

1 **MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE**
2 **PARKS, PROPERTY & STREETS COMMITTEE**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD,**
4 **MONDAY, DECEMBER 2, 2024**
5 **(APPROVED VERSION)**

7 **Agenda Item No. 1. Call Meeting to Order and Roll Call:**

8 *The December 2, 2024 hybrid regular monthly meeting of the Parks, Property & Streets Committee was*
9 *called to order by Committee Chair Louise Howson at 3:30 P.M.*

11 **Committee Members Present:** Committee Chair Louise Howson and Committee members Denise Bhirdo,
12 Mike Laszkiewicz, Lilly Orozco, and Jerry Ahrens.

14 **Staff Members Present:** Village Administrator Julie Schmelzer, Erik Linczmaier, and Administrative
15 Assistant Janal Suppanz.

17 **Others Present:** Kurt Harff, Ellie Soderberg-Guger, Erin Peddle, Skyler Witalison, Jeff Pfeifer, “Ronald”, Nick
18 Bastian, and Karen Grasse.

20 **Agenda Item No. 2. Approval of Agenda:**

21 *Motion by Bhirdo, second by Ahrens that the Agenda for the December 2, 2024 meeting of the Parks,*
22 *Property & Streets Committee be approved as presented. Motion carried – All ayes.*

24 **Agenda Item No. 3. Approval of Minutes:**

25 **As to the minutes for the November 4, 2024 regular monthly meeting of the Parks, Property & Streets**
26 **Committee:**

27 *Motion by Bhirdo, second by Ahrens that the minutes for the November 4, 2024 meeting of the Parks,*
28 *Property & Streets Committee be approved as presented. Motion carried – All ayes.*

30 **Agenda Item No. 4. Comments, correspondence and concerns from the public:**

31 *Howson asked if anyone would like to comment regarding a non-agenda item. No one responded.*
32 *Schmelzer then stated that no correspondence had been received that would require the attention of the*
33 *Committee.*

35 **Agenda Item No. 5. Discussion/Action Items:**

36 **a. Parking issues; Peninsula Century Fall Challenge Bike Ride and the Door County Century Bike Ride:**

37 Complaints have been received that several of the individuals who participate in the Peninsula Century
38 Fall Challenge Bike Ride and the Door County Century Bike Ride park their vehicles in the parking stalls
39 along N. Bay Shore Drive and leave them there all day long, which can be quite problematic for anyone
40 wishing to do business in the downtown area. Discussion took place regarding this issue, and it was
41 eventually the consensus that Brian Fitzgerald, one of the organizers of the Peninsula Century Fall
42 Challenge Bike Ride, shall be asked if it would be possible to include a note in the ride packets which
43 states that all ride participants must park their vehicles at the Sports Complex or another designated
44 location away from the downtown area and ride their bicycles to the starting point.

46 *Howson indicated that she will discuss this issue with Mr. Fitzgerald and report her findings at the next*
47 *meeting of the Committee.*

b. Snowmobile Trail Map; Proposed Route:

Representatives of the Villagers and the Top O' The Thumb Snowmobile Clubs have requested permission to utilize Village owned property for their snowmobile trails. Maps that depict the proposed snowmobile routes were included in the digital meeting packets, and the Committee members jointly reviewed all of that documentation.

Motion by Orozco, second by Laszkiewicz that permission is granted for the Villagers and the Top O' The Thumb Snowmobile Clubs to utilize the portions of the Village owned property that is depicted on the proposed snowmobile trail maps that were included in the digital packets for this meeting during the 2024-2025 snowmobile season, on the condition that before permission is granted for a snowmobile trail to be created on the former Wiltse property representatives of Seaquist Orchards must inform Schmelzer that they don't have any concerns about the cherry trees on that property sustaining damage. Motion carried – All ayes.

c. Sports Complex; Concession Stand; Restroom Addition:

When the baseball concession stand was constructed several years ago Village officials agreed that if and when sewer service ever came near the concession building they'd work with the Bay's to see that restrooms were installed. Water lines have already been run to the concession building, but the restrooms still have not been constructed. A sewer lateral will be installed across from the Sports Complex to service the new Parks Maintenance Facility soon, and it will be approximately 25' from the concession building. At this time no money has been budgeted for new restrooms at the Sports Complex, but Schmelzer believes it would be wise to "stub" a sewer connection into the concession building now, since significant cost savings would be realized.

Jeff Pfeifer of the Bays noted that several of the Bays' fans are aging and find it very difficult to walk up the hill to the existing restrooms, and, therefore, there is a definite need for the new restrooms. Some local carpenters, electricians and plumbers have volunteered to work on the project, so it would quite likely be possible for significant cost savings to be realized if and when the decision is made to actually construct the new restrooms.

Motion by Orozco, second by Ahrens that the Parks, Property & Streets Committee authorizes staff members to see that a sewer connection, which is an unbudgeted expense, is "stubbed" into the concession building at the Sports Complex in as timely a fashion as possible. Motion carried – All ayes.

Schmelzer indicated that she will see that a request for the funding for the previously mentioned work is forwarded to the Finance Committee.

d. Mill Road West; Landscaping Plan:

A landscaping plan and cost estimate for shrubs to be planted in the gravel area across from Waterfront Park was included in the digital meeting packets, and Bhirdo noted that she personally does not like the appearance of the Blue Rug Junipers that were mentioned on the proposal that was received from Door Landscape & Nursery. Discussion took place regarding this issue, and Schmelzer was eventually asked to contact representatives of Door Landscape and request that they suggest a similarly priced alternative to the Blue Rug Junipers that can be trimmed to a maximum height of 4'. Photos of the shrubbery that is suggested and a related cost estimate will be included in the digital packets for the next meeting of the Committee.

e. Administration Building; Review Requests for Proposals; Construction Drawings:

An RFP was released for proposals for construction drawings that could be used to solicit construction bids for the new Administration Building. Proposals were received from Dimension IV, ADCI, Plunkett, Raysich Architects, LLP, McMahon Engineers/Architects and Thrive Architects, and the Committee members jointly reviewed all of that documentation. During the review process each of them ranked the proposals and explained the reasons for their rankings, and Schmelzer and Suppanz took note of all the comments that were made.

Motion by Orozco, second by Laszkiewicz that the Parks, Property & Streets Committee recommends that the Village Board accept the proposal that was received from McMahon Engineers/Architects for creation of construction drawings that will be used to solicit construction bids for the new Administration Building as presented, and authorize the Village President and/or the Village Clerk to execute a related contract in as timely a fashion as possible. Motion carried.

f. Administration Building; Civil Site Design; Contract:

A proposal that was received from Stantec Consulting for the civil engineering and land surveying services that must be completed for the Administration Building Project were included in the digital meeting packets, and the Committee members also jointly reviewed that documentation.

Motion by Bhirdo, second by Laszkiewicz that the Parks, Property & Streets Committee recommends that the Village Board accept the proposal that was submitted by Stantec Consulting for the civil engineering and land surveying services that will be needed for the new Administration Building as presented, and authorize the Village President and/or the Village Clerk to execute a related contract in as timely a fashion as possible. Motion carried – All ayes.

g. Former Logerquist Site; Design Exercise:

The Committee members all participated in a design exercise for the former Logerquist property, and by the time that exercise was completed potential locations for several of the amenities that will eventually be constructed and/or created on that property and where trees will be planted had been suggested, but no formal decisions were made. The Committee members did agree that the previously designated parking areas and the location for the Administration Building were acceptable, and it was also the consensus that when representatives of Stantec work on the previously mentioned site plans those plans shall depict the location(s) where sewer and water laterals should be “stubbed in” to the Logerquist property. The Committee members also agreed that a new driveway access shall be created approximately 100’ from the barn on the Logerquist property. There were differing opinions regarding the preferred location for the Dog Park, and whether or not individual small and large dog parks should be created, and it was eventually the consensus that in the spring of 2025 staff members shall make arrangements for a related survey to be distributed to all the property owners in the Village.

Agenda Item No. 6. Staff Reports

Linczmaier’s Staff Report was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process Orozco complimented Linczmaier and the other Parks Department employees on “how nice” the Village’s Christmas decorations look.

Schmelzer gave the following oral report:

- As requested she did meet with some of the members of the Sister Bay Historical Society regarding the historical/cultural marker project, and they definitely are interested in helping out with that project. She will be meeting with those individuals after the holidays to discuss some of the*

logistical issues associated with the project, and will keep the Committee members advised of the status of this issue.

- Representatives of the Post Office have informed Village officials that they intend to send a letter to all the property owners in the Village informing them that the current Post Office Lease will be expiring, and, therefore, they will be entertaining suggestions for a new location for such a facility that is in or near the Village. She and Nate Bell, the Village President, have concerns that receipt of such a letter could be quite troubling for some individuals, and, therefore, they will be meeting with Post Office representatives to discuss this issue in the near future. She will provide further information to the Committee members as soon as it becomes available.
- Representatives of Bertram Communications have informed her that work is progressing as planned on the fiber-to-the-home project.

Agenda Item Nos. 7, 8 and 9.

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

Next Meeting:

The next meeting of the Parks, Property & Streets Committee has been scheduled for 2:30 P.M. on Monday, January 6, 2025. In accord with the Committee's directives the following issues will be addressed at that meeting:

Discussion/Action Items:

- Establishment of a "Volunteer Day" in the Village;
- The Crosswalk Art Project;
- Parking Issues; Peninsula Century Fall Challenge Bike Ride and the Door Couty Century Bike Ride;
- Mill Road West; Landscaping Plan.

Schmelzer indicated that she will see that the Committee's request for the funding required to "stub" a sewer connection into the Bay's Concession Building is forwarded to the Finance Committee.

She also indicated that the following issues will be referred to the Village Board:

- The recommendation from the Parks, Property & Streets Committee that the Village Board accept the proposal that was received from McMahon Engineers/Architects for creation of construction drawings that will be used to solicit construction bids for the new Administration Building.
- The recommendation from the Parks, Property & Streets Committee that the Village Board accept the proposal that was submitted by Stantec Consulting for the civil engineering and land surveying services that will be needed for the new Administration Building.

Adjournment

At 6:15 P.M. a motion was made by Orozco, seconded by Bhirdo that the December 2, 2024 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant