

Present: Steve Bacsi, Kit Butz, Cora Doumouras, Tina Torcivia, Sarah White, Juan Ornelas, Nora Zacek, Drew Bickford

Absent, Excused: Ben Ehlert

Absent, Unexcused: Paula Anschutz

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

2.Approval of Agenda:
A motion was made by Zacek, seconded by Bickford to approve the agenda as presented for the October 22, 2026 meeting of the SBAA Board of Directors be approved. Motion carried- all ayes.

3.Approval of Minutes:
A motion was made by Bickford seconded by Zacek that the minutes for the September 24, 2026 regular monthly meeting of the SBAA Board of Directors be approved as presented. Motion carried- All ayes.

4. Financials:
White inquired about the amount of cash we have on hand. Doumouras noted some to hopefully be used for down-payment of future office space. Peddle stated Bacon wants enough cash on hand for 6-12 months operating expenses. Fall Fest expenses are still processing and not reflected yet. A motion was made by Doumouras, seconded by White that the financials for September 2026 be approved as presented. Motion carried- All ayes.

5. Village Board Report:
Bacsi informed board that Ben Andrews has resigned and the Village Board has finalized a separation agreement for his resignation. Looking to hire interim administrator while searching for a replacement. Strategic planning meetings with the board are scheduled for next week. The village clerk is temporarily monitoring incoming administrative emails and correspondence, while Bell will temporarily handle matters requiring executive approval. Joy Lang of Jerry's Flowers has been recognized for her years of beautifying the village with her flowers. The village board has approved the lowest bidder for the Marina project and might begin demolition as soon as mid-November.

6. Discussion/Action Item:

A. Committee updates:

1. HR Committee: Butz said no current update. They haven't met recently, but do have Google Doc going around with committee members. Hoping to have updated for the new year.

2. Policy Committee: Bickford stated that Doobie sent out proposed new bylaws to membership, which will be voted on at Fall Social gathering. Doobie said we have received one proxy so far.

B. Village Agreement: Terms related to waste removal and traffic control expenses remain subject to differing interpretations between staff and Village financial officer. A motion was made by White, seconded by Zacek to sign Agreement with village. Motion carried- All ayes.

7. Staff Reports:

A. Updates:

1. Room Tax & Occupancy: Doobie compared August numbers compared to YTD. Occupancy available room tax continues to go up. Occupancy availability for county has been down all year.

2. Marketing Report: Peddle stated overall traffic is up year after year. Facebook stats, especially views, are up. Content interactions are down a bit. Instagram is up across the board.

3. Office Space: Doobie reported that Al Johnson's has granted an additional year in the current location while the search for a permanent space continues. Butz, Doumouras, Peddle, and Doobie met with Nicolet to explore potential property purchases. Village Hall remains an option, pending feedback from the Task Force Committee. Doobie contacted Patrice Champeau, Brigid White, and Ben Andrews in July to express interest but has not received a response. Peddle hopes to meet with the Task Force Committee, and Doobie confirmed that both the Village Hall option and potential property purchases will continue to be pursued.

6. Fall Social

Fall Social will be held at Twelve Eleven on Monday, October 26, 2026. Emails went out to members about the bylaws to be voted on at meeting. Doors open at 5:30pm, voting at 6:00pm.

B. Festivals & Events:

1. Fall Fest: SBAA secured two Fall Fest trademarks for Door County Fall Fest and Sister Bay Fall Fest to prevent unauthorized merchandise sales. Looking for more insight into how to use them and how association members can also use them.

Friday canceled arts and crafts and Ferris Wheel due to weather. Vendors noted they had record sales on Saturday.

Ferris Wheel was cancelled on Saturday due to generator issues. Dorr and SBAA will be getting refunded. Parade was about an hour in length. Next year they don't want to accept day of registrants. Winning float was Peninsula Aquatics Center.

Two safety incidents occurred, including a spectator struck by football during parade and a woman who suffered a broken wrist at the soap box derby. Derby incident was reported to insurance, and additional safety measures were discussed for next year, particularly with the hay bales.

Ping ball drops were conducted from fire truck ladder. Hoping to come up with improved ideas for next year.

Zacek mentioned that the shuttle app wasn't working correctly during Saturday daytime, but outside of that it seemed to work well.

Bickford made note of how great this year's barricades worked.

2. Capture the Spirit – Doobie confirmed that Santa and reindeer are coming again and Santas fee will be donated to Door Cancer.

3. Al's Goat Drop –Butz explained this is a new event to take place of cherry drop. Will be held outside Stabbur. Will have heated tent that weekend. Peddle plans to continue marketing similar to previous years, centering around Sister Bay dining and shopping before the fireworks and goat drop.

4. Winter Wellness – Doobie and Peddle to sent out communication to local businesses if they are interested in signing up to participate in the event.

8. Green Tier Update: Anschutz not present. No update.

9.Items to be placed on a future agenda: Moving next two meetings due to holidays. They will be changed to November 19, 2026 to avoid Thanksgiving and December 17, 2026 to avoid Christmas Eve.

10.Next Meeting Thursday, November 19, 2026 at 8am at Sister Bay Historical Society (SBHS)

11.Adjourn

At 9:30 A.M. A motion was made by Butz and seconded by Bickford that the October 22, 2026 meeting of the SBAA Board of Directors be adjourned. Motion carried- All ayes.

SBAA MEMBERS MEETING MINUTES
Monday, October 26, 2026
Twelve Eleven Wine Bar + Provisions – 10339 Hwy 57
(Unapproved)

The October 26, 2026 meeting of the Sister Bay Advancement Association Members was called to order by Kit Butz, at 6:02 P.M.

1.Call to order/roll call

Present: Paula Anschutz, John Bacon, Drew Bickford, Tammy Bunette, Kit Butz, Mary Pat Carlson, Cora Doumouras, Ben Ehlert, John Frawley, Kelly Khemchandani, Scott McEvoy, Joan Mero, Kalli Mikkonen, Britta Nelson, Claudia Rudzinski, Steve Sohns, Tina Torcivia, Sophie Widman, Nora Zacek

Absent, Excused: Juan Ornelas, Sam Perlman, Paul Rhistau, Sarah White

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

1.Approval of Agenda:
A motion was made by Butz, seconded by Torcivia, to approve the agenda as presented for the October 26, 2026 meeting of the SBAA Members be approved. Motion carried- all ayes.

2. Discussion/Action Item:

1. Amended Bylaws: Butz noted the proposed amended bylaws had been distributed to all members via email prior to meeting, with the expectation that members had reviewed them in advance. A motion was made to approve the amended bylaws as presented. The motion carried – all ayes.

11.Adjourn

At 6:03 P.M. A motion was made by Butz and seconded by Ehlert that the October 26, 2026 meeting of the SBAA Members be adjourned. Motion carried- All ayes.

2026 Q3 Profit & Loss Report

Sister Bay Advancement Association (SBAA)

Q3 2026

Published on 18 Oct 2026

Basis of Preparation

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

Quarterly Profit & Loss Report

INCOME STATEMENT ($)	Q3 2026	Budget (Q3 2026)	This quarter vs budget ($)	Q3 2025	This quarter vs same quarter LY ($)
Revenue					
Membership Income					
4110 - Membership Dues	(325)	0	(325)	(300)	(25)
Member Advertising Income					
4123 - Map Income	0	0	0	300	(300)
4124 - Social Media Income	0	0	0	3,800	(3,800)
Total Member Advertising Income	**0**	**0**	**0**	**4,100**	**(4,100)**
4130 - Spring/Fall Dinner Income	650	0	650	(25)	675
Total Membership Income	**325**	**0**	**325**	**3,775**	**(3,450)**
Event Revenue					
4205 - Event Activity Income	1,770	1,550	220	564	1,207
4210 - Event Sponsorship Income	15,200	5,000	10,200	8,000	7,200
4220 - Event Donation	794	750	44	875	(82)
4230 - Event Vendor Fees	12,944	7,500	5,444	18,030	(5,086)
4235 - Event Arts & Crafts Booth Fees	4,150	2,200	1,950	3,525	625
4260 - Food & Beverage Sales	4,010	3,900	110	3,489	521
4270 - Merchandise Sales	359	790	(431)	322	37
Total Event Revenue	**39,226**	**21,690**	**17,536**	**34,805**	**4,421**
Direct Public Support					
4420 - SCP-Strategic Comm. Partnership	141,438	141,438	0	133,314	8,124
4430 - Village Contributions	17,921	17,579	341	17,067	853
4450 - General Donations	600	0	600	500	100
Total Direct Public Support	**159,959**	**159,018**	**941**	**150,882**	**9,078**
Total Revenue	**199,510**	**180,708**	**18,803**	**189,461**	**10,049**
Cost of Goods Sold					
5100 - COGS - Merchandise	12,952	0	12,952	9,785	3,167
5200 - COGS - Food & Beverage	485	700	(215)	615	(130)
Total Cost of Goods Sold	**13,438**	**700**	**12,738**	**10,400**	**3,038**
Gross Profit	**186,073**	**180,008**	**6,065**	**179,061**	**7,011**

	Q3 2026	Budget (Q3 2026)	This quarter vs budget ($)	Q3 2025	This quarter vs same quarter LY ($)
Expenses					
Advertising & Marketing					
6005 - Website Expense	740	600	140	540	200
6010 - Banner Expense	1,184	1,800	(616)	1,304	(120)
6011 - Brochure Expense	150	0	150	0	150
6012 - Poster Expense	1,408	1,600	(192)	1,327	81
6020 - Print Advertising Expense	2,173	1,395	778	2,821	(648)
6025 - Digital Advertising Expense	2,464	1,800	664	1,046	1,418
6030 - Radio Advertising Expense	336	400	(64)	550	(214)
6040 - Photography	613	3,700	(3,088)	275	338
6041 - Videography	0	2,000	(2,000)	0	0
6042 - Graphic Design Services	625	5,900	(5,275)	4,000	(3,375)
6045 - Sponsorship Expense	3,500	3,500	0	3,000	500
6049 - Other Advertising & Marketing Expense	76	0	76	0	76
Total Advertising & Marketing	**13,268**	**22,695**	**(9,427)**	**14,864**	**(1,596)**
6200 - Bank & Credit Card Fees	1	0	1	0	1
6210 - Payment Processing Fees	624	718	(94)	717	(94)
6260 - Charitable Contributions	0	0	0	300	(300)
6320 - Depreciation Expense	0	50	(50)	15	(15)
6360 - Fixed Assets Under $2500	1,273	2,200	(927)	1,226	46
6330 - Decorations	1,479	1,200	279	1,380	99
6335 - Gnomes Expense	793	1,000	(207)	641	152
6550 - Postage, Shipping & Freight	110	0	110	0	110
Gifts Expense					
6603 - Employee Gifts (Excludable from Taxable ...	30	0	30	0	30
Insurance					
6651 - Directors & Officers Insurance	113	129	(17)	107	5
6652 - Liability Insurance	2,018	2,053	(35)	1,786	232
6653 - Automobile Insurance	150	621	(471)	540	(390)
6654 - Umbrella Insurance	359	373	(14)	324	34
6655 - Workers Comp. Insurance	(115)	246	(361)	214	(329)
6656 - Commerical Property Insurance	163	151	11	137	25
6657 - Liquor Liability Insurance	100	110	(10)	95	5
6659 - Data Processing Insurance	38	41	(4)	36	2
6660 - Other Insurance Expense	(2)	0	(2)	0	(2)

	Q3 2026	Budget (Q3 2026)	This quarter vs budget ($)	Q3 2025	This quarter vs same quarter LY ($)
Total Insurance	**2,823**	**3,725**	**(901)**	**3,240**	**(416)**
Legal & Professional Fees					
6751 - Accounting Services	4,605	5,085	(480)	4,335	270
6850 - Licenses & Permits	(25)	50	(75)	76	(101)
Meals					
6901 - Member/Vendor Meals	20	500	(480)	361	(341)
6902 - Volunteer Meals	119	0	119	17	102
6903 - Board Meeting Meals	0	150	(150)	18	(18)
6904 - Employee Meals	1,212	970	242	432	780
Total Meals	**1,351**	**1,620**	**(269)**	**829**	**522**
6960 - Operating Supplies	181	200	(19)	92	89
Event Expense					
7105 - Event Supplies	482	50	432	315	167
7110 - Activity Expenses	2,287	1,950	337	11,430	(9,143)
7115 - Movie Fees	0	2,100	(2,100)	1,980	(1,980)
7120 - Performance Expense	27,940	17,738	10,202	23,325	4,615
7125 - Fireworks Expense	7,000	0	7,000	2,350	4,650
7145 - Prize Expense	469	750	(281)	502	(34)
7150 - Other Event Expenses	2,986	3,500	(514)	3,130	(144)
Total Event Expense	**41,163**	**26,088**	**15,076**	**43,032**	**(1,869)**
7200 - Rent Expense	3,246	3,246	0	3,262	(16)
7250 - Repairs & Maintenance (Non-Auto)	0	75	(75)	34	(34)
Salaries & Wages Expense					
7302 - Coordinator Payroll	20,191	16,740	3,451	14,308	5,883
7303 - Event Assistant Payroll	462	400	62	357	105
7304 - Info Center Payroll	13,473	15,950	(2,478)	12,024	1,449
7305 - Marketing Director Payroll	16,934	14,040	2,894	12,000	4,934
Total Salaries & Wages Expense	**51,060**	**47,130**	**3,930**	**38,689**	**12,371**
Payroll Taxes					
7310 - Payroll Taxes	1,169	0	1,169	0	1,169
7312 - Coordinator Payroll Taxes	1,103	1,304	(201)	1,095	9
7313 - Event Assistant Payroll Taxes	0	34	(34)	32	(32)
7314 - Info Center Payroll Taxes	829	1,339	(511)	1,088	(259)
7315 - Marketing Director Payroll Tax	925	1,098	(172)	918	7
Total Payroll Taxes	**4,026**	**3,775**	**251**	**3,133**	**893**

	Q3 2026	Budget (Q3 2026)	This quarter vs budget ($)	Q3 2025	This quarter vs same quarter LY ($)
7320 - Work Clothing/Uniforms	0	0	0	36	(36)
7340 - Software & Applications	1,436	2,353	(918)	1,114	322
Travel					
7501 - Transportation & Mileage Reimbursements	161	0	161	0	161
7510 - Conference & Convention Fees	0	1,700	(1,700)	0	0
Total Travel	**161**	**1,700**	**(1,539)**	**0**	**161**
Utilities					
7601 - Telephone/Internet	181	510	(329)	497	(316)
7602 - Cell Phone	625	1,020	(395)	616	10
Total Utilities	**807**	**1,530**	**(723)**	**1,113**	**(306)**
7900 - Shuttle Bus Expense	0	0	0	41	(41)
Total Expenses	**128,412**	**124,440**	**3,972**	**118,169**	**10,243**
Operating Profit	**57,660**	**55,568**	**2,092**	**60,892**	**(3,232)**
Other Income					
8900 - Gain/Loss on Sale of Assets	150	0	150	0	150
Other Expenses					
9500 - Cash Over & Short	2	0	2	0	2
Earnings Before Interest & Tax	**57,808**	**55,568**	**2,240**	**60,892**	**(3,084)**
Interest Income					
8100 - Interest Income	1,016	538	478	538	478
Earnings Before Tax	**58,825**	**56,106**	**2,719**	**61,431**	**(2,606)**
Net Income	**58,825**	**56,106**	**2,719**	**61,431**	**(2,606)**

Sister Bay/Liberty Grove Librarian's Report Recapping October 2026 Highlights – Submitted by Christina Johnson

In October, we shared three **Baby & Me storytimes** with families. Each week our numbers grew with participation. It's been wonderful seeing in addition to regulars attending (who have new little ones), also new families (who are parents for the first time) discovering and joining us as we continue this series. For October, the first session had 11 people, the second had 14, and the third session grew to 17! It's become a wonderful community of families that are getting to know each other through our Baby & Me Storytime series; gathering around good vibes and lots of learning going on.

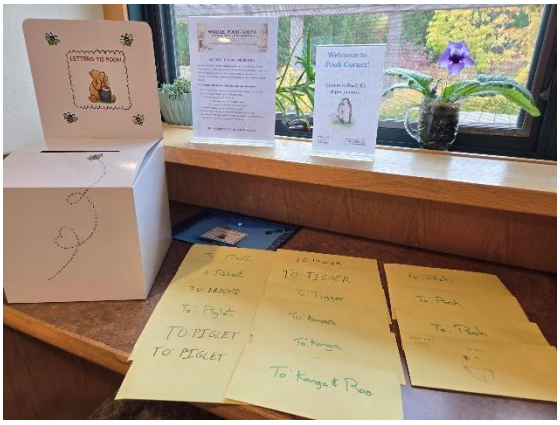


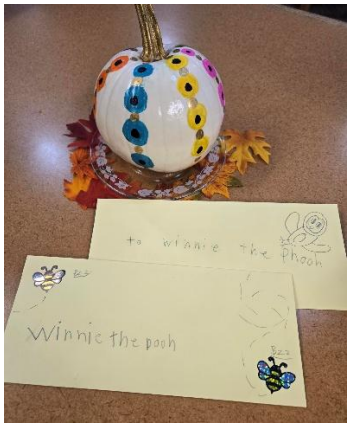


Winnie-Pooh-Looza was fun to host in October:

- We incorporated it into our **third storytime** of the month in several ways, including learning about bees and beehives.
- We also had **displays for check-out** of Winnie-The-Pooh books for all reading levels from board books to adult books, as well as kids nonfiction books about bears, hibernation, trees, tigers, owls, rabbits, bees, honey, rain, and more. As things checked out, we'd replace it with additional related in theme books.
- As for the **activity kits**, there were many that still needed homes. So in addition to promoting them within our location, I also partnered in outreach with the local daycare in Sister Bay and two senior living facilities in Door County as they were great matches for both our youth and elders in the community to do as activities for Pooh's 100 year anniversary season. I also shared a batch with Crossroads at Big Creek (who was one of the listed partners for the celebration) for their Trick-or-Treat event night.
    - In total, I had 320 to work with and was able to match 290 of the activity booklets out in October, with 30 remaining at our branch for those that come by in November yet if they missed it.
- For the countywide **Raffle to Win a Stuffy Bear,** our location had 17 entries.

- For the **Friends of DCL "Write a Letter to Pooh" campaign**, 44 kits went out to families from our branch, 19 filled out letters in envelopes to various Winnie-The Pooh characters were turned back in to our location for the countywide mailing initiative. 16 of them that returned to us were in partnership with the 3K classes at the Northern Door Children's Center.





We held our reoccurring events with **Book Club**, **Wooly Stitches**, and our **Northern Door Genealogy Society** monthly gatherings, plus **Trick-or-Treating** at the library on the 31st.

We brought back the **Alpaca Tour** by popular demand in partnership with the Door County Alpaca Ranch for our **Fall season off-site outdoor learning program feature.** The changing colors of leaves on the trees were gorgeous as a backdrop on the ranch and the weather was perfect! So many happy folks with lots of great learning locally together.











For adults specifically, we had an educational partnership with Laura Kayacan from Sturgeon Bay Library who arranged a Zoom presentation from **Caron Primas Brennan** about **how to use DNA in genealogy research**. Ours together was featured as an October event for the *Wisconsin Science Festival* week held as **watch parties at both of our library locations**. We had some members from our two genealogy groups, as well as new-to-genealogy attendees for a total of 17 participants (6 at Sister Bay, 5 at Sturgeon Bay, and 6 online). In the following days we had several people asking about it and interested in the handout notes from Caron. A week later a regular patron of ours came in to ask about the presentation. She then met with some of our club members and may be joining in the future inspired by this event and the potential of DNA to help solve her family mysteries. She is hoping to be able to connect a trip to the rights spots in her homelands of Ireland. Caron's presentation was very helpful to all, great takeaways, and we'd love to host her again for other presentations in the future.

Sister Bay–Liberty Grove Library Commission

Meeting Minutes

Date: Monday, October 12, 2026
Time: 1:00 p.m.
Location: Sister Bay–Liberty Grove Library

1. Call to Order and Roll Call The meeting was called to order at 1:00 p.m. Members in attendance were Chairwoman Kingsbury, Peters, Herman, Watkins, Kelly, and Wilker. R. Kingsbury, Johnson, and Ash were absent.

2. Approval of the Agenda A motion was made and seconded to approve the agenda. The motion carried.

3. Public Input No public input was offered.

4. Approval of Previous Meeting Minutes The Commission reviewed the minutes of the September 21, 2026, meeting. A motion was made and seconded to approve the minutes. The motion carried.

5. Maintenance Report The Commission reviewed the maintenance report on behalf of R. Kingsbury.

Pest control: Wasp pesticide was applied on September 7. Wasps continued to return following treatment, although the treatment appeared to be having some effect.

Building and grounds inspection: An inspection of the property, both inside and outside, was completed on September 23. The restroom heat was set to 68 degrees; however, the rooms remained warmer than expected because of the thermostat's location outside the restrooms. Three dead ash trees on the southwest portion of the property are scheduled for removal when time permits.

Restroom soap dispensers and cleaning supplies: Members discussed problems with the existing soap dispensers, which can dispense soap unpredictably. The dispensers were purchased through Warner Wexel, the supplier currently used by the cleaning service for paper and cleaning products.

The Commission discussed obtaining cleaning supplies directly from online vendors to reduce costs and improve product selection. A motion was made to discontinue purchasing supplies through Warner Wexel and instead source comparable, less expensive products online. The motion was approved.

Kingsbury and Wilker will work with Ahnapee Cleaning to identify the supplies currently in use, prepare a purchasing spreadsheet, and identify lower-cost alternatives. The cleaning service will be notified to stop ordering supplies through Warner Wexel.

Winter preparations: On September 23, the sail was removed from the building and stored away from the structure for winter. Winter ice melt, sand, and the spreader are scheduled to be returned to the shed at the end of October.

Exterior painting: Peninsula Painting submitted a proposal of $32,700 for exterior painting planned for next summer. This exceeds the $20,000 budgeted in the Capital Improvement Plan (CIP). The Commission discussed the importance of obtaining additional estimates before proceeding. A second estimate is being pursued from another painting contractor.

Building locks: The planned lock change to establish a single-key system had not yet been completed. Jonathan Parsons is scheduled to meet Kingsbury on Wednesday to complete the work.

Landscaping: Members discussed responsibility for maintaining the planting area near the front entrance, including trimming back the existing vegetation. Kingsbury and Peters will be meeting with Springhill Landscaping and will address the area.

6. Bills and Financial Report The Commission reviewed the bills and financial report. Quarter-three payroll expenses resulted in a higher-than-usual monthly total. Other expenses were reported to be routine.

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

The Commission also reviewed the second-quarter water and sewer billing issue arising from a previously malfunctioning meter. The Village of Sister Bay calculated an additional charge of $87.91 for the second quarter, based on average usage in accordance with the applicable state statute. The adjustment appeared on the third-quarter bill.

The total water and sewer payment discussed was $966.21. The Village provided a spreadsheet explaining its calculation, which will be available for review.

A motion was made and seconded to approve the bills. The motion carried.

7. Librarian's Report The librarian's report had been distributed electronically with the meeting materials. Members indicated that the electronic format was satisfactory. The report was received without a verbal review of its contents.

8. Quarterly State Unemployment Filing The Commission discussed the upcoming change to the state's quarterly unemployment reporting process. Although the library does not pay into the unemployment system, it is still required to submit quarterly filings. Beginning in 2027, paper reports will no longer be mailed, and filing will need to be completed online.

Wilker encountered difficulty identifying the appropriate government agency classification when attempting to establish an online account. Because the library commission is jointly supported by the Village and Town, the correct classification was unclear.

Members discussed whether the library should be classified as a village or another type of government entity. Wilker will review the available options and attempt to contact the state for clarification. If necessary, the library will use the village classification based on its location, while recognizing that confirmation is preferred.

9. Next Meeting The next meeting is scheduled for **Monday, November 9, 2026, at 1:00 p.m.**

10. Adjournment The meeting was adjourned at 1:13PM.

***Library Facility Manager Report**
October 2026

- 10-2--Power outage scheduled for updates, alarm company notified
- 10-6—Power outage complete, no issues.
- 10-14—Winterized garden hose. Met with locksmith to schedule replacing lock on inside lobby door. Estimate received, approved. Inspected entire property.
- Met with Steve from Springhill Landscape about landscaping contract. Genna met and went along. Discovered the upper pond is not under the current contract. Discussed issues with some plants, walkways. Also discovered the irrigation system was never turned on. New contract forth coming.
- 10-27—Fireline inspected and completed annual testing of the sprinkler system. No issues. Emergency lights and hallway lights out. Breaker #25 was turned off. Ordered lock outs for the breaker to comply with state code. Install as soon as parts arrive. Took out lamp for repair. Socket bad, ordered the part. Will bring back when done.
- 10-27--Update from Springhill Landscape: Steve is no longer with them. New contact is Alissa Berken. New contract supposedly coming soon.
- 10-28—Locksmith has been sick. New lock will be installed on November 4th.

Respectfully,

Rick Kingsbury
Library Facilities Mgr.
414-550-3563

10:04 AM
11/07/26
Cash Basis

Sister Bay / Liberty Grove Library Commission
Profit & Loss YTD Comparison
October 2026

	Oct 26	Jan - Oct 26
Income		
4000 · Contributions		
4010 · Donations		
4130 · Used Book Sales	0.00	4,744.29
Total 4010 · Donations	0.00	4,744.29
4120 · Interest Earned	0.00	103.32
Total 4000 · Contributions	0.00	4,847.61
4200 · Operating Income		
4206 · Town of Liberty Grove	10,472.00	41,888.00
4207 · Village of Sister Bay	0.00	31,416.00
Total 4200 · Operating Income	10,472.00	73,304.00
Total Income	10,472.00	78,151.61
Gross Profit	10,472.00	78,151.61
Expense		
5100 · Bank Deposit Box	0.00	45.00
5111 · Insurance		
5110 · Building / Liability	0.00	573.52
5120 · Property	0.00	1,840.10
5130 · Workers Compensation Ins.	0.00	253.00
Total 5111 · Insurance	0.00	2,666.62
5150 · Reconciliation Discrepancies	0.00	200.00
5200 · Operations		
5210 · Audit	0.00	3,671.66
5215 · Services Purchased	0.00	0.00
5219 · Snow Plowing	0.00	623.95
5222 · Building Repairs	0.00	218.56
5229 · Cleaning		
5231 · General	1,392.00	16,564.00
5232 · Supplies	32.57	436.94
5235 · Equipment	0.00	15.18
Total 5229 · Cleaning	1,424.57	17,016.12
5240 · Landscpe & Lawn Maintenance	311.24	10,794.45
5250 · Office Supplies	0.00	2,441.60
5260 · Postage	0.00	204.00
Total 5200 · Operations	1,735.81	34,970.34
5310 · Payroll Expenses		
5320 · Clerk/Treasurer	0.00	7,200.00
5330 · Commissioners	0.00	2,680.00
5340 · Tax - State	0.00	0.00
5310 · Payroll Expenses - Other	0.00	784.74
Total 5310 · Payroll Expenses	0.00	10,664.74
5600 · Utilities		
5610 · Electric	402.09	4,988.32
5620 · Fire Protection Services	0.00	4,781.34
5630 · Propane	0.00	4,645.63
5640 · Telephone	414.13	3,845.43
5660 · Fire Sprinkler Water	1,076.46	2,349.04
5680 · Water & Water Softner Service	0.00	81.50
Total 5600 · Utilities	1,892.68	20,691.26
Total Expense	3,628.49	69,237.96
Net Income	**6,843.51**	**8,913.65**