Parks, Property & Streets Committee Meeting Minutes

Monday, July 7, 2025

(Approved)

1. Call to Order & Roll Call

The meeting was called to order at 1:09 PM by Louise Howson, Chair. A roll call was conducted, with the following members present: Louise Howson, Denise Bhirdo, Nate Bell, Jerry Ahrens, and Mike Laszkiewicz.

Staff present: Julie Schmelzer, Village Administrator; Erik Linczmaier, Parks Director; Sarah Bertges, Administrative Assistant; and joining the meeting at approximately 4:00 was Megan Barnes, Utilities Director.

Public Attendance: Approximately 12 people were in attendance with Robert Geitner, Dane Spitzer, and Nicolos Romos being the only members to sign the attendance sheet. Participating virtually was Myles Dannhausen.

2. Approve Agenda

Howson asked for approval of the agenda or any edits. Bhirdo suggested moving item 5g after 5i. Howson questioned the reason for this change. Bhirdo explained that if the village can't identify any other new parking lot location to rectify the issues with the Knowles-Nelson grant encumbrance, and have to use the park's maintenance site, then the administrative building cannot be built there, which could interfere with the crop contract on the Logerquist property.

Louise Howson expressed uncertainty about the clarity of the reasoning and mentioned the need for a longer conversation about the Knowles-Nelson Grant encumbrance. She noted that item 5g's contract is for a full year from June 1st to September 30th, and she didn't think any changes would be made by September 30th.

Nate Bell made a motion to approve the agenda as presented, which was seconded by Mike Laszkiewicz. The motion carried- 4-1, with Bhirdo opposed.

3. Approve Minutes: June 2, 2025, Regular Meeting and June 16, 2025, Special Meeting

Ahrens noted that for the June 16th meeting walkabout, on page 9 in the tree section, they had also discussed adding trees north of the village wall where the tent is usually set up for the pancake breakfast. He stated that in addition to the trees listed, they wanted to add trees to that area as well.

Denise Bhirdo pointed out a typo on page 5, line 47, where "asked" should be "ask." She also noted on page 9, line 3, that it should read "Howson is to contact Joy from the local nursery." Additionally, in the same bullet point, she clarified that both the center and the north landscaping groups at Marina Park were supposed to be removed and planted with grass, not just the center one.

Louise Howson asked for any other changes or edits to either the June 2nd or June 16th meeting minutes. Hearing none, she called for a motion to approve the minutes as amended.

Motion to approve the minutes as amended was made by Bhirdo and seconded by Ahrens. The motion carried unanimously.

4. Comments, Correspondence, and Concerns from the Public

Chris Schmeltz from 1067 Bay Shore Drive expressed concern about the plans to redo Bluffside Rd.

Bell brought up an issue regarding an event tent at Marina Park from July 3rd to July 7th, which had a permit for July 4th to 6th. He suggested revisiting the policy about permitting such events on holiday weekends and ensuring clear timelines for setup and takedown. He emphasized the importance of public use of the park during holidays.

Howson addressed the communication in the packet which was from Mark Lindem regarding the condition of Sunset Drive between the exit of Marina parking and Woodcrest. Lindem expressed worry about potential injuries and the overall deterioration of the road surface.

5. Discussion/Action Items

a. Event Request; Long Dayze Festival; Waterfront Park Pavilion

Schmelzer addressed the email regarding the event that was included in the meeting packet. A representative from *Long Dayze*, Sage Baruth, and an unidentified male, were present to provide event information.

Baruth introduced himself as a resident of Sister Bay. He addressed the questions raised in the email:

- Regarding security, he confirmed they have people on standby pending approval of the event.
- On the issue of underage drinking, he clarified that they won't be selling alcohol. Wild Tomato will be using their beach bar to sell alcohol and donate proceeds to the land trust.
- They will have a dumpster for trash and will clean up after the event.
- He didn't think porta-potties would be required due to the presence of public restrooms at the beach.
- Water will be available from Wild Tomato and the drinking fountains at the restrooms.
- He hadn't contacted the county department of health but didn't think it would be necessary given the expected crowd size.
- They intend to be done by 9:55 PM to avoid conflicts with noise regulations.
- Regarding parking, he suggested using the sports complex with a shuttle service for future events, if they have more time to promote.
- They are checking to ensure Wild Tomato's liquor license covers the event.
- For signage, he proposed a banner on Highway 57 to promote the event.

Howson asked about previous attendance numbers, to which Baruth responded that their highest attendance was around 400-450 people at an event in Nasewaupee. He clarified that previous events were multiple days, while this one would be a single evening.

The committee discussed various aspects of the event, including:

- The potential impact on local businesses
- The lack of vendors at the event
- Wild Tomato's liquor license and its implications
- The possibility of holding the event in September or October instead
- The process for reserving the pavilion and getting committee approval

The committee also discussed the fees and charges associated with the event, including the application fee and retainer. They agreed on a $250 fee to cover potential overtime for village staff for cleanup and restroom maintenance.

After thorough discussion, the committee reached a consensus on approving the event with certain conditions.

Motion to approve Long Days Festival at the Waterfront Pavilion on July 19th, pending an application, payment of fees, and proof of insurance was made by Nate Bell and seconded by Mike Laszkiewicz. The motion carried unanimously.

Members then discussed the need for, and requested, staff develop a policy for renting the pavilion to private parties.

b. Operating Agreement; Friends of the Ice Rink; Ice Rink

Schmelzer explained that she had sent the draft received from the Friends Group to the Attorney quite a while ago but prepared her own draft last week and sent it to the Attorney and the representative from the Friends group, Myles Dannhausen. Dannhausen indicated their attorney did not have time to review the draft yet either. Schmelzer noted that the initial draft from the Friends group had asked for $60,000-$80,000, which was not included in this version. Instead, the draft proposes continuing to pay for everything as they currently do.

Howson interrupted to mention that Dannhausen had emailed Schmelzer on Sunday asking to have the item removed from the agenda because their attorney hadn't had a chance to review it. Ahrens explained if the item were to be removed, the agenda should have been amended earlier.

There was discussion about the draft included in the meeting packet and revisions were made. The committee discussed the complexity of the agreement and the need for both parties' attorneys to review it.

By consensus they agreed to postpone further discussion until the next meeting when a more complete version would be available.

c. Lighting Retrofit; Ice Rink

Linczmaier presented information previously requested from the committee to make the lighting at the Sports Complex more efficient. The information in the packet was specific to the ice rink. He explained that a company had looked at sports and floodlights, focusing on efficiency rather than night sky friendliness. The proposal would allow for directing the light more effectively than the current flood lights and could be installed without changing the existing poles.

Dannhausen, speaking on behalf of the Friends of the Ice Rink, expressed interest in creating dark sky friendly lighting at the rink, either through new poles or retrofitting existing ones. He mentioned that it has always been a goal of the Friends to minimize light pollution and improve the experience for neighbors.

The committee discussed the potential costs, which were close to $24,000, and the relatively minimal cost savings over 10 years. They also considered the possibility of the Friends of the Ice Rink contributing to or fully funding the lighting upgrade as part of their larger rink improvement project.

By consensus the committee decided to postpone action on the lighting retrofit until more information is available, including potential funding options and coordination with the Friends of the Ice Rink's larger project plans.

d. Park Vendor Contract & Storage; eBike Proposal; Peninsula Kayak Co.; Waterfront Park

Schmelzer reported on the previous month’s walking tour where it was discovered a vendor had already erected a shed for their bike rentals, and the referral the committee had made to the Plan Commission. The Plan Commission had concerns about the shed being metal, as the village doesn’t allow metal sheds. The vendor, Robert Geitner, offered to move the shed and make it a wooden structure. He explained that they had already purchased and installed a metal shed due to time constraints and misunderstanding about the approval process. He expressed willingness to work with the committee on finding a suitable solution, acknowledging that building a wooden shed this season might not be feasible.

The committee discussed various options, including:

- Potential locations for the shed
- The possibility of using a temporary structure for the season
- Concerns about setting precedents for future vendors
- The need to comply with zoning regulations

After extensive discussion, the committee reached a consensus on a path forward.

Motion by Laszkiewicz to approve a vendor contract for the remainder of the 3-year term, provided the Plan Commission approves a storage shed or shelter for the applicant, they secure all necessary permits, and it's in a compliant location, seconded by Howson. The motion carried unanimously.

e. Lease Agreement; USPS; 10685 N Bay Shore Dr.

Schmelzer presented information about the lease agreement with the United States Postal Service that the committee had previously reviewed.

The committee discussed various aspects of the lease agreement, including:

- The current lease rate and potential market value of the property
- The process for determining fair market value for the lease
- The unique requirements set by the USPS for comparable properties
- The possibility of hiring an appraiser to determine the property's value
- The importance of maintaining a post office in the village while also ensuring fair compensation for the use of the property

After extensive discussion, the committee decided to gather more information before making a decision.

Consensus was reached to look into the insurance value of the property and to ask the board for permission to hire an appraiser to generate the comps needed for lease negotiation with the USPS.

f. Annual Crop Contract; Former Wiltse Property; Jim Seaquist

Schmelzer presented the annual crop contract for the former Wiltse property with Jim Seaquist. She explained that this was a renewal of an existing contract and that Jim had expressed interest in renewing.

The committee discussed the contract, including:

- The duration of the contract (April to end of year)
- The rental fee ($500 per year)
- The historical context of the agreement
- The potential future development of the property

After discussion, the committee was in favor of renewing the contract.

Motion to approve the annual crop contract for the former Wiltse property with Jim Seaquist was made by Bhirdo and seconded by Laszkiewicz. The motion carried- 4-1, with Bell opposed.

g. Annual Crop Contract; Former Logerquist Property; Robbie Schopf

Schmelzer presented the annual crop contract for the former Logerquist property with farmer Robbie Schopf. She explained that there was some confusion as Robbie had already planted a corn crop without a renewed contract; last year's crop, which did receive a contract, was hay.

The committee discussed several aspects of this situation, including:

- The fact that crops (corn) had already been planted without a contract
- The potential impact on future development plans for the property
- The end date of the contract (September 30th) and how it relates to the corn harvest timeline
- The committee's responsibility to manage village assets effectively

After extensive discussion, the committee decided to allow the crops to remain for this season but to clarify the terms for future agreements.

Motion by Howson to allow Robbie Schopf to maintain and harvest the crops currently planted on the former Logerquist property until harvest time or until otherwise notified, with no formal contract or payment required for this season, second by Bell. Motion carried unanimously.

h. Review Binocular Order

Laszkiewicz presented research he had done on binocular options for the village. He identified three main manufacturers: Tower Optical, Overwork, and Seacoast. Schmelzer had provided information from Tower optical in the packet, and Laszkiewicz provided information on costs, features, and installation requirements for each option.

The committee discussed various aspects of the binocular installation, including:

- Cost comparisons between different manufacturers
- Installation requirements and potential locations

The committee decided to gather more information before making a decision.

Consensus was reached to have Laszkiewicz compile more detailed information on the binocular options and present it at the next meeting.

i. Identify New Parking Lot Location, Re: Knowles Nelson Encumbrance

Schmelzer explained the Board had referred the matter to the committee to identify a new parking lot location due to the Knowles Nelson encumbrance. She presented three options: pay the DNR back the money, come up with another parking lot of 22 stalls, or find a location of equal or higher value. She shared information about the parking lot options she had found. No members offered alternate parking lot locations.

The committee discussed various aspects of the issue, including:

- The history of the grant and the original land acquisition
- The complexity of the Knowles-Nelson Stewardship requirements
- Potential other public use spaces that could be used in lieu of creating 22 new parking stalls elsewhere
- The financial implications of different options

After extensive discussion, the committee decided to gather more information before making a decision.

Consensus was reached to invite a representative from the DNR to attend the next meeting (via Zoom) to discuss options and requirements related to the Knowles-Nelson encumbrance.

j. Hwy 42 Crosswalk Concerns

Laszkiewicz presented research he had done on crosswalk safety options for Wisconsin State Highways. He shared information on different technologies and their effectiveness, focusing on in-road warning lights with pedestrian-activated beacons.

The committee discussed various aspects of crosswalk safety, including:

- Different types of crosswalk markings and their visibility
- The effectiveness of various warning light systems
- Concerns about maintaining the village's aesthetic while improving safety
- The need for better lighting at crosswalks
- Potential funding sources for safety improvements

After discussion, the committee decided to gather more information before making any decisions.

Consensus was reached to invite a representative from the Department of Transportation to a future meeting to discuss crosswalk safety options and potential funding opportunities.

k. Stop Sign Request

Schmelzer referenced the staff memo in the packet identifying a need for a stop sign at the intersection the Country House resort.

Motion to approve the stop sign request was made by Bell and seconded by Ahrens. The motion carried Aye -4, with Bhirdo not present for the vote.

l. Prioritize Street Repairs for 2026

Linczmaier presented a list of roads in need of repair and their estimated costs. The committee discussed various factors to consider when prioritizing road repairs, including:

- Traffic volume on different roads
- The condition of each road and the urgency of repairs
- Budget constraints and the need to balance repairs over multiple years
- The impact of ongoing construction projects on certain roads

After discussion, the committee reached a consensus on priorities for road repairs in 2026.

Consensus was reached to prioritize the roads for repair. Recommended for the budget was, Cardinal Court – North cul de sac; Cardinal Court – from Bluebird and North; and, Cardinal Court – the full road, which would include a sidewalk. Also approved were the improvements to Koessl Lane. All mentioned were approved subject to not exceeding the budgeted amount of $100,000.

m. Grant Opportunities

Schmelzer presented information on three grant opportunities:

- Highway Safety Improvement Program (HSIP)
- CMAQ grant
- TAP 42 trail grant

The committee discussed the pros and cons of each grant opportunity, considering factors such as:

- The village's eligibility for each grant
- The potential impact of each project on the community

- The required matching funds and budget implications
- The timeline for application and project completion

After discussion, the committee decided to pursue two of the three grant opportunities.

Consensus was reached to apply for the CMAQ grant and the TAP 42 trail grant, but to postpone application for the HSIP grant until a future cycle.

n. Waterfront Park Landscaping Update; Jerry's Flowers Proposal

Howson presented information from her conversation with Joy of Jerry's Flowers, who has volunteered her time to maintain the flower bed in front of the post office. Howson presented a list of services and plants that was in the meeting packet that Joy offered to provide at no cost to the village.

The committee discussed various aspects of the landscaping, including:

- The current maintenance schedule and responsibilities
- Proposed changes to plants and mulch; if Joy is planting a hydrangea, she needs to diversify species, and, a desire not to use cocoa bean fiber due to its toxicity for dogs
- The need for consistent watering and care
- Potential expansion of landscaping responsibilities to other areas in the village

After discussion, by consensus the committee agreed to accept Joy's offer at no cost to the village and to continue to work with Joy on other potential options for more comprehensive landscaping care throughout the village.

o. Preliminary Budget Review

Linczmaier presented a preliminary budget or the upcoming year. The committee discussed various aspects of the budget, including:

- Proposed cuts and additions to different department budgets
- Capital improvement projects and their prioritization
- Potential new equipment purchases, including a robotic mower for the sports complex
- Long-term financial planning and the impact of various projects on future budgets

The committee had an extensive discussion about the proposed robotic mower, considering factors such as cost savings, maintenance requirements, and potential challenges in implementation. Representatives from Husqvarna, and Vlad Gannik, the Finance Director, were present virtually to answer questions.

After thorough discussion, the committee decided to gather more information on several budget items before making final decisions.

Consensus was reached to have Linczmaier provide more detailed information on the robotic mower proposal and other significant budget items at the next meeting.

6. Staff Report(s)

Staff reports were included in the meeting packet. No additional discussion took place during the meeting.

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

The committee identified several items for future agendas or referral:

- Follow-up on the Knowles-Nelson encumbrance and parking lot location

- Update on crosswalk safety options from the Department of Transportation
- More detailed information on binocular options
- Continued discussion on the budget, including the robotic mower proposal

8. Next Meeting: Regular Meeting August 4, 2025, at 1:00 PM

- **Schedule Walking Tour – Pebble Beach**

The committee agreed to schedule a walking tour of Pebble Beach but did not set a date.

9. Adjourn

Motion to adjourn was made by Bhirdo and seconded by Howson. The motion carried unanimously.

The meeting was adjourned at 5:31 PM

Minutes by Sarah Bertges, Administrative Assistant