

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, APRIL 7, 2025**
5 **(APPROVED VERSION)**
6

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

8 *The April 7, 2025 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to*
9 *order by Committee Chair Louise Howson at 2:30 P.M.*
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11 **Committee Members Present:** Committee Chair Louise Howson and Committee members Denise Bhirdo,
12 Lilly Orozco, Mike Laszkiewicz and Jerry Ahrens.
13

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

17 **Others Present:** Kim Erzinger, Terry Wolf, John Lijewski, Ben Fitzgerald, Kurt Harff, Ellie Soderberg-Guger,
18 Erin Peddle, Robert Geitner, Vivian Nienow, Jessica Hatch and four other individuals.
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20 **Agenda Item No. 2. Approval of Amended Agenda:**

21 Schmelzer noted that representatives of “The Friends of the Ice Rink” didn’t request that discussion take
22 place regarding the terms of a potential Property Lease Agreement for the Ice Rink until this weekend, and,
23 therefore, the Amended Agenda wasn’t posted until Saturday, April 5, 2025. Because of that fact there
24 could be assertions that there were “issues” with respect to the posting requirements that are delineated
25 in the Wisconsin Statutes, and, therefore, if the Committee members deem such action to be necessary it
26 would be appropriate for a motion to be made that Agenda Item No. 5(k) – Property Lease Agreement With
27 The Friends of the Ice Rink, be deleted. If that action is taken Agenda Item No. 5(k) would be tabled until
28 the next meeting of the Committee.
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30 *Schmelzer then read an e-mail that had been received from Nick Deviley aloud. In his e-mail Mr. Deviley*
31 *indicates that he believes discussion regarding “The Friends of the Ice Rink’s” request for a Lease should be*
32 *tabled until the next meeting of the Committee as the Amended Agenda on which that item is mentioned*
33 *was not posted until this past weekend. He goes on and indicates that if the “Friends” request is not*
34 *postponed he sincerely hopes that Village officials don’t agree to a check in any amount as the Village is*
35 *already “on the hook” for most of the expense that allows the rink to operate. In conclusion Mr. Deviley*
36 *states that he would like to know how many of the “Friends” making the request for a lease actually reside*
37 *in and/or pay taxes to the Village.*
38

39 *Discussion took place regarding this issue, and it was eventually the consensus that the previously*
40 *mentioned Lease Agreement shall not be addressed until the next meeting of the Committee.*
41

42 *Motion by Orozco, second by Ahrens that the Agenda for the April 7, 2025 meeting of the Parks, Property*
43 *& Streets Committee be amended in such fashion that Agenda Item No. 5(k) is deleted, but that that Agenda*
44 *item be tabled until the next meeting of the Committee. Motion carried – All ayes.*
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Agenda Item No. 3. Approval of Minutes:

As to the minutes for the March 3, 2025 regular monthly meeting of the Parks, Property & Streets Committee:

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

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

Schmelzer indicated that she had received a letter from Cesare Fontanini, and read that document aloud. In his e-mail Mr. Fontanini expresses concerns about the multi-family development that is being proposed for the Village owned property that is near Northwoods Drive. The Committee members asked if it would be possible for them to receive a copy of Mr. Fontanini's letter, and Schmelzer indicated that she will scan that document and send the digital file to them ASAP.

Kim Erzinger stated that he is hopeful that the existing drainage issues on Maple Drive will be addressed when the engineering work is done on "The Triangle Road Repair Project". He also noted that he is concerned that 1" rock was placed along the boulevard by Mill Road as it "will not hold up".

Agenda Item No. 5. Discussion/Action Items:

(a) Concession Building Restrooms; Review Design and Approve For Bid:

The Architects from McMahon have completed the draft of the building and floor plans for the proposed restroom addition to be constructed at the Sports Complex, and a copy of the related plan set was included in the digital meeting packets. Schmelzer noted that the employees at McMahon have offered to help prepare engineered drawings so that the restroom project can be let for bids in as timely a fashion as possible, and have also offered to perform some construction management services. (All of that work would be performed at no extra charge, but the employees from McMahon will not be able to be on site on a routine basis to do inspections, and, instead, will stop in from time to time during the time that construction is taking place to do them.)

Discussion took place regarding this issue, and during that time Schmelzer distributed copies of an updated plan set that had been received from the employees at McMahon to each of the Committee members. During the review process Bhirdo noted that it is her understanding that the new restrooms will not be heated, and stated that she finds that fact to be very troubling. She also voiced her dissatisfaction with the size of the bathrooms and the number of stalls in each, which is too few. Schmelzer pointed out that there isn't funding available for such an upgrade, and also noted that there is no heat in any other portions of the concession building as it was intended to only be utilized on a seasonal basis. Lengthy discussion took place regarding this issue, and it was eventually the consensus that the employees from McMahon shall be asked to investigate the options for winterizing the new restrooms and report their findings to Schmelzer in as timely a fashion as possible.

Motion by Orozco, second by Laszkiewicz that the Parks, Property & Streets Committee gratefully accepts the offer from the employees at McMahon & Associates to create engineered drawings and specifications for the restroom addition to the Baseball Field Concession Building at the Sports Complex, and let that project for bids in as timely a fashion as possible. Motion carried with Bhirdo opposed.

Motion by Orozco, second by Laszkiewicz that prior to the time that bids are actually let for the restroom addition to the Concession Building at the Sports Complex, Schmelzer shall ask the employees from McMahon to investigate the possibility of winterizing the restrooms, and, if necessary, see that a related referral is made to the Parks, Property & Streets Committee. Motion carried – All ayes.

(b) Mill Road Closure Request; Peninsula Century Fall Challenge Bike Ride:

The start/finish line for the Peninsula Century Fall Challenge Bike Ride, that will be take place on Saturday, September 13, 2025, will be located in Waterfront Park, and some diagrams that depict the road closures and detours that have been suggested by Brian Fitzgerald of the Peninsula Pacers were included in the digital meeting packets. A letter from Mr. Fitzgerald was also included in the digital meeting packets, and in that document he indicates that he believes the proposed detours and temporary road closures are necessary to ensure that motorists as well as the bicyclists who participate in the ride are safe.

Motion by Ahrens, second by Orozco that the Parks, Property & Streets Committee grants the request from Brian Fitzgerald of the Peninsula Pacers to detour Mill Road traffic for a portion of the day on Saturday, September 13, 2025 for the Peninsula Century Fall Challenge Bike Ride, and, therefore, the road closures and detours that are depicted on the diagrams that were included in the digital meeting packets will be enforced during the stated times. Motion carried – All ayes.

(c) Waterfront Park Concession Proposal; E-Bike Rental Proposal; Robert Geitner:

An E-Bike Rental Concession Proposal that was received from Robert Geitner of Peninsula Kayak Company was included in the digital meeting packets. That proposal was not submitted by the deadline that had been established for submission of proposals from individuals who wished to offer concession services in Waterfront Park, but at their last meeting the Committee members had indicated that they would be interested in seeing such a proposal when Mr. Geitner, who had submitted a kayak rental proposal that was accepted, indicated that he would also be able to offer e-bike rental services.

Schmelzer indicated that in accord with Robert's Rules of Order the Committee could make a motion to reconsider Mr. Geitner's proposal, and a motion was subsequently made by Laskiewicz, seconded by Orozco that the Parks, Property & Streets Committee will reconsider the concession proposal that was submitted by Robert Geitner at this meeting as he would also like to offer e-bike rental services in Waterfront Park. Motion carried – All ayes.

The proposal that had been received from Mr. Geitner was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process discussion took place regarding the setbacks that would be imposed for the storage shed that will be used to store the e-bikes, and it was eventually the consensus that if the e-bike proposal is accepted a location for that structure should be determined when the Committee members take their spring walking tour of the Village. Mr. Geitner did point out that because there is potential for the cost of the e-bikes to increase he would like to order them as soon as possible.

Motion by Ahrens, second by Orozco that the Parks, Property & Streets Committee recommends that the Village Board accept the proposal that was submitted by Robert Geitner of Peninsula Kayak, who would also like to provide e-bike rental services in Waterfront Park, on the condition that at the end of the season proceeds of 10% of Mr. Geitner's gross bike rental proceeds must be provided to the employees in the Village Administration Office. This approval is contingent upon Schmelzer making a determination that the provisions of the Zoning Code will be satisfied with respect to placement of the storage shed for the e-bikes, and receiving confirmation from a licensed Electrician that the fashion in which Mr. Geitner would like to charge the e-bikes satisfies the provisions of the State Electrical Code. Motion carried – All ayes.

(d) Historic Signage Program:

As requested the members of the Sister Bay Historical Society have begun drafting verbiage for the

1 proposed historic signs that were discussed by the Committee members in the past, and rough drafts of
2 the proposed verbiage as well as historical photos to be included on the signage for The Logerquist Farm,
3 Little Sister/Pebble Beach and the Village Hall, as well as signage that describes some of the history of
4 the Village were included in the digital meeting packets. The Committee members jointly reviewed the
5 drafts, and during that time Terry Wolf and John Lijewski, representatives of the Historical Society,
6 indicated that they believe Waterfront Park and/or the waterfront area might be an excellent location
7 for the proposed signage. It was eventually the consensus that the first step in the signage process should
8 be to incorporate stories and photos about several different historical locations in the Village on two
9 larger display boards. One of them could be erected near the marina and the other one could be placed
10 near the Village's boathouse. Schmelzer indicated that she will work with the members of the Historical
11 Society on this issue and see that related cost estimates as well as artists renderings of the proposed
12 signage are referred to the Parks, Property & Streets Committee in as timely a fashion as possible.
13

14 **(e) Wayfinding Signage:**

15 In 2016 Village officials finalized a Wayfinding Signage Plan, and hyperlinks to the digital version of that
16 plan were included in the digital meeting packets. Schmelzer noted that money had originally been
17 included in the Village's Capital Improvement Plan to implement the Wayfinding Signage Plan, but the
18 Finance Committee has now recommended that implementation of that plan be removed from the CIP
19 as there are other Village projects that must take precedence. Discussion took place regarding this issue,
20 and the Committee members concurred that no money should be allocated for the Wayfinding Signage
21 Project at this time, but suggested that there still be reference made to the related plan in the CIP so that
22 it does not "get forgotten".
23

24 **(f) Sports Complex Lift Station; Request To Remove; Refer For Funding Approval:**

25 Schmelzer noted that there is an old, non-functioning lift station near the TKH Building at the Sports
26 Complex that is adjacent to where the sewer lateral for the new Parks/Maintenance Building will be
27 installed. The contractor who is working on the Parks/Maintenance Building has informed the Utilities
28 Director that he can remove the lift station now for under \$12,000.00, or, if it is removed at a later date,
29 that work will be much more costly. In light of the circumstances staff is recommending that the old lift
30 station be removed in as timely a fashion as possible, and is also recommending that a portion of the
31 March, 2025 Municipal Reimbursement Funds be utilized to pay the related costs. Such actions must be
32 approved by the Finance Committee.
33

34 *Motion by Orozco, second by Bhirdo that the Parks, Property & Streets Committee recommends that the*
35 *Finance Committee authorize utilization of a portion of the Village's March, 2025 Municipal*
36 *Reimbursement Funds to cover the costs related to removal of the old lift station that is near the TKH*
37 *Building at the Sports Complex in as timely a fashion as possible. Motion carried – All ayes.*
38

39 **(g) Multi-Family Housing and Community Park Proposal; Northwoods and Ava Hope Court:**

40 The Village's Housing Committee has recommended that the Village solicit proposals from contractors
41 who are interested in constructing affordable housing on the Village owned land that is located at the
42 intersection of Northwoods Drive and Ava Hope Court, and a draft of the related RFP was included in the
43 digital meeting packets.
44

45 The Committee members jointly reviewed the RFP, and during that time the Committee members agreed
46 that the members of the Housing Committee had come up with a really great idea. Schmelzer indicated
47 that the hope is that developers will come up with unique ideas for development of the previously
48 mentioned property that will ensure that the housing that is created on the Village's property remains

1 affordable for many years to come, and the Committee members requested that she see that related
2 conditions are included in the RFP.

3
4 *It was eventually the consensus that the Request For Proposals from contractors who are interested in*
5 *constructing affordable housing on the Village owned land that is located at the intersection of*
6 *Northwoods Drive and Ava Hope Court that was reviewed at this meeting should be released as amended*
7 *at this meeting. Motion carried – All ayes.*

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9 **(h) “Dark Sky Friendly” Streetlights:**

10 The Plan Commission is currently working on the drafting of “Dark Sky Friendly” lighting regulations, and
11 in the course of conducting the required research Schmelzer contacted representatives of Wisconsin
12 Public Service Corp., who indicated that they would be willing to replace all the bulbs on the streetlights
13 that are north and south of the Village on Highway 42 as well as Highway 57 with “dark sky friendly”
14 bulbs. That work would be done at no cost to the Village, but the officials from Wisconsin Public Service
15 informed Schmelzer that they won’t make any lighting changes unless and until formal Village approvals
16 have been obtained. Schmelzer also contacted officials from the Door County Highway Department
17 regarding this issue, and they informed her that they don’t have any objections to the previously
18 mentioned changes being made.

19
20 *The Committee members indicated that they would like to know how many lumens the new bulbs will*
21 *actually contain, and Schmelzer indicated that she will do the related research and see that all of that*
22 *data is included in the digital packets for the next meeting of the Committee.*

23
24 **(i) Winter Snow Removal Schedule:**

25 For obvious reasons during and after snow storms the Parks Department crew members always remove
26 snow from the EMS entrance at the Fire Station first; then they plow the Post Office, and from there they
27 proceed down the alley by Grasse’s on their way to the Administration Building. After the Administration
28 Building is done they do snow removal at the Sister Bay-Liberty Grove Library. A staff member in the
29 Administration Office recently approached one of the Trustees with concerns that after a recent snow
30 storm the Administration Building wasn’t plowed out or shoveled by 8:00 A.M., when the office is
31 supposed to be open, and the Trustee requested that this matter be referred to the Parks, Property &
32 Streets Committee. Linczmaier indicated that he has established a prioritized winter
33 plowing/shoveling/snow removal duty list for his crew members, and they always make an effort to see
34 that the Administration Building is plowed before 8:00 A.M., but on the date in question the snow was
35 very wet and heavy and it took longer than normal to do the required plowing.

36
37 *Bhirdo stated that she believes the Administration Building should become a higher priority if necessary,*
38 *and it was eventually the consensus that all the plowing, snow shoveling and salting should be done at*
39 *the Administration Building before any plowing is done at the Post Office. Linczmaier indicated that he*
40 *will see that the snow removal list is amended accordingly.*

41
42 **(j) Parks & Streets Department Staffing:**

43 At a previous meeting the members of the Committee had discussed the possibility of not filling the
44 vacant Parks Maintenance Technician I position, and, instead, had recommended that the current
45 Maintenance Department employees assume the duties that would have been performed by a
46 Maintenance Technician I, but be given a bonus, since they would be assuming more work and would
47 have to put in more hours on the weekends. The decision was made that such an arrangement should be
48 instituted on a trial basis, and a related recommendation was made to the Personnel Committee. In an

1 attempt to reduce the weekend hours that would have to be worked during the winter months
2 Linczmaier did request proposals from snow removal companies, but none of the contractors who were
3 contacted submitted proposals. Discussion took place regarding this issue, and it was eventually the
4 consensus that the original plan shall be adhered to, but if issues arise another referral will be made to
5 the Personnel Committee.

6
7 There will be a vacancy in the Administration Office as Suppanz has decided to retire, and her last day of
8 employment with the Village will be Thursday, April 10, 2025. In the past discussion had taken place
9 regarding the possibility of hiring a part-time Administrative Assistant for the Parks/Maintenance
10 Department, but at that time Linczmaier felt such action would be premature. Since Suppanz will be
11 leaving the members of the Personnel Committee are working on revising the Administrative Assistant's
12 job description and specified duties, and Schmelzer is recommending that the individual who is hired to
13 replace Suppanz spend 50% of their time on general Village administrative work and 50% of their time
14 on Parks/Maintenance Department clerical needs, including coordinating facilities rentals and memorial
15 bench rentals.

16
17 Discussion took place regarding this issue, and it was the consensus that the 50%/50% Administrative
18 Assistant job duties are preferred.

19
20 Those were present gave Suppanz a round of applause, and she thanked everyone for the recognition.

21
22 **(k) Property Lease Agreement With The Friends of the Ice Rink:**

23 *In accord with the previously mentioned motion, this agenda item won't be addressed until the next*
24 *meeting of the Committee.*

25
26 **Agenda Item No. 6. Staff Reports**

27 *Linczmaier and Schmelzer's Staff Reports were included in the digital meeting packets and the Committee*
28 *members jointly reviewed both of those documents. During the review process Howson noted that the*
29 *Village's first Community Volunteer Day has been scheduled for Saturday, April 26, 2025 and will take*
30 *place from 8:00 A.M. to noon. At that event a concerted effort will be made to pick up trash throughout*
31 *the Village. Bhirdo and Orozco indicated that they will not be able to volunteer on April 26, 2025 as they*
32 *have to work, and suggested that in the future the Committee members consider scheduling volunteer*
33 *opportunities for sometime during the week or on a Sunday.*

34
35 *Bhirdo noted that the "Frosty the Snowman" that's normally placed in the flower beds by the Village Hall*
36 *"looks pretty sad", and Linczmaier was asked to see that that decoration is discarded.*

37
38 *Bhirdo noted that there is mention of The Brooks Act in Schmelzer's Administrator's Report, and asked*
39 *what that act actually requires. Schmelzer responded that The Brooks Act requires that bids for municipal*
40 *projects must be based on qualifications of the contractors who submitted those bids; not cost. Further,*
41 *D.O.T. officials must approve any and all related contracts that are entered into.*

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43 *Schmelzer indicated that she has talked with representatives of the Village's engineering firm that will be*
44 *working on the "Triangle Project" and they are aware of the drainage issues that Mr. Erzinger referred to.*
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Agenda Item Nos. 7 and 8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:

Next Meeting:

a. Schedule Walking Tour

b. Regular Monthly Meeting – Monday, May 5, 2025 at 2:30 P.M.

The next regular monthly meeting of the Parks, Property & Streets Committee has been scheduled for 2:30 P.M. on Monday, May 5, 2025. In accord with the Committee's directives the following issues will be addressed at that meeting:

Discussion/Action Items:

- **Property Lease Agreement With The Friends of the Ice Rink:**
- **Marge Grutzmacher's "Little Library" location and the appearance of that structure**
- **Establishment of a Village Tree Planting Plan**
- **Possible Locations For Historical Markers**

The Committee members also decided that their annual spring walking tour of the Village shall be conducted as soon as the May 5, 2025 meeting has concluded.

Agenda Item No. 9.

(a) Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted with respect to current or likely litigation: Broadband Contract.

At 4:56 P.M. a motion was made by Orozco, seconded by that the Parks, Property & Streets Committee convene into executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted with respect to current or likely litigation: Broadband Contract.

A roll call vote was taken on that motion and the Committee members voted in the following fashion:

Bhirdo – Aye; Howson – Aye; Orozco – Aye; Ahrens – Aye; Laszkiewicz – Aye

Motion carried.

(b) Motion to reconvene into open session:

At 5:39 P.M. a motion was made by Orozco, seconded by Ahrens that the Parks, Property & Streets Committee reconvene into open session.

Another roll call vote was taken, and the Committee members again voted in the following fashion:

Bhirdo – Aye; Howson – Aye; Orozco – Aye; Ahrens – Aye; Laszkiewicz – Aye

Motion carried.

(c) Motion for action, if appropriate:

No formal action was taken, but staff members will take the actions that were recommended by the Committee during the closed session.

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Agenda Item No. 10. Adjournment

At 5:44 P.M. a motion was made by Ahrens, seconded by Orozco that the April 7, 2025 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant