



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA

MONDAY, FEBRUARY 2, 2026, 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 – Benjamin Andrews</i>
	<i>Department Director – Erik Linczmaier</i>		<i>Administrative Assistant – Sarah Bertges</i>

2. Approve Agenda

3. Approve Minutes:

- a) December 2, 2025, Regular Meeting

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a) Current Administration Building; Impact on Road Reconstruction Project
- b) Future Administration Building; Mill Street
- c) Robert E. Lee & Associates; Bluffside Area Road Design; Driveway Widths
- d) Knowles-Nelson Stewardship Program; Encumbrance Resolution Options; Parking Lot Appraisal
- e) STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 2
- f) STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 3
- g) Pickleball Policy
- h) Facility Rental Fees; Pricing for Non-Profit Organizations
- i) Village Hall Rental Agreement; Shane Krueger

6. Staff Report, Board Update

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

8. Next Regular Meeting:

- a) March 2, 2026 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 adminassist@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

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, DECEMBER 1, 2025
(Approval Pending)

1. Call to Order & Roll Call

December 1, 2025, 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 Jerry Ahrens, Denise Bhirdo, Nate Bell, and Mike Laszkiewicz

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

Public Present: Ellie Soderberg-Guger, Erin Peddle, Via Zoom: VNienow, Ben Andrews.

2. Approve Agenda

Motion by Bell, second by Bhirdo, to approve the agenda. Motion carried – all ayes.

3. Approve Minutes: November 3, 2025, Regular Meeting

Several corrections to the minutes:

- Page 3, line 12: change first word to "by consensus"
- Page 4, line 7: change "Nelson offered to ask the historical society's curator" to "John Nelson of the historical society"
- Page 4, line 14: regarding goose hunting on the Logerquist property, the committee had decided "no" rather than to verify the ordinance
- Page 4, line 47: specify that the sign being installed is the "historical sign"
- Page 5: questioned whether a letter had been sent to Sharon regarding the flowerpot angels report

Schmelzer confirmed no letter had been sent to Sharon yet. Bhirdo reported that Sharon had indicated she would have strongly opposed the committee's decision, as she feels maintaining the flowerpots is different from occasional volunteer work because it supplements department staff for a daily, ongoing task.

The committee agreed to invite Sharon to join the next meeting via Zoom to discuss the matter.

Motion to approve the minutes from November 3, 2025, as amended, by Bhirdo, second by Ahrens.

Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

No comments were received from the public.

5. Presentation

a) GIS Demonstration; Megan Barnes, Utility Director

Schmelzer introduced Megan Barnes, who has been developing the Village's GIS system. She explained that Barnes has been working on this project largely on her own time and has been adding parks-related data to the system, including bench locations and information.

Barnes demonstrated how the system works, showing the municipal boundary, parcel information, property documents repository, and various specialty layers including:

- Road and right-of-way information
- Traffic signs with visual representations
- Street poles with maintenance data

- Pavement condition ratings with color coding
- Memorial bench locations with dedication information and photos
- Memorial tree locations

The committee discussed the potential for expanding this work, with Laszkiewicz noting the importance of prioritizing what gets added to the system and determining resource needs. Barnes indicated she was willing to continue supporting the effort but acknowledged that larger projects might require external support.

Bell raised concerns about ensuring the work doesn't become a burden on Barnes' regular duties as Utility Director. Schmelzer noted that Stantec could help maintain the data under their existing service agreement.

The committee expressed appreciation for Barnes' initiative and the value of the GIS system for managing village assets.

6. Discussion/Action Items

a) Bench Policy; Fee; Consider Additional Locations

The committee reviewed the current memorial bench policy, noting that:

- A moratorium exists on new applications until the policy is updated
- Two outstanding bench requests are pending
- Current benches are displayed on the new GIS map

The committee discussed the need to update pricing to cover actual costs.

The committee debated whether to maintain the existing approach of evaluating applicants based on their significance to Sister Bay history, or to create a tiered system where prime waterfront locations would require meeting historical significance criteria while other locations could be made available with less stringent requirements.

Bhirdo emphasized that the original intent of the policy was to "tell the story of Sister Bay" through the benches, and maintained that the committee has not previously found it difficult to determine which applications should be approved.

The committee agreed to request that Linczmaier research current bench costs and options, including different frame styles and materials, before finalizing any policy changes. The committee also discussed the potential for additional bench locations along the future Highway 57 Trail.

The committee agreed by consensus to review this matter at the next meeting once cost information is available.

b) Fire Station Rental Policy; Fees

The committee discussed the current fire station rental policy and fees. Currently, the deposit is \$500, with usage fees of \$25 for the small room and \$50 for the large room.

The committee discussed whether security deposits should be different based on the type or size of event. Schmelzer suggested maintaining the current fees until more information could be gathered about neighboring municipalities' practices and a more thorough analysis could be conducted.

The committee agreed by consensus to leave the current fees unchanged and revisit the issue at a future meeting after researching other municipalities' policies and exploring the application of a usage-based fee structure.

c) Facility Rental Fees; Consider Reduced Rate for Residents

Schmelzer explained that this item originated from a board discussion where a trustee questioned why residents didn't receive discounted rates for village facility rentals.

Bhirdo provided historical context, noting that Sister Bay previously had resident discounts but eliminated them because:

- The village couldn't break even on rentals with discounted rates
- The policy was frequently manipulated with residents making reservations for non-residents
- Taxpayers shouldn't subsidize private events through taxes

1 It was suggested that an off-season rate from October through April might make sense, even if it
 2 costs slightly more to heat facilities, as it would encourage community gathering.
 3 *By consensus, the committee agreed to maintain current fees while researching rates at neighboring*
 4 *municipalities (Ephraim, Baileys Harbor, and others) and analyzing whether the current fees*
 5 *appropriately cover the village's costs.*

6 7 **d) Pickleball Policy**

8 Schmelzer presented information showing that a small number of groups were effectively
 9 monopolizing the pickleball courts during prime morning hours. The current system allows
 10 individuals to reserve courts, but the committee observed that what appeared to be the same
 11 people were booking under different names to secure consecutive time slots.
 12 The committee discussed concerns about administrative burden for staff managing reservations and
 13 public accessibility issues.
 14 *By consensus, the committee agreed to implement a "first come, first served" policy for the pickleball*
 15 *courts, with only official clubs being permitted to make reservations, which would need to be*
 16 *approved by the committee. The committee would also develop new signage explaining court usage*
 17 *rules.*

18 19 **e) Mill Road Site; Review Soil Report**

20 The committee reviewed a soil report for the Mill Road site that was commissioned to determine its
 21 suitability for development. The report indicated no extraordinary concerns that would prevent
 22 building on the site, though it noted some areas might require additional excavation and fill.
 23 Bhirdo noted that while the report didn't identify major issues, it contained numerous disclaimers
 24 and was conducted during a relatively dry period, which might not reveal potential water issues.
 25 Schmelzer mentioned that when the Parks building was constructed, excavation had to go quite
 26 deep to reach virgin soil due to extensive fill on that site.
 27 *By consensus, the committee agreed to forward the report to the Village Board without a specific*
 28 *recommendation, allowing the Board to make a final determination on the site selection.*

29 30 **f) Binocular Proposal; Reduced Price**

31 The committee received information about a reduced price offer for installing binoculars at a village
 32 park. The committee had previously decided against this purchase and maintained that position
 33 despite the price reduction.
 34 *By consensus, the committee declined the binocular purchase offer.*

35 36 **g) Cold Storage Building; Next Steps**

37 Linczmaier updated the committee on his efforts to get estimates from TK for repairs to the cold
 38 storage building. He reported that TK is still working on putting together quotes for:
 39 ● Residing the building (with options for different materials)
 40 ● Replacing the roof
 41 ● Adding a lean-to for the shuttle bus
 42 Linczmaier noted that the current t-11 siding would need replacement, with options including
 43 another similar product with a 10-year lifespan or a newer product with a 25-year lifespan. The roof
 44 has some water damage that would require sheeting replacement.
 45 The committee discussed budget constraints, noting that only about \$36,000 remained from
 46 previous project funds. They agreed to wait for the detailed estimates before making decisions on
 47 how to proceed.
 48 *By consensus, the committee agreed to wait for TK's estimates and revisit the matter at a future*
 49 *meeting.*

h) Grutzmacher Little Library Design

The committee reviewed options for a Little Free Library to honor Marge Grutzmacher. Bhirdo and Howson had researched various models. The committee discussed size requirements to accommodate children's books, durability concerns in Wisconsin weather, and aesthetic considerations. Bhirdo volunteered to share the options with Marge to get her input. The committee also agreed to purchase the commemorative plaque for an additional \$75. *By consensus, the committee agreed to purchase a Little Library with Bhirdo coordinating design selection and painting.*

7. Staff Report, Board Update

The committee briefly reviewed Linczmaier's written report. Bhirdo expressed concern about the Village Board halting work on the administration building and Triangle Road projects. She questioned how to improve alignment between committee recommendations and board decisions, noting that the disconnect was leading to delays and wasted resources. Laszkiewicz observed that the committee's role was to make recommendations based on their best judgment, while the board would ultimately make decisions, sometimes influenced by community feedback. Bell suggested that developing a village-wide strategic plan would help create clearer direction for committees and reduce misalignment.

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

Items to be placed on future agendas included:

- Bench policy and pricing update
- Cold storage building next steps
- Fire station rental fees (for a future meeting)
- Facility rental fees research

9. Next Meeting: Regular Meeting January 5, 2026, at 1:00 PM

The committee discussed the next meeting date, noting that January 5, 2026, would be the new administrator's first day. By consensus, the committee agreed to cancel the January meeting and next meet on February 2, 2026.

10. Adjourn

Motion to adjourn made by Laszkiewicz, second by Ahrens. Meeting adjourned at 3:44 P.M. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant



STAFF REPORT

Date: February 2, 2026

To: Parks, Property and Streets Committee

Re: Current Administration Building; Impact on Road Reconstruction Project

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☐ Motion ☒ Discussion

POLICY ISSUE(S)

“Should the Village of Sister Bay...

1. Demolish the Village Administration Building
2. Maintain and Village Administration Building.”

PRIOR ACTION/REVIEW

December 16, 2025: Village Board finalized the location for the new administration building: Mill Road site (former Parks Building). Motion passed 4–3 after extensive debate on parking, expansion, and infrastructure.

BACKGROUND INFORMATION

With the Village Board establishing the direction of the new Village Administration building on the Mill Road site (former Parks Building) there should be consideration of the process moving forward and the impact on the “Triangle Road Reconstruction Project.”

The process of moving forward is dependent on the Village Board’s decision to: 1.) Demolish the Village Administration Building; OR 2.) Maintain and Village Administration Building.”, which will in-turn determine which concept will be choose for the “Triangle Road Reconstruction Project.”

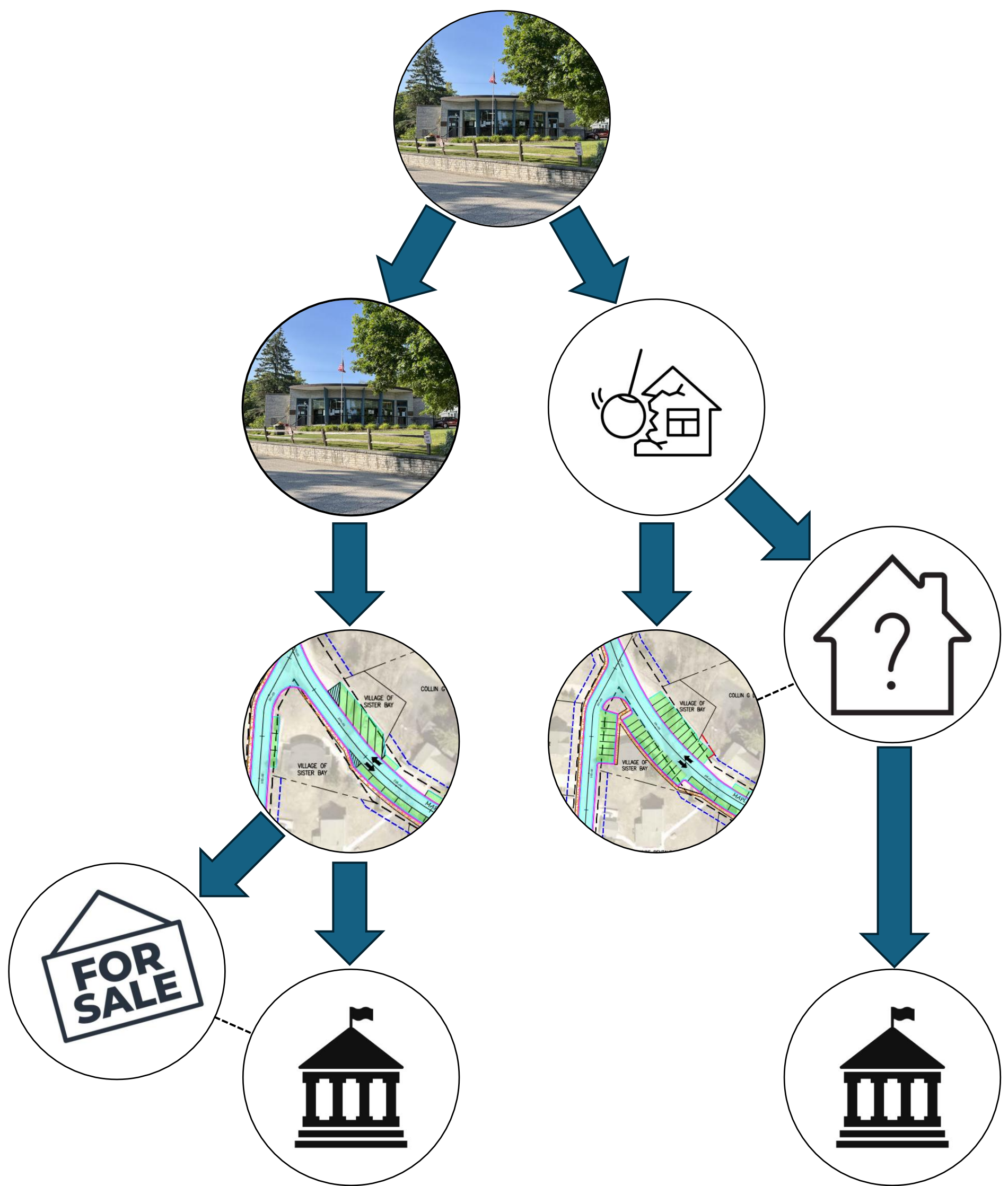
The Parks, Property and Streets Committee has the opportunity to discuss the decision moving and provide any input that would be reported to the Village Board.

ATTACHMENT(S)

- Decision Tree: Village Administration Building & Triangle Street Reconstruction Project
- Triangle Road Reconstruction Project Concepts:
 - Concept 1: Demolish the Village Administration Building
 - Concept 2: Maintain and Village Administration Building

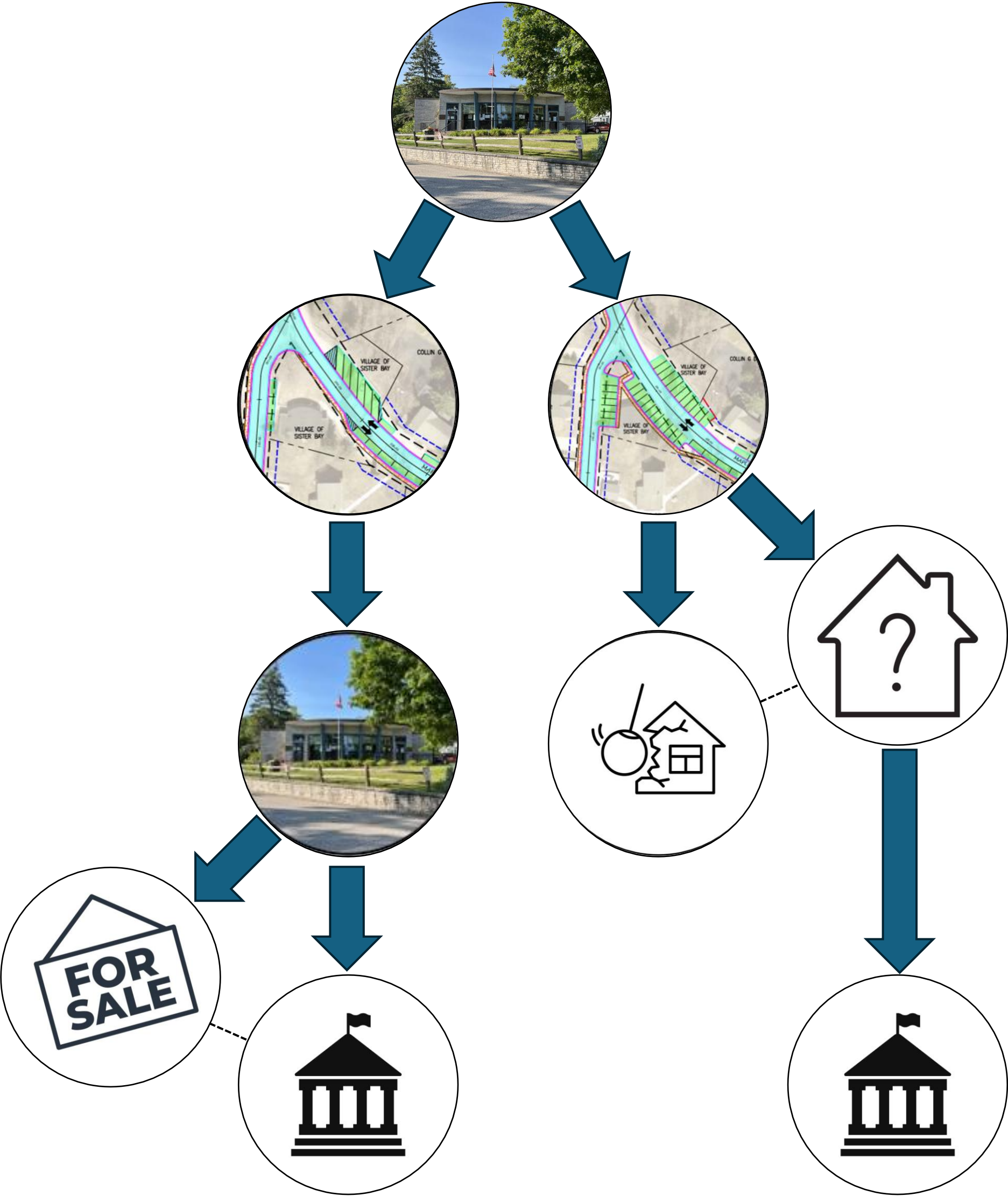
DECISION TREE:
VILLAGE ADMINISTRATION BUILDING &
TRIANGLE STREET RECONSTRUCTION PROJECT

DRIVER:
VILLAGE ADMINISTRATION BUILDING



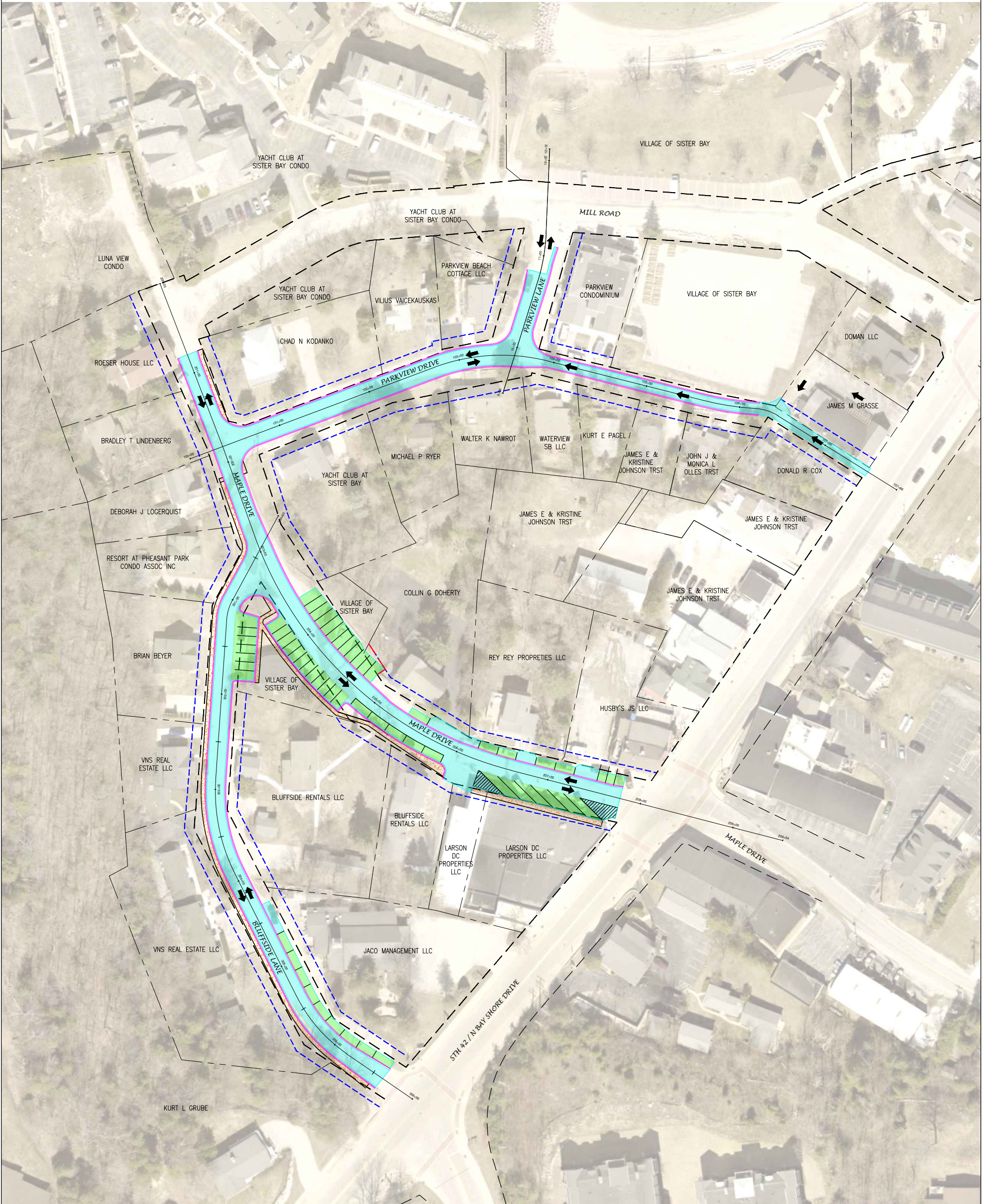
DECISION TREE:
VILLAGE ADMINISTRATION OFFICE &
TRIANGLE STREET RECONSTRUCTION PROJECT

DRIVER:
TRIANGLE STREET RECONSTRUCTION PROJECT



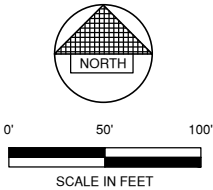
DOWNTOWN AREA ROADWAY IMPROVEMENT CONCEPT

CONCEPT 1: ADMINISTRATION BUILDING RAZED

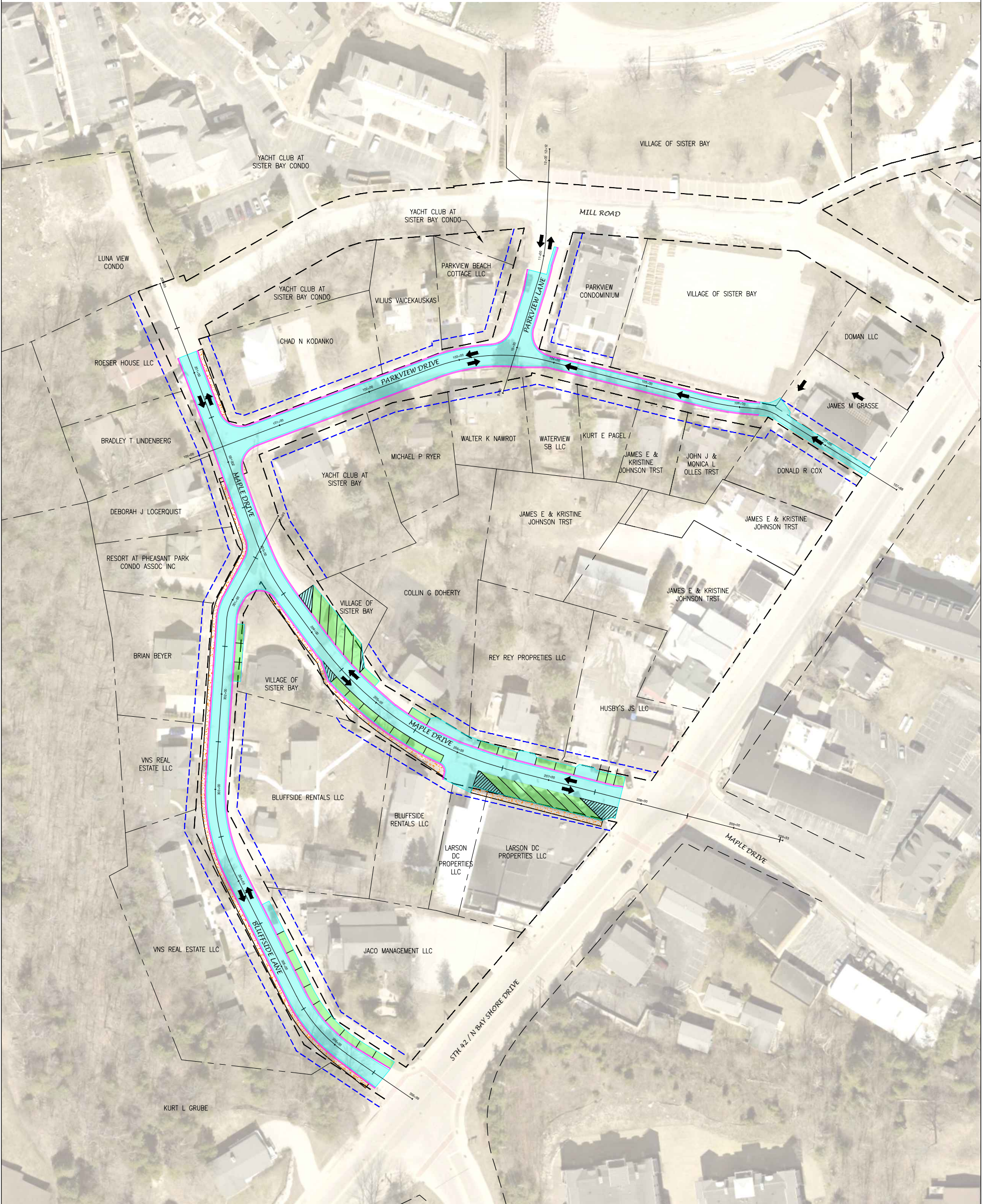


LEGEND

- PROPOSED ASPHALT PAVEMENT
- PROPOSED PARKING STALLS
- PROPOSED CURB & GUTTER
- PROPOSED SIDEWALK
- EXISTING RIGHT OF WAY
- PROPERTY LINES
- PROPOSED TEMPORARY LIMITED EASEMENT
- PROPOSED RIGHT OF WAY
- TRAFFIC FLOW DIRECTION



DOWNTOWN AREA ROADWAY IMPROVEMENT CONCEPT
CONCEPT 2: ADMINISTRATION BUILDING STAYS





STAFF REPORT

Date: February 2, 2026

To: Parks, Property and Streets Committee

Re: Current Administration Building; Impact on Road Reconstruction Project

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Information Needs ☒ Discussion

POLICY ISSUE(S)

“What should the process be for the new administration building project?”

PRIOR ACTION/REVIEW

December 16, 2025: Village Board finalized the location for the new administration building: Mill Road site (former Parks Building). Motion passed 4–3 after extensive debate on parking, expansion, and infrastructure.

BACKGROUND INFORMATION

With the Village Board establishing the direction of the new Village Administration building on the Mill Road site (former Parks Building) there should be consideration of the process moving forward.

Role and Responsibilities:

- **Village Staff:** Coordinate operations and provide information to Committees and the Village Board to make informed recommendations/decision.
- **Committees:** Discuss and recommend a proposed process for moving forward on the proposed Village Administration building at the Mill Road site (former Parks Building).
- **Village Board:** Review recommendations from Committees, make decisions regarding policy matters, and provide direction on major decisions for the proposed Village Administration building at the Mill Road site (former Parks Building).

The Parks, Property and Streets Committee has the opportunity to discuss the decision moving and provide any input that would be reported to the Village Board.

When the Committee is discussing the proposed process for the Village Administration Building on the Mill Road site, it may be important to consider:

- **Feasibility & Assessment:** Conduct a facility assessment to analyze current space, long-term needs, and maintenance costs.
- **Budgeting & Planning:** Develop a preliminary budget, scope, and timeline to inform taxpayers, stakeholders, officials, and staff.
- **Procurement:** Consider the procurement process for professional services associated with the development of the plans/specifications.
- **Design & Site Selection:** Consider the vision for the plans, with consideration for site location, and subsequent requirements, limitations, and advantages.
- **Sustainability, Security, Safety, Accessibility and Norms:** Consider preferred and (in some cases) mandatory elements of the facility plans, which may consider sustainability, security, safety, accessibility, norms etc.
- **Regulatory Compliance:** Ensure plans comply with local and state policies/laws/ordinance, including Wisconsin Department of Safety and Professional Services (DSPS) building codes for public buildings and local building permits.
- **Construction Process:** Consider the process for Public Works projects; Wisconsin law requires competitive bidding for "public construction" exceeding \$25,000.
- **Public Process:** Hold public meetings and potentially a referendum to approve funding.



STAFF REPORT

Date: February 2, 2026

To: Parks, Property and Streets Committee

Re: Robert E. Lee & Associates; Bluffside Area Road Design; Driveway Widths

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

POLICY ISSUE(S)

“Regarding the ‘Triangle’ Road Construction Project, should the driveways lanes remain as is or be narrowed to meet code requirements as part of the project?”

REVIEW/PRIOR ACTION(S)

November 3, 2025 - Parks, Property & Streets Committee:

- Reviewed several aspects of the Bluffside Area Road Design project.
- Jennifer Liimatta from Robert E. Lee & Associates presented information on non-compliant driveways within the project area, and the committee discussed each property individually.
- By consensus, the committee directed staff to contact non-compliant driveway owners to determine whether they preferred their driveways to be brought to code during the project to remain in non-compliance, with future action at a later date at their own expense.
- This established the process for addressing driveway widths and compliance moving forward.

BACKGROUND INFORMATION

The Village sent letters to four property owners regarding driveway widths; here is summary of the status:

- 2370 Parkview Drive: Requested to leave driveway as is; curb will be built around existing driveway.
- 10636 Bluffside Lane: Agreed to narrow driveways to 24 feet.
- 10627 N Bay Shore Drive: Declined to follow village process; needs existing area for truck access; driveway will remain as is.
- 10631 Bluffside Lane: No response received. Letter stated non-response would result in narrowing to code, but doing so would block parking access.
- The committee can consider and decide on 10631 Bluffside Lane to avoid further delays in engineering.

- If the property does not reach a state of compliance as part of the project, the letter stated, “we can leave the driveway(s) non-conforming, but if you ever go to improve your property, the (V)illage may require the driveway(s) be brought into compliance at that time. What this means is, at the time of development, you would also have to close off any nonconforming portions of the driveway, and pay to install curb and gutter (at your own expense).

POLICY ALTERNATIVE(S)

The Parks, Property and Streets Committee could take the following actions:

- Approve Existing Driveway Access (Status Quo)
- Approve with Modifications
- Approve to Code Compliance
- Table – Delay Engineering

ATTACHMENT(S)

- Correspondence from REL - Existing Driveway Width Analysis - Triangle Area (Parkview Lane, Parkview Drive, Maple Drive, Bluffside Road)

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

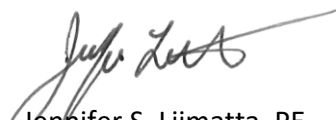
Properties that are compliant can maintain their existing driveway widths. Properties identified as non-compliant would be adjusted to meet Village standards, either widened to meet the minimum or narrowed to meet the maximum width, subject to Village direction and coordination with property owners.

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

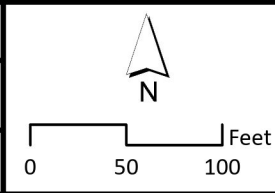




Legend
[] Parcels

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 Olles 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



STAFF REPORT

Date: February 2, 2026

To: Parks, Property and Streets Committee

Re: Knowles-Nelson Stewardship Program; Encumbrance Resolution Options;
Parking Lot Appraisal

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

POLICY ISSUE(S)

“How should the Village handle the Knowles-Nelson Stewardship Program encumbrance?”

BACKGROUND INFORMATION

In 2011, the Village received a \$1.4 million Knowles-Nelson Stewardship grant to acquire land for Waterfront Park. In 2015, the grant agreement was amended to allow creation of parking along the highway near the park, reducing the park size by 0.063 acres. The lost land was replaced with 0.6 acres at the Marketplace Parking Lot, which became encumbered by grant restrictions requiring public access. Later, the Village approved a Development Agreement with The Dorr Hotel granting exclusive use of some Marketplace lot stalls, violating grant terms.

PRIOR ACTION/REVIEW

June 2, 2025: Committee agreed to place discussion of alternate parking locations on a future agenda.

July 7, 2025: Reviewed options (pay DNR, create new lot, find alternate land); plan to invite DNR representative for discussion.

August 4, 2025: DNR attended; clarified requirements; motion passed to pursue appraisal of encumbered parcel.

CURRENT ACTION

Village Staff contracted professional appraisal services for an appraisal report for the real estate property (Lot 10 and 11, Mill Road). According to the appraisal, received on January 8th, 2026, the appraisal report indicated that property’s market value is **\$730,000**.

FINANCIAL INFORMATION

Fiscal impact includes appraisal costs and potential land acquisition or repayment to DNR based on appraised value.

POLICY ALTERNATIVE(S)

The Parks, Property and Streets Committee could take the following actions:

- Pay DNR for Value
- Create New Lot
- Find Alternative Land

ATTACHMENT(S)

- [Appraisal Report](#) (Hyperlinked)



STAFF REPORT

Date: February 2, 2026

To: Parks, Property and Streets Committee

Re: STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 2

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

POLICY ISSUE(S)

“Should the Parks, Property and Streets Committee recommend to the Village Board approve of Amendment No. 2 to the engineering services agreement with Robert E. Lee & Associates for the STH 57 Trail Project to include wetland delineation, Phase 1 hazardous material assessment, right-of-way plat preparation, and additional curb ramps/crossings?”

PRIOR ACTION/REVIEW

- Original contract was approved June 2025.
- Amendment No. 1 approved for additional design work in September 2025.

BACKGROUND INFORMATION

- The Village of Sister Bay received TAP funding for the construction of a pedestrian trail along STH 57.
- Original engineering services agreement was executed on June 27, 2025.
- Amendment No. 2, dated January 23, 2026, adds services required by WisDOT and public input:
 - Wetland delineation along the corridor.
 - Phase 1 hazardous material assessment per WisDOT standards.
 - Right-of-way plat preparation for 12 parcels (title research, surveys, easement descriptions, staking).
 - Additional ADA-compliant curb ramps and crossings at Canterbury Lane and north of 10464 STH 57 (requested during public involvement meetings).
- These tasks are necessary to complete design and maintain compliance with TAP funding requirements.

FINANCIAL INFORMATION**FISCAL IMPACT:**

- | | |
|------------------------------|------------------|
| 1. Is There a Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Partially</u> |
| 3. Amount: | <u>\$42,400</u> |

Amounts:

- **Original Contract:** \$67,563
- **Amendment 1:** \$6,500
- **Amendment 2:** \$42,400
- **Total Revised Contract:** \$116,463

RECOMMENDED ACTION(S)

Village Staff recommends approval of Amendment No. 2 for the engineering services agreement with Robert E. Lee & Associates in the amount of \$42,400, bringing the total contract to \$116,463.

If the Parks, Property and Streets Committee were in favor of this policy action, the following motion may be made:

"I move to recommend approval of Amendment No. 2 to the Village Board."

POLICY ALTERNATIVE(S)

The Parks, Property and Streets Committee could take the following actions:

- Approve
- Approve with modifications.
- Deny
- Table

ATTACHMENT(S)

- Proposed Amendment No. 2

Amendment No. 2 to the Agreement Dated, June 27, 2025**For Engineering Services****STH 57 Trail – TAP Funded****Between Village of Sister Bay And Robert E. Lee & Associates, Inc.**

This amendment, dated January 23, 2026, is to provide additional services to complete the design.

SCOPE OF WORK

The Village of Sister Bay applied for TAP funding for the construction of a pedestrian trail along STH 57 and was awarded this funding. As part of this project, WisDOT requires wetland delineation, Phase 1 Hazardous Material Assessments, and right of way work because features of the trail extend past the existing right of way into private property. Additionally, during the kickoff and public involvement meeting additional STH 57 crossings requiring curb ramps were added to the scope. The project work is described below.

ENGINEERING SCOPE OF SERVICES

The following is a detailed scope of engineering services for STH 57 Trail within the Village of Sister Bay.

Wetland Delineation

1. NES Ecological Services, Robert E Lee & Associates, Inc. in-house ecological team will perform the wetland delineation services along the corridor.
2. Background Research and Field Survey
3. Preparation of Wetland Delineation Report
4. Permitting

Phase 1 Hazardous Material Assessment

1. Robert E. Lee & Associates, Inc. will conduct a Phase 1 investigation and prepare a Phase 1 Hazardous Materials Investigation Report in accordance with the Wisconsin Department of Transportation.
2. The investigation will include records review, site reconnaissance and report preparation.
3. Additional investigations beyond Phase 1 may require an amendment to the contract.

Right-of-Way Plat

1. Robert E Lee & Associates, Inc. will perform the following:
 - a. Coordination with First American Title for Title Research on 12 parcels
 - b. Field Recon Survey
 - c. Right of Way and Parcel Comparisons
 - d. Plat Preparation and Drafting
 - e. Temporary Limited Easements (TLE) and Permanent Limited Easement (PLE) legal descriptions
 - f. Preliminary Right of Way Staking
 - g. Final Right of way Staking
2. Right of Way acquisition services to perform right of way negotiation and appraisals will be presented in a separate amendment.

Additional Curb Ramps/STH 57 Crossings

During the project kickoff meeting on June 26, 2025, the project team reviewed the trail route and roadway interface. As part of this review, a pedestrian crossing at Canterbury Lane was identified as beneficial, resulting in additional design evaluation and modification of the curb ramp.

Additionally, during the public involvement meeting (PIM) held on September 22, 2025, a business owner located at 10464 STH 57 (east side of STH 57) requested consideration of an additional pedestrian crossing. The business serves multiple families and children attending the aquatic facility, with

anticipated pedestrian access from the west side of STH 57. Based on this public input and projected pedestrian use, the addition of a crossing was evaluated and incorporated into the project to address safety and accessibility concerns.

- 1. ADA complaint curb ramp designs and plan details at Canterbury Lane and location north of 10464 STH 57.
- 2. Topographic survey

This amendment allows the Village to proceed with the design to comply with the WisDOT TAP funding requirements. A separate amendment will follow to summarize the right of way acquisition service costs.

COMPENSATION

The proposed fee for the engineering work is presented in the following list:

Original Contract Price	\$67,563
Amendment 1.....	\$ 6,500
Previously Revised Contract Price	\$74,063
Wetland Delineation (<i>time & expense</i>)	\$4,500
Phase 1 Hazardous Material Assessment (<i>time & expense</i>)	\$7,900
Right of Way Plat (<i>time & expense</i>).....	\$24,000
Additional Curb Ramps/STH 57 Crossings (<i>time & expense</i>).....	\$6,000
Total Amendment 2	\$42,400
Total Revised Contract.....	<u>\$116,463</u>

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ROBERT E. LEE & ASSOCIATES, INC.

VILLAGE OF SISTER BAY

By: _____
Jared G. Schmidt, P.E., President

By: _____
Benjamin Andrews, Village Administrator

Date: 1/23/2025

Date: _____

By: _____
Ashley Nelson, P.E., Project Manager

Date: 1/23/2025



STAFF REPORT

Date: February 2, 2026

To: Parks, Property and Streets Committee

Re: STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 3

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

POLICY ISSUE(S)

“Should the Parks, Property and Streets Committee recommend to the Village Board approve of Amendment No. 3 for the engineering services agreement with Robert E. Lee & Associates for the STH 57 Trail Project to provide coordination and support for real estate acquisition and appraisal services required for right-of-way compliance?”

PRIOR ACTION/REVIEW

- Original contract was approved June 2025.
- Amendment No. 1 approved for additional design work in September 2025.
- Amendment No. 2 (wetland delineation, hazardous material assessment, curb ramps) presented concurrently with Amendment No. 3.

BACKGROUND INFORMATION

- The Village of Sister Bay received TAP funding for the construction of a pedestrian trail along STH 57.
- Original engineering services agreement was executed on June 27, 2025.
- Portions of the trail extend beyond existing right-of-way into private property, requiring real estate acquisition for 12 parcels.
- Amendment No. 3, dated January 23, 2026, allows the Village to proceed with the real estate process to meet WisDOT TAP requirements.
- Scope includes:
 - Coordination with Moss & Associates (retained by the Village) for negotiation services.
 - Moss & Associates will retain Steiro Appraisal, Inc. for appraisal services.
 - REL will provide coordination and support to subconsultants.
- The Village may alternatively procure acquisition/appraisal services independently, with REL providing support as needed.

FINANCIAL INFORMATION**FISCAL IMPACT:**

- | | |
|------------------------------|------------------|
| 1. Is There a Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Partially</u> |
| 3. Amount: | <u>\$6,100</u> |

Amounts:

- **Original Contract:** \$67,563
- **Amendment 1:** \$6,500
- **Amendment 2:** \$42,400
- **Amendment 3:** \$6,100
- **Total Revised Contract (excluding Moss & Associates fees):** \$122,563

RECOMMENDED ACTION(S)

Village Staff recommends approval of Amendment No. 3 for the engineering services agreement with Robert E. Lee & Associates in the amount of \$6,100, bringing the approximate total contract to \$122,563.

If the Parks, Property and Streets Committee were in favor of this policy action, the following motion may be made:

"I move to recommend approval of Amendment No. 3 to the Village Board."

POLICY ALTERNATIVE(S)

The Parks, Property and Streets Committee could take the following actions:

- Approve
- Approve with modifications.
- Deny
- Table

ATTACHMENT(S)

- Proposed Amendment No. 3

Amendment No. 3 to the Agreement Dated, June 27, 2025
For Engineering Services
STH 57 Trail – TAP Funded
Between Village of Sister Bay And Robert E. Lee & Associates, Inc.

This amendment, dated January 23, 2026, is to provide additional services to complete the design.

SCOPE OF WORK

The Village of Sister Bay applied for TAP funding for the construction of a pedestrian trail along STH 57 and was awarded this funding. As part of this project, WisDOT requires right of way work acquisitions because features of the trail extend past the existing right of way into private property.

SCOPE OF SERVICES

The Village may elect to utilize the Engineer to coordinate real estate acquisition and appraisal services through a qualified subconsultant. If authorized, the following services would be provided. At the Village’s discretion, real estate acquisition and appraisal services may be procured independently and directly by the Village. If the Village elects this option, the Engineer will coordinate as needed with the Village’s selected consultant to support project delivery.

Right-of-Way Acquisition Services – Project Estimate for 12 Parcels

1. Robert E. Lee & Associates, Inc. will coordinate with Moss & Associates (retained by the Village of Sister Bay) to perform right-of-way negotiation services required for the acquisition of 12 parcels associated with the project.
2. Moss & Associates will retain Steiro Appraisal, Inc. for the appraisal services of the 12 parcels.
3. Coordinate and support subconsultants.

A proposal from Moss & Associates outlining the appraisal and acquisition services and associated fees is attached to this amendment.

This amendment allows the Village to proceed with the real estate process to comply with the WisDOT TAP funding requirements.

COMPENSATION

The proposed fee for the engineering work is presented in the following list:

Original Contract Price	\$67,563
Amendment 1	\$ 6,500
Previously Revised Contract Price	\$74,063
 Amendment 2 (<i>presented concurrently with Amendment 3</i>)	 \$42,400
 Amendment 3	
Coordination and Support to Subconsultants	\$6,100
Moss & Associates (including Sterio Appraisal)	actual cost per attached proposal*
Total Revised Contract (excluding Moss & Associates fees)	<u>\$122,563</u>

*Fees incurred by Moss & Associates will be billed directly to the Village of Sister Bay.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ROBERT E. LEE & ASSOCIATES, INC.

VILLAGE OF SISTER BAY

By: _____

Jared G. Schmidt, P.E., President

Date: 1/23/2025

By: _____

Benjamin Andrews, Village Administrator

Date: _____

By: _____

Ashley Nelson, P.E., Project Manager

Date: 1/23/2025



STAFF REPORT

Date: February 2, 2026

To: Parks, Property and Streets Committee
Re: Facility Rental Fees; Pricing for Non-Profit Organizations
Author(s): Benjamin Andrews, Village Administrator

POLICY ISSUE(S)

“Should the Village of Sister Bay revise its facility rental fee structure to include discounted rates for nonprofit organizations and/or residents, and consider off-season pricing?”

BACKGROUND INFORMATION

The committee has been reviewing facility rental fees to ensure fairness, competitiveness, and cost recovery. Historically, resident discounts were offered but discontinued due to:

- Inability to break even with discount rates.
- Abuse of policy (residents reserving for non-residents).
- Concern that taxpayers were subsidizing private events.

Recent discussions included:

- Consistent fee structures for nonprofits, recurring users, and residents vs. non-residents.
- Possible volume discounts for frequent users.

Comparison of fees and deposit policies with neighboring communities.

PRIOR ACTION/REVIEW

December 2025: Committee agreed to maintain current fees while researching neighboring municipalities' rates and analyzing cost coverage.

Action items identified:

- Gather data on current usage and fees.
- Compare with neighboring communities.
- Analyze cost coverage.
- Review security deposit policy.
- Clarify nonprofit and resident policies.
- Consider off-season rates.
- Prepare recommendations for the board.

FINANCIAL INFORMATION**FISCAL IMPACT:**

- | | |
|------------------------------|---|
| 1. Is There a Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>No</u> |
| 3. If Budgeted, Where: | <u>N/A</u> |
| 4. Amount: | <u>TBD – Analysis of Cost Recovery and Proposed Reduced Rates</u> |

RECOMMENDED ACTION(S)

Village Staff recommend continuing research and analysis before implementing changes. If the Parks, Property and Streets Committee were in favor of moving forward, the following motion may be made:

If the Parks, Property and Streets Committee were in favor of this policy action, the following motion may be made:

“I move to direct staff to finalize data collection and prepare a policy recommendation for facility rental fees, including nonprofit and off-season pricing options.”

POLICY ALTERNATIVE(S)

The Parks, Property and Streets Committee could take the following actions:

- Motion Identified
- Alternative Motion
- No Action Alternative
- Table Issue and Clarify Staff Direction

ATTACHMENT(S)

- Fee Schedule



STAFF REPORT

Date: February 2, 2026

To: Parks, Property and Streets Committee

Re: Pickleball Policy

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☒ Discussion

POLICY ISSUE(S)

“Should the Parks, Property and Streets Committee approve revisions to the Village’s pickleball court reservation policy to ensure fair access, reduce administrative burden, and address prior policy violations?”

BACKGROUND INFORMATION

The Village has experienced ongoing issues with pickleball court reservations at the Sports Complex. Initially, in October 2023, the Door County Pickleball Club requested signage, which was denied, and staff were directed to draft a long-term reservation policy.

In April 2024, the Village adopted a policy granting the Pickleball Club exclusive use of courts from 9:00–11:00 AM three days per week, while allowing tennis clubs and individuals to reserve courts at other times. Drop-in play remained free outside reserved times.

Staff observed policy violations in 2024, including large-scale reservations by “monopolized courts and limited public access. At the time, questions were raised about enforcement, proof of club status, reservation forms, and fee clarity.

In 2025, the Committee discussed summer use of the ice rink for pickleball and revised reservation policies:

- **October 2025:** Increased pickleball fees to \$20 per 2-hour block; limited reservations to mornings only; afternoons became first-come, first-served.
- **December 2025:** Implemented a first-come, first-served policy for most users, allowing only official clubs to make reservations (subject to committee approval), and directed staff to update signage.

In **December 2025**, the Committee reaffirmed these changes and added:

- Limiting reservations to official clubs for a few mornings per week.
- Updating signage and considering informal rotation systems.
- Reducing administrative burden and monitoring policy effectiveness.
- Reviewing neighboring communities' practices for best practices.

PRIOR ACTION/REVIEW

- **Oct 2023:** Initial signage request denied; policy drafting initiated.
- **Apr 2024:** Reservation policy adopted.
- **Oct 2025:** Fee and reservation limits approved.
- **Dec 2025:** Shift to first-come, first-served with limited club reservations.
- **Dec 2025:** Policy refinements and monitoring plan established.

FINANCIAL INFORMATION

FISCAL IMPACT:

- | | |
|------------------------------|-----------------------------------|
| 1. Is There a Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>TBD</u> |
| 3. If Budgeted, Where: | <u>TBD</u> |
| 4. Amount: | <u>Minimal – Updates to Signs</u> |

CURRENT POLICY DIRECTION

Current policy direction from Parks, Property and Streets Committee indicated a preference for a first-come, first-served policy with limited reservations for official clubs, updating signage, and adopting a dedicated pickleball/tennis reservation form to clarify rules. Based on the current direction, Village Staff updated draft policy to align with the direction from previous committee meetings.

POLICY ALTERNATIVE(S)

The Parks, Property and Streets Committee could take the following actions:

- Finalize Policy and Direct Staff to Implement
- Revise Policy with Further Direction
- Table (including assigning committee member(s) to revise policy).

ATTACHMENT(S)

- Current Pickleball Policy
- Revised Pickleball Policy

THE VILLAGE SPORTS COMPLEX – The Sports Complex is located on Autumn Court. Little League and Tee-Ball games take place on a regular basis at Louis Michael Hanson Field, the Sister Bay Bays call the fully equipped baseball field and pavilion “home”. The tennis and basketball courts are available for use on a “first-come first-serve” basis, but reservations can be made for personal use for a small fee. Welcome additions to the Sports Complex are the full-size and micro soccer fields, and the addition of pickleball striping to the tennis courts. The ice skating rink is home to a local broomball league during the winter months.

In April, 2024, the Parks, Property & Streets Committee passed the following policy pertaining to the use of the tennis courts/pickleball courts:

1. *The Door County Pickleball Club will be allowed exclusive use of the pickleball courts at the Sports Complex from 9:00 A.M. to 11:00 A.M. three days per week, and related reservations must be made by April 1 of each year. (If representatives of the Pickleball Club make reservations after April 1st, any and all reservations of the courts will be accepted on a “first come-first serve basis”. Regardless of the fact that the Pickleball Club will be allowed the sole use of the pickleball courts during the previously mentioned time periods, the pickleball courts will be considered “available for use by the members of the public” up until 9:00 A.M. and after 11:00 A.M.*
2. *Any tennis clubs that express interest in utilizing the courts will also be allowed to utilize and reserve the previously mentioned courts from 9:00 A.M. to 11:00 A.M. on days of the week that do not conflict with the Pickleball Club's reservations.*
3. *Individuals, but not organized groups, will be allowed to reserve the tennis/pickleball courts during all other time periods.*
4. *Drop-in play, outside reserved times, will still be allowed at no cost to the members of the public.*
5. *No signage, other than the Village's reservation policy signage may be posted on or near any of the courts at the Sports Complex.*
6. *No individuals or groups will be allowed to charge anyone fees to utilize any of the Village owned property at the Sports Complex.*
7. *Purposeful destruction of property will result in the closure of the courts until private funds are collected to replace/repair the damaged property.*
8. *The members of the Pickleball Club are encouraged to do fundraising to help pay for the installation of courts that will exclusively be utilized for pickleball. If sufficient funds are raised, those courts will be designated for the exclusive use of pickleball players, and, in such case, the Pickleball Club will be awarded four reservation periods per week; not to exceed two hours each, and two afternoon reservation periods per week, not to exceed two hours each. If the Pickleball Club members are aware of any grant funds that are available for pickleball courts, staff members will assist them in completing the related grant applications.*

Village of Sister Bay

Tennis Court

FREE... Except for those who
wish to reserve; \$5.00 an hour
obtain permit at ADMINISTRATION
BUILDING 2383 MAPLE DR.
If playing with unreserved time
And others are waiting, please
limit use to one hour.



ATTACHMENT A
VILLAGE OF SISTER BAY FEE SCHEDULE
Effective January 1, 2026
(Fees Are Per Code Unless Listed Herein)

ZONING AND DEVELOPMENT

Preliminary Subdivision Plats	\$1000 plus \$50 per lot
Final Plat (County has recording fees too)	\$1000
Residential Condominium Plat	\$500 plus \$50 per lot
Final Plat (County has recording fees too)	\$1000
Commercial Condominium Plat	\$500 plus \$50 per business unit
Final Plat (County has recording fees too)	\$1000
Certified Survey Maps	\$500
Final Map (County has recording fees too)	No Charge
Driveway/Approach Permits	\$150
Land Disturbance	\$500 plus \$1000 retainer to ensure completion
Plan Comm. Site Plan and Building Plan Review	\$1500
Plan Comm. Preliminary/Courtesy Review	\$500
Change Plans After Initial Review	\$200 each new staff review required/\$500 each new Plan Comm review required
Landscaping Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Parking Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Festival and Tent Permit	\$25
Sign Permit	\$100
Sandwich Board Sign – Text changes	\$100
Sandwich Board – No Text change	\$200
Special Event or Fundraising	\$100 (no fee to VOSB non-profit organizations)
Special Plan Commission or Board Meeting	\$750 min (fee based on actual costs)
STR Plan Commission Request	\$500
Official Map Amendment	\$1500
Plan Amendment	\$2000
Zoning Code Text Amendment	\$1500
Conditional Use Permit - Residential	\$500
Conditional Use Permit -Commercial	\$1000
Amendment to Conditional Use Permit	\$500
Reconsideration of Plan Commission	\$1000
Planned Unit Development	\$2,000 min + \$50 per unit
Appeal to Zoning Board of Appeals	\$1000
Appeal STR Decision to Board	\$500
Standard Zoning Permit	\$500
Zoning Permit Accessory Use Structure	\$100
Floodplain Zoning Permit	\$500
Engineering Analysis	Cost
Village Property Status Reports	\$50
Development Agreement/Agreement Amendment	\$500
Fee in Lieu of Parking	\$1000 per stall per year
Road Cut Fee	\$300 plus \$2000 retainer to ensure completion
Work in Right-of-Way	\$300 plus \$2000 retainer to ensure completion
Razing Permit	\$200
Project Started or Completed w/o Permit	Double permit fee
Property Addressing	Contact county directly
Telecommunications Appeal to Village Board	Same as an appeal to the Zoning Board of Appeals

BUILDING INSPECTION FEES**Contractor: Brett Guilette****A. RESIDENTIAL - 1 & 2 Family**

1. New Structure 1 & 2 Family Homes:
Fees include building, electric, plumbing, HVAC and erosion
(Fees based on sq. ft. of all living area, full basement, deck, and garage)

0 - 1499 sq. ft.	\$850.00
1500 – 1999 sq. ft.	\$1000.00
2000 – 2499 sq. ft.	\$1100.00
2500 – 3000 sq. ft.	\$1150.00
>3000 sq. ft.	\$1150.00 + \$.15 per sq. ft. > 3000 sq. ft.
- Manufactured Dwellings (modular) \$500.00 + any additions or garage per
#3 State Seal \$40.00 (all new homes)
Community Development Fee \$300/occupancy unit
2. Additions/Remodeling/ Alterations:

Building	\$.12 per sq. ft. (all areas) \$75.00 minimum
Electric, Plumbing, HVAC	0 to 500 sq. ft. \$50.00 (each)
	501 to 1000 sq. ft. \$60.00
	(each) 1001 to 1300 sq. ft. \$75.00
	(each) 1301 to 2000 sq. ft. \$100.00
	(each) 2001 to 2500 sq. ft. \$125.00
	(each)
	> 2500 sq. ft. \$.05 per sq. ft. (each)
Erosion	\$40.00 additions only (below grade > 400 sq. ft.)
Community Development Fee	\$300/additional occupancy unit
3. Electric Service \$75.00 Residential
4. Manufactured Homes \$300.00 (fee includes slab, electric service, occupancy) (HUD homes or house trailers)
Community Development Fee \$300/additional occupancy unit
5. Temporary Occupancy \$50.00
6. Early Start \$50.00 (footing and foundation only)

B. ACCESSORY STRUCTURES - Detached Garages, Storage Buildings & Decks (all sizes)

Building	\$0.12 per sq. ft.	\$50.00 minimum
Electric, Plumbing, HVAC	\$0.05 per sq. ft.	\$40.00 minimum (each)

C. COMMERCIAL - Non-State Reviewed Plans

1. New buildings, additions, alterations, remodels:

Building	\$0.14 per sq. ft. \$75.00 minimum
Electric, plumbing, HVAC	0 to 600 sq. ft. \$60.00 (each)
	601 to 1250 sq. ft. \$75.00 (each)
	1251 to 1700 sq. ft. \$100.00 (each)
	1701 to 2100 sq. ft. \$125.00 (each)
	2100 to 2500 sq. ft. \$150.00 (each)
	>2500 sq. ft. \$0.06 per sq. ft. (each)
Storage buildings, warehouse, detached garage	\$.12 per sq. ft.
Community Development Fee	\$500/occupancy unit
2. Temporary Occupancy, Change of Use, Occupancy. \$50.00
3. Early Start \$100.00
4. Electric Service \$100.00
5. Erosion Control \$75.00

6. Plan Review (plans that do not require state review) \$100.00

D. COMMERCIAL - State Reviewed Plans Only

Building	\$0.20 per sq. ft.	\$200.00 minimum
Electric, Plumbing, HVAC	\$0.10 per sq. ft.	\$75.00 minimum (each)
Community Development Fee	\$500/occupancy unit	

E. MISCELLANEOUS

Re-inspection fee	\$60.00
Failure to call for inspection	\$60.00
Double fees are due if work is started before permit is issued	
Extension to permit (permits are valid for 24 months)	25% of original
fees Agricultural buildings	\$50 minimum
	\$.05 per sq. ft.

(Fees continued on next page...)

COMMERCIAL PLAN REVIEW FEES**Contractor: E-Plan Exam****(Per Contract Dated 12/22/22, Amended 1/17/23)**

COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION				
1. New construction, additions, alterations and parking lots fees are computed per this table.				
2. New construction and additions are calculated based on total gross floor area of the structure.				
3. A separate plan review fee is charged for each type of plan review.				
Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$300	\$180	\$100	\$100
2,500 - 5,000	\$350	\$250	\$100	\$100
5,001 - 10,000	\$600	\$350	\$150	\$150
10,001 - 20,000	\$800	\$450	\$200	\$200
20,001 - 30,000	\$1,200	\$600	\$250	\$250
30,001 - 40,000	\$1,600	\$900	\$400	\$400
40,001 - 50,000	\$2,100	\$1,200	\$550	\$550
50,001 - 75,000	\$2,900	\$1,600	\$800	\$800
75,001 - 100,000	\$3,600	\$2,200	\$1,100	\$1,100
100,001 - 200,000	\$6,000	\$2,900	\$1,400	\$1,400
200,001 - 300,000	\$10,500	\$6,700	\$3,300	\$3,300
300,001 - 400,000	\$17,500	\$9,800	\$4,800	\$4,800
400,001 - 500,000	\$18,500	\$12,000	\$6,300	\$6,300
Over 500,000	\$20,000	\$13,500	\$7,100	\$7,100
Note:	1. A Plan Entry Fee of <u>\$200.00</u> shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$200.00 plan entry fee per each plan set.			
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.			
Early Start	The plan review fee for permission to start construction shall be \$125.00 for all structures less than 2,500 sf. All other structures shall be \$200.00. The square footage shall be computed as the first floor of the building or structure.			
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			

Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			
COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING				
1. New construction, alterations and remodeling fees are computed per the following table				
2. New construction fee is calculated based on square footage of the area constructed.				
3. Alterations and remodeling fee is based on the number of plumbing fixtures.				
Area (Square Feet) (New Construction & Additions)	Plumbing Plan Review Fee		Number of Fixtures (Alteration, Remodeling, and Site Work)	Plumbing Plan Review Fee
Less than 3,000	\$300		<15	\$200
3,001 - 4,000	\$400		16-25	\$300
4,001 - 5,000	\$550		26-35	\$450
5,001 – 6,000	\$650		36-50	\$550
6,001 – 7,500	\$700		51-75	\$800
7,501 – 10,000	\$850		76-100	\$900
10,001 – 15,000	\$900		101-125	\$1,050
15,001 – 20,000	\$950		126-150	\$1,150
20,001 – 30,000	\$1,100		>151	\$1,150
30,001 – 40,000	\$1,250		Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures	
40,001 – 50,000	\$1,550			
50,001 – 75,000	\$2,100			
Over 75,000	\$2,500			
Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft.				
Note:	1. A Plan Entry Fee of \$200.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			

CITATIONS (VIOLATIONS OF MUNICIPAL CODE)

County fees may change, depending on county revising their fee schedule

	Basic Deposit (Forfeiture)	Penalty Surcharge (26%)	Jail Surcharge & Crime	Automation, Court Support & Justice Info Fees	Court Costs (Clerk's Fee)	Total Deposit
Disorderly Conduct	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Parking Citations (First Offense)	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Parking Citations (Second Offense)	\$75.00	\$19.50	\$23.00	\$89.50	\$25.00	\$232.00
Park Regulation Violations	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Zoning Violations (Citation increases by \$50 for second and subsequent offenses of the same code section)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Sign Violations	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Land Division Violations	\$50-200.00	\$Varies	\$23.00	\$89.50	\$25.00	\$Varies
Nuisance Code Violations (First Offense)	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Nuisance Code Violations (Second Offense)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Other Violations	\$25.00	\$6.50	\$23.00	\$89.50	\$25.00	\$169.00
Negligent or Willful Septage Discharge (Basic forfeiture increases by \$250 for every subsequent violation thereafter)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
Failure to Clean Septage Receiving Screen	\$100	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Short-Term Rental Violation Forfeitures per Ord No. 2023-006 plus surcharges and fees above						

LICENSES & MISCELLANEOUS FEES

<u>License</u>	
Dog License– Unaltered	\$10
Dog License - Spayed or Neutered	\$5
Dog License Late Fee (after March 31)	\$25
Operator's License – 1 year	\$15
Operator's License – 2 year	\$25
Short-Term Rental License	\$1500 initial license; \$1000 if licensed in previous year, plus \$150 each time an application must be returned for completion or additional information
Mobil Food Vendor License	\$500
Cigarette, Electronic Vaping Device & Tobacco Retailers	\$50
Temporary Class "B" Beer (Picnic) License	\$10
Class "A" Beer License	\$100
"Class A" Liquor License	\$500
Class "B" Beer License	\$100
"Class B" Liquor License	\$500
Class "C" Wine License	\$100
300-Seat "Class B" Liquor License	\$500 (<i>subject to licensing criteria and initial issuance fee</i> *)
*Initial Issuance Fee – Reserve Liquor Licenses	\$20,000
Liquor License Publication Fee	\$30

Fees & Taxes

Register of Deed Recording Fees	County fees plus \$75 minimum (varies by document type, pages, County recording fees, staff time, mileage)
Copies of Recorded Documents	County fees plus staff time and mileage – minimum of \$2 first page, \$1 each additional page above county fee
Notary Services	\$5/document
Public Records Copying Fee	\$0.25/page, plus postage, if applicable (research fee may be applied if the record is not readily available)
Fax Charge	\$0.25/page
Public Records Requests	\$0.25/page, plus postage and staff time (hourly rate, deposit required)
Special Assessment Letter Request – Village	\$30
Special Assessment Letter Request – Utilities	\$30
Sales Tax	5.50%
Room Tax	8.00%
Premier Resort Area Tax	0.05%
Nonsufficient Fees Charge	\$25

Rental Fees (Security deposit may be required; tax is additional)

Facility Rentals:

Village Hall	\$200/day
Gazebo	\$150/day
TKH Building	\$75/day
Sports Complex Pavilion	\$150/day
Sports Complex Ball Fields	\$50/day
Sports Complex Tennis/ Pickleball Courts	\$20 2 hr. time Fire
Station – Lg. Meeting Rm	\$50/day
Fire Station – Sm. Meeting Rm	\$25/day

Park/Special Rentals: (Cost is Friday-Monday to accommodate tent rental companies)

Waterfront Park	\$2500
(May, June, Sept, Oct.)	
Waterfront Park	\$3500
(July & August)	
Marina Park	\$2000
(May, June, Sept, Oct.)	
Marina Park	\$2500
(July & August)	
Ice Rink Tournaments	\$1500 plus \$1000 retainer for clean-up and repair
Tents left beyond timeframe	\$1000/day

SEWER & WATER

As prescribed by the Public Service or Commission or adopted by the Sewer and Water Utility Committee in the preceding summer. Refer to Committee minutes for most recent rate schedule.

MARINA**Launch Fees:**

Daily Launch Pass	\$10.00
Non-Commercial Seasonal Launch Pass	\$100.00
Commercial Seasonal Launch Pass	\$300.00

Dockage Rates:

Seasonal Slip - Sister Bay Property Owner	\$156.50/ft. of slip
Seasonal Slip – Non-Sister Bay Prop. Owner	\$165.50/ft. of slip
In-Season Transient dockage (Based on Length of boat) - May 13-Oct. 14	\$3.05 + tax/per foot 20'-39' \$3.16 + tax/per foot 40'-49' \$3.28 + tax/per foot 50'-59' \$3.40 + tax/per foot 60'-69' \$3.50 + tax/per foot 70'+
Late Season Transient dockage – Lmted. Avail. Su-Th ONLY, weekends are regular rates Sept. 15 - Oct. 13	\$35.00/day (Su-Th ONLY)
Failure to Remove Boat at Close of Season (Oct. 13 is Marina Closing)	\$2.50/ft. per day, 20' minimum

Commercial Vendor Fees:

1.5 x Seasonal Property Owner Rate for 2025

Miscellaneous:

Sanitary Pump Out	\$25.00 (up to 60 gallons) – PAY IN ADVANCE
Ice – 7.5 lb. bag	\$3.00 + tax
Ice – 10 lb. block	\$4.00 + tax
Water & Gatorade	\$2.00 + tax
Candy	\$2.00 + tax
Washer/Dryer Use	Washer \$2.00/load; Dryer \$2.00 load
Laundry Detergent, Fabric Sheets	\$1.00 + tax

All fees are due upon receipt of service unless alternate arrangements have been made with the Marina Manager. Late payment charge of 1%, but not less than \$0.50, applies and will be assessed on a monthly basis.

ICE RINK

All rentals and concessions require tax to be added.

Skate rental	\$8
Skate sharpening	\$9
Equipment rental	\$5
Gatorade & hot drinks	\$3
Soda	\$4
Water	\$2
Candy	\$4
Popcorn	\$2
Deluxe Pizza	\$11
Pizza (other)	\$10

VILLAGE OF SISTER BAY SPORTS COMPLEX PICKLEBALL POLICY

The Sports Complex is located on Autumn Court. Little League and Tee-Ball games take place on a regular basis at Louis Michael Hanson Field, the Sister Bay Bays call the fully equipped baseball field and pavilion “home”. The tennis and basketball courts are available. Welcome additions to the Sports Complex are the full-size and micro soccer fields, and the addition of pickleball striping to the tennis courts. The ice skating rink is home to a local broomball league during the winter months.

In January 2026, the Parks, Property & Streets Committee passed the following policy pertaining to the use of the tennis courts/pickleball courts to ensure fair access to pickleball courts, reduce administrative burden, and maintain public enjoyment of Village facilities.

1. **General Access:** All pickleball and tennis courts at the Sports Complex are available for drop-in play on a first-come, first-served basis outside of designated reservation times. No individual or group may charge fees for use of Village-owned courts.
2. **Reservations:** Official Clubs Only – Reservations are limited to recognized clubs approved by the Village of Sister Bay. Clubs may reserve courts between 9:00 AM and 11:00 AM on Tuesday, Wednesdays, and Thursdays during the week. No afternoon reservations; afternoons remain first-come, first-served.
 - a. **Application Process:** Clubs must submit a reservation application annually by April 1st and provide proof of organized club status and are to be approved by the Parks, Property & Streets Committee. A dedicated Pickleball/Tennis Reservation Form will be used to clarify rules.
3. **Individuals:** Individuals may not reserve courts during club-designated times. Outside club times, courts are open for drop-in play only.
4. **Fees:** Reservation fee is \$20 per court for a 2-hour block (no proration). Drop-in play remains free.
5. **Signage & Rules:** Updated signage will clearly state reservation times for official clubs, first-come, first-served policy for all other times, and sportsmanship guidelines (e.g., hang your paddle system). No unauthorized signage allowed.
6. **Damage to Facilities:** Purposeful destruction of property will result in the closure of the courts until private funds are collected to replace/repair the damaged property.
7. **Enforcement:** Reservations outside policy parameters will not be approved. Violations may result in suspension of reservation privileges.
8. **Future Considerations:** Clubs are encouraged to fundraise for dedicated pickleball courts. Village staff will assist with grant applications if applicable.

Ben Andrews

From: Sarah Bertges
Sent: Friday, January 23, 2026 2:32 PM
To: Ben Andrews; Louise Howson
Cc: Sarah Bertges
Subject: Fw: Town hall rental application
Attachments: 1000019344.jpg; 1000019342.jpg

Hello Ben and Louise,

I spoke with Shane Krueger by phone Thursday 1/22/2026. Shane is wanting to get on the February Parks Agenda if possible. He has attached a reservation application and an idea he and a few friends have regarding a public event they would like to hold at the Sister Bay Village Hall in the next month or two.

Thank you,

Sarah Bertges

Administrative Assistant
Village of Sister Bay
 PO Box 769
 Sister Bay, WI 54234
 (920) 854-4118
adminassist@sisterbaywi.gov
 Population 1205 (per 2024 DOA estimate)

NEW Office Hours:
 Monday – Thursday 8:00 AM – 4:00 PM
 Friday 8:00 AM – 12:00 PM
 (Fridays immediately preceding an election will be open until 5:00 PM for voter registration)

From: Shane Krueger [REDACTED]
Sent: Friday, January 23, 2026 1:22 PM
To: Sarah Bertges <adminassist@sisterbaywi.gov>
Subject: Town hall rental application

Hey there! We spoke yesterday. I am looking to rent out the town hall in order to host a maker's market with local artists and artisans and host musicians as well. It would require the whole day and there is no definite day yet but would be during the first week of March. I hope for this to be the first in at least an annual series of events for locals and visitors alike to find something cool to support and enjoy in what can otherwise be a dismal part of the year. Let me know if you need any more information from me please!

Thank you,

Shane Krueger



VILLAGE OF SISTER BAY
Village Facility Rental Agreement

VILLAGE HALL – 10693 N Bay Shore Dr

Applicant/Organization Name: Shane Krueger

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: single day beginning of March **Time(s) Requested:** all day

Type of Event: makers market + local music event

Security Deposit*: \$500

Use Fee:** \$200/day, plus tax unless exempt

**Security deposits for one-time use are HELD and returned after the event and facility is inspected to be free of damage/debris. Security deposits for continuous user groups are deposited into a Trust Account and returned when the term of use has concluded, as requested by the renter.*

***Non-profit organizations may be subject to alternate fees based on continuing use throughout the year.*

Hours: Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM. Access is via a security code provided by the Village Clerk. Please lock any doors unlocked during your event prior to departure.

Restrooms: Located on the first floor and lower level of the building. Clean after use and remove any trash generated. Additional facilities are located in the adjacent park along Mill Road.

Decorations: Renter may not permanently affix any object by nailing, screwing or bolting or other means that will damage the building or its components in any way. Tape or other means, when no removal problem is created, is acceptable. No painting, staining, plastering, or wall, ceiling or window alterations is allowed.

Alcohol: Alcohol is strictly prohibited from being sold during your rental/event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold.

Cleaning: Please clean up after your event by wiping down tables, sweeping floors, cleaning countertops, and wiping out the microwave, stove and refrigerator if spills occur. A limited number of cleaning rags are available, and if used, should be left in the sink for Parks and Streets Department staff to pick up. You are welcome, and encouraged, to bring your own towels. All garbage must be taken with you when you leave. Security deposits will not be returned if the facility requires additional cleaning by maintenance staff.

Parking: Parking shall be only in lawful, authorized parking areas provided in the Village. Vehicles may not be parked on lawns or in the marked Post Office only parking spaces, regardless of day or time of day. Overnight parking on village streets or in village parking lots is prohibited.

Audio/Video Equipment: The Village Hall is not currently equipped with A/V equipment. Applicant is free to bring in their own equipment if necessary. Amplified sound is *not permitted* outside of the building. All noise generated during the activity/event must remain within allowable limits as set by the Village Municipal Code.

Liability Insurance: "For profit" events held at Village facilities are obligated to provide, prior to their use of the facility, a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Sister Bay as certificate holder.

Damages: Damages caused to the facility, building, or park grounds will be billed at 125% of the total cost of repair.

Cancellation: The Village of Sister Bay reserves the right to cancel a reservation if the Village requires use of the facility, in which case the security deposit and use fee will be refunded. Cancellations made by the applicant at least 48 hours in advance may receive a refund.

IN THE EVENT OF AN EMERGENCY, dial 911. An AED is located on the main floor of the building.

Any group who fails to follow these regulations may be prohibited from use of Village facilities in the future.

I acknowledge that I have read and agree to the aforementioned regulations:

Applicant Signature: _____ Date: 1/23/26

If other than the applicant, name and contact information for individual responsible for answering questions during the rental period (i.e. event planner):

Name: _____

Phone: _____



Received by: _____ Date Approved: _____

Use Fee Collected: _____ Sec. Dep. Check #: _____

Facility Inspection: _____ Sec. Dep. Return Date: _____



VILLAGE OF SISTER BAY
Village Facility Rental Agreement

VILLAGE HALL – 10693 N Bay Shore Dr

Applicant/Organization Name: _____

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: _____ **Time(s) Requested:** _____

Type of Event: _____

Security Deposit*: \$500

Use Fee:** \$200/day, plus tax unless exempt

**Security deposits for one-time use are HELD and returned after the event and facility is inspected to be free of damage/debris. Security deposits for continuous user groups are deposited into a Trust Account and returned when the term of use has concluded, as requested by the renter.*

***Non-profit organizations may be subject to alternate fees based on continuing use throughout the year.*

Hours: Access to facility is available beginning at 7:00 AM and activities are to be concluded by 10:00 PM. Access is via a security code provided by the Village Clerk. Please lock any doors unlocked during your event prior to departure.

Restrooms: Located on the first floor and lower level of the building. Clean after use and remove any trash generated. Additional facilities are located in the adjacent park along Mill Road.

Decorations: Renter may not permanently affix any object by nailing, screwing or bolting or other means that will damage the building or its components in any way. Tape or other means, when no removal problem is created, is acceptable. No painting, staining, plastering, or wall, ceiling or window alterations is allowed.

Alcohol: Alcohol is strictly prohibited from being sold during your rental/event, except in the case where an eligible organization has obtained the proper license from the Village Clerk. A licensed operator must be on premise at all times that alcohol is being served or sold.

Cleaning: Please clean up after your event by wiping down tables, sweeping floors, cleaning countertops, and wiping out the microwave, stove and refrigerator if spills occur. A limited number of cleaning rags are available, and if used, should be left in the sink for Parks and Streets Department staff to pick up. You are welcome, and encouraged, to bring your own towels. All garbage must be taken with you when you leave. Security deposits will not be returned if the facility requires additional cleaning by maintenance staff.

Parking: Parking shall be only in lawful, authorized parking areas provided in the Village. Vehicles may not be parked on lawns or in the marked Post Office only parking spaces, regardless of day or time of day. Overnight parking on village streets or in village parking lots is prohibited.

Audio/Video Equipment: The Village Hall is not currently equipped with A/V equipment. Applicant is free to bring in their own equipment if necessary. Amplified sound is *not permitted* outside of the building. All noise generated during the activity/event must remain within allowable limits as set by the Village Municipal Code.

Liability Insurance: "For profit" events held at Village facilities are obligated to provide, prior to their use of the facility, a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the Village of Sister Bay as certificate holder.

Damages: Damages caused to the facility, building, or park grounds will be billed at 125% of the total cost of repair.

Cancellation: The Village of Sister Bay reserves the right to cancel a reservation if the Village requires use of the facility, in which case the security deposit and use fee will be refunded. Cancellations made by the applicant at least 48 hours in advance may receive a refund.

IN THE EVENT OF AN EMERGENCY, dial 911. An AED is located on the main floor of the building.

Any group who fails to follow these regulations may be prohibited from use of Village facilities in the future.

I acknowledge that I have read and agree to the aforementioned regulations:

Applicant Signature: _____ Date: _____

If other than the applicant, name and contact information for individual responsible for answering questions during the rental period (i.e. event planner):

Name: _____

Phone: _____



Received by: _____ Date Approved: _____

Use Fee Collected: _____ Sec. Dep. Check #: _____

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PARKS & STREETS DIRECTOR'S REPORT

Date: February 2, 2026

Board/Committee: Parks Committee Meeting

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff have been engaged in heavy snow removal over the last couple of months. Averaging 4-5 days a week going out and cleaning up snow and ice. Making things safe and walkable for our residents and guests.
2. Staff continued moving into the new Parks Maintenance Facility. We are now operating out the new Facility. The Internet in the old Parks Maintenance Facility has been shut off along with the water. The heat in the two smaller garage bays and the office area is off. The heat in the large garage bay will remain on due to Sister Bay Utilities not being able to shut the water off at the curb stop. I will be looking for options to create some kind of shelter to isolate that water pipe that needs to be heated from the rest of the large garage bay to get the heat off in that area.
3. Staff took part in the Villages New Year's fireworks show. Helping with the loading and unloading of the fireworks trailer. Staff also ran parking control during the event. The Sports Complex parking lot could not be utilized this past event due to a setback rule for fireworks discharge. I have talked to the events lead fireworks operator to see if the fireworks could be discharged in the marina's old long-term parking lot area, so that the parking lot at the Sports Complex can be utilized for the event. He said that it would be fine to do that moving forward.
4. Staff have turned off the lighting for the village's Christmas decorations except for the ones on the streetlights and the ones out at the Sports Complex.

5. Annual parks committee request picnic table construction cost: Picnic table frame \$437.00 + shipping. Treated 2x10x8 currently costs \$12.69 per board at Wisconsin Building Supply. We will need five boards to complete one table for a total cost of \$63.45. A hundred count box of $\frac{1}{4}$ x $1\frac{1}{4}$ lag screws cost's \$18.49 at Ace Hardware. We will need 50 lag screws from that box to complete one table at a cost of \$9.25. Paint from ACE Hardware will cost \$50.00 a gallon. We will use approximately \$10.00 worth of that paint to apply two coats top and bottom. It will take one day to construct and paint this table at \$27.00 an hour totaling \$216.00 in labor. Total cost for the village to build in 2026 \$754.19. The total cost in 2025 was \$668.50. Currently the village charges a resident \$1000.00 to have a picnic table constructed by the Parks Department.
6. Committee request, total cost to construct memorial benches for the 2026 year: Bench frame \$325.80 + shipping. Bench wood white cedar $2\frac{5}{8}$ x $3\frac{1}{2}$ x 8' currently cost \$15.50 per board from Weidner Hardwood Lumber. We will need nine boards to complete one bench for a total of \$139.50 for wood. A fifty-count box of $\frac{3}{8}$ -16 x $3\frac{1}{2}$ carriage bolts cost \$48.99 from ACE Hardware. We will need eighteen carriage bolts from that box totaling \$18.36. A hundred box count of $\frac{3}{8}$ -16 nuts from ACE Hardware costs \$25.99. We will need twenty nuts from that box totaling \$5.20. A hundred box count of $\frac{3}{8}$ lock washers cost \$4.29 at Ace Hardware. We will need twenty lock washers from that box totaling .80 cents. A hundred box count of $\frac{3}{8}$ flat washers from ACE Hardware cost \$10.49. We will need twenty flat washers from that box totaling \$2.00. A twenty-five-count box of $\frac{3}{8}$ x 3" concrete anchors cost \$35.99. We will need four of them totaling \$5.76. We will need 1.25 cubic yards of concrete delivered from PCI totaling \$285.00. Staff will need roughly ten days to construct and install a new memorial bench. At \$27.00 an hour labor will cost \$2,160.00. Estimated cost to construct and install a new memorial bench \$2941.62. Currently the village charges a resident \$1000.00 to have a memorial bench constructed by the Parks Department.

7. Committee request, to investigate different memorial bench frames that may fit with the existing wood: I was able to find three concrete bench frames and one steel frame option for consideration. Starting from left to right, the first concrete bench frame weighs 150lbs and depending on color and finish will cost between \$310-\$372. The next concrete end weighs 325lbs and depending on color and finish will cost between \$482-\$578. The Last concrete end weighs 150lbs and depending on color and finish will cost between \$323-\$388. The steel frame cost \$371.00.



8. Committee request, research the product Ipe wood or Brazilian Walnut to be used for picnic tables and memorial benches: Ipe is an exceptionally dense, durable and rot-resistant tropical hardwood widely used for high-end decking, siding and furniture. It's five times harder than cedar and lasts up to 75 years with minimal maintenance. The color of the wood is generally

dark brown it can be stained, but it generally should not be painted due to its extreme density and oil content. Ipe is difficult to work due to its hardness, weight and oily nature. The hardness of Ipe wood would add labor cost to construct picnic tables and memorial benches as staff would have to move slower to not burn the material. Ipe wood is significantly heavier than pressure- treated Pine which weighs 35-45 lbs. per cubic foot compared to Ipe wood roughly weighs 65-75 lbs. per cubic foot. This makes Ipe wood roughly 60% to over 100% heavier by volume. This additional weight would make it difficult for guests, residents and staff to move picnic tables around in the park system. The average cost per linear foot for treated pine is between \$1.25 -\$5.60 while the marina paid \$11.65 per linear foot for Ipe wood.

9. Committee request, to investigate the cost of heating the Village Hall for the 2025 calendar year: The total cost to heat Village Hall for the 2025 calendar year was \$3,770.66.
10. Update cold storage: I reached out Terry Hackl from TK Builders to see if he had estimates ready for review. When I talked to him, he was still waiting for one more estimate before submitting his work. He did apologize for the delay. The hope is to have everything ready for review for the March meeting.
11. Update historical signage / gazebo benches and counters: I reached out to Julie Hein, owner of Lake Ledge Naturalist, she's the person hired to construct the historical signage and mounting system for Waterfront Park. She informed me that the fabrication process has started and once everything is done it will be shipped out to the Parks Department. I reached out to Griffin Olson, owner of Lakeview Concrete. Griffin was hired to construct the concrete slab for the historical signage. He informed me that whenever the Village is ready this spring to install the historical signage, he will be available to pour the concrete slab. Griffin is offering a flag stone stamp design for the concrete slab at no additional cost. Would the committee be interested in this being performed? I also spoke with Griffin about the estimates needed from his subcontractor to build the stone counter and benches in the Gazebo at Waterfront Park. Griffin informed me

that his subcontractor has lost interest in the project. I have since reached out to Colosimo's Construction and Frankie Masonry. Jude from Colosimo's returned my phone call and told me that he works with companies in the valley that make precast concrete structures and would investigate providing some options if possible.

12. Update on tree planting in Waterfront Park & Sports Complex: This tree planning project was planned during last Summer Parks committee walk around. Out of the three Companies asked to provide bids Bridenhagen Tree & Landscape is being rewarded the winning bid. I was able to meet with Committee Chair Howson, to discuss the concern with the plan to plant four trees near the boat rental kiosk and those trees causing a potential problem with Marina Fest pancake tent setup. She advised me to move the trees south toward the Village Hall to prevent any type of future inconvenience for the pancake tent. A copy of the Bridenhagen estimate will be provided with this staff report.
13. Update on Accident report: Staff was unsuccessful in getting the John Deere 60" broom operational again with spare parts the department already had on hand. Unfortunately, John Deere doesn't sell the individual part needed to make the broom operational separately. To make the repair the department will have to order a new gear box (part #AUC14197) for the broom totaling \$1,232.59. This gear Box unfortunately is also on back order until April. This does give the department time to call around to all the different implement dealers to see if a used one could be purchased in the meantime. The loss of this implement is felt by all staff in the department and is not taken lightly. Every day this piece of equipment is down gives a constant reminder of how important it is to take great care of what is provided. It is understood that accidents will happen from time to time. I would like to apologize for any trust that has been fractured between the committee and the department and will be looking forward to repairing it for 2026 and beyond. Staff completed the installation of headache rack for the Red F-250.





Bridenhagen Tree & Landscape

Bridenhagen Tree and Landscape

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Village of Sister Bay

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Estimate for Landscape work: After meeting with Erik and walking the properties, I have created the following proposal for Landscape work. The Planting areas and locations were determined by Erik after his walk through with the Parks committee. Exact planting locations will be marked and denoted prior to work being started. Once exact planting locations are determined, Diggers Hotline will be contacted prior to any work.

Park by Music Pavillion:

Add 1-4-4.5" Autumn Blaze maple. For a tree of this caliper I would recommend a spring install due to both Availability and viability. Transplant prior to cold weather along the lake front can be very challenging. We would install tree and warranty for 1 year as there is water on site.

\$1,250

Henrickson Park

Add 1 8-9' Balsam Fir for new Christmas Tree. This is for a new town Christmas Tree. Unsure of current availability for this fall could for sure get one spring 2026. We would install and warranty for period of 1 year as there is irrigation at this site.

Subtotal: \$1,100

Boat Rental Area

4 Trees Installed. Goal is to match the water side of this park. Looking for something to offset the maples and Oaks on other side along boardwalk. I would recommend alternation 3"

Autumn blaze maple and 10-12' Multi Stem Renaissance Oasis Birch Clump.

2 3" Autumn Blaze

2 10-12' Renaissance Oasis Birch Clump

We would install and warranty for period of 1 year as there is irrigation at this site.

Subtotal: \$2,800

Sports Complex

1 3" Autumn Blaze maple REPLACEMENT

2 2" Ivory Silk Lilac Replacement for Mountain Ash

3" Autumn Blaze maple Ash replacement Near Playground

We would install but there would be no warranty as this area does not have irrigation.

Watering would be responsibility of Sister Bay Staff.

Subtotal: \$2,900

Please Note: upon acceptance, we request a deposit of 1/3. Please send deposit in amount of:
\$2,685.00

Bridenhagen Tree and Landscape

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