

**VILLAGE OF SISTER BAY
ANNUAL REPORT
2023**



A WORD FROM THE VILLAGE ADMINISTRATOR

Julie Schmelzer

To the Taxpayers, Residents & Guests of Sister Bay,

Within this report you'll find a summary of the highlights of this past year. Although somewhat lengthy we encourage you to thoroughly read the document to better understand the services being provided. I hope you feel we are using the resources wisely and you are benefiting from our services.

In 2023 the Village completed a Facilities Plan of where to locate some of the public buildings and amenities, and in late 2023 (actually presented in January 2024) a Housing Study was completed on property the Village purchased adjacent to the Sports Complex (aka 'the former Wiltse site').

We also conducted several surveys and public input sessions to garner as much information as we could from the public, that data then used for our Housing Study; to determine the best use of the Village Hall; to gauge the interest and need for broadband; the Comprehensive Outdoor Recreation Plan; and the Comprehensive Land Use Plan. (The latter two projects are to be completed in 2024.)

The Village Board approved submitting grant applications to complete the Highway 42 trail that would connect the Village of Sister Bay to the Village of Ephraim, a trail along Highway 57, and a trail through the wetland behind the fire station which would connect the Sports Complex vicinity to the downtown area. We are optimistic we can secure grant funding to help make these plans a reality.

Several grants were received allowing the design of the Highway 42 trail connection; purchase of the shuttle bus; improvements at Waterfront Park; a batting cage; a tree inventory; and helping to fund some of the planning work the Village has undertaken.

The Village Hall Planning Task Force made great strides in working with an architect to renovate the old Village Hall. Final drawings are expected to be completed in Spring of 2024.

The Board also signed a contract with Bertram Communications to provide fiber optic broadband throughout Sister Bay and approved financing the project with a loan.

We encourage you to follow the Village Board agendas and the minutes from the various committee meetings found in those Board meeting packets. Board meetings are in-person or via Zoom, and the meetings are recorded and posted online.

On the following pages Department Staff share their various departmental highlights with you. As always, if you have any questions about our services, please contact us.

Sincerely,

Julie A. Schmelzer, Village Administrator

FINANCE AND HUMAN RESOURCES

Compiled by Tasha Rass, Finance Director/Treasurer/HR Manager

REVENUES

Over the last two years, a smaller portion of the property tax levy has been allocated to debt service. Therefore, a greater portion is allocated to the general fund for operational expenditures or transfers to capital. Intergovernmental revenues were reduced in 2022 and 2023 as aids declined. License and permit revenue is in line with 2022. Revenue from public charges declined significantly as no revenue was realized from the bus route. Miscellaneous revenues greatly exceeded the budget as investment income quintupled. All years reviewed have met or slightly exceeded budgeted expectations.

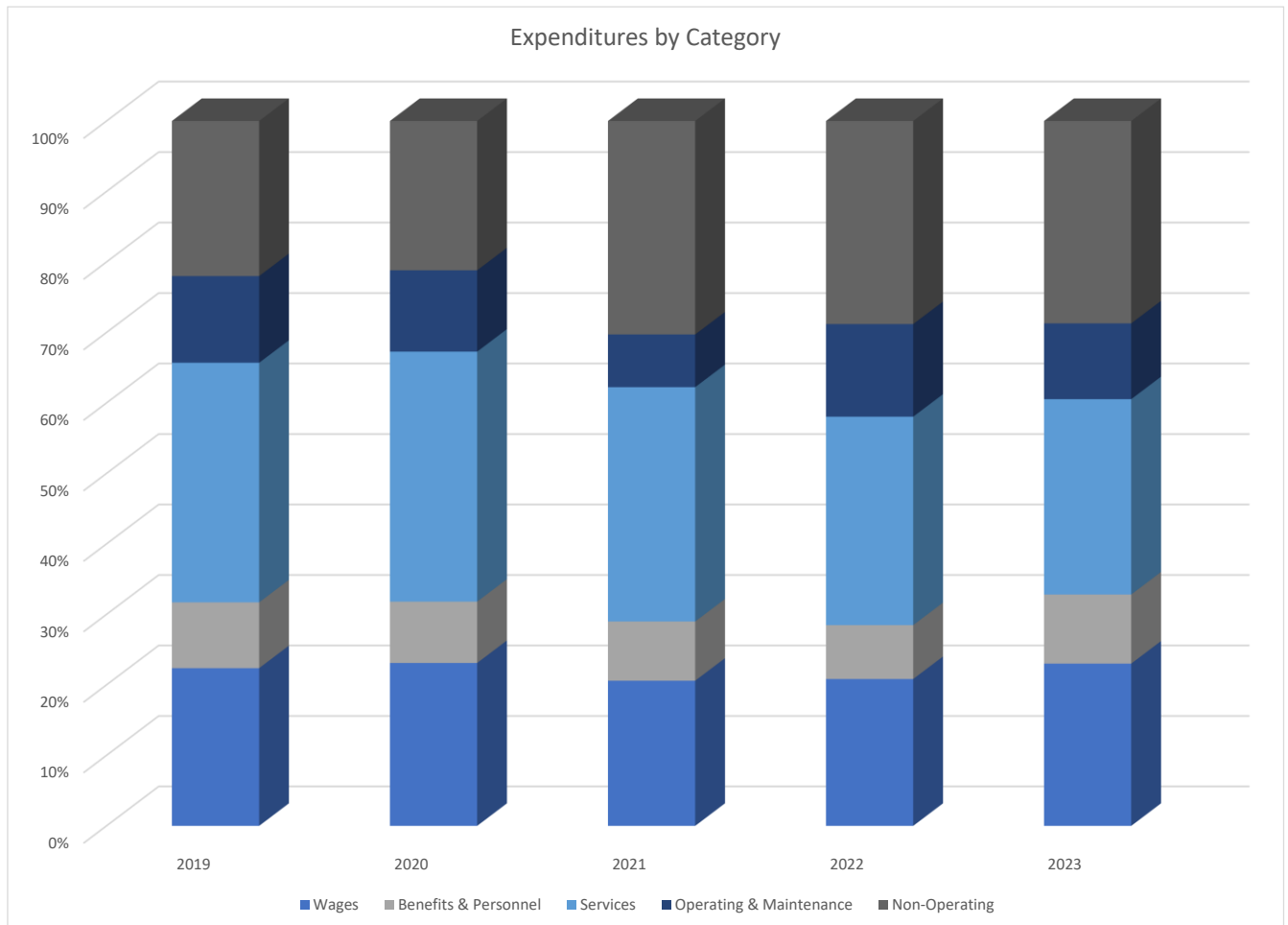
Revenue Summary	2019	2020	2021	2022	2023
TAXES	1,228,834	1,457,075	1,876,687	2,002,526	2,299,007
INTERGOVERNMENTAL REVENUE	145,632	172,097	176,564	152,610	144,713
LICENSES & PERMITS	47,510	97,812	51,733	164,228	161,171
FINES, FORFEITS & PENALTIES	1,580	425	650	1,793	9,161
PUBLIC CHARGES	31,886	17,167	35,764	69,178	23,685
MISCELLANEOUS REVENUES	71,481	50,445	45,559	62,186	176,195
OTHER FINANCING SOURCES	113,677	116,269	126,881	111,400	100,816
Total Revenues	1,640,599	1,911,289	2,313,838	2,563,922	2,914,747
Budgeted Revenues	1,587,387	1,868,411	2,288,743	2,555,968	2,789,908
Total Revenues to Budget	103.35%	102.29%	101.10%	100.31%	104.47%

EXPENDITURES

General fund expenditures have increased 15% from 2022 to 2023. There was very little change in the majority of operating expenditures – general government, public safety, public works, and health and human services. In Other Culture and Recreation, expenditure increases are related to an increase in support to the SBAA and an increase in time, benefit, and maintenance costs at Village parks. The increase in Development expenditures in 2023 are related to contracted planning services.

General Fund Expenditure Summa	2019	2020	2021	2022	2023
GENERAL GOVERNMENT	577,415	560,128	549,974	646,897	676,277
PUBLIC SAFETY	155,455	188,647	173,916	208,841	185,221
PUBLIC WORKS	524,624	511,174	570,826	626,641	721,342
HEALTH & HUMAN SERVICES	5,252	3,185	4,725	1,281	1,343
OTHER CULTURE & RECREATION	281,350	294,273	297,457	290,120	365,369
DEVELOPMENT	22,064	9,779	27,863	62,024	178,857
TRANSFERS	208,000	185,000	433,143	435,000	482,000
Total Expenditures	1,774,159	1,752,186	2,057,906	2,270,806	2,610,409
Budgeted Expenditures	1,952,715	2,004,117	2,288,743	2,663,755	2,829,908
Total Expenditures to Budget	90.86%	87.43%	89.91%	85.25%	92.24%

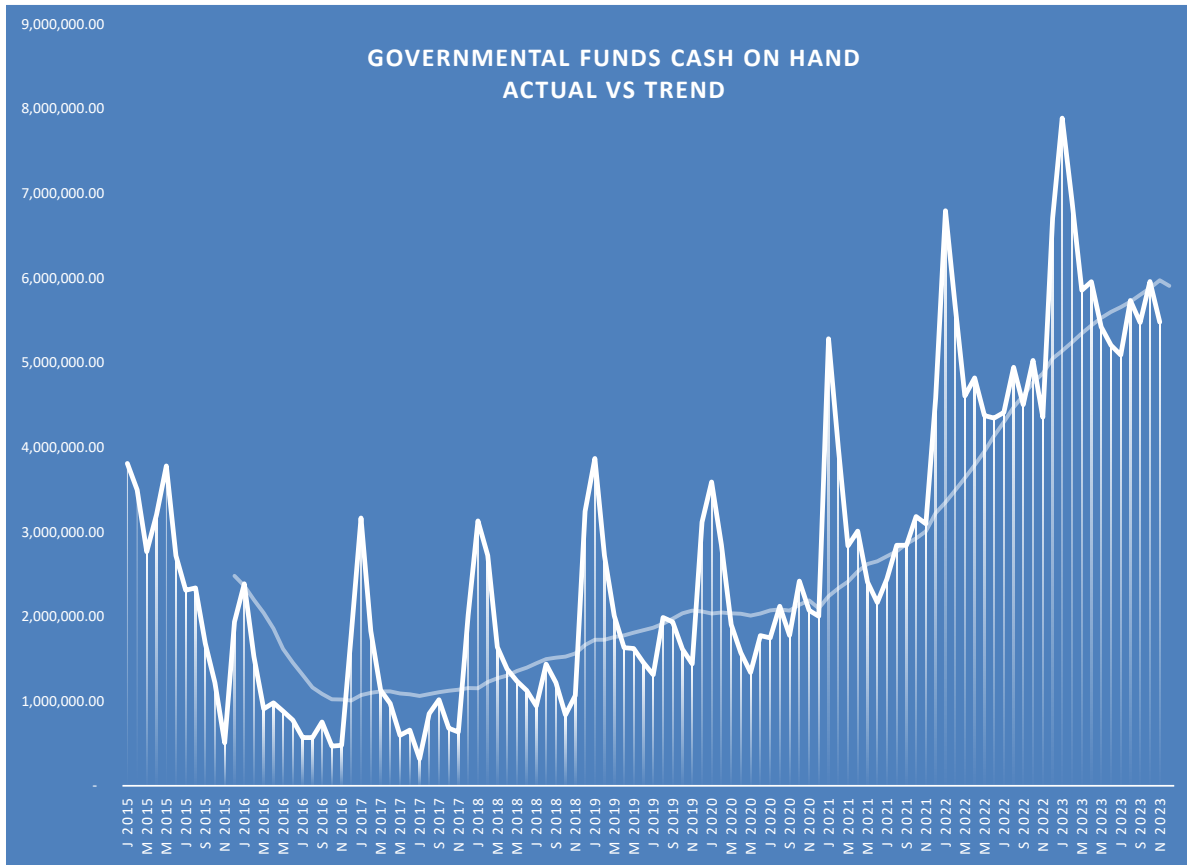
The breakdown of expenditures by category is depicted in the chart below.



The bulk of general fund expenditures were on services in all years prior to 2023. In 2023, the greatest portion of expenditures was on non-operating expenditures including transfer to capital and other funds and support for the fire department. Wages and benefits are approximately the same proportion of the budget that they were in prior years.

CASH ON HAND

Cash in the governmental funds (general, debt service, capital, PRAT, Pebble Beach, TID #1, and TID #2) has steadily increased over the last five years. This is critical for the Village to meet cash needs and make debt payments throughout the year. We can expect to see this trend start to moderate or possibly decline as the Village uses cash on hand for major projects particularly in capital and using premier resort area funds.



HUMAN RESOURCES

Total terminations (voluntary and involuntary) slowed in 2023. There were only two full-time terminations (voluntary). Both vacancies were quickly filled. The turnover of full-time employees had been over 26% each year from 2019-2021. The turnover of part-time employees in 2018-2021 was also higher than desired and that slowed in 2022 and 2023. Turnover causes pressure on all other employees because of training, carrying a higher workload when short-staffed, lost productivity, declining morale, recruitment, and additional human resources management. The Village does complete exit interviews and does track why an employee terminates employment.

Terminated Employees	2018	2019	2020	2021	2022	2023
Full-time Employees	2	4	4	4	2	2
Part-time Employees	6	10	4	8	2	2
Poll Workers				4	1	0
Trustees/Committee Members	1	-	2	-	3	6
Total Terminations	9	14	10	16	8	10

Many of our full-time employees had the opportunity to attend online and in-person training sessions throughout 2023. In addition to these opportunities, the following employees achieved certifications that will be advantageous to their work for the Village:

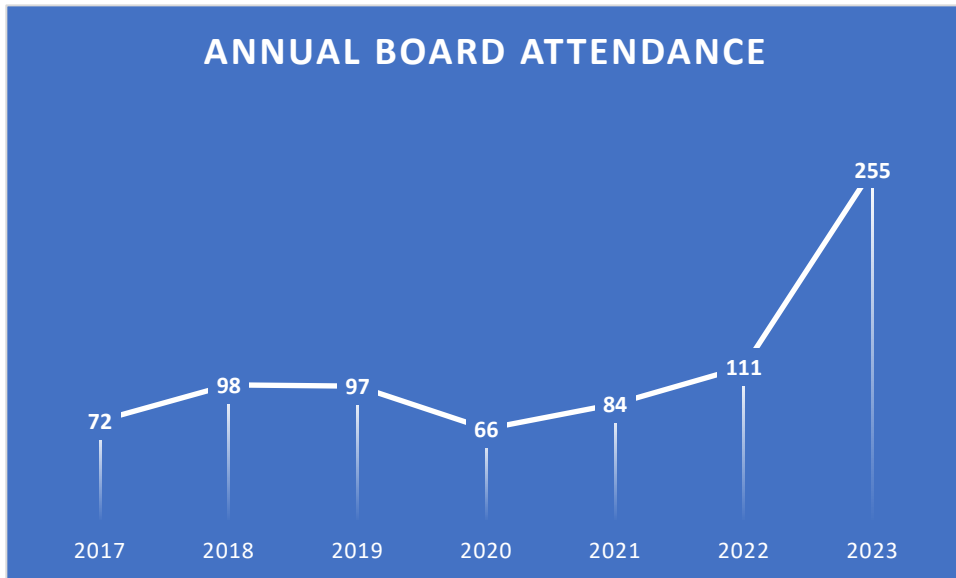
- Tim Nelson – Wastewater Sanitary Sewer Sub-certification and Waterworks Distribution Certification
- Tasha Rass – Certified Public Funds Investment Manager
- Heidi Teich – Wisconsin Certified Municipal Clerk

CLERK'S OFFICE

Compiled by Heidi Teich, Village Clerk

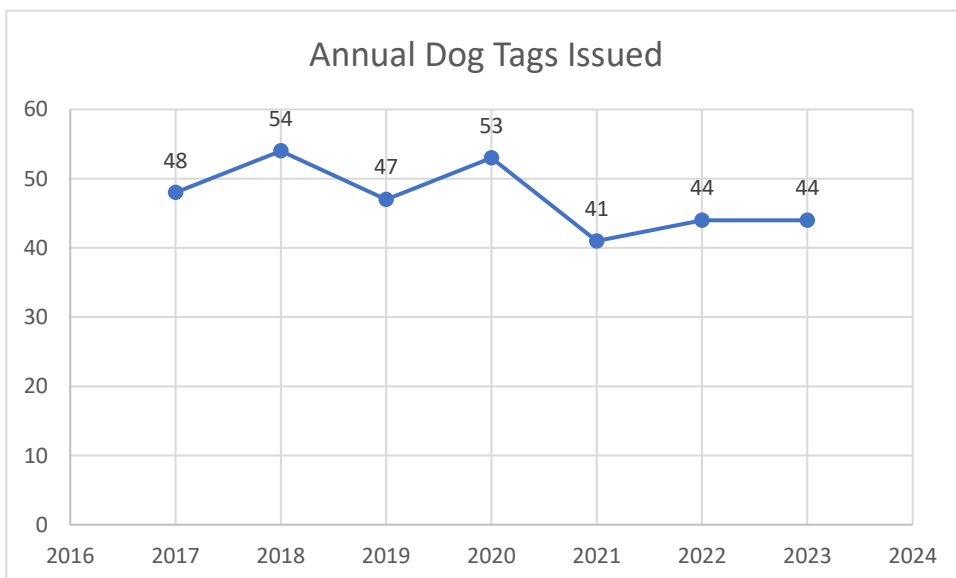
BOARD MEETING ATTENDANCE

Annual board meeting attendance has increased since 2020, primarily due to discussions concerning short-term rentals. May 2023 saw a record 66 people in attendance for that very reason. The change to offer meetings in a hybrid format appears to be of more benefit to board members and staff to participate in meetings than the general public.



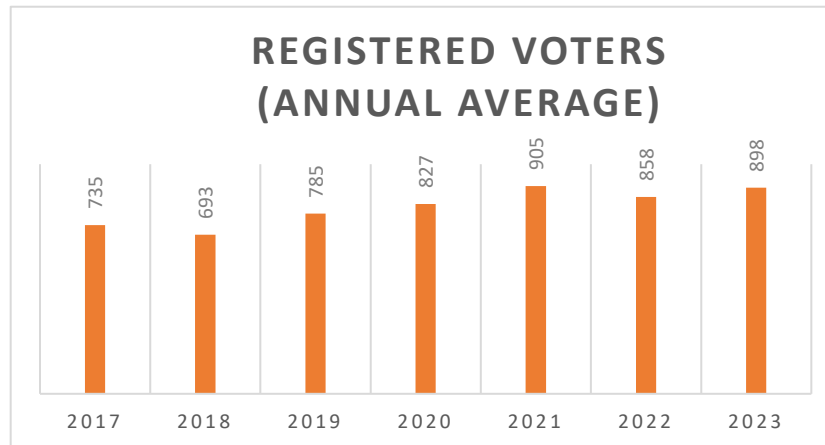
DOG LICENSES

Despite being a state law that all dogs be licensed, the number of dogs licensed in Sister Bay is estimated to be far below the actual number of dogs residing in the Village, with only 44 dogs licensed in 2023. The Village currently does not have a process for enforcement of the license requirement, which appears in Wis. Stats. §174.05.



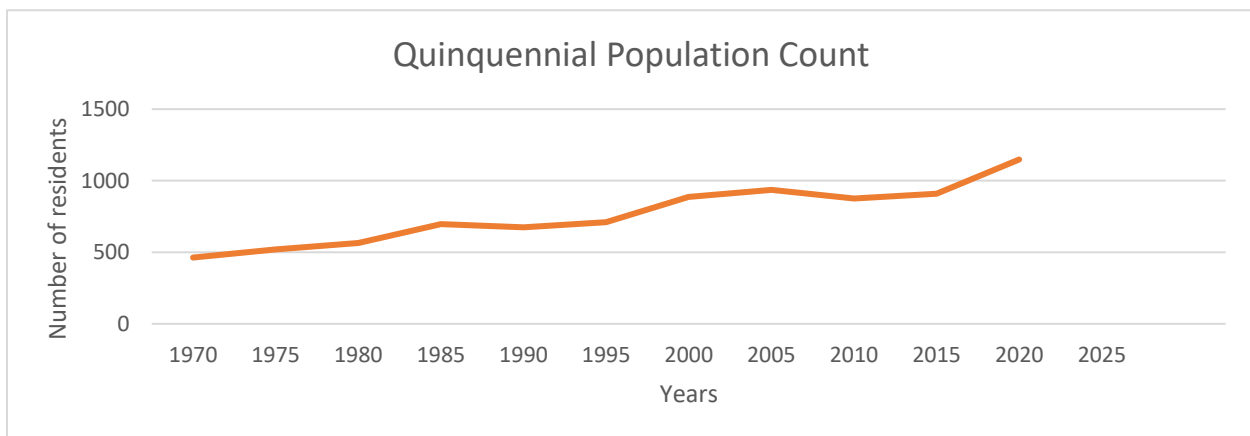
ELECTIONS

Elections occur at a rate of one to five per year, depending on the current political cycle. Sister Bay has a sufficient number of poll workers to staff every election and has received nomination lists from the two major political parties in the past two years, adding more individuals to the pool of those who are trained in election administration. The actual number of registered voters can vary significantly on a number of factors, including age of the voter and interest in the current political climate.



LIQUOR LICENSES

The Village continues to see slight increases in the number of beer and wine licenses issued each year as there is no quota on the number that can be issued. The Village does have a quota of 2 “Class B” liquor licenses and 1 Reserve “Class B” license. Additional Reserve licenses can be added with each population increase of 500 people per the Dept. of Administration’s annual population estimates. Sister Bay’s current population is 1148.



TOBACCO LICENSES

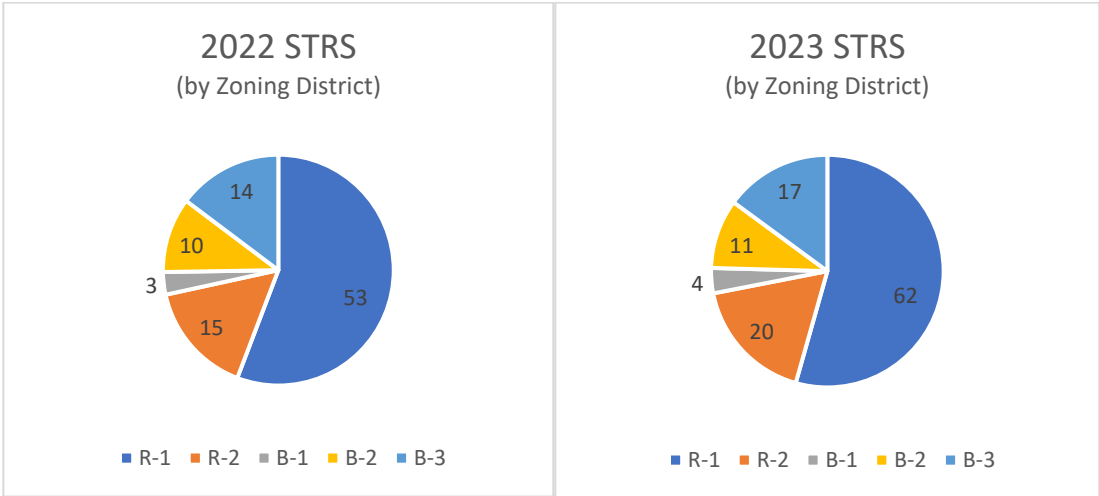
The number of tobacco licenses issued in 2023 is unchanged from 2022. There are currently 6 businesses in Sister Bay with active tobacco permits.

PARKING CITATIONS

Parking enforcement in 2023 was minimal, with only 33 known citations having been issued. Of those tickets issued, three were voided, 20 were paid, and seven remain unpaid at year’s end.

SHORT-TERM RENTALS

The number of short-term rental licenses in 2023 increased to 114, with a number of properties being watched for rental activity. The ordinance was revised in June to allow rentals in the R-2 district, under certain conditions, which accounted for some of the increase in licenses issued.



RENTAL REVENUES

The Village receives some revenue for rental of various facilities. Three years of revenues are shared below for informational purposes.

	Village Hall	Fire Station	Parks (inc. Sports Complex)	Total Revenue
2021	\$ 333.01	\$ 157.17	\$ 5,844.34	\$ 6,334.52
2022	\$ 727.34	\$ 1,210.00	\$ 7,586.82	\$ 9,524.16
2023	\$ 1,523.57	\$ 1,497.17	\$ 5,203.22	\$ 8,223.96

NOTARY SERVICES

The Village has two individuals on staff able to provide notary services. Prior to 2023, those services were performed at no charge to members of the general public who requested them. This year, a \$5 service fee was instituted, resulting in additional revenues of \$155 deposited into the general fund.

SISTER BAY UTILITIES

Compiled by Megan Holzem, Lead Operator

OVERVIEW

Sister Bay, Wisconsin is a rapidly growing and expanding community in the Door County Peninsula. This can be seen in many areas of the Utility Department from water, wastewater and septic flows, as well as service installations and number of customers. This section of the Village's Annual Report will go through updates that have been made in the wastewater treatment plant lab and around the plant itself, trend changes in the wastewater and water flows as well as the increase of utility customers over the last five years, and some operational changes that have been implemented leading to financial savings.

UTILITY CUSTOMERS

The Village is still experiencing rapid growth with numerous developments of apartment complexes, condos, and large housing developments currently being constructed throughout the Village. In total, twenty-four meters were added to new developments in 2023.

Year	# Of Customers
2018	1,318
2019	1,367
2020	1,399
2021	1,429
2022	1,467
2023	1,491

Figure 1.0 - From 2018 to 2023 Sister Bay has added 173 new utility customers with an average of 35 new utility customers per year.

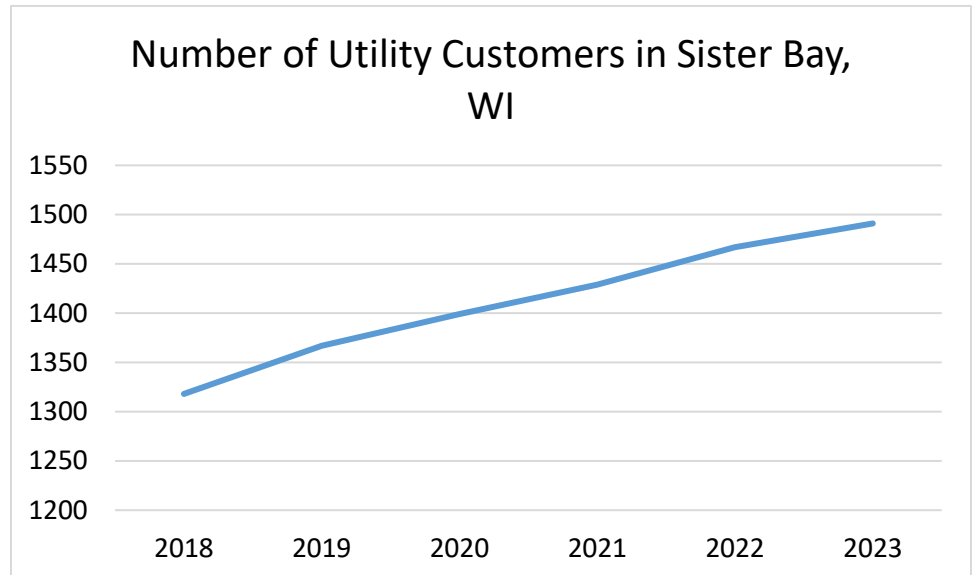


Figure 1.0

PFA (PER- AND POLYFLUOROALKYL SUBSTANCES) UPDATE

In the second quarter of 2023 the water system was analyzed for PFOA/PFOS. Our results came back as none detected in any of the wells for all the eighteen PFOA/PFOS analytes. Since the groundwater tested negative for all the analytes, the DNR waived any further testing which was supposed to take place in the third and fourth quarter, significantly reducing the cost of water testing that was scheduled in 2023.

UTILITY EXTENSION PROJECTS

The Utilities Department was involved in extending Cherrywood Lane, Shoals Court, and Northwoods Drive as well as the Cove Lane development. These additions to the Villages water distribution and sewer collection system that took place in 2023 are itemized below as well as pictures illustrating the distribution system that was installed for the two large development projects.

Asset	Number Added
Curb Stop	9
Hydrant	3
Main Valve	4
Hydrant Valve	3
Manhole	10

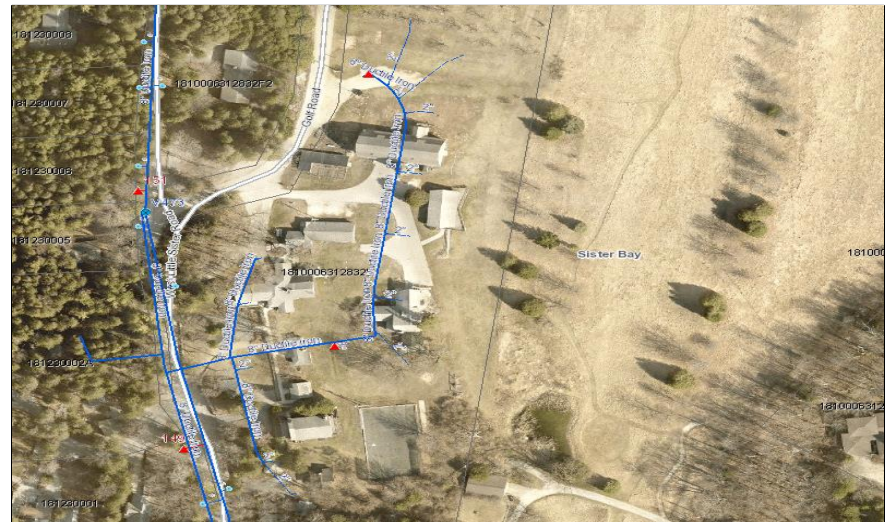
Picture 1.0 - GIS photograph showing the structures added to the distribution system added for the Cherrywood Lane, Shoals Court, and Northwoods Drive Extensions.



Picture 1.0

Asset	Number Added
Curb Stop	13
Hydrant	2
Main Valve	2
Hydrant Valve	2
Manhole	3

Picture 1.1 - GIS photograph showing the structures added to the distribution system for the Cove development.



Picture 1.1

WATER SYSTEM IMPROVEMENTS

In 2023 we repaired many aspects of the water system. In January we located a large leak on the curb stop at the Village Hall. The leak was repaired, and we noticed a significant drop in water usage instantly. We estimated that we were losing around 100,000 gallons a day through the leak. We had a mixing pump installed in the standpipe in May 2023. This pump will keep the water moving in the standpipe to hopefully eliminate any freezing. This also allows us to rotate all three wells throughout the winter whereas in the past we had to shut well #3 down over the winter. The laboratory also gained certification through the Wisconsin Department of Agriculture, Trade and Consumer Protection to analyze drinking water for bacteriological contamination. With this new certification we can test our own well water saving shipping costs as in 2022 our samples had to be shipped to Madison. This certification also opened the ability to make money through testing private well owners' water as well.



Picture 1.2 – The inside of the standpipe while the mixer was being installed.



Picture 1.3 – The mixer that was installed into the standpipe in June 2023.



Picture 1.4 – A double water main tap done for curb stop placement located on Fieldcrest.



Picture 1.5 – The Meadow Lane pressure reducing station that had never been operational was replaced and is now working. The addition of this PRV gave us the ability to create a third pressure zone.

WELL WATER AND INFLUENT FLOWS

Even with many new residents coming to the Village, the distribution systems water consumption remained relatively consistent this year with a slight drop in usage of 2.4 million gallons from 2022 to 2023. The influent flow also experienced a slight drop of 2.9 million gallons from 2022 to 2023. [Charts are on the following page.]

Year	Water Flow (MG)
2018	71.1
2019	84.8
2020	80.5
2021	78.3
2022	89.6
2023	87.2

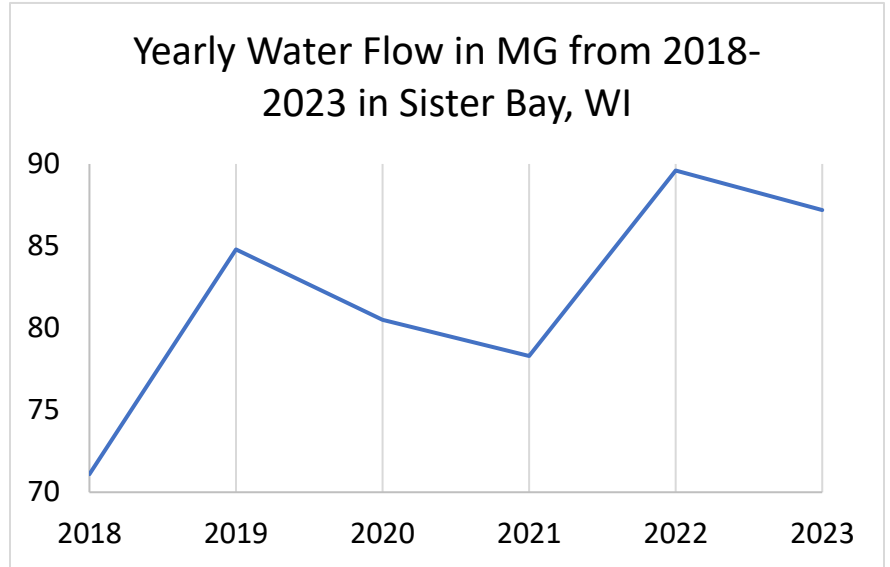


Figure 1.1 - In early 2023 the utility discovered a leak on the curb stop at the Village Hall. The leak was repaired, and our water usage lowered this year significantly. We estimated that the Village Hall leak was losing roughly 100,000 gallons of water a day.

Figure 1.1

Year	Water Flow (MG)
2018	74.6
2019	75.8
2020	69.0
2021	69.2
2022	74.5
2023	71.6

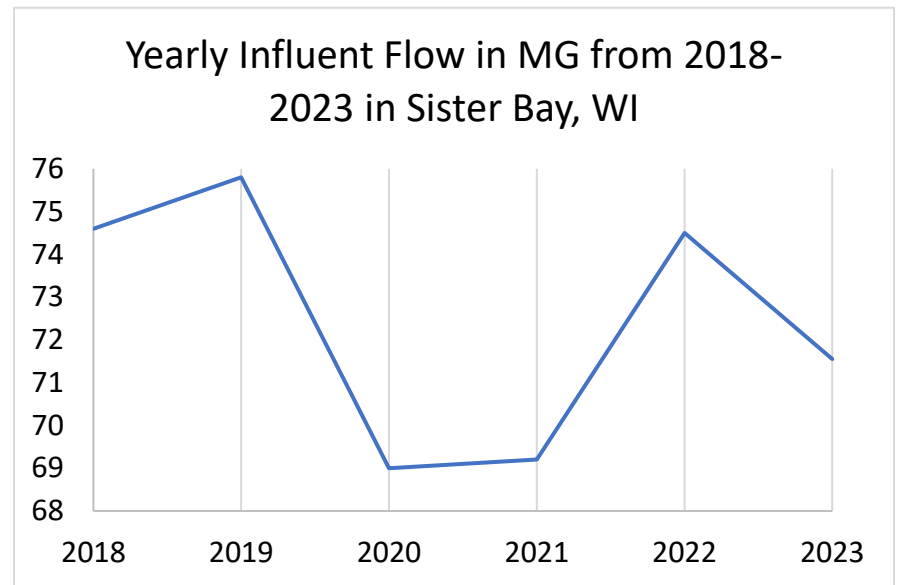


Figure 1.2 – In 2023 we had 2.9 million less gallons of influent that was treated at the wastewater plant. This graph along with the yearly water flow show a downward trend of water and sewer usage for 2023.

Figure 1.2

HAULED WASTE

The wastewater treatment plant experienced a significant increase in hauled waste flows in 2023. Almost a million gallons more of holding tank and septic tanks wastes were brought to be treated at the wastewater plant in 2023 than in 2022.

Month	Hauled Waste (MG) 2022	Hauled Waste (MG) 2023
January	0.3043	0.3477
February	0.2214	0.2447
March	0.2450	0.3121
April	0.4153	0.3795
May	0.533	0.7416
June	1.0321	1.1065
July	1.2022	1.3593
August	1.2517	1.3155
September	0.9093	0.9083
October	0.8418	1.1348
November	0.4329	0.4329
December	0.4004	0.357
Total:	7.8	8.6

Figure 1.3 – A month to month comparison of hauled waste flows from 2022 and 2023. We experienced a significant increase of 0.8 MG more hauled wastes in 2023.

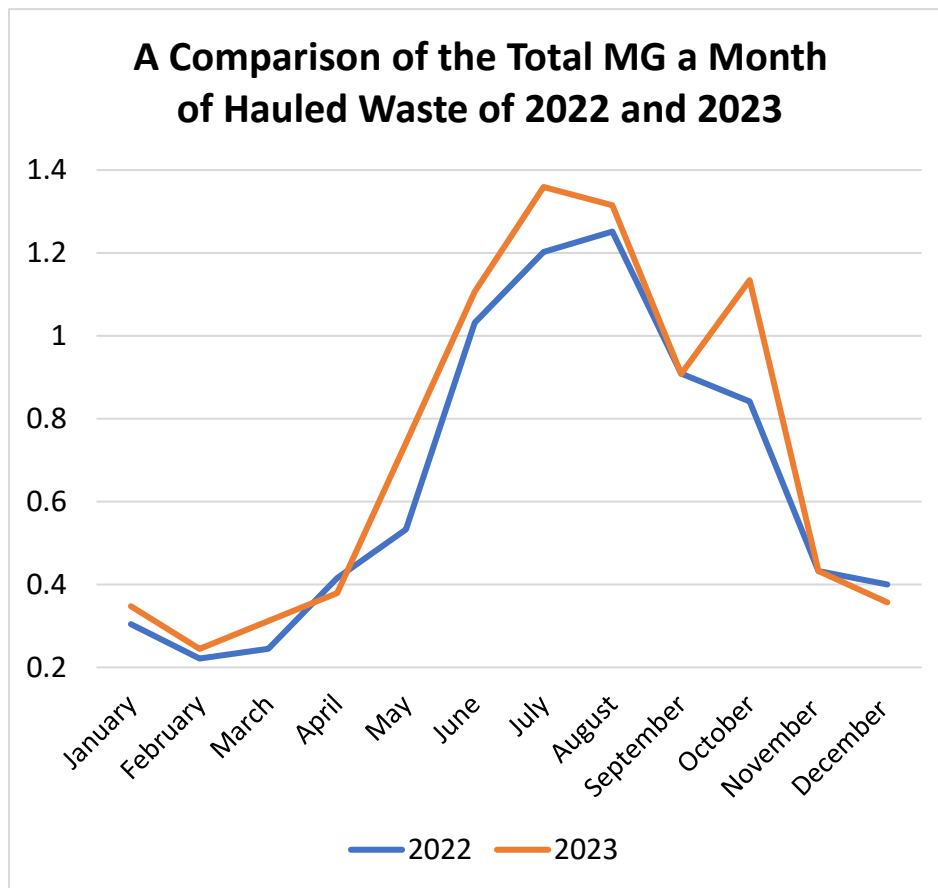


Figure 1.3

WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM IMPROVEMENTS

The wastewater treatment plant underwent many improvements in 2023. Multiple pieces of equipment were replaced in 2023 including solids scum and drain pump, septage receiving pump #2, ditch #3 aeration disc drive, main lift pump #1 impeller and drive, and four non potable hydrants. New techniques were implemented into the laboratory as well. A quanti-tray sealer was purchased through IDEXX which greatly reduces operator error in *E. coli* colony counting. The laboratory also gained certification through the Wisconsin Department of Agriculture, Trade and Consumer Protection to analyze drinking water for bacteriological contamination. With this new certification we can test our own well water saving shipping costs as in 2022 our samples had to be shipped to Madison. This certification also opened the ability to make money through testing private well owners' water as well. We currently charge \$30 for a sample to be tested and we had around 50 samples brought in from June 2023 to December 2023. The Village of Sister Bay wastewater treatment plant was also featured in the April issue of *The Clarifier* which is a magazine publication put together by operators associated with the Wisconsin Wastewater Operators Association (WWOA).



Picture 1.6 – 25 hp aeration drive motor that was replaced with the help of Energenecs in 2023.



Picture 1.7 – Raptor coupling that has been replaced multiple times in 2023.



Picture 1.8 – The main lift station pump #1 had the impeller and drive assembly completely replaced.



Picture 1.9 – Four of the non potable hydrants that we use for cleaning at the wastewater plant were replaced because the original ones were cracked and leaking.



Picture 1.10 – The IDEXX Quanti-Tray Sealer system that was purchased and utilized in 2023 for *E. coli* testing.



Picture 1.11 – Great Lakes relined a crumbling manhole located on Hwy-42 with a protective coating to prevent hydrogen sulfide gas damage.

MARINA DEPARTMENT

Compiled by Dave Lienau, Marina Manager

HIGHLIGHTS

The Sister Bay Marina had a very busy season in 2023. The marina was able to once again complete major projects and continue the progress of rehabbing and reconfiguring the docks and slips in the marina. Several projects were completed. Highlights of the season include:

- “J” Dock: The project to replace the failing crib dock that the boat house sits on was completed. As part of the project partially funded by a DNR grant, 3 new 40-foot slips were created. In addition, new water and electrical power lines were run to the outer J dock break wall. This project will extend the life of the J dock area and increase Marina revenue by \$15000 to \$30000 thousand dollars annually. This was a project of more than \$140.000.
- The new 110’ pier added at the end of “A” dock in 2022, was completed with the addition of electrical and water pedestals. (The pedestals had been delayed in shipping in 2022)
- “D” Dock finger piers were removed and placed on land to replace and strengthen the pier attachment bolts and fittings, as well as to redo the bottom floats and containment metal sheeting. The finger piers become very unstable and difficult to maintain balance when walking on them. A few finger piers on “C” dock were tested to see if the same “fix” would work on them. (It did!) “C” dock This was a project of more than \$60000.
- Our ongoing pump out project was started on “A” dock to run 900 feet of lines to individual piers and included “B” dock. We completed adding pump out lines on “C” and “D” docks. This project was originally budgeted for \$150000 but was completed for \$55000 (Staff was able to complete most of the project internally)
- Three finger piers attached to the main walkway between the launch ramp and “C” dock were realigned to allow more space between boats and now can be used for a larger variety of boats. This will increase availability and revenue.
- We completed a 2-year project to become a Certified Clean Marina. Our five-year certification was awarded to us at the Wisconsin Marina association conference in November 2023.
- The marina is in a collaborative partnership with the University of Wisconsin. We have put in place a “Seabin” which skims the surface and collects floating debris. The university empties it weekly and inspects the contents. The purpose is to study the amount of microplastics in the water and document other debris.
- The marina is also working with the university to study water level and water level changes using an instrument that measures the surface of the water via the internet 24/7. They hope to be able to predict on a proactive basis short term and long-term water levels. This could be particularly useful when predicting lake seiches, which have been costly and damaging to the marina in the past. They have placed these sensors throughout the bay of green bay to compile data.

TIDBITS

- We had 12 full-time/part-time employees who supported an average of 107 customers per day in office visits.
- The marina has an average of 1330 transient slip days per month in addition to the 100 seasonal slips available. Including the commercial operations over the season we supported 80000+ visitors and customers at the marina.
- About 90% of all marina revenue is booked and paid for the year, during January, February, and March while the marina is “closed”.
- From 6/20 through 9/15 the marina had a 75% transient occupancy overall and, from 7/1 to 8/31 the occupancy overall was 97%.

PARKS/MAINTENANCE DEPARTMENT

Compiled by Dan Klansky, Director of Public Works & Erik Linczmaier, Parks Supervisor

OVERVIEW

The employees in the Village of Sister Bay's Parks/Maintenance Department manage multiple facilities and parks that lie within the Village limits. It is the goal of the employees in that department to maintain all of the Village's properties and facilities to a standard that exemplifies the pride of not only the residents of the Village, but Village business owners as well as Village officials. The main objective in attaining that goal is to ensure that all Village facilities and parks are safe, clean, accessible, and aesthetically pleasing.

The twenty facilities that the Sister Bay Department of Public Works currently maintains, wholly or in part, are:

- The Village Administration Building located at 2383 Maple Drive
- The Dog Park located on Autumn Court
- The Sister Bay-Liberty Grove Fire Station located at 2258 Mill Road
- The Parks Maintenance Building located at 2313 Mill Road
- The Information Booth located at 2380 Gateway Drive
- The U.S. Post Office located at 10685 N. Bay Shore Drive
- The Sister Bay Marina located at 10733 N. Bay Shore Drive
- The Sister Bay-Liberty Grove Library located at 2323 Mill Road
- The Sports Complex located at 2155 Autumn Court
- The Village Hall located at 10693 N. Bay Shore Drive
- Waterfront Park located off of N. Bay Shore Drive and Mill Road
- The Performance Pavilion located at 2362 Mill Road
- The Sledding Hill located at 2155 Autumn Court
- Marina Park located off of N. Bay Shore Drive
- Pebble Beach Park
- The Public Restrooms located at 10671 N. Bay Shore Drive
- The Bike/Pedestrian Trail that abuts S. Bay Shore Drive
- The Boathouse located at 10697 N. Bay Shore Drive
- 15.03 Miles of Village Roads and Streets
- The Lawns at the Wastewater Treatment Plant located at 2124 Autumn Court
- The Lawns at the Village's Three Well Houses

PERSONNEL

At the present time there is a crew of five full-time and two part-time employees that maintain the Village's facilities and parks. Daily operational hours are 7:00 AM to 3:30 PM on weekdays, and weekend and night hours vary in accord with the Village's needs. During the tourism season staff members are scheduled to work on a rotating basis on the weekends to ensure that Village parks, facilities and properties are clean and well maintained, and in the winter months they work on snow removal at Village owned facilities as necessary. They also assist with preparing and setting up for special events and festivals, and prior to the time that any tented events are conducted on Village owned properties they designate the location of any and all underground water, utility and/or electrical lines.

In 2023 a concerted effort was made to focus on “cross-training” in the Parks/Maintenance Department, and as a result of that training all the employees in the department are now capable of performing basic electrical repairs. They also know how to pour concrete, are capable of performing tasks that require basic plumbing knowledge, and regularly perform routine vehicle and equipment inspections and perform related maintenance whenever possible. Safety is always stressed, and, to that end, all the crew members were required to attend training sessions related to safe operation of Village equipment, utilization of “Personal Protective Equipment” and working in and around traffic. Further, in an attempt to increase efficiency, a layer has been added to the Village’s GIS system that pertains to road maintenance and forestry management.

One special project this year was the draft of the grant funded tree inventory. With assistance from the Lead Operator at the Wastewater Treatment Plant, the two departments worked together to inventory the trees on the majority of the Village’s properties. This inventory will help the Department know which trees are diseased or dying, trees threatened by invasive species, and where the tree canopy is inadequate and where we should plant trees. Knowing the tree species we have also helps us diversify our canopy to ensure, in the event of an invasive species outbreak, we do not lose all our trees, and, provide an attractive variety of species.

Staff participated in a 3-day chainsaw safety training course



Waterfront Park before the new sidewalk was poured



After the sidewalk was installed

STREETS/ROADS

Door County annually attracts over 4.0 million visitors, and those individuals as well as all Village residents rely on the streets and roads within the Village limits to satisfy their transportation needs in a safe and efficient manner. During the last three years some of the Village's streets were repaired and/or re-paved, and over 60 yards of gravel shoulder was also added to some of those streets to improve longevity and safety. All of the Village's streets were also surveyed, and seven tons of "cold patch" was used to repair potholes.

In 2023 the following road repair/maintenance projects were completed:

1. South Highland was re-paved and that project came in under budget because Village employees let the project for bids themselves and inspected the new pavement.
2. Northwoods Drive has now been completely paved to its intersection with Cherrywood.
3. Approximately 570 feet of badly deteriorated asphalt on Westwood Drive has been milled and paved.
4. The portion of Mill Road that passes the Fire Station was milled and re-paved.
5. Birchwood Drive was milled and re-paved.
6. On Bluffside Lane 100 feet of crumbling storm sewer was replaced with traffic rated concrete storm sewer.
7. All the storm culverts on S. Spring and Sunset Drive were cleaned to ensure spring rains will flow smoothly. The ditches on those streets will also be cleaned over the course of the winter months.
8. Work has been completed on the storm water retention pond that was constructed off of Northwoods Drive, and all required inspections have been conducted by officials from the DNR. (The required maintenance duties have been added to the Village's Property Maintenance Plan.)
9. The planning process for much-needed repairs to Country Lane and Mill Road has been completed, and both of those roads are slated to be re-paved in 2024.

10. The Highway 57 Trail has been mapped out, and when all is said and done 1,225 additional feet of new trail will run down to the intersection with Northwoods Drive. Staff members are in the process of securing the required easements for the trail and anticipate that bids will be let for that project within the next three months.

Striping on Hwy 42 trail



MAINTENANCE PROJECTS

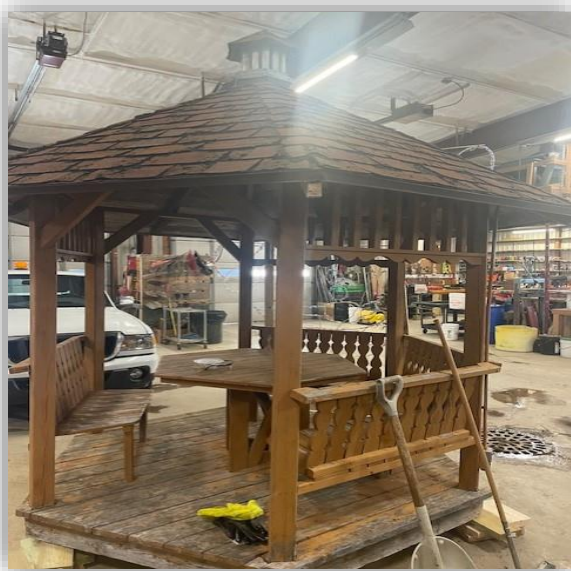
In 2023 the following maintenance projects were completed:

1. A significant amount of work was completed at the Village Hall. The four oil burning furnaces were removed and a new, high-efficiency propane furnace installed. The Parks/Maintenance Department employees dug around the propane tank that was near the Village Hall so underground lines could be installed for the new furnace, and all of the asbestos was removed from the heating ducts in the building. Wherever necessary, ductwork was replaced, and the mold and mildew in the elevator was all sprayed and treated. The elevator was repaired and is now back in service, and the bathrooms were all re-painted. The doors in the building were also sanded and refinished.
2. Adjustments were made to the Administration building HVAC system as it was not cooling properly. The wrought iron fence on the Administration Building porch was also painted and the concrete walkway repaired. Further, a roof leak was repaired, and the stone fence that got knocked down by a snowplow last winter was re-assembled and repaired.

3. One of the furnaces and one of the air conditioners at the Sister Bay-Liberty Grove Fire Station were repaired. The bushes at the Fire Station were also trimmed back and gutter covers installed. Drainage issues were corrected on the EMS portion of the building, and one of the streetlights outside that building was repaired.
4. Additional exterior outlets were added by the Information Booth for Christmas lights, and the shrubbery outside that building has been trimmed. Mulch was also added to the flower beds by the Information Booth, and the roof of the Visitor Brochure Kiosk was repaired.
5. The power poles by the Post Office were removed, as underground electrical service is now available in that area of the Village. A new light was installed on the Post Office loading dock, and for safety reasons a motion detector and additional lighting was added by the rear exit of the building. All of the front windows on the Post Office have now been replaced, and the back of the Post Office has been painted. As the interior lights burn out, they are being replaced with LED lights. The Hydrangea beds along the side of the Post Office have all been edged and mulched, and prior to the time that the mulch was put down weed mats were installed.
6. By the Marina, some bushes were removed and grass was planted by the docks. The utility/electrical shed was also painted and all the damaged wood on that building replaced. The main parking lot was also re-striped. Since the Village now owns its own striping machine significant cost savings – at least \$3,680.00 was realized on the Marina Parking Lot Striping Project.
7. Out at the Sports Complex, the Parks/Maintenance Department employees repaired some of the siding on the TKH Building and dug out the concrete that was utilized as the base for the old batting cage. They also poured new concrete for the new batting cage, painted the ballfield foul poles, poured a new concrete transition pad for the ice rink, and repaired and renovated the Sports Complex Gazebo.
8. Over 130 feet of concrete sidewalk was added in Waterfront Park. The Parks/Maintenance Department employees made all the required grade adjustments prior to the time that the sidewalk was poured, and saw that all the necessary site restoration work was done. They also completed the required repairs/renovations to the kiosk. A new drinking fountain was installed by the Waterfront restrooms, and to the delight of the local kids a swim raft that withstood the wind and waves all summer long was ordered and utilized in the designated swimming area.
9. A new roof was installed on the Sister Bay-Liberty Grove Library, and all of the leaks that were detected have now ceased. All the existing signs at the Library were painted and two new signs were added. The Library stairs have been patched, and an additional bench pad was poured so that another bench could be installed in front of the building.
10. Approximately half the length of the Highway 42 Trail has been edged and swept, and the remainder of the trail will be edged and swept in 2024.

11. For safety reasons a number of dead trees have been removed from the Pebble Beach trails, and dead trees were also removed from around the Pebble Beach parking lot.
12. At the end of “the season” all of the Village’s parklands were walked by staff members, and required cleaning, repairs and/or seasonal maintenance was done.

Sports Complex Gazebo Before Repairs/Renovations



Sports Complex Gazebo After Repairs/Renovations



Concrete sidewalk by the Village Hall poured by the Parks/Maintenance employees



Bluffsides Storm Sewer Replacement Project (Before Repairs)



New batting cage



*Bluffside Storm Sewer Replacement Project
(After Repairs)*



*Post Office Landscaping
(Before Upgrades)*



*Post Office Landscaping
(After Upgrades)*



SPECIAL EVENTS

Fall Fest is currently the largest single weekend event that occurs in, not only the Village, but all of Door County. Thousands of people attended Fall Fest in October of 2023, but there were also a number of other special events, festivals and activities conducted throughout the Village during the year. All of those events, festivals and activities, coupled with an increase in visitors to the area, contributed to a significantly increased demand for Village services and amenities, but the Parks/Maintenance Department employees had no major issues this year with providing support for those events.



The employees in the Parks/Maintenance Department are very proud of everything they accomplished in 2023 and look forward to continued improvements to our parks system.