



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA

MONDAY, NOVEMBER 3, 2025, AT 1:00 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, Trustee – Louise Howson	2	Trustee - Denise Bhirdo
3	Trustee - Nate Bell	4	Citizen Member - Jerry Ahrens
5	Citizen Member - Mike Laszkiewicz		<i>Village Administrator – Julie Schmelzer</i>
	<i>Department Director – Erik Linczmaier</i>		<i>Administrative Assistant – Sarah Bertges</i>

2. Approve Agenda

3. Approve Minutes: October 6, 2025, Regular Meeting

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a) Triangle Road Project; Robert E. Lee
- b) Concession Stand Restroom; Discuss Alternatives
- c) Christkindlmarkt; Request Parks & Streets Department Assistance
- d) Logerquist Property; Consider Sale of Nesting Boxes & Perches
- e) Logerquist Property; Consider Allowing Goose Hunting
- f) Memorial Bench Program; Bench Requests; Bench Moratorium
- g) Fall Decorations; Review Invoice
- h) Waterfront Park; Concrete Work & Bids
- i) New Parks Maintenance Building; Final Cost
- j) Discuss Department Staffing, Proposed Hires, Wages

6. Staff Report, Board Update & Annual Flower Pot Angels Report

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

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

9. Adjourn

Public Notice – PARKS, PROPERTY & STREETS COMMITTEE MEETINGS ONLY

For questions regarding the above agenda items or to review the related files, call the Administration Office (phone number below) or email info@sisterbaywi.gov. To submit letters in support or opposition of an agenda item, email sarah.bertges@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 _____

PARKS, PROPERTY & STREETS COMMITTEE MINUTES

MONDAY, OCTOBER 6, 2025

(Approval Pending)

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

1 *contract for damage and maintenance services, as well as striking the renewal option, capping the*
 2 *lease at 5 years. Motion carried – all ayes.*

3
 4 **d. Letter of Intent; Housing Development; Ava Hope & Northwoods**

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

8
 9 *Motion by Bhirdo, second by Laszkiewicz, to recommend to the village board to issue a letter of intent*
 10 *to Tim Halbrook Builders. Motion carried – all ayes.*

11
 12 **e. Policy & Fee Schedule; Park System Reservations**

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

- 15 ● Pickleball court reservations:
 - 16 ○ Staff reported that certain groups were circumventing the reservation system by
 - 17 booking under multiple names
 - 18 ○ Bhirdo suggested doubling pickleball court fees to \$20 for a 2-hour block while
 - 19 keeping tennis at \$10
 - 20 ○ The committee supported limiting reservations to mornings only (before noon), with
 - 21 afternoons being first-come, first-served
- 22 ● Park reservations for events:
 - 23 ○ The committee agreed to prohibit renting Marina Park and Waterfront Park during
 - 24 July and August
 - 25 ○ Recommended increasing fees: Marina Park to \$2,000 and Waterfront Park to
 - 26 \$2,500 for 4-day rentals (Friday-Monday)
 - 27 ○ Established penalties of \$1,000 per day for tents left beyond the approved
 - 28 timeframe
 - 29 ○ Agreed to prohibit events on holiday weekends and during SBA events
 - 30 ○ Gazebo increase from \$75 to \$150
- 31 ● Village Hall:
 - 32 ○ Discussed setting the fee at \$200 per day rather than hourly rates
 - 33 ○ Considered the pros and cons of the facility's amenities compared to the Fire Station

34
 35 The committee also reviewed a draft reservation policy that would require video links and
 36 references for event requests and address issues like security, porta-potties, decorations, and food
 37 service.

38
 39 *Motion to approve the fee schedule changes and reservation policy for events as discussed. Motion*
 40 *carried – all ayes.*

41
 42 **f. 2026 Orchard Agreement; Seaquist; Former Wiltse Property**

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

46
 47 **g. Commemorative Bench Requests**

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

1 *Motion by Bhirdo, seconded by Ahrens, to approve the Wilkie bench request. Motion carried – all*
 2 *ayes.*

3
 4 The committee agreed to revisit the other two bench requests at the November meeting along with
 5 a review of the bench policy.

6 7 **h. Miscellaneous Inquiries/Matters from Previous Month**

8 **i. Vegetation & Trees**

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

12
 13 Regarding tree placement in Marina Park, the committee discussed whether to limit tree placement
 14 to accommodate the annual tent for the pancake breakfast. By consensus *the committee agreed*
 15 *that tree placement should not be limited by an event that occurs only once per year, as the trees*
 16 *would provide long-term benefits. Howson offered to meet Linczmaier on site to review tree*
 17 *placement.*

18 19 **j. Parking Issues**

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

22 23 **k. Donations**

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

26 27 **l. Garbage Cans**

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

30
 31 Linczmaier noted this would add 5-8 minutes per can to maintenance time. The committee discussed
 32 using existing single wooden-style cans for side streets rather than purchasing new dual-receptacle
 33 models.

34 35 **m. Road & Trail Projects**

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

37 **● Construction timeline:**

- 38 ○ Bhirdo recommended allowing construction throughout the season rather than
- 39 halting during July and August

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

42 43 **● Sump pump connections:**

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

47 48 **● Traffic study:**

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

1 ● **Historic signage:**

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

5
 6 **6. Staff Reports**

7 Director Linczmaier provided updates on:

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

15
 16 **7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**
 17 **Items for future agendas include:**

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

24
 25 **8. Next Meeting: Regular Meeting November 3, 2025, at 1:00 PM**

26 The committee confirmed the next regular meeting date.

27
 28 **9. Adjourn**

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

31
 32 Respectfully submitted by Sarah Bertges, Administrative Assistant



STAFF REPORT

TRIANGLE ROAD PROJECT

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

Jennifer from Robert E. Lee has summarized all the public comments from the public informational meeting and comment period. They are attached.

She has questions about driveway locations and other questions that arose from the comments and will be discussing these items with the committee. Please see her attached letter.

Lastly, we had one party get back to me regarding the number of vehicles they have – it was a seasonal home (not an apartment) with 5 cars. We should discuss if there will be an area for resident parking, or forego this option since occupants change overtime.

October 16, 2025

Ms. Julie Schmelzer
 VILLAGE OF SISTER BAY
 2383 Maple Drive
 Sister Bay, WI 54234

RE: Existing Driveway Width Analysis
 Triangle Area (Parkview Lane, Parkview Drive, Maple Drive, Bluffside Road)

Dear Ms. Schmelzer:

PURPOSE AND BACKGROUND

This memorandum summarizes existing driveway widths along Parkview Lane, Parkview Drive, Maple Drive, and Bluffside Road and evaluates compliance with current Village of Sister Bay Code of Ordinances. The intent is to document existing access conditions, including width, type, and surfacing. It is also used to determine where potential exemptions or variance to applicable zoning ordinance requirements may be appropriate based on property layout, use and existing off-street parking configurations as agreed upon by the Village.

APPLICABLE VILLAGE ORDINANCES

Driveway widths and access configurations for this corridor were evaluated in accordance with the Village of Sister Bay Code of Ordinances. The following sections establish the dimensional and design requirements for driveway construction, access spacing, surface treatment, and parking for both residential and commercial properties:

- **Section 66.0403 (1) - Parking Requirements - Access:** Minimum driveway widths for one- and two-family dwellings and other property uses.
- **Section 66.0403 (5) – Parking Requirements – Location:** Location of parking spaces for residential and business lots.
- **Section 66.0403 (6) – Parking Requirements – Surfacing:** Surface material standards for driveways.
- **Section 66.0403 (10)(d) – Parking Requirements – Residential Uses (Including Garage Spaces):** Parking space requirements for single-family dwellings, multiple-family dwellings, and condominiums.
- **Section 66.0406 (4) – Highway Access – Driveway Widths:** Maximum allowable driveway widths for residential and business lots.
- **Section 66.0406 (6) – Highway Access – Number of Driveways Allowed:** Number of driveways allowed based on zoning.

A summary of the applicable code requirements are presented in Table 1.

Ms. Julie Schmelzer

VILLAGE OF SISTER BAY

RE: Existing Driveway Width Analysis

Triangle Area (Parkview Lane, Parkview Drive, Maple Drive, Bluffside Road)

Table 1: Code of Ordinance Summary

Property Type	Minimum Width	Maximum Width	Number of Driveways Allowed	Parking Requirements	Notes
Single-Family Residential	10 feet	24 feet	1 (B-2 & B-3)	2 spaces for dwelling unit* 2 – 4 spaces for short-term rental*	One and two-family dwellings
Commercial/Business	24 feet	35 feet	1 (B-2 & B-3)	Not evaluated, in depth parking study performed in 2017.	

*Garage stalls which are made available for parking shall count toward the total number of stalls allowed on a property.

Driveways are required to be surfaced with asphaltic concrete or Portland cement pavement from the edge of pavement to the right-of-way line.

DATA SOURCES AND METHODOLOGY

Existing driveway widths were measured using the 2025 topographic survey completed by Robert E. Lee and Associates, Inc. Measurements were taken from the edge of pavement at the right of way line, unless otherwise noted in Appendix A. Data were compiled by parcel and include:

- Parcel ID, property owner, and address
- Property type (residential, business, rental)
- Driveway width
- Number of access points
- Surface material

EXISTING CONDITIONS SUMMARY

A total of 30 parcels (representing 37 access points) were evaluated. One parcel is omitted from the analysis because the access point is from S Bay Shore Drive. Referencing the Village of Sister Bay 2023 Zoning map, parcels are zoned B-2 (Downtown Business Transition), B-3 (Downtown Business), I-1 (Institutional), or BP (Bluff Protection Overlay). Land use within these parcels includes single-family homes, short-term rental properties, condominiums, restaurants, and retail businesses. Short term rental properties that function as single-family homes were evaluated using the residential driveway standard. A detailed breakdown of each parcel and its corresponding measurements is provided in Appendix A.

CODE COMPLIANCE EVALUATION

Each parcel was evaluated and categorized as compliant or non-complaint based on the applicable Village Code.

- Compliant: Driveways that meet all width and access requirements.
- Non-Compliant: Driveways that exceed or fall below the required width limits.

Ms. Julie Schmelzer

VILLAGE OF SISTER BAY

RE: Existing Driveway Width Analysis

Triangle Area (Parkview Lane, Parkview Drive, Maple Drive, Bluffside Road)

Each driveway entrance is proposed to include a concrete apron, with concrete or asphalt surfacing extending from the apron to the right-of-way line, matching existing materials where feasible. In instances where gravel or grass currently serves as the access, only a concrete apron will be provided.

Each compliant and non-compliant access is noted in Appendix A. Of the 36 access points that were evaluated:

- 19 are compliant
- 17 are non-compliant

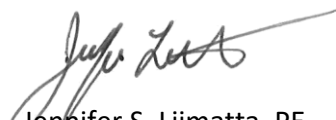
Properties that are compliant can maintain their existing driveway widths. Properties identified as non-compliant would be adjusted to meet Village standards, either widened to meet the minimum or narrowed to meet the maximum width, subject to Village direction and coordination with property owners.

SUMMARY

This evaluation provides the basis for design coordination and Village discussion regarding access modifications along Parkview Lane, Parkview Drive, Maple Drive, and Bluffside Road. We request the Committee's review of the information and guidance on non-compliant access points that may have an opportunity to be exempt or issued a variance.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Jennifer S. Liimatta, PE
Project Manager

JSL/JME

ENC.

A

APPENDIX A

COMPLIANT AND NON-COMPLIANT ACCESS

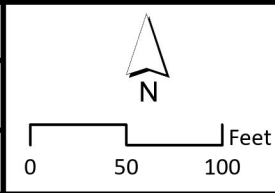




Legend
[White Outline] Parcels

2025 UTILITY AND STREET CONSTRUCTION
VILLAGE OF SISTER BAY
DOOR COUNTY, WISCONSIN

DATE: 10/15/2025
JOB: 0282222
DRAWN: KDC



Source: Robert E. Lee & Associates, Inc.
Door County
Disclaimer: Robert E. Lee & Associates, Inc. makes every effort to ensure this map is free of errors but does not warrant the map or its features are either spatially or temporally accurate or fit for a particular use. Robert E. Lee & Associates, Inc., provides this map without any warranty of any kind whatsoever, either expressed or implied.

REL Robert E. Lee & Associates, Inc.
1250 Centennial Centre Boulevard | Hobart, Wisconsin 54155
920-662-9641 | info@releinc.com | releinc.com

NO	PARCEL ID	OWNER NAME	PROPERTY ADDRESS	ZONING	LOT TYPE	EX DRIVEWAY WIDTH	EX MATERIAL	GARAGE	COMPLIANCE EVALUATION	POTENTIAL EXEMPTION/VARIANCE (Y/N)*	ACCESS
1	181210516	Kurt L Grube	2380 S Bay Shore Drive	I-1 & BP	-	-	-	-	-		Access off S Bay Shore Drive, therefore not analyzed
2	181210515	VNS Real Estate LLC	10631 Bluffsides Lane	B-2 & BP	Business (Rental Property)	17.9'	asphalt	no	COMPLIANT		One of three access locations. South driveway access to parking spaces for two buildings.
3	181210515	VNS Real Estate LLC	10631 Bluffsides Lane	B-2 & BP	Business (Rental Property)	68.0'	asphalt	no	NON-COMPLIANT		One of three access locations. Middle access, wider than standard driveway width, to seven off street parking stalls.
4	181210515	VNS Real Estate LLC	10631 Bluffsides Lane	B-2 & BP	Business (Rental Property)	16.3	asphalt	no	COMPLIANT		One of three access locations. North access to three off street parking stalls.
5	181210514	VNS Real Estate LLC	10641 Bluffsides Lane	B-2 & BP	Business (Rental Property)	10.0'	concrete	no	COMPLIANT		One driveway access.
6	181210401	Jaco Management LLC	10627 N Bay Shore Drive	B-3	Business	206.2'	asphalt	no	NON-COMPLIANT		One of two access locations. Bluffsides Lane access, no driveway, width provides access to off street parking stalls that are within right of way and private property. Bay Shore Drive driveway access to parking lot (not analyzed).
7	181210405	Bluffsides Rentals LLC	10636 Bluffsides Lane	B-2	Business (Rental Property)	31.0'	gravel	no	NON-COMPLIANT		One of three access locations. South driveway access is wider than residential driveway width.
8	181210405	Bluffsides Rentals LLC	10636 Bluffsides Lane	B-2	Business (Rental Property)	14.6'	gravel/grass	no	COMPLIANT		One of three access locations. Middle access to driveway.
9	181210405	Bluffsides Rentals LLC	10636 Bluffsides Lane	B-2	Business (Rental Property)	16.7'	gravel/grass	yes	COMPLIANT		One of three access locations. South access to driveway.
10	181210513	Brian Beyer	10647 Bluffsides Lane	B-2 & BP	Residential	18.4'	asphalt	yes	COMPLIANT		One driveway access.
11	181210309	Village of Sister Bay	2383 Maple Drive	B-2	Business	61.1'	asphalt	no	NON-COMPLIANT		One of two access locations. Bluffsides Lane access, no driveway, for angle and parallel parking from street.
12	181210309	Village of Sister Bay	2383 Maple Drive	B-2	Business	37.0'	asphalt	no	NON-COMPLIANT		One of two access locations. Maple Drive access, no driveway, for angle parking from street.
13	181210512	Resort at Pheasant Park Condo Assoc Inc	10649 Bluffsides Lane	B-2 & BP	Business (Rental Property)	22.4'	asphalt	yes	COMPLIANT		One driveway access.
14	181210308	Collin G Doherty	2378 Maple Drive	B-2	Business	30.0'	asphalt	no	COMPLIANT		One driveway access to parking lot in rear of property.
15	181210404	Bluffsides Rentals	2375 Maple Drive	B-2	Business (Rental Property)	9.9'	asphalt	yes	NON-COMPLIANT		One driveway access, width less than residential minimum. Shared pavement with Larson DC Properties.
16	181210403	Larson DC Properties LLC	-	B-2	Business	-	-	-	NON-COMPLIANT		Loading dock
17	181210402	Larson DC Properties LLC	10635 N Bay Shore Drive	B-3	Business	-	-	-	NON-COMPLIANT		No off street parking
18	181210306	Rey Rey Properties LLC	2370 Maple Drive	B-2	Business (Rental Property)	14.7'	asphalt	yes	COMPLIANT		One driveway access.
19	181210305	Husby's JS LLC	10641 N Bay Shore Drive	B-3	Business	25.6'	asphalt	no	COMPLIANT		One driveway access to parking lot.
20	181210310	Yatch Club at Sister Bay Condo	2381 Parkview Drive	B-2	Residential	20.3'	asphalt	yes	COMPLIANT		One driveway access. Garage building is parallel to Parkview Drive with garage opening facing west.
21	181210511	Deborah Logerquist	2391 Maple Drive	B-2 & BP	Residential	20.3' (31.3')	concrete	yes	COMPLIANT		One driveway access. Driveway flare at right-of-way (31.3'). 20.3' is the driveway width on the property.
22	181210508	Bradley T Lindenberg	2395 Maple Drive	B-2 & BP	Residential	41.7'	gravel	no	NON-COMPLIANT		One access, no driveway, for angle parking extending into Maple Drive right of way.
23	181210507	Roeser House LLC	2397 Maple Drive	B-2 & BP	Business (Rental Property)	48.5'	gravel	no	NON-COMPLIANT		One access, no driveway, for 90 degree parking extending into Maple Drive right of way.
24	181210603	Chad N Kodanko	2380 Parkview Drive	B-2	Residential	25.8'	asphalt	no	NON-COMPLIANT		One driveway access exceeding maximum residential driveway width.
25	181210602	Vilius Vaicekaskas	2374 Parkview Drive	B-2	Residential	14.3'	asphalt	yes	COMPLIANT		One driveway access.
26	181210601	Parkview Beach Cottage LLC	2370 Parkview Drive	B-2	Business (Rental Property)	36.2'	asphalt	no	NON-COMPLIANT		One access, no driveway, for parking on asphalt pad from Parkview Drive.
27	181210601	Parkview Beach Cottage LLC	2370 Parkview Drive	B-2	Business (Rental Property)	26.1'	asphalt	no	NON-COMPLIANT		One access, no driveway, for parking on asphalt pad from Parkview Lane.
28	181210311	Michael P Ryer	2375 Parkview Drive	B-2	Business (Rental Property)	-	-	no	NON-COMPLIANT		No driveway. Driveway access is needed.
29	181210312	Walter K Nawrot	2373 Parkview Drive	B-2	Business (Rental Property)	17.4'	asphalt	yes	COMPLIANT		One driveway access.
30	181520000	Parkview Condominium		B-2	Business (Rental Property)	70.8'	asphalt	yes	NON-COMPLIANT		One driveway access to two garages/condos from Parkview Drive. Driveway width exceeds maximum width for residential driveway.
31	181520000	Parkview Condominium		B-2	Business	86.0'	asphalt	no	NON-COMPLIANT		One access to parallel parking spaces on Parkview Lane right of way.
32	181210313	Waterview SB LLC	2365 Parkview Drive	B-2	Business (Rental Property)	20.8'	concrete	no	COMPLIANT		One driveway access.
33	181210314	Kurt E Paget	2363 Parkview Drive	B-2	Residential	15.8'	gravel	no	COMPLIANT		One driveway access.
34	181210315	James E & Kristine Johnson Trust	2359 Parkview Drive	B-2	Residential	20.1'	gravel	no	COMPLIANT		One driveway access.
35	181210316	John J & Monica L Ollies Trust	2357 Parkview Drive	B-2	Residential	14.3'	gravel	no	COMPLIANT		One driveway access.
36	181210301	Donald R Cox	10659 N Bay Shore Drive	B-3	Residential	20.8'	asphalt		COMPLIANT		One driveway access from alley.
37	181210206	James M Grasse	10663 N Bay Shore Drive	B-3	Business	14.1'	gravel	no	NON-COMPLIANT		A one-way access from N Bay Shore Drive exiting on Parkview Drive.

*Determined at the discretion of the Village of Sister Bay

LEGEND:

	COMPLIANT
	NON-COMPLIANT
	NO ACCESS

Public Comment Summary

Project Title: Downtown Area Roadway Improvement
 Roadway: Parkview Lane, Parkview Drive, Maple Drive, Bluffside Lane
 Public Comment Period: September 15, 2025 to October 15, 2025

	Public Comment Form
	Comments at Public Involvement Meeting

No. 1	Parcel #	NAME	ADDRESS	COMMENT
1		John & Linda Blossom	10677 Commodore Circle	There are many reasons to challenge planning wider streets and more parking spaces in a community. This is particularly important in a community that values the history behind its streets and adjacent buildings. Considerations to widen Bluffside Lane, West Maple Drive, Parkview Lane and Parkview Drive streets to accommodate more traffic flow, increase available parking spaces, and potential razing of the Bank of Sturgeon Bay branch building built nearly seventy-five years ago have wide ranging effects. We are strongly opposed to the plan to raze the bank building and opposed to increasing traffic flow and more parking on these streets. The common response to automobile congestion is to consider wider roads and more parking spaces. But wider roads encourage higher automobile speeds that change the experience of those who live on the wider street and those who may use it for bicycle or walking travel. Wider streets with increased traffic and increased speed make cycling hazardous. Wider streets and increased automobile travel bring environmental impact from auto exhaust and oil drips. The health of individuals residing or walking on a street that has been modified to increase traffic is impacted adversely. People who have impaired breathing issues may need to avoid streets with significant auto traffic altogether. In an era of increasing awareness of the value of bicycle and walking travel to and from locations for work or entertainment, it may be a better alternative to add bicycle lanes and improve sidewalks than to widen and/or straighten streets. Sister Bay does not have as much of a “parking problem” as it has a problem with the lack of alternatives to driving automobiles into the central village and street parking. The most effective way to resolve the need for more parking in the central village is to create better ways to move people by shuttle service rather than by driving and parking automobiles in the central village.. Increased parking spaces will result in increased numbers of automobiles using the increased parking, creating more traffic congestion, and, with growth in the number of visitors, the need for even more parking. There is a good alternative available to meet the parking needs of visitors to our community. The alternative is “Park and Ride”. Visitors are important in our community. Most visitors travel to the Village via automobile. We need to facilitate their need to park and enjoy shopping, dining and entertainment in our village. “Park and Ride” service would be available only during published prime-time hours and days. “Park and Ride” should become the focus for meeting our increasing parking needs. “Park and Ride” will not be successful unless it is easy to use and rapid from pick up to delivery of passengers. A wait of more than eight or nine minutes at the “Park and Ride” site for shuttle service and more than a six-minute ride to drop off points would detract significantly from acceptance and use. A wait of more than eight or nine minutes for transportation from the central village back to a visitor’s automobile would detract significantly from using the system. Short cycle times are relatively easy to achieve. Study of possible “Park and Ride” sites could include many options. The Athletic Complex on the east side of the village could serve as Sister Bay’s “Park and Ride” center. Parking areas east and south of the baseball field might be a good option and could generate revenue for the ball club. “Park and Ride” space at the new hockey facility might be a good option during the off season and could generate money for Hockey activities. “Park and Ride” locations behind the Sister Bay Bowl and behind the Fire Station could be considered. Drop Off and Pick Up could be offered at three locations, 1) the Municipal Marina, 2) in front of the Village Hall (near the public beach and across from Stabur), and 3) the south side of Sister Bay Bowl, making access to village entertainment and commerce easy and quick. The need for high pick-up frequency and rapid loading for travel suggests use of multiple vehicles with fewer passengers on each trip. Load time of a large bus, or large shuttle, would reduce use of the service. A fleet of three street legal shuttle/golf carts that hold up to 14 passengers may cost less than the cost of rebuilding one street and adding more parking. Successful operation would require departing the “Park and Ride” site every ten minutes. A cycle time of fifteen minutes for drop off and return passengers would require two or three vehicles. Adding two reserve vehicles would create need for five vehicles. If “Park and Ride” service is easily accessible and quick to board, with fast return access to “Park and Ride” sites, without much waiting, a \$5 parking fee or donation might be well accepted. If “Park and Ride” service serves an average of 400 persons in 200 automobiles daily, projected revenue is \$1,000 per day -plus tips. This cost may be well below the cost of driver staffing and operating costs during published prime-time hours. All, or a portion of, the cost might be acceptable to the Village as an alternative to the cost and impact of street rebuilding. Grant money may be available. We hope that the negative impact of more automobiles and more parking will be carefully weighed against the positive impact of “Park and Ride”. A fleet of attractive shuttle golf carts would add to the ambiance of our central village, would have positive impact on public health, and, likely, cost less than roadbuilding with increased street parking spaces.
2		Daniel Winn	551 Liberty Park Circle E. #10	I would prefer to see concept 2 implemented. Concept 1 is too much change and expense and the building could be remodeled in the mean time if needed. A new building could be done at a later date when more need and financing are present. Also a current employee told me that they really enjoy working in the current setting/current building.

3	181410000	Tyler Duvall	10686 Regatta Way, Unit 522	The administration building on the proposed parking lot site looks to be in a condition of good repair. To that end, I feel either the sale or leasing of the building to a business (say gallery, ice cream shop, etc.) would be a nice addition to that part of the Village. Thank you for your consideration.
4	181210311	Mike Ryer	2375 Parkview Drive	Thank you for forwarding the current base plan for the paving of Parkview drive. I have attached my recommendation for the location of the curb-cut & future paved driveway for my lot located at 2375 Parkview drive. I appreciate your consideration of my recommendation and look forward to discussing any comments that you may have.
10				Asked about parking/driveway as they currently park on the grass. Would like to discuss with the Village on where the driveway will be placed. Julie mentioned she will follow up with the driveway code for owner to review and consider placement of the driveway.
5	181210310	Jerry Phelps-General Manager	10673 Regatta Way	The Yacht Club at Sister Bay owns an employee house at the corner of Parkview Drive and Maple Drive. The Yacht Club has 3 concerns related to the paving sidewalk improvements. 1. How wide will the curb cut be for the drive way at 2381 Parkview Drive? The garage at this address is very close to the street. A narrow opening will restrict access to the garage. 2. Will the pavement on the north side of the house between the house & curb be removed? 3. We would like to see the retaining wall design & have an opportunity to comment on it.
6	181210601	Kim Erzinger	2370 Parkview Drive	1. Need more clarity as to where existing driveways would be. 2. When you drive east on Maple and come to the Highway intersection you have to pull into the cross walk to see if traffic is coming south on the Highway. If parking is left on both sides of Maple the Village should make Maple on way going west. With parking allowed on the Maple/HWY 42 intersection there is not enough room for emergency vehicle access. There are always food and beer and garbage trucks blocking the road. 3. There is not enough clarity to see on the maps if people will still be able to park along Parkview Drive, Parkview Lane on both sides on on 1 side of the road. 4. These maps do not show where storm sewers would be located. Need to address the sump pumps that pump water on Maple i.e. house to east of Administration building and Logerquist house. In the spring the water is pumping out of basements and out to the STREET then at night it freezes as temperatures dip creating ice on the STREETS which is hazardous driving and walking.
7		Jill Wiebe	10704 Woodcrest Ln, #5	1. I think the Village admin building should be razed. 2. Sidewalks are useful. 3. If the admin building triangle is turned into parking, will the remaining green space be landscaped so it is an attractive little park? 4. Does On Deck retain enough parking to satisfy current code? (I don't necessarily agree with the code, but it's there...)
8	181210403 / 181210402	Mitchell Larson	10635 N Bayshore Drive	My name is Mitchell Larson and I own Larsen DC Properties parcel also known as On Deck Clothing in Sister Bay at 10635 North Bayshore Dr.. My comments are specific to the changes to Maple Drive. I'm writing you this letter prior to the deadline of October 15th to voice my disapproval of the proposed change to the parking on the north side of my property. This property has been in my family for the better part of the last 150 years, and has been one of Sister Bay's most prominent commercial properties dating back to the late 1800's. Any removal of parking directly connected to the building will be detrimental to my business. I grew up in this town and remember the days when the lumberyard was located down at the end of Maple Street, the largest commercial operation in northern Door County and this road served that operation just fine. That business is long gone, and today that road mostly serves automobile traffic, no longer the large trucks that once relied on this access. The major issue with Maple Drive is the lack of enforcement, delivery trucks for the adjoining food and beverage operation tend to use the road as their delivery point, at times trucks will park side-by-side and completely block the road. This is an enforcement issue, not necessarily a road width issue. I'd like to go on record asking that no changes be made to the existing parking. The rest of the proposed changes on Maple Drive I support. Please confirm that you did indeed receive my comments prior to the deadline. Thank you, Mitchell E Larson
9	181210401	Chris Schmeltz, Manager, Jaco Management, LLC	10627 N Bayshore Drive	We met with REL in person at their offices on October 7th, 2025 to review the work in progress along the Bluffside Lane redevelopment. We would like to ask that eight stalls be created where there are only two to three parallel parking stalls proposed currently. We are asking that the spots go over the currently proposed spots and onto the property of the location of LURE Restaurant. We are also asking that two "T" are placed so that potentially two drains can carry the water from the low spot at the South side of the restaurant and the center of the open parking at the West side of the building. We are also asking that we are able to maximize the parking at the west side of the building and that ample room is given to remove the dumpsters as needed for trash removal.
	181210312	Walter Narwot	2373 Parkview Drive	Expressed concerns about current drainage in the backyard and asked about the roadway project affecting the ability to park a vehicle in his driveway. Currently uses the garage for one vehicle and the driveway for the second vehicle.
	181210316	John J Olless	2357 Parkview Drive	Concerned about his current fence (located within the right of way) and stone landscaping during construction. He desires to extend his fence on the northwest corner of property. Expressed continued concerns on the drainage to the rear of his property. Jared discussed that drainage has been reviewed by REL and the Village multiple years ago, the Village can provide a hookup at the ROW, but anything on private property would be between the homeowners. REL to evaluate running a storm pipe to allow Private parties to hook onto it (for rear yard drainage or sump pump discharge).
	181210508	Lindenberg	2395 Maple Drive	Concerned about where they would be parking after the road improvements are completed. Mentioned they had a need for five parking spaces. Jennifer discussed that parking and driveway access exercise will be completed as part of the design and the Village will review.
	181210511	Logerquist	2391 Maple Drive	Mentioned he has a garage and driveway for parking.
	181210515	VNS Real Estate	10631 Bluffside Lane	Requesting standard curb in front of his property

10	181210301	Donald Cox	10659 N Bay Shore Drive	Discussed with Julie converting the alley to a pedestrian only route to eliminate traffic on the alley going in the wrong direction. Julie mentioned this will be discussed with the engineering team. Discussed with Jared that perhaps a 2 way on Parkview is viable, with a out to the Village Parking Lot. Add signage of no outlet on the alley adjacent to Grasse.
	181210603	Chad Kodanki	2380 Parkview Drive	Had a general discussion with Jared about the goals/objective of the area, historic overlay, and use/preservation of the Village Hall. Felt it may be reasonable to keep the sidewalk on the higher side of the retaining wall at Village Hall to allow maximum amount of parking. Suggested that the retaining wall/fire hydrant on Bluffsideside could be removed/relocated to allow more parking, or a more complete design.
	181210308	Collin Doherty	2378 Maple Drive	Property is registered as a National Historic Building (up to front stoop). JGS asked that he forward documentation so we can understand restrictions the property may have. • Wanted to keep the area immediately in front of his stoop clear of parking to clearly identify the two public entries to the building. • Wanted to preserve trees, specifically around the rear of the property. There are two smaller trees/shrubs immediately adjacent to the pavement. If those need to be removed, replanting should be considered. • Was generally open to discussing easement or purchased right of way to formalize parking where road pavement currently extends on his property. Details TBD. • Prefers Village Hall remains.

**STAFF REPORT****CONCESSION STAND RESTROOMS**

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

We were not able to secure volunteers to build the restroom addition to the concession stand. How would the committee like to proceed – return the grant funds, see if we can extend that grant until next year so the project can be budgeted and rebid, etc.?

**STAFF REPORT****CHRISTKINDLMARKT**

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

The Historical Society has requested the use of Park Staff, equipment and picnic tables for their upcoming holiday event. Last year we allowed them to use our services and supplies, but they were told they would need to start installing parking barriers themselves and purchasing their own barricades and picnic tables. Last year we did bill them for our time. They reached out to us in October and indicated they still needed our help and supplies. How would the committee like to proceed?

Attached is the request for assistance.

From: [John](#)
To: [Sarah Bertges](#)
Cc: [Julie Schmelzer](#)
Subject: Parks Committee meeting - Nov. 3
Date: Thursday, October 23, 2025 4:29:40 PM
Attachments: [img-cf033785-1b1e-46ca-8483-da83a6a1565a](#)
Importance: High

Hi, Sarah, I'd like to request that a Christkindlmarkt Door County-related item be put on the agenda for the Nov. 3 Parks Committee meeting. The Sister Bay Historical Society is respectfully requesting assistance from the Parks Dept. to install **No Parking** signs, stakes and yellow ropes along significant portions of Fieldcrest Rd, Country Ln, and Flint Ridge Rd. at least a week or two before our opening day on Nov. 28. Hopefully, we can even make this into an ongoing arrangement, as we expect Christkindlmarkt to be an event that continues for many years.

Although this is an important task for ensuring maximum safety among attendees at this annual market, the job has become too difficult for our workforce of aging volunteers.

(Note I've attached a few photos from the 2024 event.)

Thank you for your assistance!

John

(920) 421-1589

P.S. Per usual, we are also requesting the loan of 8 barricades and 8 picnic tables from the Parks Dept.



John Nelson
JOHN NELSON, PUBLISHER
DOOR GUIDE PUBLISHING
920.421.1589 • DOORCOUNTY.NET
2584 S BAY SHORE DR SUITE A
SISTER BAY, WI 54234



STAFF REPORT

LOGGERQUIST – CHICKEN EQUIPMENT

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

A gentleman reached out to us to see if he could purchase the chicken nest boxes and perches (for chickens) that are in the old chicken coop on the former Logerquist site. They are in a building we once discussed razing. How would the committee like to proceed?

For your information, our policy on village surplus property applies to vehicles and equipment and is silent on such items. When we donated an old tourism sign, we left the decision up to the committee as to how it could be disposed of.

**STAFF REPORT****LOGGERQUIST – GOOSE HUNTING**

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

A gentleman reached out to us to see if he could hunt geese on the former Logerquist site. We allow hunting in parks, but the code is silent on village owned lands that are not designated as a park. How would the committee like to proceed?

**STAFF REPORT****MEMORIAL BENCHES**

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

Last month we deferred two bench requests to this month's meeting. They are attached.

We also need to discuss the policy. Due to the time required, the policy itself was not added to this month's agenda. Staff recommends a 'moratorium' on accepting new applications until the policy has been reviewed. (Erik is working with Megan to map the location of all benches.)

Commemorative Bench Program Honoree Details

Want to remember an individual important to the area? Consider the following questions when creating your statement about your family member and/or loved one:

While residing in the Village:

- *where were they employed or did they own their own business
- *did this person serve on any project committees
- *did this person conduct any volunteer service in the village
- *list any other significant contributions to Sister Bay

Statements need not be overly long. Village staff will contact you at the email or number provided on the reverse of this form if clarification is needed.

Richard & Grace Wilke moved to Sister Bay at the end of World War II. They opened the

Peninsula Fruit and Vegetable Market in Sister Bay. Not long after, they opened a Red Owl Grocery

Store in Sister Bay (now Grasses' restaurant). They also opened Penguin Drive across from the

grocery store on the site that is now where Chop is located. In about 1953, they purchased the larger

Manson's grocery store which was located between Al Johnson's and the former Lundquist Hardware

store and laundromat (now part of Al Johnson's outdoor bar). They rebranded this grocery store as a

Red Owl grocery store. In the late 1950's, they sold the grocery store to the Krist family and purchased

Witalison's Furniture and Floor Covering store. They rebranded that store as Wilke Furniture (now the

site of Marine Parker) until the early 1980's. The pair then sold the property to Al Johnson who then

created the walkway shops. Richard was a founding member of the Billy Weiss American Legion Post

527 of Sister Bay and served a term as its Commander. He was a founding member of the Sister Bay

Lions Club and served a term as its President. He served on the Sister Bay Village Board in the early

1970's and was instrumental in working to pass a resolution for the construction of the first municipal

sewer and water system in Northern Door County. He played a role in the planning of Sister Bay's early

Fall Festival beginning in about 1946 and even served as the Fire Chief of Sister Bay in the 1960's.

Grace was born in Sister Bay and was one of the first teachers at the Sister Bay Village school and

served as a rural mail carrier. She was a founding member of the Sister Bay Women's Club and served

as President for a term. She worked as a business woman in all of the businesses cited above, a

distinguished feat since it was in the mid/late 1900's.

RECEIVED AUG 11 2025

Commemorative Bench Program Donation Agreement

Please complete this application to donate a park bench to the Village of Sister. Village staff will contact you regarding acceptance of your application and placement of your memorial.

I wish to donate a memorial park bench ☒ IN MEMORY OF ☐ IN HONOR OF (check one)

Robert and Lorna Winn

(limit of 23 characters including spaces)

Donor Name: Daniel Winn
 Address: 1200 S. Honey Way
 City, State, Zip: Denver, CO 80224
 Email: iwinn70@hotmail.com Phone: 303-249-1827

Alternate Contact Name: Thelma Winn
 Alternate Contact Address: same as above
 City, State, Zip: same as above
 Email: tcroman@hotmail.com Phone: 303-550-1298

Desired location for placement of memorial: Sister Bay

Enclosed is a fee of \$1000 for a park bench payable by check to VILLAGE OF SISTER BAY. I have also attached a written statement (see back of form) which will be edited by village staff and posted on the village's website.

Completed form and payment can be mailed to PO BOX 769, Sister Bay, WI 54234. Questions on completion of this form can be directed to staff at (920) 854-4118 or email info@sisterbaywi.gov.

I acknowledge that a monetary donation is being offered to support Village of Sister Bay parks. I agree that I have read the entire Commemorative Bench Program Policy and understand the terms and conditions under which I am making this request. With this donation, the Village of Sister Bay will install a commemorative park bench for a period of 10 years engraved with the name of the designated honoree indicated above. After 10 years, the bench may be removed or refurbished with a future donation. I also grant permission for the Village of Sister Bay to compile and share the written statement about the honoree submitted with this request on their website for the public to enjoy.

Dan Winn
 Signature

9-18-25
 Date

Commemorative Bench Program Honoree Details

Want to remember an individual important to the area? Consider the following questions when creating your statement about your family member and/or loved one:

While residing in the Village:

- *where were they employed or did they own their own business
- *did this person serve on any project committees
- *did this person conduct any volunteer service in the village
- *list any other significant contributions to Sister Bay

Statements need not be overly long. Village staff will contact you at the email or number provided on the reverse of this form if clarification is needed.

My parents were Sister Bay residents since 1985. First operating their house on Cardinal Ct. as a vacation rental long before Air B+B. It was our vacation home when not rented. Then they remodeled the house and moved in as their retirement home in the late 1990's. They had a great 20-30 years up here on the door. They worked together at Sweetie Pies for a stint toward the end and probably were involved in many Door Co / Sister Bay events. Dad was a Lion's Club member also.

Bob and Lorna Winn were their names.

Commemorative Bench Program Donation Agreement

Please complete this application to donate a park bench to the Village of Sister. Village staff will contact you regarding acceptance of your application and placement of your memorial.

I wish to donate a memorial park bench ☒ IN MEMORY OF ☐ IN HONOR OF (check one)

(limit of 23 characters including spaces)

Donor Name:

Julie Strang

Address:

310 N. Owen Drive

City, State, Zip:

Madison, WI 53705

Email:

Henigejulie@hotmail.com

Phone:

608-335-9802

Henigejulie@hotmail.com

Alternate Contact Name:

Jan Behn

Alternate Contact Address:

310 N. Owen Dr.

City, State, Zip:

Madison, WI 53705

Email:

jmbehn@wisc.edu

Phone:

608-233-4836

Desired location for placement of memorial:

Pebble Beach, Little Sister Cemetery

Enclosed is a fee of \$1000 for a park bench payable by check to VILLAGE OF SISTER BAY. I have also attached a written statement (see back of form) which will be edited by village staff and posted on the village's website.

Sister Bay
Waterfront
Park or

Completed form and payment can be mailed to PO BOX 769, Sister Bay, WI 54234. Questions on completion of this form can be directed to staff at (920) 854-4118 or email heidi.teich@sisterbaywi.gov.

Sister Bay
Marina
or
Dog Park

I acknowledge that a monetary donation is being offered to support Village of Sister Bay parks. I agree that I have read the entire Commemorative Bench Program Policy and understand the terms and conditions under which I am making this request. With this donation, the Village of Sister Bay will install a commemorative park bench for a period of 10 years engraved with the name of the designated honoree indicated above. After 10 years, the bench may be removed or refurbished with a future donation. I also grant permission for the Village of Sister Bay to compile and share the written statement about the honoree submitted with this request on their website for the public to enjoy.

Signature

Julie Strang

Date

8-7-25

In Memory of Bill and Audrey Strang

Julie Strang

310 N Owen Dr.

Madison, WI 53705

henigejulie@hotmail.com, 608-335-9802

Tim Strang

4119 Bristol Ct.

Northbrook, IL 60062

tjstrang@yahoo.com, 312-802-0550

We would love to have a bench in sister bay to honor our parents as this was a very special place for them. Our Grandfather, Allen Strang, used to have a cabin they named the "folly" right on pebble beach. He was the founder of Strang Architecture in Madison, WI. I am not sure if he was involved in any local organizations or volunteerism?

My dad had to sell the cabin unfortunately on in the 90's to help pay for his memory care in the later years of his life. It was a very special place for my parents as my dad proposed to my mom on Pebble Beach, and they are buried in little sister cemetery right by Pebble Beach. They went every summer of their 49 years together to golf and see theatre, enjoy the Peninsula. My brother and I grew up with fond memories and visit often as well. Fish boils, Camping, fishing... My brother and his wife enjoyed their honeymoon in Door County. All of us have plots purchased in little sister cemetery.

On my last visit a few weeks ago, I saw the restoration down by pebble beach and the beautiful new path. Our number one choice would be to have a bench on the beach there, on the path, or in little sister cemetery. If those are not options, then the next choice would be Sister bay waterfront park, Marina park, or the dog park.

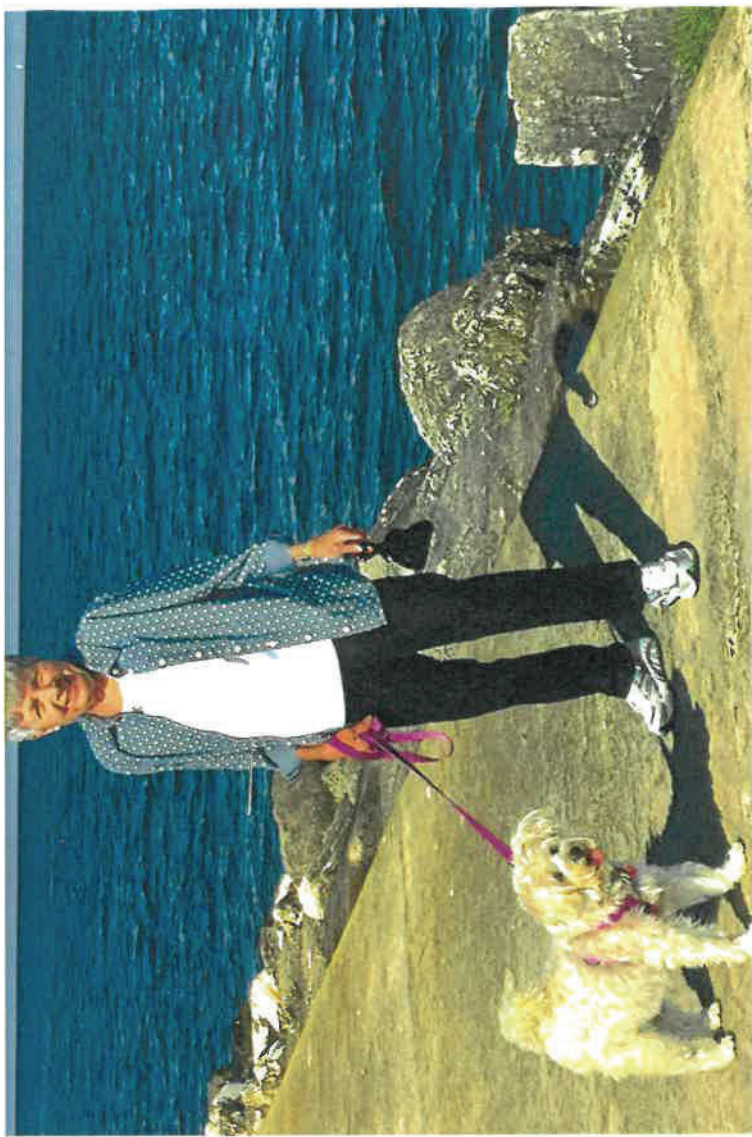
I am going to send along a few photos, one of my parents posing on Pebble Beach right after their engagement. Another of them holding my brother and I on the deck of the cabin on Pebble Beach, and my Father's obituary which shares their engagement story.

Thank you very much for considering a bench for them, it would mean so much to our family.

Sincerely,

Julie/ Tim Strang

RECEIVED AUG 18 2025



Pen. State Park



Engagement at Pelican Beach



Pebble Beach



In Memory of

William "Bill" Allen Strang

September 23, 1937 - September 3, 2014

William "Bill" Allen Strang, age 76, of Madison, Wisconsin, died Wednesday September 3, 2014 at St. Mary's Hospital following a long battle with heart disease. Bill was born September 23, 1937 in Richland Center, Wisconsin, the son of Allen Strang and Alice (Parfrey) Strang.

He is survived by his wife Audrey, son Tim, daughter Julie, grandchildren Marlee, Alex, Lauren, Nicolas, and Ryan. He is further survived by his sister Betsy Willis and her husband Bob, and their sons Bob, Brad, Bill, and Mike.

Bill had been married to his lovely wife Audrey for an adventure-filled 49 years. He proposed on Pebble Beach in Sister Bay, Door County, and they were married on September 4, 1965.



Bill was a Badger through and through. He graduated from UW-Madison with a bachelor of Business Administration in June 1959, Master of Business Administration in January 1961 and completed his PhD in Marketing in January 1967. At 623 pages, he had the longest dissertation on record at the time which was lovingly typed by his devoted wife. He taught Marketing at UW-Madison from 1963-1979 and was Associate Dean for External Relations from April 1983 until his retirement in 1999.

The adoption of his son, Tim, and birth of his daughter, Julie, brought much joy to Bill. He felt doubly blessed to welcome his daughter-in-law, Jennifer Spruiell, and son-in-law, Brian Henige, to his family. He was further blessed to welcome his five adored grandchildren whose antics brought much joy to Bill over the last few years.

Through his time at the university and in retirement, Bill and Audrey enjoyed travel throughout the world. This included trips to South America, China, and Europe. Family vacations included trips to Canada, Florida, Arizona, and Door County. He loved to fish and his trips of portaging into Canada were among his favorite memories. Playing golf in Door County with his wife Audrey was an annual tradition. He followed the UW basketball team for over 40 years and was former president of the Badger Basketball Boosters. He was able to retire at the age of 62 and enjoyed playing golf with Audrey, spending time with family, following UW sports, enjoying shows at the Overture, and reading.

Professionally, his proudest accomplishments were his role in the creation and development of the Fluoro Center and his role as chairman of the building committee for Granger Hall. He also took pride in his economic impact studies, his 10-year forecasts of Wisconsin's economy, and his service to the Wisconsin Economic Development Commission.

Bill had a love of animals his whole life. He will be greeted at heavens gates by his dogs Pat, Dutchess, Bunker, Chico, DeDe, and Tasha. Phoebe, a five-year-old schnoodle, is their current "child" and will bring Audrey great comfort in the difficult days ahead.

**STAFF REPORT****DECORATING INVOICE**

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

We received a bill for decorating the village for fall. The invoice is attached (invoice and details).

Since we had not agreed to pay for decorations or budgeted for them, staff cannot pay the bill without committee approval. How would you like to proceed?

Jerry's Flowers

2468 S Bay Shore Dr
Sister Bay WI 54234

32
Invoice

Date	Invoice #
9/30/2025	917

Bill To
Village of Sister Bay PO Box 769 Sister Bay WI 54234

Terms
Net 30

Description	Amount
September Charges	189.00
September Charges	391.00
RECEIVED OCT 07 2025	
Thank you for your business! A 1.5% finance charge will be assessed on all unpaid balances.	Balance Due \$580.00

JERRY'S FLOWERS

SPECIALIZING IN ANNUAL & PERENNIAL PLANTS
NORTHERN DOOR COUNTY'S FINEST

TELEPHONE
920-854-4112



2468 S. BAY SHORE DR. HWY. 42
SISTER BAY, WI 54234

SEND TO

Village of Sister Bay

DELIVERY DATE	A.M.	P.M.	PKGS.	CHG	C.O.D.	PAID	WIRE	ORDER DATE
								9-17-25
3 corn stalks @ 7-								21 ⁰⁰
6 6 ⁰⁰ pumpkin/gourds @								36 ⁰⁰
2 16 Pumpkins @ 8-								16 ⁰⁰
6 Minus @ 10 - spec 11								60 ⁰⁰
8 Kale @ 6 ⁰⁰								48 ⁰⁰
6-12" minus @ 35 ⁰⁰								210 ⁰⁰
NO TAX								
* Will borrow the BIG								
TOTAL								391 ⁰⁰
CARD ceramic pots for fall								
N/A								
+ 4 hrs labor w/c								
RECEIVED OCT 07 2025								
CHARGE OR SOLD TO: * Louise H. told me								
to do Fall Deco								
when time								

RECEIVED BY

17376

Joy Lang

Ref. No. G-15805049

JERRY'S FLOWERS

**SPECIALIZING IN ANNUAL & PERENNIAL PLANTS
NORTHERN DOOR COUNTY'S FINEST**

TELEPHONE
920-854-4112



2468 S. BAY SHORE DR. HWY. 42
SISTER BAY, WI 54234

SEND TO

Village of Siter Bay
SPB

DELIVERY DATE	A.M.	P.M.	PKGS.	CHG.	C.O.D.	PAID	WIRE	ORDER DATE
								9-26-25
14 pumpkins @ 6 —								84.00
3 more pumpkins @ 35 —								105.00
3 hrs labor N/c								
log TAX								
 TOTAL								
CARD								189.00
CHARGE OR SOLD TO:								

RECEIVED OCT 07 2025

RECEIVED BY

17386



STAFF REPORT

CONCRETE BIDS AT WATERFRONT PARK

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

At the September meeting the committee decided they didn't want to use the vendors who had previously done work at the park and instead directed staff to seek bids from a contractor recommended by Mike. For two months Erik has been trying to secure the bids and get the concrete poured and bench and countertop installed before winter, but because of the change in vendors, and absence of a bid, the concrete work needs to be delayed to spring. I will need to make sure this delay is acceptable to the sign maker.

Is the committee okay with waiting until spring? Also, if the bids are too high, what is the plan – go back to the previous vendors? Keep in mind if the bid exceeds \$25,000 the project will have to be publicly bid.



STAFF REPORT

NEW PARKS MAINTENANCE BUILDING

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

Last week we received the last invoice on the parks building. It was budgeted at \$4 million and cost \$3,964,223. This however included the new lateral (the one that spans the Sports Complex and will now serve the concession stand and ultimately a new community center/warming house); this cost was not anticipated, at a cost of \$243,625. This leaves \$35,776 for the cold storage building repairs, which are certain to exceed that amount. Since the money for the cold storage building was used to serve the park, how would the committee like to proceed in repairing the cold storage building?

The detailed breakdown is as follows:

Electric to Building	\$2378	Petroleum Service	\$16,486
Construction	\$3,408,339	WPS	\$17,995
Asbestos Removal	\$1985		
Propane	\$5524		
Internet Wiring	\$3010		
Bid Advertisement	\$131		
Sewer Lateral	\$243,625		
Building Inspection	\$3420		
Arch/Engineer/Mngmnt			
& Plan Approval	\$191,284		
Soil Testing	\$10,325		
VOSB Sewer/Water	\$2112		
Run Fiber to Site	\$16,360		
Civil Engineering	\$39,975		
Landscaping	\$1275		



STAFF REPORT

DEPARTMENT STAFFING

Date: November 3, 2025

Board/Committee: PPS Committee

Author: Julie A. Schmelzer, Village Administrator

Last year we approved not hiring a full time employee to fill a vacancy, and instead agreed to try working with just three field crew members. We agreed to review the matter in November 2025.

Erik and I met with the staff. Below is the feedback:

- All agreed the extra money was worth the extra work and added weekend rotation. Employees were able to purchase items they previously could not afford but did acknowledge it was hard not being with their families as much as they would have liked to.
- All agreed in winter they would be willing to continue with three field crew (its not as busy as summer), but did feel there should be some compensation for the winter months if they don't have the fourth crew member.
- All agreed we should pursue a seasonal full-time position from June through November. This would alleviate rotating three weeks instead of four, and, give them time with their family. June is when 'beach season' adds a lot more work, and, the person should stay through Fall Fest and hanging holiday decorations.
- They felt the festivals were 'killing' them (they are beat, and it affects productivity and moral).

As a solution, the following is proposed:

- Hire a full-time person for six months. (We don't want to exceed 1040 hours or we have to pay WRS and benefits). To have a safety net, it should be capped at 100 hours. This person would also be in the rotation.
- The person who did the mowing will not be with us next summer, so that person should be replaced, and, another mower (person) should be hired. These two seasonal part-time people would work: Employee 1 would work Monday - Wed; Employee 2 would work Wed – Friday. Having two mowers will allow the crew to work on projects (we assign two people to projects). We will target students.
- From Nov. 1 – May 31 the three crew be compensated at the next 'step' in the wage scale.
- Parks Crew receive the day after Fall Fest as a paid day off.
- Parks Crew be paid triple time during festivals.

If the above is acceptable, the matter will be referred to the Personnel Committee, who will also analyze the impact to payroll. Early calculations reveal the above will still cost less than hiring a fourth full-time crew member.



PARKS & STREETS DIRECTOR'S REPORT

Date: November 3, 2025

Board/Committee: Parks, Property & Streets Committee

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Fall Fest dominated pretty much the whole month like it always does. Staff did a great job setting up the event, working it and breaking it all down. The department was involved in a new safety measure this year with the Sturgeon Bay police department loaning the Village its vehicle barricades. Staff was involved in all three phases of the vehicle barricades; the set-up, deployment and breakdown of them.
2. Staff have started the process of putting things away for the winter. Contractors like the Sprinkler Company and Carter Plumbing have performed their work for the off season.
3. Staff worked with Action to get the water quality control sign installed. It passed its communication test and should be ready to go for next summer.
4. Update school zone / no parking signs Country Walk Dr: Keith from the county informed me that he is still waiting for the film to be delivered to make the school zone signs.
5. Update swim dock: Jerry from Pier and Waterfront solution was able to secure a 15-day work extension from the DNR to install riprap along the swim dock. Pier and Waterfront solution is planning on starting this project on Monday November 3rd.
6. Update cold storage: I reached out Terry Hackl from TK Builders to see if he had an update on estimates for the cold storage building. He informed me that he is still waiting for material estimates from supplies before he can complete everything.

7. Update historical signage / gazebo benches and counters: I reached out to Griffin from Lakeview Concrete to see if an estimate was ready for review. He told me that he is still waiting on a subcontractor to provide him with the number before he can complete everything for an estimate.
8. Update on old drive access: I contacted Mike from JF Construction he told me the new possible start date could be November 10th. So, we will see.

Date: October 2025—Year-end Report

To: Parks, Property, Streets Committee

From: Sharon Doersching, Chairperson, Flower Pot Angels

This was the 15th year for our beautification committee known as the “Flower Pot Angels of Sister Bay.” Our mission is to tend the large barrels of flowers which decorate streets and park areas. Our number of barrels and volunteers varies from 18-25 depending on placement and available helpers. The task is to plant, fertilize, and water an assigned barrel from June to October. When there are dry spells, this can be a daily task. Many in this hard-working group have been active since the first year.

The flowers are obtained through Jerry’s Flowers with Joy Lang as our guiding light. She helps us choose the right kind, orders what we’ll need, prepares boxes and instructions for easy pickup for volunteers, and is herself a tender of all the stone planters along the original Helms property. Their business place and staff are what makes our project a success.

I’d like to commend another important group of our team—the Village Maintenance Department. going back to the leadership of Steve Mann and now in the cooperative hands of Eric Linczmeier. The men put out the barrels each spring under our mapping direction, fill them with fresh fertilized soil, and then clear them and put them in storage for the winter. They have been making new barrels in the winter to replace shabby ones.

Each year, as a small token of appreciation to our volunteers, the Parks Committee has approved a \$30 gift certificate to one of our SBAA restaurants. I alternate those around town. I thank the Parks Committee for their continued support of this endeavor. We get many compliments from passers-by when we are out tending the flowers.