

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, JANUARY 6, 2025**
5 **(APPROVED VERSION)**

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

8 *The January 6, 2025 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called*
9 *to order by Committee Chair Louise Howson at 2:31 P.M.*

11 **Committee Members Present:** Committee Chair Louise Howson and Committee members Denise Bhirdo
12 and Jerry Ahrens. Lilly Orozco appeared virtually.

14 **Excused:** Committee member Mike Laszkiewicz.

16 **Staff Members Present:** Village Administrator Julie Schmelzer, Parks & Streets Department Director Erik
17 Linczmaier, Utilities Director Megan Barnes, and Administrative Assistant Janal Suppanz.

19 **Others Present:** Kurt and Laurel Harff, Nicholas Dokolas, DeDe Mickelson, Ellie Soderberg-Guger, Erin
20 Peddle, Cori Shanahan, Kathy Hinske, Tom Sadler and Brigette Kozma, “Barb” and two unidentified
21 individuals.

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

24 *Motion by Bhirdo, second by Ahrens that the Agenda for the January 6, 2025 meeting of the Parks, Property*
25 *& Streets Committee be approved as presented. Motion carried – All ayes.*

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

28 **As to the minutes for the December 2, 2024 regular monthly meeting of the Parks, Property & Streets**
29 **Committee:**

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

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

34 *Howson asked if anyone would like to comment regarding a non-agenda item. No one responded. She then*
35 *noted that a letter that was received from Myles Dannhausen had been included in the digital meeting*
36 *packets. (In his letter Mr. Dannhausen expresses several concerns about the potential relocation of the*
37 *Sister Bay Post Office.)*

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

40 **a. Community Garden Planning:**

41 At the last meeting of the Committee work commenced on the drafting of a conceptual plan for the new
42 community garden to be created on the “Logerquist Property”, and, as per the Committee members’
43 request, Cori Shanahan and Kathy Hinske, who serve as the “Volunteer Managers” of the Village’s existing
44 community garden, were invited to attend this meeting to provide related input and answer any
45 questions the Committee members may have. Ms. Shanahan and Ms. Hinske explained that they have
46 utilized the Village’s existing community garden for a number of years now and “love it”. They also
47 indicated that the existing garden has 16 plots, and they are all currently being utilized. If at all possible

1 they and several of the gardeners who utilize the existing community garden would like to be allowed to
2 continue to have access to that garden. Depending upon how much demand there is for the new garden
3 and how big it will actually be, they may be willing to manage both facilities.

4
5 When the new community garden is created it would be very helpful if Village officials could see that the
6 following amenities are available:

- 7 • Garden plots of various sizes ranging from 10' X 10', 10' X 15', 10' X 20' and 20' X 40' that are
8 separated by walking paths ranging in size from 3' wide to 6' wide.
- 9 • A readily available access point to the Village's water system or an on-site well, and all required
10 fittings and/or meters, if required.
- 11 • Heavy-duty garden hose that is capable of being extended from the previously mentioned water
12 source to the perimeter of the new garden, as well as any required fittings. (Each of the gardeners
13 will be informed that they will be expected to supply enough of their own garden hose to service
14 the plot(s) that is/are assigned to them and whatever hose attachments they prefer to utilize.)
- 15 • A designated parking area that is in close proximity to the new community garden.
- 16 • A designated location for disposal of weeds that is in close proximity to the new garden.
- 17 • Access to a mulch pile that is in close proximity to the new community garden.
- 18 • Several gardeners have expressed interest in being allowed to continue to utilize their own on-
19 site deck boxes for storage of their gardening tools and supplies, or, if Village officials decide that
20 it would be appropriate, have requested that they be allowed to have exclusive access to one or
21 more of the existing buildings on the Logerquist Property that is/are capable of being locked.
- 22 • In the past there were a few instances where produce that was grown in the existing community
23 garden was harvested by an unknown individual(s) without permission, and, therefore, it would
24 probably be a good idea for Village officials to see that signage which makes it perfectly clear that
25 the gardens are "private" is erected in the area where CTH "ZZ" intersects with Woodcrest Road.
- 26 • If the previously mentioned signage doesn't deter people from taking produce, Village officials
27 may want to consider erecting a fence or some other kind of barrier in that location.
- 28 • It would also be very helpful if Village officials could see that soil testing is done.

29
30 Ms. Shanahan and Ms. Hinske indicated that they don't feel it will be necessary for the Village to provide
31 any type of "raised beds" at the new community garden, but they did state that they would not be
32 opposed to allowing any gardeners who wish to utilize "raised beds" in the new garden to do so, on the
33 condition that any of those individuals must create the raised beds themselves and cover the cost of any
34 and all related expenses.

35
36 At the present time the gardeners who utilize the existing community garden are not required to sign
37 any type of contract, but they are all aware that there are rules that all of them are expected to abide by,
38 and, to be honest, none of those rules have ever been violated. The plot rental fees, which are quite
39 reasonable, and range from \$15.00 to \$50.00 per season, depending upon the size of the plots that are
40 utilized, cover the cost of related water usage fees, and are also utilized to purchase "Deer No-Nos" as
41 well as any gardening supplies that may be needed from time to time.

42
43 Ms. Shanahan and Ms. Henske noted that several members of the community actually benefit from the
44 existing community garden as any excess produce that is realized is delivered to the local food pantries
45 as soon as it is harvested. In conclusion they thanked the Committee members for allowing them to have
46 access to the existing community garden and considering creating an additional garden, and suggested
47 that at least initially ten new community garden plots be created on "the Logerquist Property". If there
48 is more of a demand for garden plots the new garden could always be expanded.

Bhirdo noted that the Committee members have actually considered two different community garden options for the Logerquist Property - duplication of the existing community garden model, and creation of a "true urban garden", where several members of the community who work in one large garden are allowed to share in the harvest, and asked if Ms. Shanahan and Ms. Hinske believe both options could co-exist. Ms. Shanahan responded that she believes that could happen as long as the private gardens are clearly marked and everyone abides by the rules that are established for the new garden.

The Committee members thanked Ms. Shanahan and Ms. Hinske for taking the time to attend this meeting, and encouraged them to contact staff members if they think of any other items that they should be aware of.

b. Parking Concerns; Mill Road East:

Tom Seagard, who owns an art gallery on Mill Road East, has called the Village Office on several occasions complaining that vehicles were parking in the designated "No Parking" areas in front of his gallery; thereby totally blocking his driveway and the parking area for his business. Mr. Seagard and his wife, Brigitte Kozma, were present, and they confirmed that their driveway and parking area has been blocked on several occasions over the past year. Because of the previously mentioned parking violations there have been several occasions when they and their customers have not been able to gain access to or exit their parking area or utilize their driveway. This is not only problematic from a business standpoint, but they are very concerned that there is potential for health and safety issues to arise, as if, "Heaven forbid" a fire or a health emergency were to arise, fire trucks and/or ambulances simply could not gain access to their property. There is a thin yellow line painted on the street in front of their parking area/driveway, but that line really doesn't deter anyone from parking in the previously mentioned location, and, therefore, they are requesting that Village officials see that diagonal yellow lines are painted on the street in front of their business so that it is much more evident that parking is prohibited in that location.

Schmelzer requested that Mr. Seagard and/or Ms. Kozma prepare a diagram that depicts the type and dimensions of the street markings they would actually like to see created in front of their art gallery, and Ms. Kozma responded that she will prepare such a diagram and provide it to the employees in the Village Office in time for it to be included in the digital packets for the next meeting of the Committee.

c. Parking Concerns; ChristKindl Markt:

While parking violations at the ChristkindlMarkt, which event is conducted at The Corner of the Past on an annual basis, have decreased considerably, there were still a few instances where attendees at this year's event parked in prohibited areas, which is definitely a concern from a safety perspective, and in accord with Bhirdo's request discussion regarding the parking concerns was added to the agenda for this meeting. Discussion took place regarding this issue, and during that time Howson stated that she is personally aware that the organizers of the ChristKindl Markt made a concerted effort to address as many of the previously mentioned parking concerns as possible well in advance of this year's event.

Ahrens, who lives in close proximity to The Corner of the Past, acknowledged that there were far fewer parking violations committed in the Village during this year's ChristKindl Markt than there had been in the past, but pointed out that there were still some vehicles parked in designated "No Parking Zones" on the shoulder of Highway 57 as well as Fieldcrest Road and Country Lane. From a safety perspective he finds this activity to be "very troubling" as there was definitely potential for people who were walking along the highway in the dark to become seriously injured.

Lengthy discussion took place regarding this issue, and the Committee members agreed that there really is no excuse for anyone to park in clearly designated “No Parking” zones. Therefore, they requested that this issue be referred to the Village’s new Code Enforcement Officer in as timely a fashion as possible. Schmelzer noted that the Code Enforcement Officer won’t actually be starting until mid-March, and in light of that fact the Committee members requested that as soon as Schmelzer feels it’s appropriate, she see that a meeting is scheduled for her and the Code Enforcement Officer to meet with the members of the Sister Bay Historical Society Board of Directors as well as John Nelson, the Coordinator of the ChristKindl Markt, and a representative of the Door County Sheriff’s Department Reserve Unit so that work can commence on establishing a mutually agreeable “plan of action” with respect to any and all vehicles that are parked illegally during the 2025 ChristKindl Markt. Schmelzer indicated that she will keep the Committee members advised of the status of this issue.

D. Mill Road West; Landscaping Plan:

As per the Committee’s request a representative of Door Landscape and Nursery was asked to suggest an alternate plant option for inclusion in the Mill Road West Landscaping Plan, and he has now suggested Golden Mop False Cypress or Old Gold Junipers. The Committee members expressed concerns that Junipers could grow to be quite tall and tend to get “woody”, and it was eventually the consensus that Boxwoods and Golden Mop False Cypress shall be utilized. (In accord with the Committee’s directives Schmelzer will see that the Landscaping Plan is revised in such fashion that it reflects that 65% of the plants that are utilized along Mill Road West will be Boxwoods and 35% of the plants that are utilized will be Golden Mop False Cypress.)

e. Concession Agreement; Bay Shore Outdoor Store:

The Concession Agreement between the Village and Bay Shore Outdoor Store expired in fall, and Schmelzer asked if the Committee members were interested in renewing that agreement. (Bay Shore Outdoor operated a “quiet craft” rental business, and also sold incidental “beach accessories” such as sunglasses and suntan lotion, pre-packaged snacks and non-alcoholic beverages at or near the western end of the Village’s beach.)

Discussion took place regarding this issue, and Schmelzer was asked to see that a related RFP is issued and processed in as timely a fashion as possible. It was also the consensus that whenever a contract is approved for the services that are described in the RFP a provision shall be added to the applicable Concession Agreement that a late fee will be imposed if the Concessionaire fails to provide a POS merchant report that accurately depicts his/her annual sales in the Village and/or fails to pay the required fee by the designated deadline.

f. Concession Agreement; Segway The Door:

Since 2017 a Concession Agreement has been in effect between the Village and Glide, N.E.W., d/b/a Segway The Door Tours. That agreement also expired in fall, and Schmelzer asked if the Committee members were interested in renewing it. (Glide, N.E.W. offers segway tours that originate from the parking lot at the Village’s Sports Complex, and those tours are only allowed on a formally designated route.)

The Committee members agreed that an RFP should be issued for someone to provide segway or other tour services in the Village, and Schmelzer was again asked to see that a related RFP is issued and processed in as timely a fashion as possible. It was the consensus that whenever a contract is approved a provision shall be added to the Concession Agreement that a late fee will be imposed if the Concessionaire fails to provide a POS merchant report that accurately depicts his/her annual sales in the Village and/or

1 *fails to pay the required fee by the designated deadline.*

2
3 **g. Public Space Audits:**

4 *Public space audits for the Sister Bay Sports Complex and Waterfront Park that were prepared by*
5 *representatives of DoGood Door County were included in the digital meeting packets, and the Committee*
6 *members briefly jointly reviewed all of that documentation. It was the consensus that an in-depth review*
7 *of the previously mentioned audits should be conducted at the next meeting of the Committee so that the*
8 *stated suggestions can be prioritized.*

9
10 **h. Establishment of a “Volunteer Day” in the Village:**

11 *The suggestion has been made that Village officials consider establishing a “Volunteer Day” in the Village.*
12 *Discussion took place regarding this issue, and it was the consensus that at some point a list of potential*
13 *volunteer opportunities should be created and maintained in the Village Office. It was also the consensus*
14 *that all of the Trustees as well as Village staff members should be encouraged to work alongside the*
15 *members of the community who do volunteer. Bhirdo indicated that she believes a “good starting point”*
16 *would be to do something that recognizes “Earth Day”, which is Tuesday, April 22, 2025, and the other*
17 *Committee members concurred. It was the consensus that further discussion shall take place regarding*
18 *this issue at the next meeting of the Committee.)*

19
20 **i. Department Annual Report:**

21 *The 2024 Annual Report for the Parks & Streets Department was included in the digital meeting packets,*
22 *and the Committee members jointly reviewed that document. All the Committee members indicated that*
23 *they believe Linczmaier “did a great job on his report”, and they also indicated that they found the data*
24 *the report contains to be very worthwhile.*

25
26 *Ahrens pointed out that at one point the former Director of Public Works had indicated that it helps to*
27 *maintain roads if gravel is added to the shoulders, and Schmelzer was asked to discuss that suggestion*
28 *with Linczmaier in the near future. She indicated that she will keep the Committee members advised of*
29 *the status of this issue.*

30
31 **Agenda Item No. 6. Staff Reports**

32 *Linczmaier and Schmelzer’s Staff Reports were included in the digital meeting packets, and the*
33 *Committee members jointly reviewed both of those documents.*

34
35 *Motion by Bhirdo, second by Ahrens that the Parks, Property & Streets Committee recommends that the*
36 *Finance Committee see that the Village’s CIP is amended in such fashion that a page(s) is/are added that*
37 *addresses “Future Road Planning Projects”, including the possible extension of Canterbury Lane east to*
38 *Woodcrest Road, and the extension of Applewood Road to Woodcrest Road. Motion carried – All ayes.*

39
40 *Schmelzer pointed out that discussions have begun with the Engineers from Robert E. Lee & Associates*
41 *regarding the Mill Road Triangle Reconstruction/Repair Project. At this time the Engineers anticipate that*
42 *the related surveying work will commence in January or February of 2025. They also anticipate that a*
43 *public informational meeting will be conducted in Spring of 2025, that the related bid package will be*
44 *prepared and real estate negotiations will commence in Summer of 2025, that utility construction,*
45 *including storm sewer and WPS work will commence in Fall of 2025, and, finally, that the actual road*
46 *construction will commence in Spring of 2026.*

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, February 3, 2024. In accord with the Committee's directives the following issues will be addressed at that meeting:

Discussion/Action Items:

- a. Parking Concerns; Mill Road East**
- b. Parking Concerns; ChristkindlMarkt**
- c. Public Space Audits**
- d. Establishment of a "Volunteer Day" that does something to recognize "Earth Day" in the Village**
- e. Potential Improvements to be Made at the Existing Dog Park**
- f. Peninsula Fall Challenge Parking Issues**

The Committee's recommendation concerning amendments to the CIP will also be referred to the Finance Committee.

Adjournment

At 4:22 P.M. a motion was made by Ahrens, seconded by Bhirdo that the January 6, 2024 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant