PARKS, PROPERTY & STREETS COMMITTEE
MEETING MINUTES
MONDAY, NOVEMBER 4, 2024
(APPROVED VERSION)

1. Call to Order & Roll Call

Chair Howson called the meeting to order at 2:30 PM at the Village Hall located at 10693 N Bay Shore Drive. Approximately ten members of the public were present.

Committee Members Present: Chair and Trustee Howson, Trustee Bhirdo, Trustee Orozco (arrived 2:38 PM), citizen members Ahrens and Laszkiewicz

Staff Present: Village Administrator Julie Schmelzer, Parks and Streets Director Erik Linczmaier

2. Approve Agenda

Schmelzer asked the committee to amend the agenda to reschedule the item related to the bike races, and alter the order of items d, e and h, to accommodate the members of the Historical Society that were present but had to be to another meeting that evening. Howson indicated the item regarding the bike races would be rescheduled for the December meeting. *Motion by Ahrens, second by Bhirdo, to approve the agenda as amended to reschedule the bike event discussion, and discuss the items related to history after the discussion about the administrative building. Motion carried unanimously.*

3. Approve Regular Monthly Meeting Minutes

No changes were made to the draft meeting minutes. *Motion by Bhirdo, second by* Laszkiewicz *to approve the October 7, 2024, meeting minutes. Motion carried unanimously.*

4. Comments, Correspondence, and Concerns from the Public

(None.)

5. Discussion/Action Items

a). Administration Building; Design Review

Schmelzer summarized her staff report explaining why the design of the proposed administration building was again on the committee agenda. Mike Martin from the Mc Mahon Group led the committee and public through a series of design options and explanations as to how the optional plans differed as well as their opinion of probable costs. Option A was considered the original plan previously approved by the committee, with an estimated cost of $3.4 million; Option B had two differing roofline designs and no central atrium, and limited access from the east parking lot, the cost estimated at $3.1 million; Option C was a late redesign combining elements from each of the other plans presented, the cost estimated at $3.1 million. Martin explained the cost estimates included the $200,000 the village needed to connect the existing farmhouse to sewer and water. Schmelzer indicated the actual costs would not be known until construction drawings were complete and the project put out to bid. *After discussing the plans, and a discussion about per square foot calculations and costs, there was a motion by Howson, second by Ahrens, to recommend to the Village Board approval of Option C, with the second roofline shown on Option B. Motion carried: Aye - Howson, Bhirdo, Orozco, Ahrens; Naye – Laszkiewicz. Motion carried 4 - 1.*

b). Parking Issues; Fall Fest; N. Spring Road

The agenda item had been referred from a previous Village Board meeting when a resident on

North Spring Road explained they could not travel on their road during Fall Fest and suggested the village prohibit parking on one or both sides of the road during Fall Fest. Discussed was the precedent the matter could set, why certain roads were roped off, as well as the staff time involved to rope off the roads. Committee members expressed it would not be fair to employees to ask them to spend even more time roping off roads and then taking all the rope down. Erin Peddle, from SBAA, was at the meeting and said their office had only received one complaint that year about parking on North Spring during this year's event. *After serious consideration, by consensus, the committee concluded they cannot set a precedent by roping off all roads, and instead should restrict prohibiting parking on those streets with concerns about emergency access.*

c). Christkindlmarkt; Bus Use

Schmelzer requested the village not charge the Historical Society for the gas and driver wages to use the village shuttle bus for their holiday event. She explained they are a partner organization, their event is still growing, and the nonprofit was not in a position to reimburse the village for the use of the bus until their event revenue increases. John Nelson, Terry Wolf and John Lijewski, the new president of the organization, were present to represent the Historical Society and support the request. Although committee members were supportive, there was some limited concern that the village just increased their contribution to the group, and perhaps those monies could pay for the use of the bus. It was acknowledged, the higher contribution is in the 2025 village budget, and the group wouldn't have access to those funds for this year's event. Also noted was that the village had a reliable shuttle bus now, and it should be used for SBAA and Historical Society events. *Motion by Bhirdo, second by Ahrens, to not charge the Historical Society for the use of the shuttle bus and driver wages for the 2024 event, provided there is money in the bus budget to cover the expense. Motion carried unanimously.*

d). Sign & QR Codes; Historical/Cultural Markers

The agenda item had previously been discussed briefly and placed on the agenda for a more in-depth conversation. Members had received a lengthy staff report on the matter. Overall, the committee was very supportive of a program to place metal markers by historical or cultural places of interest with a photo of the historic feature, brief summary, and QR code leading them to more detailed information on a website. The Historical Society representatives present volunteered to help and indicated they were excited to work with the village on the project. *Motion by Howson, second by Orozco, to support staff researching the costs of the markers, begin conversations with the Historical Society on potential locations, wording and photos, and report back to the committee. Motion carried unanimously.*

e). Crosswalk Art

Last year when the committee discussed street crossing safety, the committee had considered the idea of painting the crosswalks on a limited number of village streets in the downtown area to draw attention to the crosswalk, and to add an element of art to the village. Staff shared information received from a local artist interested in working with the village on the artwork and inquired if the committee would be interested in meeting with her to discuss design ideas. Laszkiewicz inquired about the safety aspect of painted crosswalks, and he and Howson requested copies of previous staff reports on the matter. *By consensus the committee agreed to meet with the artist and discuss design ideas. Schmelzer will contact the artist and make arrangements for the next available meeting that fits the artist's schedule.*

f). Broadband Engineering Map

Members reviewed the engineering map prepared by Bertram for the upcoming fiber installation project. Also discussed was the number of responses for installation of the lines to the homes and businesses, and the process to solicit responses. *Motion by Bhirdo, second by Ahrens, to approve the map, provided staff is satisfied with the map. Motion carried unanimously.*

g). Historic Vacation Sign

The committee reviewed a staff report which included a photo of an old Sister Bay welcome sign. Discussed was whether the sign should be donated the Historical Society; Society members present indicated they would like the sign, should it be offered to them. *Motion by Orozco, second by Ahrens, to donate the "Sister Bay/Door County's/Vacation Village" sign, currently located at the cold storage building, to the Historical Society. Motion carried unanimously.* John Nelson, Terry Wolf and John Lijewski of the Historical Society thanked the committee for the donation.

6. Staff Reports

Parks and Streets Director's Report – Members questioned who pays for the curb to be installed once the driveway on North Bay Shore Drive, by Marina View Condominiums is removed; staff clarified the village pays for the work. The swim dock repair was discussed and it was questioned whether we had multiple bids; staff explained they tried getting bids from known contractors and only one responded.

Administrator's Report – Schmelzer requested support to work on a grant, when available, for the community garden at the former Logerquist site. Bhirdo requested Stantec provide a map, like they did for the Sports Complex, so members can move improvements around and decide the best location for the gardens and other improvements; there were no objections so the matter will be placed on a future agenda. Shared were the results of the *Do Good Door County* audits, which members agreed should be placed on a future agenda for discussion, after the first of the new year.

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

It was summarized the Fall Challenge bike race and parking issue discussion would be on the next agenda, QR codes would be discussed again as information becomes available, staff would work with the crosswalk artist and bring the matter back to committee when the artist is available to discuss design ideas, and the *Do Good Door County* audits would be discussed after the new year begins.

8. Next Meeting

The next regular meeting was scheduled for December 2, 2024, at 2:30 PM, at the Fire Station.

9. Adjourn

Motion by Orozco, second by Ahrens, to adjourn. Motion carried unanimously. The meeting adjourned at 4:38 PM.

Respectfully submitted,
Julie Schmelzer
Acting Recording Secretary