

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, FEBRUARY 3, 2025**
5 **(APPROVED VERSION)**

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

8 *The February 3, 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 Lilly Orozco,
12 Mike Laszkiewicz and Jerry Ahrens.

14 **Excused:** Denise Bhirdo

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

19 **Others Present:** Amanda Dietrich, Ellie Soderberg-Guger, Rachel Lawrenz, Kassie Soukup, Roger and Paula
20 Oakdale, Ben Fitzgerald, Tonya Crowell, Alan Sraga, “Barb”, Tom Seagard and Brigett Kozma, Sally Pfeifer,
21 and Sam Gullick.

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

24 *Motion by Ahrens, second by Orozco that the Agenda for the February 3, 2025 meeting of the Parks,*
25 *Property & 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 January 6, 2025 regular monthly meeting of the Parks, Property & Streets**
29 **Committee:**

30 *Ahrens stated that he believes the sentence that begins on Line 34 – Page 3 of the January 6, 2025 meeting*
31 *minutes should read in part, “Ahrens, who lives in close proximity to The Corner of the Past, acknowledged*
32 *that there were far fewer parking violations committed in the Village during this year’s ChristKindl Markt*
33 *than there had been in the past . . . ”*

35 *Howson stated that she believes the following items should be added to the bulleted list that appears on*
36 *Page 2 of the January 6, 2025 meeting minutes:*

- 37 • **Access to a mulch pile that is in close proximity to the community garden.**
- 38 • **It would also be very helpful if Village officials could see that soil testing is done.**

40 *Howson also stated that she believes the minutes should reflect that Ms. Shanahan and Ms. Hinske*
41 *indicated that they don’t feel it will be necessary for the Village to provide any type of “raised beds” at the*
42 *new community garden. She also would like to see a sentence added which states that Ms. Shanahan and*
43 *Ms. Hinske indicated that they would not be opposed to allowing any gardeners who wish to utilize “raised*
44 *beds” in the new garden to do so, on the condition that any of those individuals must create the raised beds*
45 *themselves and cover the cost of any and all related expenses.*

1 *Motion by Ahrens, second by Orzoco that the minutes for the January 6, 2025 meeting of the Parks, Property*
2 *& Streets Committee be approved as amended. Motion carried – All ayes.*

3
4 **Agenda Item No. 4. Comments, correspondence and concerns from the public:**

5 *Howson asked if anyone would like to comment regarding a non-agenda item, and Roger Oakdale of 10687*
6 *Commodore Circle, Unit No. 701, stated that he had logged on to the last Village Board Meeting via “Zoom”*
7 *as he wanted to let the Trustees know that he has concerns about the Village’s budget, but was not allowed*
8 *to speak as he was “constantly muted”, so since Schmelzer and some of the Trustees were at this meeting*
9 *he would like to make a related statement at this time. Mr. Oakdale indicated that he believes there are*
10 *“some very significant issues” with the Village’s budget, and would like to schedule an appointment to meet*
11 *with Schmelzer to discuss what can be done about those issues in the near future. Howson thanked Mr.*
12 *Oakdale for sharing his concerns, and suggested that he submit a detailed letter to the Finance Committee.*
13 *She then noted that no correspondence had been received that would require the attention of the*
14 *Committee.*

15
16 **Agenda Item No. 5. Discussion/Action Items:**

17 **a. Parking; Peninsula Century Fall Challenge Bike Ride:**

18 Complaints have been received that several of the individuals who participate in the Peninsula Century
19 Fall Challenge Bike Ride park their vehicles in the parking stalls along N. Bay Shore Drive and leave them
20 there all day long, which can be quite problematic for anyone wishing to do business in the downtown
21 area. Howson indicated that she would discuss this issue with Brian Fitzgerald, one of the organizers of
22 the Peninsula Century Fall Challenge, and report her findings to the Committee members at this meeting,
23 and Mr. Fitzgerald’s son, Ben, was present. Ben indicated that in the future he and his father and their
24 associates intend to make a concerted effort to inform all the people who participate in the Peninsula
25 Century Fall Challenge that they should not park along STH 42. To that end they intend to send out an “e-
26 mail blast” to all registered ride participants a short time before the ride actually takes place. They also
27 intend to post a related notice on their social media platforms, will include a similar notice in the ride
28 packets, and will leave copies of those notices at local motels and lodging establishments.

29
30 *The Committee members thanked Mr. Fitzgerald for taking the time to attend this meeting, and also*
31 *indicated that they are happy to hear that actions will be taken to resolve the previously mentioned parking*
32 *issues.*

33
34 **b. Parking; Mill Road East (The Area In Front of the Mill Road Gallery)**

35 Tom Seagard, who owns an art gallery that has been assigned an address of 2328 Mill Road, has called
36 the Village Office on several occasions complaining that vehicles were parking in the designated “No
37 Parking” areas in front of his gallery; thereby totally blocking his driveway and the parking area for his
38 business. Mr. Seagard and his wife, Brigitte Kozma, were asked to prepare a diagram that depicts the
39 appearance and placement of the “no parking” designations they would like to see in front of their
40 business, and Ms. Kozma complied with that request. (The documentation she provided was included in
41 the digital meeting packets.) If Mr. Seagard and Ms. Kozma’s request is approved a 4’ wide X 55’ long
42 striped “No Parking” zone that is yellow in color will be created on a portion of Mill Road.

43
44 *Motion by Howson, second by Orozco that as soon as weather permits Linczmaier shall see that the 4’ X*
45 *55’ street striping that was proposed by Tom Seagard and Brigitte Kozma is added to the area where*
46 *parking will be prohibited in front of the Mill Road Gallery. Motion carried – All ayes.*

c. Concession Building Addition; Design Contract:

In accord with the Committee members' request, Schmelzer submitted an application for a grant to cover the costs of an addition to the baseball field concession building at the Sports Complex that will contain two ADA accessible restrooms, but has not been notified of the status of that application yet. In light of the fact that the grant application was submitted, the employees at Stantec were asked to complete the engineering work related to the installation of a sewer lateral stub on the baseball field concession building, and Schmelzer proceeded to work with the employees from McMahon Engineers & Architects on the drafting of a proposed contract for the creation of plans for the addition. A copy of the proposed contract was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process Schmelzer noted that because of the location of the existing infrastructure in the concession building and the actual design of that building, the addition will need to be located off the south side of the building, rather than on the east side of it as had originally been anticipated. She also noted that the employees from McMahon have agreed to design the addition and do all the required engineering work for less than \$25,000.00. Therefore, it will not be necessary to solicit bids for any of the required engineering work.

Laskiewicz expressed concerns about the proposed costs of the engineering work, especially in light of the fact that the restrooms are quite small, and suggested that in the future staff members request price quotes from a few engineering firms before making a referral to the Committee.

Sally Pfeifer explained that her husband, Jeff, who normally represents The Bays at Village meetings, had another obligation and was unable to attend this meeting, so she was appearing on his behalf. The main reason The Bays are asking that new restrooms be created by the baseball field is that there are a number of elderly people who attend their games, and several of those individuals find it difficult, if not impossible, to "walk up the hill" to use the restrooms in the concession building by the Little League Field. There are "Port-A-Potties" by the baseball field, but because of mobility issues some of the previously mentioned individuals have difficulties gaining access to and/or exiting them, and, therefore, they really are not a safe or effective alternate option.

Motion by Orozco, second by Laskiewicz that the Parks, Property & Streets Committee recommends that the Village Board approve the Agreement For Professional Services between McMahon Engineers & Architects and the Village of Sister Bay that pertains to the engineering costs for the construction of an addition to the baseball field concession building at the Sports Complex as presented, but before any of the stated work actually commences, Schmelzer must receive confirmation that the grant application she submitted for funding to help cover the costs of the engineering services has actually been approved.
Motion carried – All ayes.

d. Trail Updates:

As requested Schmelzer gave the Committee members updates on the status of the Highway 57 Trail, the Highway 42 Trail and the Woodland Trail by the Fire Station. Now that the conceptual design work has been completed for the Highway 57 Trail, Schmelzer intends to see that a related RFP is issued in as timely a fashion as possible. The employees from Stantec are still working on a final design for the Highway 42 trail, and are doing the engineering work for that portion of the trail that will be off the ground or is elevated. Once the Highway 42 trail is designed Schmelzer intends to start applying for related grants. A wetland delineation and a DNR permit will be required for the Woodland Trail, (which is also referred to as "the land by the Fire Station"), but due to budgetary constraints Village officials have basically put that project "on hold". It would be possible to utilize the Community Development funds that have been collected thus far to help pay for the related expenses, but at this time that funding option

1 is not even being considered.

2
3 *The Committee members requested that Schmelzer forward them a hyperlink to the preliminary plans for*
4 *all of the previously mentioned trails, and she agreed to do that.*

5
6 **e. Broadband Updates:**

7 In accord with the Committee members' request Schmelzer contacted the employees at Bertram
8 Communications and asked for an update on the Village's "Fiber-To-The-Home Project". She was
9 subsequently informed that the employees from the company that will be doing the installation work, "5
10 Star", intend to secure all required permits in the coming month, but no construction will actually
11 commence until it warms up because of the current frost levels. To date 367 residents and 460 condo
12 units have been signed up for "drops", but not all of them have subscribed to service from Bertram. The
13 employees at Bertram have reported that based upon their experience in other communities this is a
14 very low response rate. It is possible that more people will ask for "drops" and sign up for service once
15 work actually commences on the Village's project, but if the employees from "5 Star" have to "jump
16 around" that could definitely negatively impact the anticipated completion date for the project.
17 Schmelzer provided copies of maps on which the properties for which "drops" have been scheduled thus
18 far are delineated to each of the Committee members, and during the review process Laskiewicz
19 expressed concerns that "pedestals", "flower pots" and "hand holds" which are similar to those that were
20 installed in Baileys Harbor will be utilized in the Village. He believes all of that equipment is quite unsightly
21 and is positive that several Village residents will agree with him.

22
23 *Kassie Soukup and Rachel Lawrenz from Bertram Communications were present, and they answered all*
24 *of the questions that the Committee members had concerning the fiber-to-the-home project.*

25
26 **f. Public Space Audits:**

27 *Public space audits for the Sister Bay Sports Complex and Waterfront Park that were prepared by*
28 *representatives of Do Good Door County were included in the digital meeting packets, and the Committee*
29 *members jointly reviewed all of that documentation. It was eventually the consensus that each of the*
30 *Committee members should carefully review the data that the public space audits contain and send*
31 *Schmelzer their own prioritized listings of the suggestions that were made no later than February 21,*
32 *2025, as she intends to see that a related report is prepared and included in the digital packets for the*
33 *next meeting of the Committee.*

34
35 **g. Village "Volunteer Day"**

36 *The suggestion has been made that Village officials consider designating an "Official Volunteer Day in*
37 *Sister Bay". Discussion took place regarding this issue at the last meeting of the Committee, and it was*
38 *the consensus that at some point a list of potential volunteer opportunities should be created and*
39 *maintained in the Village Office, but at least initially emphasis should be placed on encouraging people*
40 *to volunteer on Earth Day, which is slated for Tuesday, April 22, 2025. The suggestion was also made that*
41 *all the Trustees as well as Village employees should be encouraged to work alongside the members of the*
42 *community who do volunteer.*

43
44 *Orozco noted that the Village Board has suggested that the Committee members collaborate with the*
45 *members of the Green Tier Legacy Community Committee on this issue, and it was the consensus that the*
46 *Green Tier Committee members should be invited to attend the next regularly scheduled meeting of the*
47 *Parks, Property & Streets Committee.*

1 Schmelzer noted that it is her understanding that the members of The Village's Green Tier Legacy
2 Community Committee are already planning special activities for the week of April 20, 2025, but she will
3 see that a related invitation is forwarded to the members of the Green Tier Legacy Committee in as timely
4 a fashion as possible. (The members of the Green Tier Legacy Committee have considered sponsoring a
5 brochure that describes the Village's preferred recycling practices, and will again be giving small trees
6 away. In addition to those activities, they will also be working on implementation of a "reusable shopping
7 bag program".)

8
9 **h. Employee Recognition Benches:**

10 Linczmaier noted that some of the park benches that have been placed out at the Sports Complex have
11 not been sponsored by anyone for quite some time, and they simply bear a panel that reads, "VILLAGE
12 OF SISTER BAY". He intends to see that those benches are "power washed in spring", and thought it might
13 be a "nice gesture" to honor any Village employees who served for twenty or more years by replacing
14 the "VILLAGE OF SISTER BAY" panels with panels that bear those individuals' names. (At the present time
15 he and Schmelzer are aware of five or possibly six individuals who would qualify for the recognition
16 Linczmaier is suggesting.)

17
18 *Motion by Orozco, second by Laszkiewicz that the members of the Parks, Property & Streets Committee*
19 *believe that any individuals who were or have been employed by the Village for twenty years or more*
20 *should be publicly recognized for their service to the community. Therefore, staff members in the*
21 *Administration Office shall identify the names of any former or current Village employees who satisfy the*
22 *criteria for recognition in as timely a fashion as possible, and provide that information to Linczmaier, who*
23 *will see that the top two panels of a sufficient number of the benches that have already been placed at*
24 *the Sports Complex are removed and replaced with panels that state, "IN HONOR OF" and the name of*
25 *the employee to be recognized. Whenever the determination is made that any additional employees*
26 *satisfy the previously mentioned criteria they likewise will be recognized in the previously mentioned*
27 *fashion. Motion carried – All ayes.*

28
29 **i. Staffing Discussion:**

30 When Linczmaier started working as the Parks & Streets Director there were a lot of issues that needed
31 to be addressed, but over the past three years the staff members in the Maintenance Department have
32 been making a concerted effort to address all of those issues, and they are now "caught up" and should
33 only have to work on "maintaining" Village owned properties and buildings. In light of that fact Linczmaier
34 does not believe there will be a need to fill the full-time staff person position that is currently vacant,
35 and, instead, is proposing that the existing part-time seasonal position be extended from three days per
36 week to four days per week on a trial basis. Because the existing full-time staff members will be expected
37 to perform additional duties, especially during the summer months, and will have to increase their
38 weekend rotations, Linczmaier believes it would only be fair to increase their wages, and, therefore, this
39 matter was referred to the Committee.

40
41 *Motion by Howson, second by Ahrens that the recommendation is made to the Personnel Committee that*
42 *the full-time staff person position that is currently vacant in the Parks/Maintenance Department not be*
43 *filled for now, but that the hours for the existing part-time seasonal position in the Parks/Maintenance*
44 *Department be extended from three days per week to four days per week on a trial basis. This*
45 *arrangement will be reviewed by the members of the Parks, Property & Streets Committee as well as the*
46 *Personnel Committee in mid-November of 2025, and since the existing Parks/Maintenance Department*
47 *line workers will be expected to perform additional duties during the interim period, the Parks, Property*
48 *& Streets Committee is also recommending that each of those employees receive a seasonal bonus that*

1 the members of the Personnel Committee believe is commensurate with the level of work they will be
2 expected to perform. Motion carried – All ayes.

3
4 **Agenda Item No. 6. Staff Reports**

5 Linczmaier and Schmelzer's Staff Reports were included in the digital meeting packets, and the Committee
6 members jointly reviewed both of those documents. During the review process the Committee members
7 reviewed the lighting audit that was performed by NCLED, and it was the consensus that the Post Office
8 shall be utilized as a "test site". Linczmaier indicated that he will contact the Postmaster as well as
9 representatives of NCLED, to see if they are interested in participating in the trial, and will report his
10 findings at the next meeting of the Committee.

11
12 **Agenda Item Nos. 7, 8 and 9.**

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

14 **Next Meeting:**

15 The next meeting of the Parks, Property & Streets Committee has been scheduled for 2:30 P.M. on
16 Monday, March 3, 2025. In accord with the Committee's directives the following issues will be addressed
17 at that meeting:

18 **Discussion/Action Items:**

- 19 a. Report from the Parks & Streets Director on the status of utilizing the Sister Bay Post Office as a
20 revised LED lighting test site;
21 b. Wayfinding Signage;
22 c. Discuss what should be done with the current Parks/Maintenance Facility on Mill Road and the
23 property it is located upon;
24 d. Discuss potential "Volunteer Day" activities with the members of the Green Tier Legacy
25 Community Committee;
26 e. Public space audits; and,
27 f. Update on the progress that has been made to date by the Friends of the Ice Rink.

28
29 ***The Committee's recommendation concerning staffing recommendations for the Parks/Maintenance***
30 ***Department will also be referred to the Personnel Committee.***

31
32 **Adjournment**

33 At 5:12 P.M. a motion was made by Orozco, seconded by Ahrens that the February 3, 2025 meeting of the
34 Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

35
36 Respectfully submitted,

37 

38 Janal Suppanz,
39 Administrative Assistant