

MARCH 3, 2025
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 FEBRUARY 3, 2025 PARKS, PROPERTY & STREETS COMMITTEE MEETING MINUTES**
4. **COMMENTS, CORRESPONDENCE & CONCERNS FROM THE PUBLIC**



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA

MONDAY, MARCH 3, 2025, AT 2:30 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 February 3, 2025 Regular Monthly Meeting Minutes

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a. Friends of Sister Bay Ice Rink Proposed Operating Agreement for the TKH Sister Bay Ice Rink
- b. Beach Water Quality Sign Revision
- c. Park Vendor Proposals
- d. Discuss RFP for Highway 57 Trail
- e. Reuse of Current Parks Maintenance Facility & Property; 2313 Mill Road
- f. Public Space Audits; Prioritized List & Comments
- g. Volunteer Day Update

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 – April 7, 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 _____

**MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE
PARKS, PROPERTY & STREETS COMMITTEE
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD,
MONDAY, FEBRUARY 3, 2025
(APPROVAL PENDING)**

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

The February 3, 2025 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:31 P.M.

Committee Members Present: Committee Chair Louise Howson and Committee members Lilly Orozco, Mike Laszkiewicz and Jerry Ahrens.

Excused: Denise Bhirdo

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

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

Agenda Item No. 2. Approval of Agenda:

Motion by Ahrens, second by Orozco that the Agenda for the February 3, 2025 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of Minutes:

As to the minutes for the January 6, 2025 regular monthly meeting of the Parks, Property & Streets Committee:

*Ahrens stated that he believes the sentence that begins on Line 34 – Page 3 of the January 6, 2025 meeting minutes should read in part, "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 . . . "*

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

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

Howson also stated that she believes the minutes should reflect that Ms. Shanahan and Ms. Hinske indicated that they don't feel it will be necessary for the Village to provide any type of "raised beds" at the new community garden. She also would like to see a sentence added which states that Ms. Shanahan and Ms. Hinske indicated that they would not be opposed to allowing any gardeners who wish to utilize "raised beds" in the new garden to do so, on the condition that any of those individuals must create the raised beds 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.*

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

h. Employee Recognition Benches:

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

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

i. Staffing Discussion:

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

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

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(a)

**“FRIENDS OF SISTER BAY ICE RINK”
PROPOSED OPERATING AGREEMENT FOR
THE TKH SISTER BAY ICE RINK**

Attached is a draft operating agreement for the ice rink for both managing the construction phase of the new rink and operations once that is completed. This is for review at next week's Parks Committee agenda. This is just a starting point to work from; our group expects some back-and-forth and refining of the document, which is based on similar agreements in Sister Bay and other municipalities.

Let me know if you have any questions or need other information.

And just for fun, I've also attached a couple pics from Saturday's Family Fun Day at the rink, when 3-400 people came by to skate and sled throughout the day!

Thanks,
- Myles



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Myles Dannhausen Jr.

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OPERATING AGREEMENT

BETWEEN THE VILLAGE OF SISTER BAY AND FRIENDS OF THE SISTER BAY ICE RINK

THIS AGREEMENT is made and entered into by and between the **VILLAGE OF SISTER BAY**, a public body corporate and politic of the State of Wisconsin ("Village"), and the **FRIENDS OF SISTER BAY ICE RINK**, a non-profit organization ("Friends").

RECITALS

WHEREAS, the Village owns the Sister Bay Ice Rink facility and seeks to provide recreational opportunities for residents and visitors;

WHEREAS, Friends of Sister Bay Ice Rink is committed to the **development, operation, and ongoing improvement** of the Sister Bay Ice Rink to enhance community engagement and year-round accessibility;

WHEREAS, the parties desire to enter into a **long-term partnership agreement** that defines their respective roles, responsibilities, and financial obligations related to the facility;

NOW, THEREFORE, the parties agree as follows:

ARTICLE I: TERM, RENEWAL, AND TERMINATION

Section 1.1 - Term and Renewal

1. The initial term of this Agreement shall commence on the effective date and shall continue **for an initial term of 25 years, with automatic annual renewal**, unless terminated as outlined below.
2. This Agreement shall remain in force unless **mutually terminated or material breach occurs** by either party.
3. The parties agree to review the terms every **three (3) years** to ensure continued alignment with operational goals and financial sustainability.

Section 1.2 - Termination

1. Either party may terminate this Agreement **with one (1) year written notice**, unless a material breach has occurred.
2. If terminated, Friends shall provide the Village with all **financial reports, maintenance records, and facility keys** within sixty (60) days.
3. In the event of a **catastrophic failure in management** by Friends, the Village may assume rink operations, subject to joint review by the Village Parks and Facilities Committee and the Friends.

ARTICLE II: OWNERSHIP, INSURANCE, AND LIABILITY

Section 2.1 - Ownership

1. The **Village** retains ownership of the **facility, infrastructure, and land**.
2. Friends will **manage all day-to-day operations** and provide funding for ongoing programming and community outreach to augment the village's annual contribution

Section 2.2 - Insurance and Risk Management

1. The **Village** shall maintain **property and liability insurance** for the facility.
2. Friends shall secure and maintain **general liability insurance** for its operations, including naming the **Village as an additional insured party**.
3. A **risk management plan** (including emergency procedures, first aid, and rink safety inspections) shall be **jointly developed** and reviewed annually.

ARTICLE III: ROLES AND RESPONSIBILITIES

Section 3.1 - Village Responsibilities

1. **Infrastructure & Utilities:**
 - a. The Village shall provide **water, electricity, heating, and lighting** for the rink facility, at a base level consistent with current expenditures.
 - b. Friends and the Village will negotiate responsibility for any **additional electricity costs** related to refrigeration or extended rink hours.
2. **Snow Removal & Grounds Maintenance:**
 - a. The Village will **plow and clear snow** in the parking lot and adjacent public spaces, and assist in clearing snow from rink surface.
 - b. The Village will clean and maintain restrooms
3. **Construction Oversight:**
 - a. The Village shall ensure compliance with all **building codes, permitting, and contract oversight** for facility expansion projects.
4. **Financial Contribution:**
 - a. The Village shall provide an **annual contribution of \$60,000** [figure subject to detailed review of present village expenditures] to support operations, maintenance, and capital needs.
 - b. Other remuneration, including support for snow removal, firewood and maintenance

Section 3.2 - Friends' Responsibilities

1. **Daily Operations & Staffing:**
 - a. Friends shall coordinate with Village on interviewing and hiring of a rink manager and staff for day-to-day operations, rentals, and concessions.

- b. Friends shall **establish seasonal programming** (public skating, events, and leagues).
- c. Friends will work with village to create Standard Operating Procedures (SOPs) for pre-season rink preparation, ice resurfacing, and concession stand procedures
- d. Friends will work with village to write job description for rink manager
- e.

2. Fundraising & Sponsorships:

Friends shall be responsible for **ongoing fundraising, grants, and sponsorships** to support capital improvements and operations.

3. Facility Upkeep:

- a. Friends shall **manage rink maintenance**, including ice resurfacing, equipment upkeep, and general cleaning.
- b. Friends shall oversee the **procurement and maintenance** of specialized equipment (e.g., Zamboni, skates).

4. Financial Reporting:

- a. Friends shall submit an **annual financial report** to the Village Board, detailing revenues, expenses, and planned improvements.

ARTICLE IV: CAPITAL IMPROVEMENTS & FACILITY EXPANSION

Section 4.1 - Capital Project & Construction Oversight

- 1. The Village and Friends agree that major construction projects (e.g., facility expansion, refrigeration system installation) will be **jointly planned** and that Friends will lead fundraising efforts.
- 2. The Village will **retain ownership** of all permanent structures and oversee project permitting and regulatory compliance.
- 3. Friends shall oversee the **procurement of major equipment purchases** (e.g., Zamboni).

Section 4.2 - Transition to Operations

- 1. Upon **substantial completion** of capital projects, the Village will transition oversight of **day-to-day operations** to Friends.
- 2. Any disputes regarding capital improvements will be reviewed jointly by the village Parks and Facilities Committee and Friends.

ARTICLE V: FINANCIAL AGREEMENTS & REPORTING

Section 5.1 - Financial Contributions & Revenue Model

- 1. The Village shall provide an **annual \$60,000 contribution** toward operational expenses.
- 2. Friends shall generate revenue through:
 - a. **Sponsorships and donations**

- b. **Equipment rentals and league dues**
- c. **Concessions and event ticket sales**
- d. **Revenues in excess of operating costs shall be entered into a rainy day fund for repairs, maintenance and improvements**

Section 5.2 - Budgeting & Reporting Requirements

1. Friends shall submit an **annual financial report** to the Village detailing:
 - a. Budgeted and actual expenses
 - b. Revenue
 - c. Proposed capital improvements
2. A **joint budget review** shall occur annually to discuss future needs and potential Village contributions.

Section 5.3 - Village Financial Responsibility for Operational Shortfalls

1. If Friends' revenue and fundraising efforts are insufficient to cover essential operating costs, the Village shall cover the financial shortfall up to an agreed-upon amount to ensure continued rink operations.
2. The Village *[or committee designated by the village]* and Friends will collaborate annually to determine a safety net threshold that reflects potential operational losses and allows for responsible financial planning.
3. Any deficit funding provided by the Village will be contingent on Friends demonstrating:
 - a. Documented revenue efforts (grants, sponsorships, and donations pursued)
 - b. A reasonable budget showing unexpected shortfalls
 - c. A strategy for mitigating future losses
4. If operational losses persist beyond two consecutive years, the Village and Friends will conduct a joint financial review to reassess funding levels, operational efficiencies, and potential cost-saving measures.

ARTICLE VI: PUBLIC ACCESS, EVENTS, AND PROGRAMMING

Section 6.1 - Public Access & Operating Hours

1. The rink shall remain **open to the public** during designated hours.
2. Friends may schedule **special events and programming** but must provide at least **14 days'** **notice** for private rentals that impact public access

Section 6.2 - Community Events & Fees

1. Friends may charge reasonable fees for rink rentals, equipment use, and event participation.
2. Fee schedules shall be reviewed annually with the Village.

ARTICLE VII: GOVERNANCE & COMMUNICATION

Section 7.1 - Oversight & Advisory Committee

1. A **joint oversight committee** (comprising Village representatives and Friends' leadership) shall be established to guide operations, budgeting, and dispute resolution.

Section 7.2 - Meetings & Reporting

1. Friends and the Village shall meet **twice annually (pre and post-season)** to discuss operational updates and financial reports.
2. **Bi-annual review meetings** will be held to evaluate rink performance and long-term needs.

ARTICLE VIII: MISCELLANEOUS

Section 8.1 - Amendments

This Agreement may only be amended in writing, signed by authorized representatives of both parties.

Section 8.2 - Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements.

Section 8.3 - Notices

All notices shall be sent to:

Village of Sister Bay

2383 Maple Drive
Sister Bay, WI 54234

Friends of Sister Bay Ice Rink

[Address - Myles?]

SIGNATURES

VILLAGE OF SISTER BAY

By: _____

Title: Village President

Date: _____

FRIENDS OF SISTER BAY ICE RINK

By: _____

Title: President

Date: _____

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

ICE RINK/TKH

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
205-46751-000-000	BOARD/BANNER ADVERTISING	.00	.00	5,000.00	(5,000.00)	.00
205-46753-000-000	SKATE RENTAL	2,112.27	5,254.73	5,000.00	254.73	105.09
205-46754-000-000	SKATE SHARPENING	59.43	169.80	325.00	(155.20)	52.25
205-46755-000-000	BROOMBALL FEES	.00	.00	2,400.00	(2,400.00)	.00
205-46756-000-000	PRODUCT SALES	13.20	13.20	75.00	(61.80)	17.60
205-46757-000-000	CONCESSIONS	924.52	2,157.52	4,500.00	(2,342.48)	47.94
205-46759-000-000	MISC PUBLIC CHARGES	.00	.00	1,415.00	(1,415.00)	.00
		3,109.42	7,595.25	18,715.00	(11,119.75)	40.58
205-48500-000-000	DONATIONS	.00	.00	500.00	(500.00)	.00
205-48995-000-000	MISC OTHER REVENUE	10.00	20.00	500.00	(480.00)	4.00
	TOTAL SOURCE 48	10.00	20.00	1,000.00	(980.00)	2.00
	SOURCE 49					
205-49210-000-000	TRANSFERS FROM GENERAL FUND	.00	.00	25,000.00	(25,000.00)	.00
		.00	.00	25,000.00	(25,000.00)	.00
	TOTAL FUND REVENUE	3,119.42	7,615.25	44,715.00	(37,099.75)	17.03

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

ICE RINK/TKH

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
205-55401-111-000	FULL-TIME WAGES	.00	52.32	16,452.00	16,399.68	.32
205-55401-112-000	FULL-TIME OVERTIME WAGES	.00	.00	587.00	587.00	.00
205-55401-121-000	PART-TIME WAGES	4,578.56	8,042.25	10,192.00	2,149.75	78.91
205-55401-122-000	PART-TIME OVERTIME WAGES	289.69	289.69	.00 (	289.69)	.00
205-55401-131-000	RETIREMENT	.00	3.64	456.00	452.36	.80
205-55401-132-000	SOCIAL SECURITY	372.42	641.08	2,084.00	1,442.92	30.76
205-55401-133-000	MEDICAL BENEFITS	.00	21.86	1,147.00	1,125.14	1.91
205-55401-134-000	DENTAL BENEFITS	.00	1.50	75.00	73.50	2.00
205-55401-135-000	LIFE BENEFITS	.00	.08	13.00	12.92	.62
205-55401-136-000	DISABILITY BENEFITS	.00	.20	27.00	26.80	.74
205-55401-137-000	HSA BENEFITS	.00	.00	331.00	331.00	.00
205-55401-140-000	VISION BENEFITS	.00	.25	11.00	10.75	2.27
205-55401-143-000	RECOGNITION	.00	.00	200.00	200.00	.00
	PERSONNEL	5,240.67	9,052.87	31,575.00	22,522.13	28.67
205-55401-205-000	INTERNET	.00	.00	600.00	600.00	.00
	CONTRACTUAL SERVICES	.00	.00	600.00	600.00	.00
205-55401-301-000	GAS OIL & FLUIDS	.00	.00	100.00	100.00	.00
205-55401-312-000	IT SUPPORT	.00	.00	200.00	200.00	.00
205-55401-321-000	OFFICE SUPPLIES	.00	.00	50.00	50.00	.00
205-55401-322-000	POSTAGE	.00	3.45	100.00	96.55	3.45
205-55401-324-000	PRINTING & COPYING	.00	10.20	25.00	14.80	40.80
205-55401-325-000	ADVERTISING	1,050.00	1,050.00	1,750.00	700.00	60.00
205-55401-326-000	OFFICE EQUIPMENT	.00	.00	50.00	50.00	.00
205-55401-351-000	MEDICAL & SAFETY SUPPLIES	.00	95.76	200.00	104.24	47.88
205-55401-354-000	SUPPLIES FOR RESALE	.00	.00	200.00	200.00	.00
205-55401-357-000	FOOD & BEVERAGE FOR RESALE	331.05	1,145.30	2,500.00	1,354.70	45.81
205-55401-362-000	ICE RINK MAINTENANCE	.00	.00	1,000.00	1,000.00	.00
205-55401-366-000	BUILDING MAINTENANCE	.00	.00	700.00	700.00	.00
205-55401-369-000	EQUIPMENT MAINTENANCE	.00	.00	100.00	100.00	.00
	SUPPLIES AND EXPENSE	1,381.05	2,304.71	6,975.00	4,670.29	33.04
205-55401-401-000	CUSTODIAL SUPPLIES	.00	.00	50.00	50.00	.00
205-55401-403-000	EQUIPMENT & TOOLS	.00	.00	2,500.00	2,500.00	.00
205-55401-408-000	RECREATION EQUIPMENT & SUPPLIE	.00	.00	1,200.00	1,200.00	.00
	BUILDING MATERIALS	.00	.00	3,750.00	3,750.00	.00

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

ICE RINK/TKH

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
205-55401-510-000	PROPERTY & LIABILITY INSURANCE	.00	357.08	702.00	344.92	50.87
205-55401-512-000	WORKERS COMPENSATION	.00	139.58	733.00	593.42	19.04
205-55401-550-000	FEES & FINANCE CHARGES	52.06	127.41	150.00	22.59	84.94
	FIXED CHARGES	52.06	624.07	1,585.00	960.93	39.37
205-55401-700-000	BROOMBALL REF FEES	.00	.00	800.00	800.00	.00
205-55401-720-000	PERMITS & FEES	.00	.00	50.00	50.00	.00
	GRANTS, CONTRIBUTIONS AND OTHER	.00	.00	850.00	850.00	.00
	TOTAL DEPARTMENT 401	6,673.78	11,981.65	45,335.00	33,353.35	26.43
	TOTAL FUND EXPENDITURES	6,673.78	11,981.65	45,335.00	33,353.35	26.43
	NET REVENUES OVER EXPENDITURES	(3,554.36)	(4,366.40)	(620.00)	(70,453.10)	(704.26)

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(b)
BEACH WATER QUALITY
SIGN REVISION



STAFF REPORT

Beach Water Quality Sign

Date: March 3, 2025

Board/Committee: Parks, Property & Streets Committee

Author: Julie A. Schmelzer, Village Administrator

Last year we approved Door County erecting a 22" wide by 44" tall beach water quality sign on the corner of the performance pavilion. Erik then had the electrician run power to the site.

Door County contacted me in February and explained they cannot provide the smaller sign we wanted, and the sign has to be 36" x 44", which unfortunately extends beyond our selected area (the area we selected is 30" wide).

The County did express they understand our desire to keep signage to a minimum at the park, and although they want the public to be able to make informed decisions about the water, they do understand if we elect not to have the sign. Is there a different location we want to consider? How would the committee like to proceed?

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(c)

**PARK VENDOR
PROPOSALS**



STAFF REPORT

Park Vendor Proposals

Date: March 3, 2025

Board/Committee: Parks, Property & Streets Committee

Author: Julie A. Schmelzer, Village Administrator

We had three responses to our Request for Proposals for commercial vendors to serve our park system. The three proposals are attached.

Responses are from:

- Glide N.E.W. LLC, who we have contracted with them in the past. They offer guided Segway tours. They propose paying the village 5% of their sales.
- Current Vending Co., a new vendor. Their vending machine offers gifts, souvenirs and convenience items. They offer \$20-40/mo. to cover electricity.
- Peninsula Kayak, a new vendor, but has worked in conjunction with our previous vendor, Bayshore Outfitters. They offer kayak rentals. They propose 10% of all sales go to the village.

Recreational Services Proposal

Segway the Door Tours have been giving guided Segway tours of Sister Bay for 18 years and Door County for 20 years. We give an overview of the village and promote what the village offers.

Segway the Door Tours would like to continue parking at the Sports Complex to meet up with guests and train them before leaving on a guided Segway Tour of the Village of Sister Bay.

Tours can run year around as the weather allows. Tours rarely take place between November 1 & March 30.

Tours take place between 10 am & sunset. Tours can have up to 9 people per tour guide. Guests are charged up to \$45 per person.

Space required is for parking a van and 5x8 trailer and training on grass or blacktop.

Tours are marketed through our website, with rack cards, and through visitor centers.

Since the only service that is provided by the village is space to park and train in an area that is underutilized & no space is designated just for us, I would like to propose 5% of sales be provided to the village.

Glide N.E.W. LLC (DBA Segway the Door Tours)

Nicholas Dokolas, Owner

3903 Hwy 42, Fish Creek, WI 54311

920-376-1220

glidenew@gmail.com

www.glidenew.com

Fully insured by West Bend

Current Vending Co. Business Proposal for the Village of Sister Bay

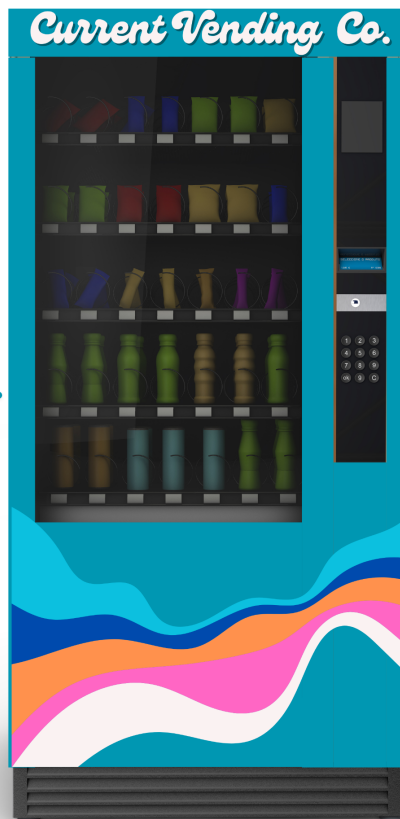
Contact Information

Kajsa Anderson
920.421.4004
kajsaanderson19@gmail.com

Lillian McDonald
920.535.0413
mcdonaldlillianj@gmail.com

Executive Summary

Current Vending Company, created by Kajsa Anderson and Lillian McDonald, caters to tourists and locals alike, providing a unique and convenient way to purchase high-quality, locally sourced products. Placed in the Sister Bay Waterfront park, this vending machine will offer locally made gifts, souvenirs, and convenience items aligned with Door County and days at the beach. Available 24 hrs a day, this is an opportunity to highlight Door County's reputation as a hub for arts, culture, and tourism.



Proposal

We propose this vending machine be placed next to the bathroom building in the Waterfront Park. This will guarantee foot traffic and high visibility despite no illumination from within the vending machine (complying with Sister Bay code). The bathrooms are lit up at night already, which will help showcase the vending machine as well. This vending machine will be painted bright, happy colors to also help with visibility. Items will be minimally packaged to create the least waste possible and, with placement next to the bathrooms, garbage cans will be close at hand. We will pay electricity costs which on average cost \$20-\$40 per month depending on the age of the machine. We are open to collaborating with the village of Sister Bay through promotional items.

Business Concept

The vending machine will feature a curated selection of items, including:

- Handmade jewelry and artwork by local artisans.
- Door County-themed souvenirs (e.g., postcards, magnets, keychains, tote bags, playing cards, baseball hats).
- Convenience items like snacks and travel essentials (e.g., sunscreen, toothbrush, first aid kits)
- Seasonal products (e.g., maple syrup in spring, cherry-themed items in summer).

The machine will operate 24/7, accepting cash, credit/debit cards, and mobile payments. It will also include information about its location, along with the local artists and businesses whose products are featured.

Market Analysis

1. Target Market:

- **Tourists:** Door County attracts over 2 million visitors annually, many seeking unique, locally made souvenirs.
- **Locals:** Residents may use the machine for convenience items to support local artists.
- **Seasonal Visitors:** The machine will cater to the influx of visitors during peak seasons (spring, summer, and fall).

2. Competitive Advantage:

- Focus on locally sourced, unique products not available in big-box stores.
- Convenient 24/7 access in high-traffic locations.
- Support for local artists and businesses, appealing to socially conscious consumers.

3. Market Trends:

- Growing demand for authentic, locally made products.
 - Increased use of automated retail solutions post-pandemic.
 - Tourists' preference for unique, memorable experiences and souvenirs.
-

Operations Plan

1. Product Sourcing:

- Partner with local artists, crafters, and businesses to stock the machine.
- Rotate inventory seasonally to keep offerings fresh and relevant.

2. Machine Maintenance:

- Weekly restocking and cleaning of the machine is done by Kajsa or Lillian.
- Use a reliable vending machine provider with remote monitoring capabilities.

3. Technology:

- Equip the machine with a touchscreen interface for easy navigation.

4. Marketing:

- Collaborate with local tourism boards and chambers of commerce to promote the machine.
 - Use social media to highlight featured products and artists.
 - Place signage near the machine to attract attention.
-

Conclusion

Current Vending Co. is an innovative and sustainable business concept that aligns with Door County's cultural and economic landscape. By offering a convenient way for tourists and locals to purchase unique, locally made products, this venture has the potential to become a beloved fixture in Northern Door County. We are a new business, but we plan to be fully licensed and insured by the beginning of April. Since we are a new business, we would like a 1-year contract with an extension to 3 years if successful. As locals who deeply love Door County, we are excited to add a fresh, creative touch to the community.

References

An example of a similar concept that is successful in the Chicago area is Good Things Vending (<https://www.goodthingsvending.com/>).

Being a new business, we don't have any references as a vending machine company, but both have worked in the Door County service and retail industry for +15 years.

Lillian currently bartends at Husby's.

Husby's Food and Spirits

James Larsen: +1 (920) 737-7838 Husbysdoorcounty@gmail.com

Kajsa is the Membership & Communications Coordinator at the Ephraim Historical Foundation.

- Cody Schreck: cschreck@ephraim.org (262) 337-3640

Kajsa has previously managed retail /merchandising for Jackalope Trading Co. in Baileys Harbor.

-Sage Conrad : (920) 854-0060

Request for Proposals
Village of Sister Bay Administrative Office
2383 Maple Dr., PO Box 769, Sister Bay WI, 54234
co - Julie Schmelzer (julie.schmelzer@sisterbaywi.gov)

Dear Village Administrator,

We would like to submit our proposal to offer our outdoor recreation services at the Sister Bay Waterfront Park located at 2364 Mill Road. In conjunction with Bayshore Outfitters, Peninsula Kayak Company has been successfully operating at Sister Bay Beach as the kayak and outdoor equipment rental specialists since 2020. Prior to 2020, our manager here at Peninsula Kayak Company worked with Bay Shore Outfitters and Rick Wiley to rent kayaks at Sister Bay for a decade. Peninsula Kayak Company is locally Owned and Operated by Dane Spitzer and Robert Geitner, out of Jacksonport. Our main goal is to work in partnership with the village of Sister Bay to enhance the overall experience of all our seasonal guests, by facilitating a waterfront family friendly rental concession that have become a visitor destination and mainstay for our community.

Our Operation

Peninsula Kayak Company was founded in 2017 by Dane Spitzer and Robert Geitner. Since then, we have expanded to 3 kayak/paddleboard rental locations, 3 kayak tour locations, as well as we now offer e-bike tours and rentals. Our offerings include kayak tours on Lake Michigan along Cave Point and Whitefish Dunes State Park, wetland kayak tours along Logan Creek, kayak rentals and tours out of Ephraim at South Shore Pier, and additionally we offer e-Bike tours and rentals out of our Jacksonport location.

We pride ourselves on customer experience, and employee retention. We consistently maintain upwards of 70% of previous year staff, we offer a high pay rate, more advanced training, and flexible hours so we do not burn out our guides and rental associates. All of our guides and rental associates go through our training program and are trained in accordance with ACA ([American Canoe Association](#)) standards for both paddling and rescues. Our operations manager Michelle Schneider will be with us for her fourth season this year and tenth season managing and guiding silent sports. Prior to working with us she was employed with Bayshore Outfitters as a tour guide. Our lead kayak guides have been with us 3 and 5 years respectively and are responsible for training and managing day to day operations from Jacksonport to Sister Bay. In addition, we always maintain that at least one of our owners will be available at all times during business hours.

Before each rental goes out, guests are required to first sign our liability waiver (attached), their name, phone number and payment information are then taken into our reservation software. All of our guests are then properly fitted with a personal floatation device (PFD), which are required to be worn at all times while using our equipment. Guests are then provided paddles and before assisting in launching their kayak/paddleboard off the beach, our staff gives guests a safety

orientation. The safety orientation includes the basics of paddling, where to safely paddle and where to avoid, how to get in and out of the kayaks/ paddleboards and how to work together if in a tandem. Our staff are also equipped to answer any and every question guests may have.

Sister Bay Beach

The 2024 operations at Sister Bay included 6 tandem sit on top kayaks, 4 single sit on top kayaks, 3 kids single kayaks, and 12 Stand Up Paddle Boards. We open at 10 am, weather permitting, and close at 6pm with the last rental going out at 5pm. If conditions are too windy to paddle, then we have a representative there from 10 until 2 to answer questions for the general public and when they leave there on exceptionally windy days, they will place a sign with contact information where members of our staff can be reached to answer any questions the public may have. During the holidays and busy days if we have guests that want to rent later and the conditions are ideal, we will stay open to ensure everyone who wants to get out on the water has the opportunity to do so.

The above rental fleet has been successfully tested over the years at this and other locations throughout the county. Rentals from this location will be done in hourly increments, with decreasing rates for longer rental rates. The price sheet is attached below.

We have also purchased (and updated) the kiosk and storage racks for PFDs, kayaks and paddleboards from Bayshore Outfitters. The kiosk is equipped with storage capacity for our computer, waivers, office supplies, internet router, and personal effects that guests may want to store while on the water. The kiosk will then be covered by an awning allowing our staff and guests to be protected from the sun while checking in. We will also have both internet and power accessible to the kiosk.

Historically we've opened up the Sister Bay location the last week of May, or whenever the Town has given us approval to move our equipment onto the beach and set up. We operate through Labor Day weekend, and weather permitting later into September. Please let us know if you'd like to discuss our hours of operation, and the open season in which we operate. We are always willing to adjust our schedule according to requests by the Town or Parks Department.

Marketing and Promotion

We take a multifaceted approach to marketing our products to make sure that regardless of how people search we maintain visibility. The waterfront rental location will be advertised through the Door County Visitors Bureau print and online resources. We also have rack cards distributed at copious locations throughout the county via Road Runner. Peninsula Kayak Company has a consistent online presence bolstered by continuous advertisement throughout the summer as well as a brick and mortar location in Jacksonport and a kiosk in the center of Ephraim. Our service throughout the county will also be advertised at both Bayshore Outfitter locations in Sister Bay and Sturgeon Bay as well as their website www.kayakdoor.com.

Insurance

We have a comprehensive insurance policy that not only covers all of our guided tour locations, but Sister Bay as well. Since our inception in 2017 we have remained without incident, meaning we've never had to call the coast guard, EMS, or submit a claim to our insurance. This is not only an indicator of the safety we provided our guests, but also our deep understanding of the variable conditions in Door County.

Our fleet of boats are always in pristine condition, with an attempt to liquidate at the culmination of each season and a guarantee to replace all boats within 3 years to ensure quality and safety. We enjoy having rental locations as our staff really enjoy a mix of guiding tours and renting kayaks as our operation is more efficient when we have all components to offer our staff.

We also have a working relationship with Town, Local EMS, and other tour companies in Door County. We always strive to ensure safety over profit.

Compensation

In our past and present rental concessions, it has been usual and customary to work on a commission based payment agreement. A 10% commission is paid to the leaser by the lessee has been a usual and customary compensation agreement. We look forward to discussing this option in more detail with you if you so desire.

Closing

We started Peninsula Kayak Company with the ambition of spreading our joy of the outdoors with others. We believe that Door County, and the environment as a whole, is something to preserve and appreciate through respectful recreation and education. Since our inception we have shared countless experiences with thousands of guests and maintain a 5-star rating across all platforms. Years of experience exploring the outdoors coupled with a commitment to outstanding customer service has allowed us to give the best service possible while providing outstanding products, instruction and service to those trying to experience the Door County outdoors. We have also added e-Bikes to our other locations, and if that is something the Town of Sister Bay is interested in adding, we can also provide as needed.

Peninsula Kayak Company
Owners Operators Dane Spitzer and Robert Geitner
Business Location: 6300 Highway 57 - Jacksonport WI 54235
Phone (920) 889-3456 / KayakDoor@Gmail.com

See Attached

- Price Sheet
- Liability Waiver

References

Town Of Jacksonport

Chairman - Tom Wilson
(920) 309-0050
Twilso2010@yahoo.com

Bay Shore Outfitters

Owners - Julie Wilson and Mark Schuster
(920) 818-0431
Julie@BayShoreOutfitters.com
Mark@BayShoreOutfitters.com

Sister Bay Store

Owner - Rick Wiley
(920) 421-0517

Ephraim Boat Rentals (South Shore Pier LLC)

Owner (Operator) - Dave Nelson
(920) 421-0626

Logan Creek Shorefront

Owners - Mary and Bob Geitner
MrGsLoganCreek@gmail.com

Peninsula Kayak Company

2025 Rental Rates

Phone (920) 918-4314

PeninsulaKayakCompany.com

KayakDoor@Gmail.com

Rentals	Single Kayak	Tandem Kayak	Paddle Boards
30 min	\$18	\$24	\$22
1 Hr	\$24	\$30	\$28
2 Hrs	\$36	\$42	\$40
3 Hrs	\$48	\$54	\$52
All Day	\$70	\$80	\$75



Peninsula Kayak Company

RELEASE OF LIABILITY (READ BEFORE SIGNING)

In consideration of my participation in kayaking and/or paddle boarding activities, including transportation to and from activities, the undersigned acknowledges, appreciates, and willingly agrees that:

1. I will comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest instructor or guide immediately; and,
2. I acknowledge and fully understand that each participant will be engaging in activities that involve risk or serious injury, including permanent disability and death, and severe social and economic losses which might result not only from my own actions, inactions or negligence, but the actions, inactions of others, the environmental conditions or from any of the equipment used. Further, I accept personal responsibility for the damages following such injury, permanent disability or death; and,
3. I knowingly and freely assume all risk, both known and unknown, even those arising from the negligent acts or omissions of others and assume full responsibility for my participation and,
4. By participating in or attending any activity in connection with this program, whether on or off the premises, I consent to the use of photographs, pictures, film or videotape taken of me or provided by me for publicity, promotion, television, websites or any other use, and expressly waive any right of privacy, compensation, copyright or other ownership right connected to the same.
5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, hold harmless Peninsula Kayak Company, officers, staff, and volunteers and if applicable owners and lessors of premises used to conduct the activity, all of which are hereinafter referred to as "releasees," with respect to all and any injury, disability, death, or loss or damage to persons or property, whether arising from the negligence of the releasees or otherwise, to the fullest extent permitted by law.

I (We) HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature of Participant: _____ Date: _____

Printed Name of Participant: _____

Signature of Participant: _____ Date: _____

Printed Name of Participant: _____

For Parents/Guardians of Participants of Minority Age (under age 18 at time of registration)

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the Releasees, and, for myself, my child and our heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releasees from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES, to the fullest extent permitted by law.

Signature of Parent/Guardian

Printed name of Parent/Guardian

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(d)

**DISCUSS RFP FOR
HIGHWAY 57 TRAIL**



STAFF REPORT

Highway 57 Trail

Date: March 3, 2025

Board/Committee: Parks, Property & Streets Committee

Author: Julie A. Schmelzer, Village Administrator

As you know, we issued a Request for Proposals for engineering services for the Highway 57 trail. We did not receive any proposals by the deadline. Our alternative is to conduct a Quality Based Selection (QBS), which is much more complicated and restrictive; to my knowledge Sister Bay has never did a QBS. However, for DOT projects, we can do a QBS, and, thankfully they will guide us through the process. Basically, after advertising the QBS, we need to select the engineering firm from their approved list of contractors, and the selected firm, once approved by the DOT, must do both the engineering and construction management. DOT is finding examples we can follow, and once we have them, we can advertise for the QBS.

The DOT also confirmed we are not to obtain any easements yet – we cannot start that process until after the environmental documentation and other required paperwork has been completed (which we can't do until we have an engineer selected).

DISCUSSION/ACTION ITEMS

**AGENDA ITEM NO. 5(e)
RE-USE OF CURRENT PARKS/
MAINTENANCE FACILITY &
PROPERTY – 2313 MILL ROAD**



STAFF REPORT

Old Parks Maintenance Facility

Date: March 3, 2025

Board/Committee: Parks, Property & Streets Committee

Author: Julie A. Schmelzer, Village Administrator

This matter has been referred from the Finance Committee. The committee needs to discuss what is the future of the site/building once the building has been vacated in June.

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(f)
PUBLIC SPACE AUDITS;
PRIORITIZED LIST & COMMENTS



STAFF REPORT

Public Space Audits

Date: March 3, 2025

Board/Committee: Parks, Property & Streets Committee

Author: Julie A. Schmelzer, Village Administrator

Members were to review the public space audits and prioritize their list of items to be addressed. I heard from the Chair, who provided the below:

Sports Complex

1. Expand existing playground, improve accessibility
2. Hydration Stations - should be outdoors and capable of running year-round
3. Restrooms - adding in Spring/Fall 2025
4. Pathway Improvements

Waterfront Park

1. Beach Accessibility - add wheelchair access mats
2. Expand existing playground and improve accessibility
3. Provide more shade by planting more trees.

For members that have not prioritized needs, and still care to do so, the public space audits are attached.



Report for Sister Bay: Sports Complex Public Space Audit

Date: October 19, 2024

Location: Sports Complex, Sister Bay, WI

Conducted by: Do Good Door County

1. Description of the Location

The Sister Bay Sports Complex is a large public sports facility located on Autumn Court. The complex includes various sports fields and courts, such as baseball, basketball, soccer, ice skating, batting cages, and tennis courts, designed to cater to recreational and organized sports activities. It occupies a significant open space and is set within a commercial and residential area.

2. Surrounding Area

The complex is situated in a mixed-use area that includes nearby residences, a dog park, and commercial businesses. This diverse surrounding area provides a unique backdrop for community activities, attracting both local residents and visitors.

3. Atmosphere and Feelings in the Space

- **Comfortable:** Agree
- **Playful:** Strongly Agree
- **Relaxed:** Disagree
- **Safe:** Agree
- **Social:** Agree

The expansive, open nature of the sports complex makes it a welcoming space for youth and families, though it has limited wheelchair and walker accessibility. The complex is highly suitable for active sports but lacks elements that promote a relaxed atmosphere.

4. Usage Patterns

The Sister Bay Sports Complex is frequently used during the warmer months, especially in spring and summer, with limited activities in winter. Most of the activity occurs during the day, with some events and gatherings extending into the evening, depending on the season.

- **Spring:** High use
- **Summer:** High use
- **Fall:** Moderate use
- **Winter:** Low use
- **Daytime:** Frequent
- **Nighttime:** Some



5. Evaluation of Features

- **Cleanliness:** Fair
- **Drinking Fountains:** None
- **Lighting:** Fair
- **Places to Be Physically Active:** Good
- **Places to Eat/Drink:** Poor
- **Places to Sit:** Poor
- **Restrooms:** Fair to Poor (limited facilities)
- **Shelter from Weather:** Poor
- **Street Noise:** None
- **Trees and Landscaping:** Fair

While the complex is generally functional, it lacks drinking fountains, adequate seating, and proper shelter from weather. Improvements in cleanliness, lighting, and landscaping would enhance the space.

6. Connectivity

- **Walking:**
 - The streets in or adjacent to the location have sidewalks. - Disagree
 - There are clear directional signs or visual cues to guide people to the space. - Disagree
 - There are pedestrian signals at intersections. - Disagree
 - The signals provide adequate crossing time for slower walkers. - Disagree
 - There are signals or design elements for blind/visually impaired pedestrians. - Disagree
 - Sidewalks and crossings are accessible for people using mobility aids (e.g., a wheelchair). - Disagree
 - There are traffic calming features (e.g., speed bumps) in the area. - Disagree
- **Cycling:**
 - There are designated bike lanes or trails connected to the space. - Disagree
 - There is a secure place to park your bike in the space. - Disagree

The sports complex lacks basic connectivity features, including sidewalks, pedestrian signals, bike lanes, and signage, which limits accessibility and ease of navigation for visitors, especially those with mobility challenges.

7. Likelihood to Recommend for Older Relatives or Children

- **Likelihood:** Somewhat Likely

The complex's recreational focus makes it suitable for younger visitors and families, but improvements in accessibility, seating, and signage would enhance its appeal to a broader age group.

8. Opportunities for Improvement

Accessible Playground Addition: Adding an accessible playground would make the complex more inclusive for young families and children of all abilities, expanding the park's family-friendly offerings.



Enhanced Intergenerational Event Space: The complex's spacious layout could host intergenerational events, such as family sports days, outdoor movie nights, and community gatherings, making it a versatile venue for all ages.

Upgrade Existing Gazebo and Pavilion: The existing small gazebo and pavilion areas could be enhanced to include accessible features. Installing accessible picnic tables within and around the pavilion would create inclusive gathering spaces where all visitors can participate comfortably.

Improved Seating and Picnic Areas: Additional benches with back support and armrests, as well as accessible picnic tables near high-use areas, would increase comfort for older adults and families. Enhancing these social spaces would make the complex more welcoming for visitors of all ages and abilities.

9. Challenges Observed

Aged Facilities and Seating: The complex has older buildings and worn benches with no armrests, which reduces comfort, particularly for older adults. Updated areas for seating and concessions would improve accessibility and comfort.

Limited Accessibility Across Complex: Wheelchair and walker accessibility is limited, affecting visitors' ability to move between different areas. Pathways to all main facilities and fields would enhance usability for people with mobility challenges.

Inadequate Signage and Wayfinding: The complex lacks clear directional signage, making it difficult for visitors to navigate, particularly for first-time users. Improved wayfinding signage would greatly aid accessibility and visitor experience.

Insufficient Restroom Facilities: There is only one restroom, rated as fair to poor, limiting convenience during high-traffic events. Expanding or upgrading restroom facilities would better meet visitor needs, especially for families and older adults.

Parking Accessibility: Limited accessibility from the different parking lots to other areas of the park makes navigation challenging for those with mobility issues.

Lack of Weather Shelters: The park currently has only one pavilion and one small out-building with a weather-protective structure, limiting its usability during inclement weather or extreme sun exposure.

Additional Recommendations

1. Accessibility Enhancements

Pathway Improvements: Add accessible pathways throughout the complex to improve mobility for visitors using wheelchairs, walkers, or strollers. Consider installing graded, slip-resistant surfaces leading to popular areas such as sports fields, seating, and restrooms.



Parking Accessibility: Increase the number of accessible parking spaces near main entrances, along with signage to designated accessible routes. A drop-off area for families and individuals with mobility challenges would facilitate entry.

2. Seating and Shelter

Additional Seating: Install durable benches with backrests and armrests along walkways and near sports fields. This would provide resting spots for older adults and other visitors needing supportive seating.

Weather Shelters and Shade: Build small pavilions or shade structures to provide shelter from sun and rain, creating a more comfortable environment for visitors and spectators.

3. Signage and Wayfinding

Clear Wayfinding Signage: Install signage at the main entrances and along pathways to guide visitors to restrooms, sports fields, accessible routes, and spectator areas.

Directional Signs for Accessibility: Use universally recognized symbols to indicate accessible areas and key amenities, ensuring ease of navigation for all visitors.

4. Lighting and Safety Features

Improved Lighting: Upgrade the lighting around walkways and parking areas for better visibility during evening hours. Adding energy-efficient, solar-powered lights could enhance nighttime safety while reducing operational costs.

Traffic Calming Features: Add speed bumps or other traffic-calming measures around the complex to ensure safe crossings, especially near entrances and parking lots.

5. Restroom and Amenities Improvements

Restroom Accessibility: Improve the number of restroom facilities to include additional stalls and accessible features, such as handrails and discreet disposal bins for sharps and incontinence products.

Drinking Fountains and Hydration Stations: Install drinking fountains and hydration stations near high-traffic areas. Ensure these are wheelchair-accessible and well-maintained for regular use.

6. Programming and Community Engagement

Intergenerational Activities: Introduce events and programs that appeal to different age groups, such as family-friendly sports days, youth clinics, and adult leagues. This approach would foster community connection and inclusivity.

Community Gathering Spaces: Consider adding a small gazebo or picnic area as a designated social space for families and groups, which could also serve as a meeting point for various community events.



7. Aesthetic and Maintenance Enhancements

Landscaping and Visual Appeal: Refresh the landscaping around the complex with native plants and trees to provide shade and visual appeal. Regular maintenance of these areas would contribute to a more inviting environment.

Upgrade Seating: Replace worn benches with newer, more comfortable, accessible seating options to increase overall comfort and usability.

8. Technology Integration

Public Wi-Fi Access: Install public Wi-Fi throughout the park to enhance visitor experience, allowing access to event information, social media engagement, or remote work options.

Solar-Powered Digital Signage: Add digital signage powered by solar energy to provide updates on events, park rules, and accessible routes. This would ensure real-time communication with visitors, especially during peak seasons or events.

Conclusion

The Sister Bay Sports Complex is a valuable recreational asset, but targeted improvements in accessibility, connectivity, seating, signage, and programming would enhance its usability and inclusiveness. Implementing these changes would help the complex serve as a welcoming and accessible space for community members of all ages, creating a destination that promotes health, engagement, and social connection.



Report for Sister Bay: Waterfront Park Public Space Audit

Date: October 19, 2024

Location: Waterfront Park, Sister Bay, WI

Conducted by: Do Good Door County

1. Description of the Location

Waterfront Park is an expansive beachside public space located at the intersection of Mill Street and Highway 42/57, with scenic views of Lake Michigan. This park offers a mix of passive recreation areas, including a pavilion, tree-lined pathways, landscaped benches overlooking the water, a small playground, and beach front. It serves as a tranquil destination for residents and visitors seeking to relax and enjoy nature, making it ideal for community events, social gatherings, and individual reflection.

2. Surrounding Area

Waterfront Park is situated in a mixed-use area in downtown Sister Bay, close to local businesses, a post office, municipal buildings, resorts, and private residences. Its central location near other popular destinations makes it a convenient and accessible recreational area for both locals and tourists.

3. Atmosphere and Feelings in the Space

- **Comfortable:** Strongly Agree
- **Playful:** Strongly Agree
- **Relaxed:** Strongly Agree
- **Safe:** Strongly Agree
- **Social:** Agree

Waterfront Park's environment, enhanced by benches facing the lake, tree-lined paths, and a variety of landscapes, promotes a relaxed, enjoyable space for individuals and small group gatherings.

4. Usage Patterns

The park experiences high use in the summer and sees less activity in other seasons, with limited use during winter. It is more active during daytime hours and primarily attracts young adults, adults aged 40-64, and fewer older adults and teens.

- **Spring:** Moderate use
- **Summer:** High use
- **Fall:** Moderate use
- **Winter:** Minimal use
- **Daytime:** Frequent
- **Nighttime:** Some, Limited



5. Evaluation of Features

- **Cleanliness:** Good
- **Drinking Fountains:** Good
- **Lighting:** Poor
- **Places to Be Physically Active:** Good
- **Places to Eat/Drink:** Good
- **Places to Sit:** Fair
- **Restrooms:** Good
- **Shelter from Weather:** None
- **Street Noise:** Fair
- **Trees and Landscaping:** Good

While Waterfront Park is generally well-maintained, it lacks adequate lighting and weather shelters, and the current seating options could be expanded to better accommodate older adults and those with mobility aids.

6. Connectivity

- **Walking:**
 - The streets in or adjacent to the location have sidewalks. - Agree
 - There are clear directional signs or visual cues to guide people to the space. - Disagree
 - There are pedestrian signals at intersections. - Disagree
 - The signals provide adequate crossing time for slower walkers. - Disagree
 - There are signals or design elements for blind/visually impaired pedestrians. - Disagree
 - Sidewalks and crossings are accessible for people using mobility aids (e.g., a wheelchair). - Agree
 - There are traffic calming features (e.g., speed bumps) in the area. - Agree
- **Cycling:**
 - There are designated bike lanes or trails connected to the space. - Disagree
 - There is a secure place to park your bike in the space. - Agree

7. Likelihood to Recommend for Older Relatives or Children

- **Likelihood:** Likely

The park's natural beauty and amenities make it inviting for older adults. However, improvements in accessibility, seating, and shelter would increase its inclusivity and usability for all ages.

8. Opportunities for Improvement

Enhanced Accessibility: Adding ramps and accessible pathways to reach additional seating areas and viewing spots.

Inclusive Play Areas: Introducing playground equipment suitable for all abilities.

Wayfinding Signage: Installing clear signage to guide visitors to accessible routes, scenic areas, and key park amenities.



9. Challenges Observed

Parking Accessibility: Limited accessibility from the parking lot and the cobblestone paths near the beach make navigation challenging for those with mobility issues.

Limited Signage: The absence of clear wayfinding signage restricts ease of movement, especially for those unfamiliar with the area or needing accessible routes.

Lack of Weather Shelters: The park currently has an area on only one side with a weather-protective structure, limiting its usability during inclement weather or extreme sun exposure.

Additional Recommendations

1. Accessibility Enhancements

Pathway Improvements: Install smooth, graded, accessible pathways throughout the park, particularly in areas leading to seating, viewing spots, and the pavilion. This would accommodate strollers, wheelchairs, and walkers and improve usability for visitors with mobility aids.

Parking Accessibility: Add designated, accessible parking spots close to the main park entrances, along with improved pathways from these parking areas to main park features. Incorporating signage for accessible routes and designated drop-off zones would facilitate better entry for those with mobility challenges.

2. Seating and Comfort

Additional Seating: Increase the number of benches, particularly along walkways and near scenic areas. Seating should include options with back support and armrests to accommodate older adults and visitors needing support.

Shaded and Weather-Protected Areas: Install shaded areas, either through canopies, or temporary structures like umbrellas, to provide shelter from sun and rain. This would encourage longer stays and year-round use.

Picnic Areas with Accessibility Features: Install accessible picnic tables with extended tops to allow easy access for wheelchairs, creating a more inclusive and social dining environment.

3. Signage and Wayfinding

Clear Wayfinding Signage: Install clear, visible signage throughout the park, especially at entrances and intersections, directing visitors to accessible routes, scenic areas, seating, restrooms, and drinking fountains.

Interactive Signage and Maps: Consider interactive or digital signage at the main entrance to provide real-time information on park features, accessible routes, and upcoming events. This would enhance visitor orientation and allow for quick, accessible navigation.



4. Lighting and Safety

Improved Lighting: Ensure even, pedestrian-scale lighting along pathways, parking areas, and around the pavilion to improve nighttime visibility and safety. Solar-powered lighting could provide an energy-efficient option that supports sustainable park operations.

Traffic Calming Measures: Introduce additional traffic-calming features, such as speed bumps or curb extensions near park entrances, to improve safety for pedestrians, especially those crossing streets to reach the park.

5. Restroom and Amenities Improvements

Accessible Restrooms: Retrofit restrooms to include discreet, accessible disposal bins for sharps and incontinence products.

Drinking Fountains and Hydration Stations: Install additional accessible drinking fountains or hydration stations near popular areas, ensuring they are wheelchair-friendly and well-maintained for year-round use.

6. Programming and Community Engagement

Year-Round Activities and Events: Develop a programming calendar that includes seasonal events, such as outdoor exercise, guided community walks, and intentional intergenerational events. These activities would boost year-round engagement and create opportunities for community connection.

Multigenerational Spaces: Designate spaces within the park for different age groups, including the play area for children, meeting space for teenagers, and quiet zones for older adults, to enhance inclusivity and provide variety.

7. Technology Integration

Public Wi-Fi Access: Install public Wi-Fi throughout the park to enhance visitor experience, allowing access to event information, social media engagement, or remote work options.

Solar-Powered Digital Signage: Add digital signage powered by solar energy to provide updates on events, park rules, and accessible routes. This would ensure real-time communication with visitors, especially during peak seasons or events.

Conclusion

Waterfront Park offers a scenic, serene setting with a variety of amenities that can attract visitors year-round. By implementing the recommended improvements in accessibility, seating, wayfinding, lighting, and programming, the park can become a more inclusive, vibrant community space that caters to people of all ages and abilities. These enhancements would further establish Waterfront Park as a welcoming destination for relaxation, recreation, and social connection.

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 5(g)
VOLUNTEER DAY UPDATE



STAFF REPORT

Volunteer Day

Date: March 3, 2025

Board/Committee: Parks, Property & Streets Committee

Author: Julie A. Schmelzer, Village Administrator

The committee requested a joint meeting with the Ad Hoc Green Tier Legacy Community Committee to discuss a Volunteer Day during April (when we celebrate Earth Day activities). Member Orozco will provide an update.

DISCUSSION/ACTION ITEMS

AGENDA ITEM NO. 6
STAFF REPORT(S)



PARKS & STREETS DIRECTOR'S REPORT

Date: March 3, 2025

Board/Committee: Parks, Property & Streets Committee

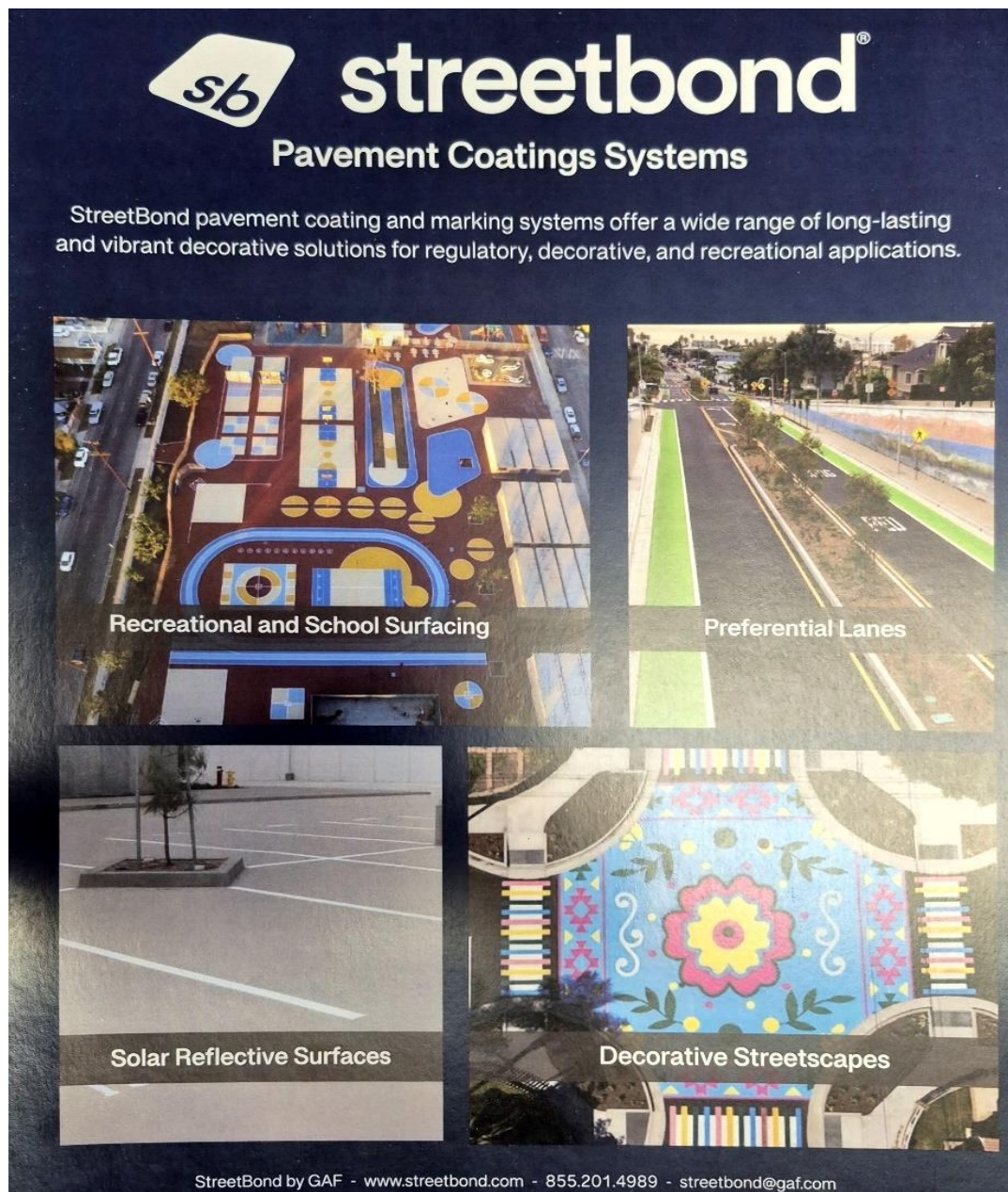
Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff have been working on snow removal and maintaining snow removal equipment throughout most of the month.
2. On February 4 – February 7, I and one other staff member attended the Annual WPRA Conference in Wisconsin Dells. This conference is a wonderful experience and a great opportunity to network with other communities, learn new skills, and to see new products.
 - a. Some of the highlights were the Sauk County accessible hunting blind at White Mound Co. Park. I felt that this would be a great idea for the Wiltse property to introduce a bow hunting site if the land stayed undeveloped.



- b. Streetbond Pavement Coatings Systems had a very nice and interesting presentation. They offer a wide range of epoxy- modified acrylics and Methyl Methacrylate (plastic and resins). If the committee is still looking for a unique and one-of-a-kind crosswalk for the Village. This may be the solution.



The advertisement features the Streetbond logo at the top, consisting of a stylized 'sb' in a white diamond shape next to the word 'streetbond' in a bold, white, sans-serif font. Below the logo, the text 'Pavement Coatings Systems' is written in a smaller, white, sans-serif font. A paragraph of text follows: 'StreetBond pavement coating and marking systems offer a wide range of long-lasting and vibrant decorative solutions for regulatory, decorative, and recreational applications.' Below this text are four photographs arranged in a 2x2 grid, each with a caption underneath. The top-left photo shows a colorful, abstract pattern of blue, yellow, and red shapes on a paved area, with the caption 'Recreational and School Surfacing'. The top-right photo shows a street with a green-painted curb and a blue-painted crosswalk, with the caption 'Preferential Lanes'. The bottom-left photo shows a plain, light-colored paved surface with white painted lines, with the caption 'Solar Reflective Surfaces'. The bottom-right photo shows a vibrant, colorful mural of a large flower and geometric patterns on a paved area, with the caption 'Decorative Streetscapes'. At the bottom of the advertisement, the text 'StreetBond by GAF - www.streetbond.com - 855.201.4989 - streetbond@gaf.com' is written in a small, white, sans-serif font.

streetbond®
Pavement Coatings Systems

StreetBond pavement coating and marking systems offer a wide range of long-lasting and vibrant decorative solutions for regulatory, decorative, and recreational applications.

Recreational and School Surfacing

Preferential Lanes

Solar Reflective Surfaces

Decorative Streetscapes

StreetBond by GAF - www.streetbond.com - 855.201.4989 - streetbond@gaf.com

- c. Boulder Designs, located in Lacrosse, had very nice and unique stone works. One of their signs would fit perfectly with the New Administration Building.



- d. McDonald Schaefer is a company out of Madison that can assist and jump start fundraising efforts for community projects. They helped lay the foundation to fundraise over 23 million dollars for Culver Community Park located in St, Prairie du Sac, WI. Perhaps they could assist us with the Ice Rink or any future developments.



- e. Phytoremediation technology is a very interesting topic. It uses plants to clean up contaminated soil and water. This technology may be the solution to help clean up the contaminated soil out on the Wiltse property.

phytoremediation technology

3. Update on the swim dock: On January 28th Mike Kahr notified that the DNR has no issues with the Village of Sister making repairs to the swim dock. The next step is a 30-day public notice that the DNR puts out. Mike Could not provide a start date to the public notices. I would anticipate the notice coming to an end sometime late February or early March.
4. Ice rink update: February 22, the friends of the ice rink held a free skate rental and cook-out for residents and guests. The Piggly Wiggly donated the food for the cookout. The ice rink manager was able to secure a load of donated firewood from James Larson. I will attach the Ice Rinks most up to date revenue statement to this report.



ADMINISTRATOR'S REPORT

Date: March 3, 2025

Board/Committee: Parks, Property & Streets Committee

Author: Julie A. Schmelzer, Village Administrator

POST OFFICE

The committee requested information about the utility bills for the Post Office. The Clerk has reported we do not pay the WPS bills. Erik will proceed with changing the lighting as requested and will work with the post office to see if there was a cost savings.

NEW PARKS MAINTENANCE FACILITY

Due to winter conditions and the impact the weather has had on soil work, completion of the building has been delayed a month. The building is now expected to be completed in June, rather than May.

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 –
MONDAY, APRIL 7, 2025
AT 2:30 P.M.**

AGENDA ITEM NO. 9

ADJOURNMENT