

DECEMBER 2, 2024
PARKS, PROPERTY & STREETS
COMMITTEE MEETING

1. **CALL MEETING TO ORDER & ROLL CALL**
(HOWSON, BHIRDO, OROZCO, AHRENS & LASZKIEWICZ.)
2. **APPROVAL OF AGENDA**
(COMMITTEE CHAIR WILL ALSO REMIND ALL “ZOOM” PARTICIPANTS TO MUTE THEIR DEVICES.)
3. **APPROVAL OF NOVEMBER 4, 2024**
PARKS, PROPERTY & STREETS
COMMITTEE MEETING MINUTES
4. **COMMENTS, CORRESPONDENCE &**
CONCERNS FROM THE PUBLIC



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA

MONDAY, DECEMBER 2, 2024, at 3:30 PM

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

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

For additional information visit: www.sisterbaywi.gov and click 'Meetings'

AGENDA

1. Call to Order & Roll Call

1	Committee Chair – Louise Howson	2	Denise Bhirdo
3	Lilly Orozco	4	Jerry Ahrens
5	Mike Laszkiewicz		<i>Village Administrator – Julie Schmelzer</i>
	<i>Department Director – Erik Linczmaier</i>		<i>Administrative Assistant - Janal Suppanz</i>

2. Approve Agenda

3. Approve November 4, 2024, Regular Monthly Meeting Minutes

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a. Parking Issues; Peninsula Century Fall Challenge Bike Ride and the Door County Century Bike Ride
- b. Snowmobile Trail Map; Proposed Route
- c. Sports Complex; Concession Stand; Restroom Addition
- d. Mill Road West; Landscaping Plan
- e. Administration Building; Review Requests for Proposals; Construction Drawings
- f. Administration Building; Civil Site Design; Contract
- g. Former Logerquist Site; Design Exercise

6. Staff Report(s)

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

8. Next Meeting: Regular Monthly Meeting – January 6, 2025, at 2:30 PM

9. Adjourn

Public Notice – PARKS, PROPERTY & STREETS COMMITTEE MEETINGS ONLY

For questions regarding the above agenda items or to review the related files contact Julie Schmelzer, Village Administrator at julie.schmelzer@sisterbaywi.gov.

To submit letters in support or opposition of an agenda item, email janal.suppanz@sisterbaywi.gov by 4:00 p.m. the day before the meeting. Letters received after the meeting packet has been mailed will NOT be sent to committee members but will be SUMMARIZED at the meeting.

It is possible that members of or quorum of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118 or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. Mondays through Thursdays, and 8 a.m. – 12:00 p.m. Fridays).

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

POSTED DATE/SIGNATURE _____

PARKS, PROPERTY & STREETS COMMITTEE
MEETING MINUTES
MONDAY, NOVEMBER 4, 2024
(APPROVAL PENDING)

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

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(a)

**PARKING ISSUES;
PENINSULA CENTURY FALL CHALLENGE BIKE
RIDE & THE DOOR COUNTY
CENTURY BIKE RIDE**



PENINSULA CENTURY FALL CHALLENGE

Date: December 3, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Parking Concerns

Author: Julie A. Schmelzer, Village Administrator

At the October meeting it was requested this item be placed on the agenda for discussion. In November, discussion on this item was postponed until December.

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(b)
SNOWMOBILE TRAIL MAP;
PROPOSED ROUTE



STAFF REPORT - SNOWMOBILE TRAIL

Date: December 2, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Snowmobile Route – Route Approval Needed

Author: Julie A. Schmelzer, Village Administrator

Last November the committee approved the 2023-2024 winter season snowmobile route within the village per the following (partial minutes),

Discussion took place regarding this issue, and it was eventually the consensus that the map that appears on Page 13 of the digital meeting packets shall be revised in such fashion that the snowmobile trail that is proposed for the area along Maple Drive is deleted in its entirety. Schmelzer also cautioned that it is quite possible that next year the area surrounding Autumn Court and some portions of “the Wiltse Property” will not be accessible to snowmobilers at all as work will be commencing on some large Village projects, and suggested that the members of the snowmobile club start thinking about potential alternate snowmobile routes within the Village limits now. The representatives of the snowmobile club who were present asked for further information regarding those projects, and Schmelzer requested that they call the Administration Office in the near future to schedule an appointment to discuss this issue at length.

Motion by Bhirdo, second by Orozco that the Parks, Property & Streets Committee approves the snowmobile route that is depicted on the maps that were reviewed at this meeting as presented, on the condition that the portion of the trail that is depicted along Maple Drive must be deleted in its entirety, and, if work will be commencing on W. Mill Road prior to the conclusion of the 2024 snowmobile season representatives of the snowmobile club must see that applicable “Snowmobile Trail Closed” and detour signage is erected in applicable locations along the trail in as timely a fashion as possible. If the Top O’ The Thumb Snowmobile Club wishes to establish a snowmobile route that utilizes any Village owned properties next year, representatives of that organization must see that one map that depicts all the boundaries of the Village and the entire snowmobile route they are proposing is presented to staff members in the Village Administration Office no later than August 1, 2024. Motion carried – All ayes.

On November 11, 2024, Peter Oleson came to the Administrative Offices and explained he is now the contact for the Villagers and the Top O’ the Thumb snowmobile clubs in their attempt to secure a route. Peter said he was not aware the map had to be presented to the village by August 1, 2024, and therefore is requesting the committee approve their requests and route.

Due in part to construction in the village, the proposed route has changed. They will no longer be going downtown or to the ice rink. The following is requested:

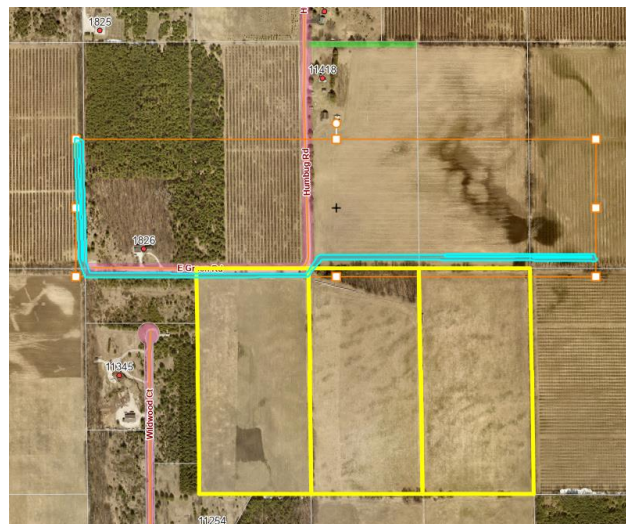
Request No. 1 – Former Wiltse Site – Can they cut through a section of the former Wiltse site and cross a NE corner of the property as shown on the map below? The route has been selected to avoid trees and to go through existing openings in the fence lines, all while trying to avoid village property as much as possible. (Village land/municipal boundary shown in yellow and the trail is in blue.)



Request No. 2 – Former Logerquist Site – Can they cross the SE corner of the property to get from property in the town to the south, and then to land in the town to the east (to connect with the segment shown above)?



Request No. 3 – E. Green Rd Property – The village owns three twenty-acre parcels in the town of Liberty Grove (shown in yellow). We historically rented these parcels to a farmer, and the farmer apparently allowed the snowmobile club to cross the site. The farmer is no longer farming and has forfeited his contract. The club tries to stay in the right-of-way, but their route does go slightly onto the village's westernmost 20-acre parcel (it is estimated it is about a three-foot encroachment). Does the village have an objection to this segment of the route?



Request No. 4 – The committee always wants a map showing the entire route. However, the club(s) cannot finalize a map until they know if the above are approved. Overall, except for the above, the club will no longer be going through the village. The section of the route traversing through the village is shown below. Is this map acceptable? (Boundaries approximate.)



DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(c)

**SPORTS COMPLEX;
CONCESSION STAND;
RESTROOM ADDITION**



SPORTS COMPLEX – RESTROOM ADDITION TO THE CONCESSION STAND

Date: December 3, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Future Restrooms

Author: Julie A. Schmelzer, Village Administrator

When the concession stand was built, the village agreed that, when sewer came near the building, they'd work with the Bay's to install a restroom (the Bay's paid half the cost of installing water to the building). As the committee knows, a lateral is being installed across the Sports Complex to serve the new Parks Maintenance Facility. The lateral will be approximately 25' from the concession stand. 'Stubbing' a connection to the concession area is wise in that it is less expensive to install it now, vs at a later date (digging, locating, connecting).

We cannot use the Parks Maintenance Facility loan for a non-facility expense, such as the 'stub' for the concession stand. At this point, we don't even know the cost, but it is expected it would be \$5,000-10,000. Stantec, Erik and I met with Jeff Pfeifer of the Bays, and we are optimistic they could help/pay the connection 'stub'.

If the stub is installed, it makes sense to also build the restroom addition, vs waiting even longer. Unfortunately, with the changes in state law, we can no longer hire the same company that builds it, to also design it; instead, we need to have a designer, and then a builder, which tends to increase costs significantly. The estimate for an addition housing two restrooms (seasonal, no heat) is \$75,000. Providing ADA access via a sidewalk, adds another \$15,000.

Design is expected to be under \$25,000, meaning no bidding process is required. Material and labor (including plumbing design and ADA access) is expected to cost around \$50,000-\$65,000 *if contracted*. Certainly, if the building involves more stalls, the costs rise.

Jeff had asked if perhaps volunteers could build the addition. I checked the statutes and, after designed, yes, we could use volunteers and donated materials. However, the donated materials and labor must be significant. In other words, we can't say we are using donations and volunteers just to avoid a competitive bidding process.

Does the committee support staff moving forward with seeking funds to begin a design project? Ideally, this project would be completed by the first game of the 2025 season.

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(d)

**MILL ROAD WEST;
LANDSCAPING PLAN**



MILL ROAD WEST – LANDSCAPING PLAN

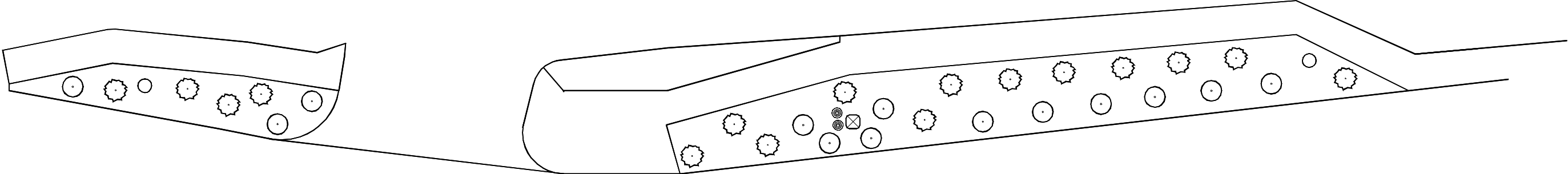
Date: December 3, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Landscaping

Author: Julie A. Schmelzer, Village Administrator

The committee asked for a landscaping plan and cost estimate to plant shrubs in the gravel area across from Waterfront Park. It is anticipated the shrubs will prevent people from driving on the grass and over the curbing. The plan and estimate are attached.



○ ← Boxwood

⊛ ← Blue Rug Juniper

VILLAGE OF SISTER BAY
SISTER BAY, WISCONSIN 54234

Sales: AJ Vertz
Mill Rd Planting
Sister Bay, Wisconsin 54234

Est ID: EST5033596
Date: Nov-12-2024

Mill Rd Planting	\$4,177.74
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Scope of Work:

- Install plants per plan along Mill Rd.
- Move aside existing stone mulch to plant.
- Re grade stone mulch when planting is complete.
- Water in all new plants.
- Clean up work area.

Boxwood, 520-0500-1100 - #5	Boxwood, Green Mountain - #5	
Juniper, 530-0708-1100 - #5	Juniper, Blue Rug - #5	
Subtotal		\$4,177.74
Taxes		\$0.00
Estimate Total		\$4,177.74

Contract Payment Summary	
PO #	Contract #

Contractor: _____
AJ Vertz

Client: _____

Signature Date: 11/12/2024

Signature Date: _____

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(e)
ADMINISTRATION BUILDING;
REVIEW REQUESTS FOR PROPOSALS;
CONSTRUCTION DRAWINGS



ADMINISTRATION BUILDING – CONSTRUCTION DESIGN RFPS

Date: December 3, 2024

Board/Committee: Parks, Property & Streets Committee

Re: RFQs to Review

Author: Julie A. Schmelzer, Village Administrator

A Request for Proposals was released soliciting proposals to move into the next phase of our Admin Building project – the construction drawings (which we use to solicit construction bids). We received five proposals, attached. We need to discuss them, rank them, and make a recommendation to the Board on which firm we want to contract with. I have included a scoresheet to aid in your review. (I need to collect the scoresheets after you have scored them.)

ADMINISTRATION BUILDING – CONSTRUCTION DRAWINGS

SCORECARD

12/3/2024

RFP summary was seeking proposals for:

“Utilizing drawings prepared by the McMahon Group, design and prepare complete construction drawings and an opinion of probable cost for a new administration building that will house the Village of Sister Bay Administrative Offices and Village Board Meeting Room”. The plans were attached so the Proposer could understand the work completed and style of building proposed.

Company/Proposer: _____

The following may help you as you review the proposals--

1. Does the Proposer have relevant experience with government engineering /construction?
 _____ New government building construction experience (may or not matter to you)?
 _____ Similar size building or community experience? _____
2. Is the Proposal clear - are we able to determine exactly what services will be provided and for what cost? _____. We want to make sure we know what we’re getting for the price with no hidden costs.
3. Is the Proposal clear that they will be providing construction drawings and an opinion of probable costs, as indicated in the RFP summary (above)? _____ Or, does the Proposal appear to be for design services already completed? _____ Having a Proposal clearly reflect our needs is important – we don’t want to agree to a price without knowing exactly what we’re getting.
4. The RFP required the Proposer to oversee the bidding process. Do they perform the bid process on behalf of the village? (Meaning they list the bid and construction documents on Quest, review bids to make sure they are ‘apples to apples’ with no hidden costs, review bids, work with the bidders, and arrange contracts with the successful bidder)? _____
5. Construction management – will they oversee construction to be certain the building is being built per plans? How often will they be onsite? _____

6. Are they doing the work, or is the work subcontracted out? Do we care? _____
7. Did they provide a timeline for the project? _____
8. What can they provide beyond the minimum? In other words, aside from the minimum requirements, what else are they offering us to make the project successful?

9. Are they able to provide us a final document and presentation within the timeframe provided?

10. References or examples from other municipalities (this may not be practical and you might have to rely on the examples they provided in their response):

11. Cost – do you feel we are getting a quality product that meets our needs for the best price?

12. Is travel distance a concern? _____
13. Other thoughts? _____

Based on the above, you need to draw some conclusions and rank the Proposer. The following are the criteria used as rating categories. Please rank the Proposer for each of the below, using a scale of 1-5, with 5 being 'great' and 1 being 'weak/poor'.

1. Qualifications _____
2. Knowledge of State and Federal Laws and Trends (typically determined by the resumes) _____
3. Experience, particularly in designing similar buildings in Wisconsin _____
4. Level of Understanding of the Need Identified (are they offering us everything we asked for?) _____
5. References _____
6. Cost _____

TOTAL SCORE: _____

HYPERLINKS TO ADMINISTRATION BLDG. PROPOSALS

Due to file size limitations the proposals that were received for the Administration Building could not be included in the digital meeting packet. Therefore, related hyperlinks had to be created and they follow. To access the five proposals that were received please click on the following hyperlinks:

DIMENSION IV

<https://storage.googleapis.com/juniper-media-library/57/2024/11/05.e.3.%20%20DIV%20Proposal-1.pdf>

ADCI

<https://storage.googleapis.com/juniper-media-library/57/2024/11/05.e.4.%20%20ADCI%20Proposal.pdf>

PLUNKETT, RAYSICH ARCHITECTS, LLP

<https://storage.googleapis.com/juniper-media-library/57/2024/11/05.e.5.%20%20PRA%20Proposal.pdf>

McMAHON ASSOCIATES, INC.

<https://storage.googleapis.com/juniper-media-library/57/2024/11/05.e.6.%20%20McMahon%20Proposal-1.pdf>

THRIVE ARCHITECTS

<https://storage.googleapis.com/juniper-media-library/57/2024/11/05.e.7.%20%20Thrive%20Proposal.pdf>

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(f)
ADMINISTRATION BUILDING;
CIVIL SITE DESIGN;
CONTRACT



ADMINISTRATION BUILDING – CIVIL SITE DESIGN CONTRACT

Date: December 3, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Civil Contract

Author: Julie A. Schmelzer, Village Administrator

Attached is the estimate and contract for the civil engineering that must be done as part of our Administration Building project. This will need Board approval.



Stantec Consulting Services Inc.
312 N. 5th Avenue
Sturgeon Bay, WI 54235

November 20, 2024

Project/File: 193806896 – Admin Building Civil Survey and Engineering Proposal

Village of Sister Bay
C/O Julie Schmelzer; Village Administrator
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234
920-854-9637
julie.schmelzer@sisterbaywi.gov

Reference: Proposal for Engineering/Surveying

Stantec has prepared the following proposal based on the understanding that a new Village Administration Building will be constructed on parcel 1810009312822A along Woodcrest Road. The development will be placed on the existing ±40-acre lot with ±2 acres being developed in this scope of the project (see Exhibit A, Parcel Report). Architectural concept drawing have been created by McMahon and Stantec has used these as a basis for this scope of work (See Exhibit B, Concept Site Plan). Stantec proposes the following scope of services:

SCOPE OF WORK/FEES:

Stantec shall provide Civil Engineering and Land Surveying professional services for the Project. Stantec will self-perform all Tasks.

Professional services as identified below will be completed on a Fixed Fee (FF) or Time and Material (T&M) basis. We have organized the project tasks into the following categories and associated fees:

1. Survey	\$3,500 (FF)
2. Final Civil Plans	\$19,500 (T&M)
3. Stormwater Management Design	\$4,500 (FF)
4. Sanitary Sewer + Water Extension	\$8,000 (FF)
TOTAL	\$35,500

Stantec will not exceed the budget as defined above without written approval of a change order from the Client.

Additional requests from the Client or others will be considered additional services and additional budget will then need to be authorized by the Client prior to the work being completed.

TASK 1 – SURVEY SERVICES

Stantec will augment the existing property boundary survey (done under prior contract) with full and topography existing conditions of the subject property. Easements and restrictions of record will be depicted as per information provided by the client. The survey will include the following:

- One-foot interval contours of existing topography
- Existing site improvements including buildings, parking areas, sidewalks, drives, pavement and other improvements identified on the project site.
- Public roadway pavement and improvements from parcel to centerline of roadway
- Berms, swales, and drainage features
- Utility structures to include storm sewer, watermain and sanitary sewer including inverts and pipe sizes.
- Buried utility lines as marked by Digger's Hotline
- Trees with greater than 4-inch diameter within 25 feet of the proposed building location.

Deliverables:

- Existing conditions survey with topographic and utility verification

TASK 2 – CIVIL PLAN SET AND PERMITTING

Stantec will work with both the Architectural Designer and the VOSB to finalize the overall site plan. Once the site plan is finalized, Stantec will provide construction ready plans for the proposed development including sewer, water, and storm sewer associated with development. A master grading plan will also be prepared establishing proposed building grades, driveway grades, and drainage patterns.

Stantec will prepare a list of quantities to be used by the Client for bidding. Actual bidding, construction specifications, advertising and bid review will be by client directly.

Stantec will provide the following scope of work:

Deliverables:

- Site Plan Creation. Coordinate with VOSB to create an overall site concept layout, including identifying project build-out phasing
 - Attend Village meetings when requested by boards/commission/committees
 - Coordinate with Architect on site layout requirements for administration building
- Contractor Coordination
 - Coordinate Geotechnical Reporting via outside consultant
 - Coordinate other outside contractor/consultant input as requested
- Construction plan packet. After conceptual site design has been finalized, Stantec will provide a final engineering construction plan packet showing:
 - Cover sheet with pertinent site design statistics and information.
 - Construction materials quantities summary.
 - Site plan with dimensions of proposed improvements and vehicular turn radius review.
 - Utility plan with sanitary sewer lateral, water service, and storm water BMP design.
 - Master grading plan for entire development including building heights and grades.

- Landscape Plan
- Erosion control plan.
- Construction details.
- Permit applications:
 - VOSB - Zoning Permit (if required, client dependent)
 - DSPS – Exterior Plumbing

TASK 3 – STORMWATER MANAGEMENT DESIGN

Stantec will prepare the necessary DNR and VOSB stormwater design. This proposal assumes overall land disturbance will exceed one-acre, therefore requiring a DNR land disturbance permit. This effort will include:

- Water quantity and quality analysis.
- Storm water BMP design.
- DNR land disturbance permit application, including stormwater pond design peak flow and water quality calculations.
- Erosion control plan.

Deliverables:

- Stormwater management design packet meeting DNR design requirements.
- DNR Storm Water Permit Application
- VOSB Storm Water Management Plan Application

TASK 4 – SANITARY SEWER AND WATER EXTENSIONS

Public utility mains (sanitary and water) will need to be extended roughly 900' south from the intersection of Woodcrest and Maple Lane/ZZ to allow service to the new administration building. Stantec will complete this task in the following manner:

- Survey existing project site for topographical and existing utilities and prepare base map suitable for final design.
- Design and prepare civil site plans for proposed sanitary sewer and water extension south along Woodcrest Road – as per previous discussions with the Village administrator

Deliverables will include:

- Prepare application and submit design plans to DNR for Municipal sanitary sewer plan review.
- Prepare application and submit design plans to DNR for Public Water System Plan Review
- Prepare and solicit for public bids, collect bids, provide contractor recommendation to VOSB

This task, although part of the overall Administration Building scope of services, will be appended to the previously approved Sports Complex Sanitary Extension project in order to combine the two projects under one umbrella for construction purposes.

EXCLUSIONS:

No additional services other than those specifically identified in the body of this proposal are included in the Scope of Work. If items outside the above-mentioned Scope of Work are found to be required, Stantec can provide additional professional services as an amendment to the base contract. Stantec will not exceed the budget without written approval from the Client. Once the budget has been spent, and scope of services complete, additional requests from the Client or others will be considered additional services and additional budget will then need to be authorized by the Client prior to the work being completed.

SCHEDULE:

Stantec will work with the client to come up with a mutually agreeable schedule for entitlements, approvals, permitting and bidding of the project. It is anticipated that completing the design, gaining approvals, and permits may take up to 3 months to complete.

Project delays could be incurred due to factors outside our control such as slow response from regulators. That said, Stantec will work closely with the Client to meet schedule expectations and develop a mutual agreement of when the final deliverables will be completed.

ASSUMPTIONS AND CONDITIONS:

- A. Invoices will be sent monthly for services rendered based on the percentage of each task that has been completed to date. Payment terms will be 30 days upon receipt. Any applicable state and local taxes are not included.
- B. Permit review fees are not included. If paid by Stantec, all permit review fees will be passed on directly to the Client.
- C. Usual and customary expenses such as, review fees, municipal fees, postage, delivery, title reports and documents purchased are not included and will be invoiced at cost Stantec reserves the right to reallocate budget between tasks but will not exceed the total contract without approval.
- D. Preliminary research indicates there are no wetlands or floodplain on this site. Costs for wetlands or floodplains have not been included in this proposal.
- E. Client and regulatory correspondence and meetings not specified herein will be provided as supplemental services, if desired.
- F. Client dictated revisions after final design would warrant a new task budget be presented to the Client for approval.
- G. Stantec will not enter any form of litigation regarding the services performed in the tasks defined by this proposal.
- H. Stantec shall not be responsible for any costs incurred due to schedule delays beyond our control (e.g. weather, client-induced delays, non-performance of other contractors, etc.)

CONTRACTING

By signing this proposal, the Client authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the below date:

Per Client/Municipality (Print Entity Name)

Date

Authorized Representative (Print Name & Title)

Signature

CLOSING:

Thank you for the opportunity to provide you with our Proposal. We trust this proposal meets your approval and has addressed the project goals we have discussed. If you have any questions, or require any additional information, please call me at (920)-298-1759. We look forward to working with you on this project.

Regards,

STANTEC CONSULTING SERVICES INC.



Skyler Witalison P.E.

Project Manager

Direct: 920 298-1763

Skyler.Witalison@stantec.com

312 N. 5th Avenue

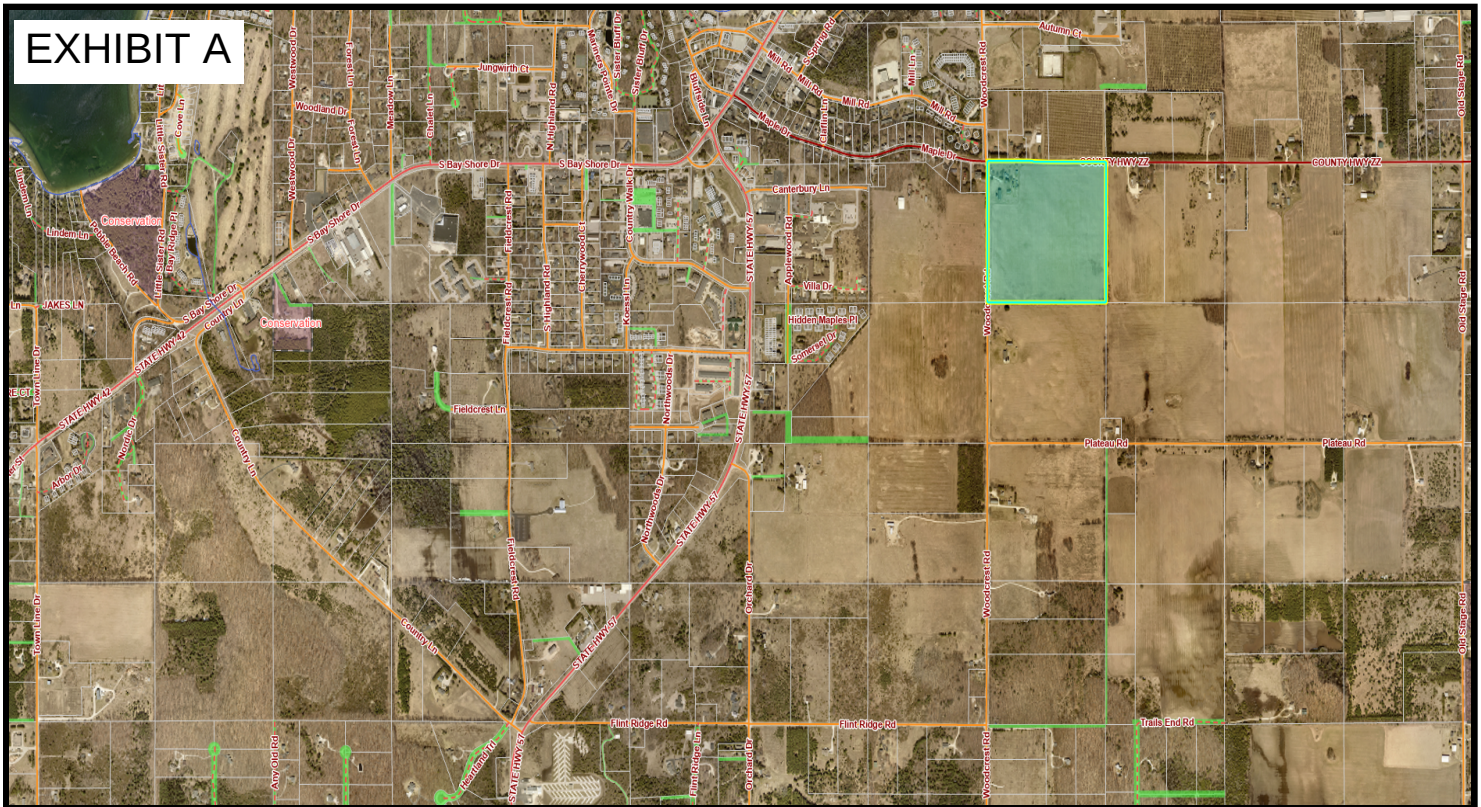
Sturgeon Bay, WI 54235

Tax Parcel Report

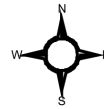
Courtesy of the Door County Land Information Office



... from the GIS Map of ...
 (//map.co.door.wi.us/map)
Door County, Wisconsin
 ... for all seasons!



Map 2023 Orthophoto as default backdrop



Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.

Data current through Wednesday, Nov 20, 2024

Parcel Number: 1810009312822A - VILLAGE OF SISTER BAY

PDF Map #: 09

PLSS Section-Town-Range: NW of NW 9-31-28

Property Address: 10596 WOODCREST RD

Owner Name: VILLAGE OF SISTER BAY

Co-Owner:

Mailing Address: PO BOX 769

SISTER BAY WI 54234

Legal Description (See recorded documents for a legal description):

NW1/4 NW1/4 S.9-31-28

School District: Gibraltar

Valuations: 2025

Taxes: 0

Acres: 40.92

Real Estate Tax: 0

Land Value: 0

Special Tax: 0

Improved Value: 0

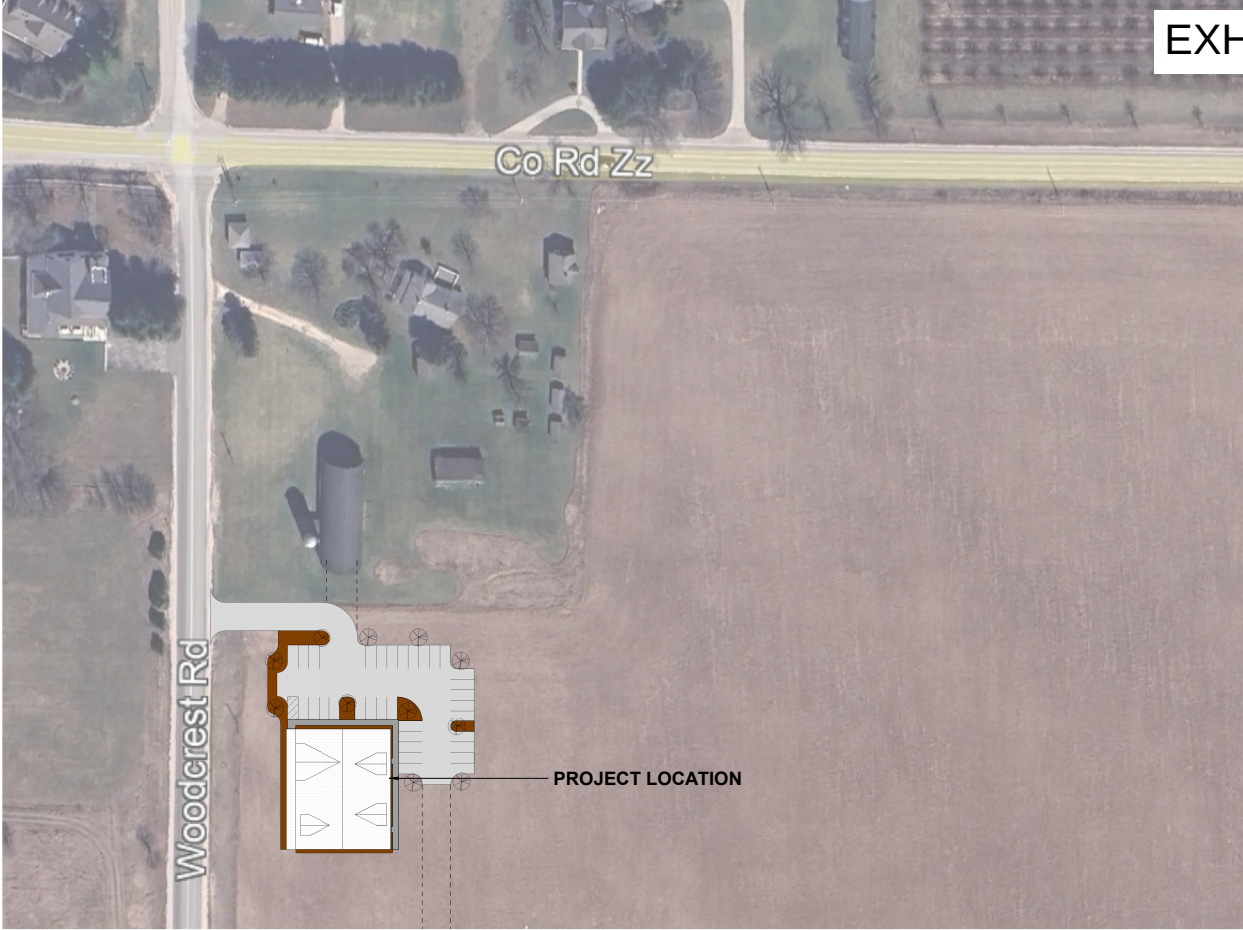
Forest Tax: 0

Forest Value: 0

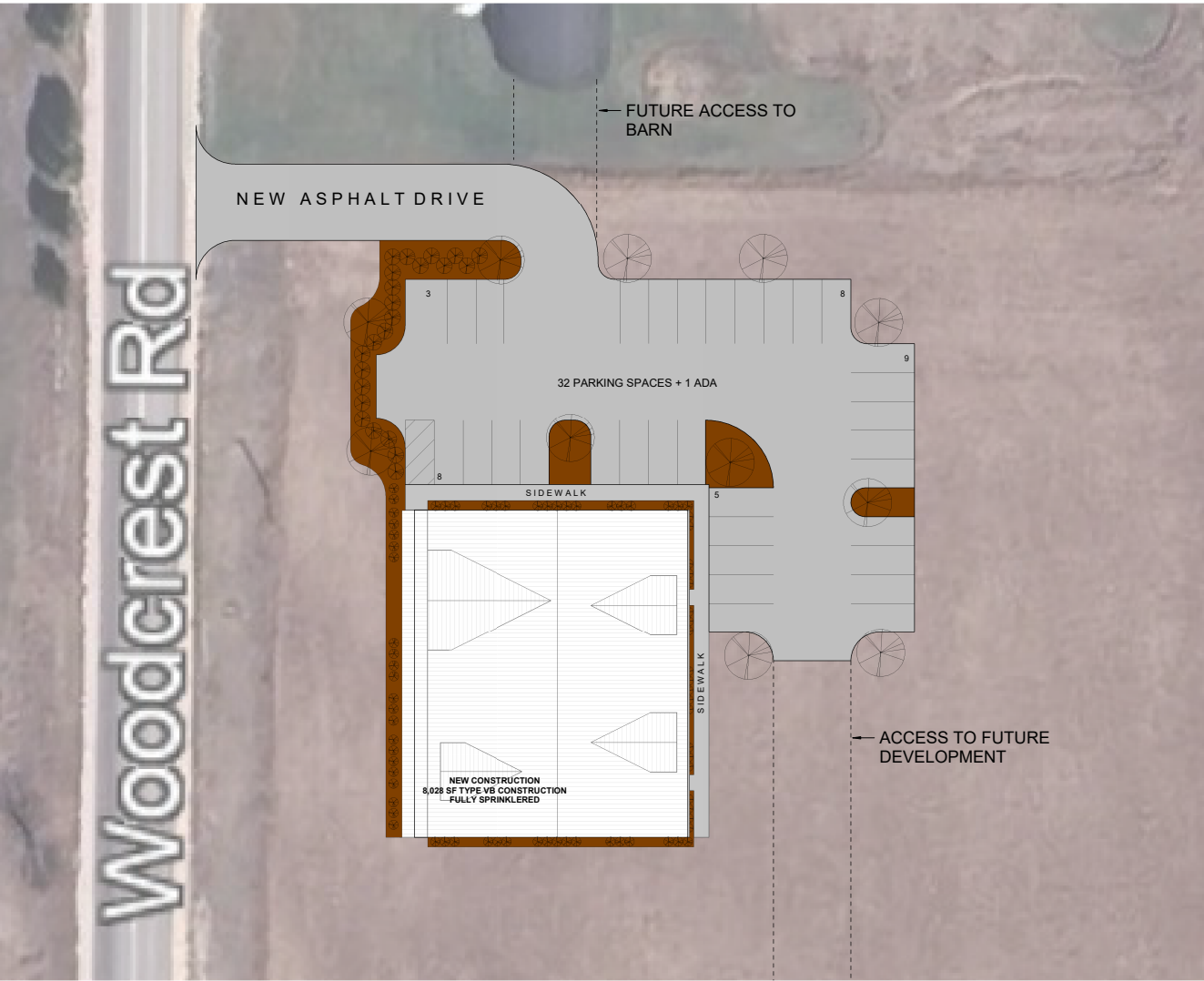
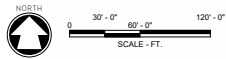
Est Fair-Market Value: 0

NOVEMBER 4 2024

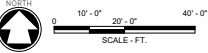
EXHIBIT B



OVERALL CONCEPTUAL
ARCHITECTURAL SITE PLAN
1" = 60'-0"



ENLARGED CONCEPTUAL
ARCHITECTURAL SITE PLAN
1" = 20'-0"



PARKING LOT REQUIREMENTS:
EMPLOYEE STALLS = 7
ONE SPACE PER 3 CHAIRS = 25

PROVIDED:
32 PARKING SPACES + 1 ADA PARKING SPACE

INTERIOR LANDSCAPE ISLAND REQUIREMENTS:
5% OF PARKING LOT TO BE INTERIOR LANDSCAPE ISLANDS

PROVIDED:
13,194 SF TOTAL PARKING LOT
767 SF INTERIOR ISLANDS = 5.8% INTERIOR LANDSCAPE AREA



SISTER BAY ADMIN BUILDING REDESIGN
ARCHITECTURAL SITE PLAN

B
11/4/24
McMAHON
ENGINEERS ARCHITECTS



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make payment by Electronic Funds Transfer when requested by Consultant.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.



FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

COVID-19: The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal is based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

BUSINESS PRACTICES: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

FLORIDA CONTRACTS: PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE.

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(g)
FORMER LOGERQUIST SITE;
DESIGN EXERCISE



LOGGERQUIST EXERCISE

Date: December 3, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Layout of Property

Author: Julie A. Schmelzer, Village Administrator

The committee requested an air photo of the Loggerquist site and 'cut outs'. Skyler quickly drew some to scale before he left for vacation, but we will present them at the meeting.

AGENDA ITEM NO. 6
STAFF REPORT(S)



PARKS & STREETS DIRECTOR'S REPORT

Date: December 2, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff has completed the set up for the Capture the Spirit Festival.
2. Staff has completed the maintenance demands for all village equipment that is serviced annually.
3. The winterization of all buildings and equipment that need to be shut down have been performed (Bay's Concession Stand, sprinkler system, Village Hall bubbler, etc.).
4. The department has completed its obligation to the Chistkindlmarkt (eight picnic tables, I-beam barricades, roping off nearby roadways).
5. Update on the Driveway Access In Front of Marina View Condos:
I have to meet with Steve from Vinton Construction to provide an estimate. I have also reached out to Hockers Excavating and David Schleicher, but have not been able to meet them on site to go over the work plan.
6. Update on the Swim Dock:
I have been in communication with Curtis from Summerset Marine. He will be waiting for the ground to freeze before he starts to work on repairing the swim dock.
7. Update on the New Parks Building:
Alliance Construction has moved the cold storage building to its new location and has begun to excavate the new building site.
8. Update on Waterfront Park Electric:
Action Electric has completed the switching out of streetlights in Waterfront Park. The light near the gazebo has been removed. The brown color light poles near the playground have been swapped for black ones and the smaller light poles near the bathrooms have been replaced with black large ones. Action has also hooked up the power for the additional outlets that were installed in Gateway Park.
9. Staff has completed installing the Waterfront Park bike racks and repair station.

10. The Town of Liberty Grove has agreed to help dig out and regrade the ditches and clear culverts at Maple and Woodcrest, and Cherrywood and Fieldcrest. We are working with the Utilities Department to have Great Lakes jet them. Cleaning the culverts is required by the state per our stormwater program.

AGENDA ITEM NO. 7
**MATTERS TO BE PLACED ON A
FUTURE AGENDA OR REFERRED
TO A COMMITTEE, OFFICIAL
OR EMPLOYEE**

AGENDA ITEM NO. 8

**NEXT MEETING:
REGULAR MONTHLY MEETING –
JANUARY 6, 2025 AT 2:30 P.M.**

AGENDA ITEM NO. 9

ADJOURNMENT