

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, MARCH 3, 2025**
5 **APPROVED VERSION**

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

8 *The March 3, 2025 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called*
9 *to order by Committee Chair Louise Howson at 2:30 P.M.*

11 **Committee Members Present:** Committee Chair Louise Howson and Committee members Denise Bhirdo,
12 Lilly Orozco, Mike Laszkiewicz and Jerry Ahrens. Village President Nate Bell also sat at the table with the
13 Committee members.

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

18 **Others Present:** Myles Dannhausen, Ken Church, Chris Schmeltz, Ellie Soderberg-Guger, Tim Kazmierczak,
19 Ron Kane, Kurt Harff, Robert Geitner, Erin Peddle, Dane Spitzer, Michelle Schneider, and Sam Gullick.

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

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

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

26 **As to the minutes for the February 3, 2025 regular monthly meeting of the Parks, Property & Streets**
27 **Committee:**

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

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

32 *Howson asked if anyone would like to comment regarding a non-agenda item, but no one responded.*
33 *Suppanz also noted that no correspondence had been received that would require the attention of the*
34 *Committee.*

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

37 **a. “Friends of the Sister Bay Ice Rink” Proposed Operating Agreement for the new Sister Bay Ice Rink:**

38 A rough draft of the proposed Operating Agreement for the new Sister Bay Ice Rink between the Village
39 of Sister Bay and “The Friends of the Sister Bay Ice Rink”, which group is in the process of being formally
40 designated as a “501(c)(3) non-profit organization and is hereafter referred to as “the Friends Group”, was
41 included in the digital meeting packets, and the Committee members jointly reviewed that document.
42 During the review process some grammatical revisions as well as formatting changes were suggested, and
43 Schmelzer and Suppanz took note of all those revisions. Bhirdo expressed concerns about the liability
44 issues that could arise if volunteers are allowed to work at the new ice rink or are allowed to operate
45 Village-owned equipment, and it was the consensus that the condition shall be included in the Operating
46 Agreement that Waiver of Liability Forms must be executed by any and all ice rink volunteers. It was also

1 the consensus that prior to the time that any volunteers utilize Village owned equipment the Parks &
2 Streets Director must confirm that each of those individuals have received the proper training.

3
4 Myles Dannhausen, who is a very active member of “The Friends Group”, stated that he wanted to publicly
5 thank Andrew Iding, the Ice Rink Manager, and the ice rink crew members for all the time and effort they
6 put in to keeping the existing ice rink open this winter. He also noted that a “Family Fun Day” was recently
7 conducted at the ice rink, and 300 to 400 people attended that event. A good time was definitely had by
8 all, and the majority of the attendees were “locals”.
9

10 Howson asked Mr. Dannhausen if he or any of the other members of “The Friends Group” had any
11 questions for the Committee members, and he responded that it would be helpful if at some point soon
12 Village officials could let them know how much money the Village is actually willing to commit to cover
13 operating expenses at the new ice rink on an annual basis. (It’s his understanding that at the present time
14 the Village expends approximately \$60,000.00 on ice rink operating expenses per year.) The Committee
15 members indicated that they will need some time to give this issue more thought, but will be prepared to
16 discuss it further at their next regularly scheduled meeting.
17

18 Ellie Soderberg-Guger, who is also a member of “The Friends Group”, pointed out that the members of
19 that organization are willing to take over the ice rink operations, but if the Village is not willing to allow
20 that they will understand, and they are certainly willing to help out in any other ways that they can.
21

22 Mr. Dannhausen indicated that it is his understanding that there is a lot of demand for pickleball courts
23 at the Sports Complex, and, therefore, he has been discussing the possibility of allowing the new ice rink
24 surface to be converted to pickleball courts during the off-season with some of the members of the local
25 pickleball group. Those individuals have informed him that they would be very happy with such an
26 arrangement. He also noted that he and the other members of “The Friends Group” would like to be
27 allowed to provide input when plans are prepared for the new warming house. The Committee members
28 indicated that they would welcome such input.
29

30 Discussion took place regarding the capital campaign that is being conducted for the new ice rink, and the
31 fact that the Village has committed \$500,000.00 to that campaign on the condition that “The Friends of
32 the Sister Bay Ice Rink” must raise a specified amount of money, and Mr. Dannhausen explained that they
33 are fully aware of that fact. To that end they have enlisted the assistance of the employees from the Door
34 County Community Foundation. Bell also stated, “I think we sent a pretty good message to you guys when
35 you came in – I think that was in November, when we said, “You know guys, if you really want to do this
36 you gotta start doing. . .”
37

38 Bell also stated, “There’s something that I’ve heard, and I just want to have clarity on this. . . That
39 \$60,000.00 is merely a placeholder, and we’re just saying that whatever the Village had been contributing
40 or doing to operate the existing ice rink, that is what we’d put in as a starting point.”
41

42 *Schmelzer was asked to see that a revised Operating Agreement is included in the digital packets for the*
43 *next regular monthly meeting of the Committee, and she was also asked to see that a copy of that*
44 *document is provided to Mr. Dannhausen in as timely a fashion as possible so that he and the other*
45 *members of “The Friends Group” have ample time to review it and recommend any further revisions.*
46
47
48

b. Beach Water Quality Sign Revision:

Last year Village officials granted permission for employees from the Door County Parks Department to see that a 22' wide by 44" tall beach water quality sign is erected on the corner of the Performance Pavilion, and Linczmaier was asked to see that the required electrical components are installed in that location. In February Door County officials contacted Schmelzer and informed her that it would not be possible for them to order the smaller sign that had been approved. County officials did explain that they understand the Village's desire to keep signage to a minimum in Waterfront Park, and they also stated that although they want to keep the members of the public informed of beach water quality, they will understand if the members of the Committee decide that larger signage simply will not work.

Mr. Kazmierczak was present, and he indicated that he was sorry, but apparently there had been a misunderstanding, and he just discovered that it will actually be possible for him to order the sign that had originally been approved by the Committee. The Committee members requested that that occur.

Linczmaier explained that the power source for the beach water quality signage has not actually been installed yet. He did meet with the employees from Action Electric to discuss this issue, and at that time the decision was made that since connection issues could come into play none of the required electrical work would be performed until the sign actually arrives. In light of today's developments he does intend to contact Mr. Kazmierczak to coordinate a delivery/installation date in as timely a fashion as possible.

c. Park Vendor Proposals:

In accord with the Committee's directives an RFP was issued for commercial vendors to serve users of the Village's park system, and three proposals were actually received. Those proposals were received from: Glide N.E.W., LLC, which offers guided Segway tours, Current Vending Co., a company that provides vending machines that are stocked with gifts, souvenirs and convenience items, and Peninsula Kayak, a company that provides kayak rentals. (The owners of Peninsula Kayak worked in conjunction with a previously approved vendor, Bayshore Outfitters.)

The Committee members jointly reviewed the previously mentioned proposals, and during that time they noted that they do not believe proceeds of 5% of sales that was proposed by Glide is sufficient. They also indicated that they believe the requirement that was imposed in the past that all vendors must provide proceeds of 10% of their sales should continue.

Discussion took place regarding the proposal that was received from the owners of Current Vending Co., who would like to install a vending machine in Waterfront Park, and several of the Committee members indicated that they do not believe such an option should be allowed as it "is not a good fit", and also do not believe the proposed location is appropriate.

Robert Geitner of Peninsula Kayak indicated that he and his associates would be willing to comply with whatever conditions the Committee members wish to impose, and he also indicated that if Village officials are interested, they would also be willing to offer brand new e-bike rentals. Discussion took place regarding that issue, and the Committee members requested that Mr. Geitner see that a related proposal that addresses electrical requirements and e-bike storage as well as display area requirements is submitted to Schmelzer by the end of the month.

Motion by Ahrens, second by Orozco that the Parks, Property & Streets Committee recommends that the Village Board accept the proposals that were submitted by Glide N.E.W., LLC and Peninsula Kayak that were reviewed at this meeting as presented but amended in such fashion that they reflect that at the end

1 *of the season proceeds of 10% of gross sales must be provided to the employees in the Village*
2 *Administration Office, and, to that end staff members shall see that applicable contracts are drafted and*
3 *included in the digital meeting packets for the next regular meeting of the Village Board. Motion carried*
4 *– All ayes.*

5
6 **d. Discuss RFP for Highway 57 Trail:**

7 As requested Schmelzer saw that an RFP was issued for engineering services for the Highway 57 Trail, but
8 unfortunately no proposals were received for that project. In light of that fact the Village could conduct
9 a Quality Based Selection (QBS) which is a much more complicated and restrictive process, but the
10 employees from the D.O.T. are willing to guide staff members through that process. Basically, after the
11 QBS is advertised the Village would have to select an engineering firm from a list of engineering firms
12 that have been approved by the D.O.T., and if the selected firm is approved by the D.O.T., that firm would
13 complete the required engineering as well as construction management.

14
15 Schmelzer stressed that the Village is not in a position to be able to obtain any easements for the Highway
16 57 Trail yet, as all the required environmental impact documentation and paperwork cannot be
17 completed unless and until an engineering firm has actually been agreed upon.

18
19 *Discussion took place regarding this issue, and it was eventually the consensus that the QBS option should*
20 *be utilized in as timely a fashion as possible.*

21
22 **e. Re-Use of Current Parks/Maintenance Facility & Property - 2313 Mill Road:**

23 Schmelzer noted that the members of the Finance Committee have requested that the Parks, Property
24 & Streets Committee make a formal recommendation regarding what should be done with the
25 Parks/Maintenance Facility and the property that it is located upon once the building has actually been
26 vacated in June.

27
28 *Discussion took place regarding this issue, and during that time Bhirdo pointed out that \$350,000.00 has*
29 *been included in the Village's CIP for the creation of a parking lot at 2313 Mill Road. Orozco indicated that*
30 *she would definitely be opposed to the previously mentioned funds being utilized for creation of a parking*
31 *lot, and she also stated that she believes the property at 2313 Mill Road should be considered as a*
32 *potential location for the new Administration Building. It was eventually the consensus that the members*
33 *of the Parks, Property & Streets Committee do not believe it will be appropriate to spend \$350,000.00 on*
34 *creation of a parking lot on the property that is located at 2313 Mill Road, and, therefore, the*
35 *recommendation is made that the Village's CIP be amended accordingly.*

36
37 Howson asked Bell when he anticipates that the Committee that will be charged with determining which
38 Village owned properties could be considered as potential locations for a new Administration Building
39 will be formed, and he responded that a number of individuals have expressed interest in serving on that
40 Committee, but he anticipates that the required appointments will all be made at the March 25, 2025
41 Village Board Meeting. He also noted that he has viewed all fourteen of the Village owned properties
42 that have been suggested as potential locations for the Village Administration Building, and believes it's
43 important that Village officials remain open to whatever suggestions are made by the Committee. He is
44 hopeful that a formal recommendation will have been made by the Committee no later than June 1,
45 2025. Bhirdo asked if Bell could identify the fourteen sites that he visited, and he responded that he
46 didn't have the list with him. He and Howson then suggested that she get that information from Dick
47 Burress.

f. Public Space Audits; Prioritized List & Comments:

Public space audits for the Sister Bay Sports Complex and Waterfront Park that were prepared by representatives of Do Good Door County were included in the digital meeting packets, and at the last meeting of the Committee the decision was made that each of the Committee members should carefully review the data that the public space audits contain and send Schmelzer their own prioritized listings of the suggestions that were made no later than February 21, 2025. To date only Howson and Orozco have actually provided their prioritized listings to Schmelzer.

Discussion took place regarding this issue, and it was the consensus that since expansion of the existing playgrounds at the Sports Complex and Waterfront Park and installation of hydration stations are a priority, discussion regarding creation of those amenities should be addressed sooner rather than later so that the necessary funds can be budgeted. It was also the consensus that potential locations for additional trees to be planted and determination of the species of trees that are preferred shall be addressed during the Committee's spring walking tour of the Village.

g. Village "Volunteer Day" Update:

As requested the members of the Ad Hoc Green Tier Legacy Community Committee were informed that the members of the Parks, Property & Streets Committee would like to schedule a joint meeting with them to discuss potential "Volunteer Day" activities, but Orozco, who is also a member of the Green Tier Legacy Community Committee, indicated that she is sorry but it does not appear that it will be possible to schedule a mutually agreeable joint meeting date before April 22, 2025, which is Earth Day. The Green Tier Legacy Community Committee will once again be distributing free seedlings, but a specific date for that event has not been scheduled yet.

The Committee members asked if Linczmaier was aware of any projects that the members of the public who wish to volunteer could help with in the spring, and he responded that to be honest the type of assistance that would be needed in spring actually involves "heavy lifting", but weeding, picking up trash in the parks and along the roadways, and watering of flower beds could be done in April or May.

It was eventually the consensus that Linczmaier shall create a list of Village roads that "spring clean-up" could be done along to Schmelzer in as timely a fashion as possible, and after that list has been received a specific date for the Village's "2025 Volunteer Day" shall be established.

Agenda Item No. 6. Staff Reports

Linczmaier and Schmelzer's Staff Reports as well as a Revenues With Comparison to Budget Report for the two month period ending February 28, 2025 were included in the digital packets for this meeting, and the Committee members jointly reviewed both of those documents. During the review process the Committee members requested that Linczmaier's Staff Report be filed in Suppanz's "tickler file" for reference purposes.

Linczmaier noted that a "Do Not Enter" sign as well as a "Stop Sign" were recently damaged behind the Post Office, but in the process of boring for the replacement sign posts the underground power lines for the Post Office were struck and damaged, and a temporary power source had to be installed. In light of the fact that this incident occurred Schmelzer suggested that Village officials consider asking if college students would be willing to work on a project where all underground lines throughout the Village are identified. It was the consensus that further discussion shall take place regarding this issue at the next regular meeting of the Committee.

Agenda Item Nos. 7 and 8

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

Next Meeting:

The next meeting of the Parks, Property & Streets Committee has been scheduled for 2:30 P.M. on Monday, April 7, 2025. In accord with the Committee's directives the following issues will be addressed at that meeting:

Discussion/Action Items:

- ***Review of the Revised Draft of the Ice Rink Operating Agreement***
- ***Review of the E-Bike Rental Proposal That Was Received From Robert Geitner***
- ***Meeting With Jeff Lutsey from the Climate Change Coalition***
- ***Potential Identification of all the Underground Lines In The Village***
- ***Scheduling of the Village's "2025 Volunteer Day"***
- ***Scheduling of a Joint Meeting of the Parks, Property & Streets Committee and the Ad Hoc Green Tier Legacy Community Committee***
- ***Scheduling of a date for the Spring Walking Tour of the Village***

Agenda Item No. 9

Adjournment

At 4:29 P.M. a motion was made by Orozco, seconded by Ahrens that the March 3, 2025 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant