PARKS, PROPERTY & STREETS COMMITTEE MINUTES

MONDAY, OCTOBER 6, 2025
(Approved)

1. Call to Order & Roll Call
October 6, 2025, virtual meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Howson at 1:00 P.M.

Committee Members Present: Committee Chair Louise Howson and members Denise Bhirdo, Nate Bell, Mike Laszkiewicz and Jerry Ahrens

Staff Members Present: Village Administrator Julie Schmelzer, Parks & Streets Director Erik Linczmaier, and Administrative Assistant Sarah Bertges

Public Present: (None)

2. Approve Agenda
Motion by Laszkiewicz , second by Bell, to approve the agenda. Motion carried – all ayes.

3. Approve Minutes: September 8 Regular Meeting & September 22, Special Meeting
The committee reviewed the minutes from the September 8th regular meeting and identified several corrections:

- On page 4, line 47, changing "On Deck restaurants" to "On Deck store"
- Correcting the spelling of "Logerquist" in multiple locations
- Correcting the spelling of "Koessel"
- Noting that the vote count on page 4, line 18, should be 4 ayes, not 6, as there were only 5 committee members and Bell recused himself

Motion by Bhirdo, second by Laszkiewicz, to approve the minutes from the Special Meeting on September 22, 2025. Motion carried – all ayes.
Motion by Ahrens, second by Laszkiewicz, to approve the minutes from the September 8, 2025, meeting as amended. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public
The committee acknowledged receipt of correspondence from John Blossom regarding parking concerns.

5. Discussion/Action Items
a. Resolution; Concession Stand Restrooms; Volunteer Labor
The committee discussed a resolution for volunteer labor for the concession stand restroom project. Schmelzer explained that a resolution was needed to change from staff construction to volunteer construction, as the previous bids were rejected for being over budget. She noted that John Sawyer, a former contractor, would serve as the general on the project and is looking into whether volunteers could work on the project to reduce costs. Bhirdo expressed her support for having a qualified professional overseeing the project rather than leaving it to staff.

Motion by Ahrens, second by Laszkiewicz, to recommend the board approve a resolution to have the concession stand restroom addition constructed by volunteers, if volunteers are indeed recruited for the project. Motion carried – all ayes.

b. Contract & Grant Discussion; Administration Building Redesign; McMahon
Schmelzer informed the committee about a new state grant opportunity of up to $2 million with an October 31 application deadline, requiring "shovel-ready" projects. Based on the previous year's estimates, the building was estimated at $3 million, and with the grant offering to pay 50% of the project, up to $2 million, the village might be awarded $1.5 million. The committee discussed whether to:

- Apply for the grant using the existing Logerquist site design
- Forward a contract with McMahon for a redesign under $25,000
- Neither apply for the grant nor proceed with redesign

Schmelzer explained that engineering would be required by October 31 for the grant application to improve award possibilities, and based on last January's proposals, the cost could be an estimated ($200,000 for engineering and $35,000 for civil site design).

Bell and Ahrens expressed concerns about committing funds without a confirmed site selection, while Bhirdo argued that redesigning without a selected site would be a waste of time. Laszkiewicz questioned the likelihood of receiving the grant on such a short timeline.

The committee debated the risk of spending up to $235,000 on engineering that might need to be redone versus the potential benefit of receiving up to $2 million in grant funding. Howson acknowledged she didn't love the original design but felt the grant opportunity justified proceeding.

Motion by Ahrens, second by Bhirdo, to apply for the grant using the existing board-approved plans on the existing Logerquist site and recommend to the board a contract for engineering and civil site design to support the grant application. Motion carried 3- Aye (Bhirdo, Ahrens, Howson); 2- Nay (Bell, Laszkiewicz).

Schmelzer explained that by the time the board would meet, it would not leave enough time to complete the engineering. *Members discussed the potential vote on the board floor with Howson expressing she would support the project, and other members noted with Howson's vote, there might be enough votes to move the project forward, and therefore, by consensus, the committee supported Schmelzer beginning to work with McMahon on engineering and Stantec on civil site design.*

c. Lease; Post Office; North Bay Shore Drive
The committee reviewed the lease for the Post Office on North Bay Shore Drive. Bell and Ahrens expressed concerns about the renewal terms with "0 days notice" and questioned if the village was getting fair market value.

Linczmaier reported that the Post Office had caused damage to a back door costing $955 to repair, which should be billable under the existing lease terms regarding damage from employee negligence.

The committee discussed various aspects of the lease including:

- Billing for services already included in the lease such as trash removal and landscaping
- Considering whether to strike the automatic renewal option
- Determining maintenance responsibilities

Motion by Laszkiewicz, second by Howson, to recommend to the board that they approve the contract as written and simultaneously take action to invoice the post office as allowed by the *contract for damage and maintenance services, as well as striking the renewal option, capping the lease at 5 years. Motion carried – all ayes.*

d. Letter of Intent; Housing Development; Ava Hope & Northwoods

Schmelzer explained this item would formalize the committee's previous support for a housing development with a letter of intent, which would be followed by a development agreement process through Planning Commission.

Motion by Bhirdo, second by Laszkiewicz, to recommend to the village board to issue a letter of intent to Tim Halbrook Builders. Motion carried – all ayes.

e. Policy & Fee Schedule; Park System Reservations

The committee discussed revisions to the fee schedule and park reservation policies. Key discussion points included:

- Pickleball court reservations:
    - Staff reported that certain groups were circumventing the reservation system by booking under multiple names
    - Bhirdo suggested doubling pickleball court fees to $20 for a 2-hour block while keeping tennis at $10
    - The committee supported limiting reservations to mornings only (before noon), with afternoons being first-come, first-served
- Park reservations for events:
    - The committee agreed to prohibit renting Marina Park and Waterfront Park during July and August
    - Recommended increasing fees: Marina Park to $2,000 and Waterfront Park to $2,500 for 4-day rentals (Friday-Monday)
    - Established penalties of $1,000 per day for tents left beyond the approved timeframe
    - Agreed to prohibit events on holiday weekends and during SBA events
    - Gazebo increase from $75 to $150
- Village Hall:
    - Discussed setting the fee at $200 per day rather than hourly rates
    - Considered the pros and cons of the facility's amenities compared to the Fire Station

The committee also reviewed a draft reservation policy that would require video links and references for event requests and address issues like security, porta-potties, decorations, and food service.

Motion to approve the fee schedule changes and reservation policy for events as discussed. Motion carried – all ayes.

f. **2026 Orchard Agreement; Seaquist; Former Wiltse Property**

Motion by Howson, seconded by Bhirdo, to approve the 2026 Orchard Agreement with Seaquist Orchards for the former Wiltse property and forward the contract to the board. Motion carried – all ayes.

g. **Commemorative Bench Requests**

The committee reviewed commemorative bench requests and discussed the need to revisit the bench policy next month. The committee determined that the Wilke bench request clearly met the policy requirements.

Motion by Bhirdo, seconded by Ahrens, to approve the Wilke bench request. Motion carried – all ayes.

The committee agreed to revisit the other two bench requests at the November meeting along with a review of the bench policy.

h. Miscellaneous Inquiries/Matters from Previous Month

i. Vegetation & Trees

Howson and Bhirdo volunteered to select replacement shrubs for areas where boxwoods had failed to survive due to heat from stones. The committee supported pursuing a credit from the landscaping company that had recommended the unsuitable plants.

Regarding tree placement in Marina Park, the committee discussed whether to limit tree placement to accommodate the annual tent for the pancake breakfast. By consensus t*he committee agreed that tree placement should not be limited by an event that occurs only once per year, as the trees would provide long-term benefits. Howson offered to meet Linczmaier on site to review tree placement.*

j. Parking Issues

By consensus the committee agreed to refer all parking-related issues to the Parking Committee, including Bhirdo's request for clearer signage as "no parking over the lines" was confusing to visitors.

k. Donations

The committee discussed creating a plaque to acknowledge donors. *Howson volunteered to work on the plaque, with Schmelzer agreeing to provide samples.*

l. Garbage Cans

By consensus the committee agreed to add garbage cans at Mill and Spring streets and between Second Hand Sues and Ecology.

Linczmaier noted this would add 5-8 minutes per can to maintenance time. The committee discussed using existing single wooden-style cans for side streets rather than purchasing new dual-receptacle models.

m. Road & Trail Projects

The committee discussed several aspects of the Mill Road Triangle project:

- **Construction timeline:**
    - Bhirdo recommended allowing construction throughout the season rather than halting during July and August

  By consensus the committee agreed construction should proceed continuously to minimize disruption and costs.

- **Sump pump connections:**

  By consensus the committee agreed to require property owners to connect their sump pumps to the new drainage system. The village would provide connections at the right-of-way, but property owners would be responsible for laterals on their own property.

- **Traffic study:**

  By consensus the committee decided against pursuing a traffic study for potential one-way traffic, as it would delay the project by approximately one year.

- **Historic signage:**
  The committee reviewed options for historic sign supports and by consensus agreed if stone pillars were to expensive to proceed with metal supports. Howson and Bhirdo agreed to meet the Monday after Fall Fest to determine the location for the sign slab.

6. Staff Reports

Director Linczmaier provided updates on:

- Status of parking signs for Country Lane
- Mixed results with the "Wet and Forget" treatment on benches
- Bathrooms at the ball field, noting that future year-round use would require insulation and heat sources adding to the cost
- Dog park maintenance challenges
- Difficulties getting contractors to provide estimates for the work on the cold storage building, with only TK Builders willing to discuss the project so far

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

Items for future agendas include:

- Bench policy review and remaining bench requests
- Fee schedule including bench fees
- Parks maintenance building postmortem
- Howson update on a donation plaque
- Request regarding chicken coops on the Logerquist property
- Fire Station rental policy for nonprofit organizations that pay a yearly fee

8. Next Meeting: Regular Meeting November 3, 2025, at 1:00 PM

The committee confirmed the next regular meeting date.

9. Adjourn

Motion to adjourn made by Laszkiewicz, seconded by Howson. Meeting adjourned at 4:23 P.M. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant