**PARKS, PROPERTY & STREETS COMMITTEE MINUTES**
**MONDAY, FEBRUARY 2, 2025**
**(Approved)**

## 1. Call to Order & Roll Call

February 2, 2026, meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 1:00 P.M.

**Committee Members Present**: Committee Chair Louise Howson and members Jerry Ahrens, Denise Bhirdo, Nate Bell, and Mike Laszkiewicz (via Zoom).

**Staff Members Present**: Village Administrator Benjamin Andrews, Parks & Streets Director Erik Linczmaier, Megan Barnes Utilities Director (via Zoom), Julie Thyssen Village Clerk (via Zoom) and Administrative Assistant Sarah Bertges

**Public Present:** Ellie Soderberg-Guger, Erin Peddle, Terry Kelly, Steve Strucely, Katelyn Jeraro, Steven Jarzombek, S. Gullick, Via Zoom: Jennifer L. REL, Chris Schmeltz, Laurel Harff, Karen Berndt, "Ipad(2)", Johnson

## 2. Approve Agenda

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

## 3. Approve Minutes: December 2, 2025, Regular Meeting

*Motion to approve the minutes from December 2, 2025, as presented, by Bhirdo, second by Ahrens. Motion carried – all ayes.*

## 4. Comments, Correspondence, and Concerns from the Public

Mr. Steve Jarzombek was in attendance but indicated his comments pertained to the pickleball policy agenda item.

## 5. Discussion/Action Items

### a. Current Administration Building; Impact on Road Reconstruction Project

Andrews presented information regarding the administration building and its impact on the road reconstruction project. He explained that following the December 6, 2025 Village Board decision to move the administration building to the Mill Road site, the Parks Committee now had the opportunity to provide input on the road reconstruction project.

Bhirdo noted that the committee had already made a decision on this matter and forwarded it to the Village Board. Andrews confirmed that he had executed a contract for an appraisal of the current administration building as directed by the Board, with results expected in 3-4 weeks. The committee discussed the timeline, noting that the appraisal would likely not be ready for the February Board meeting but would be available for the March meeting.

After discussion about the procedural approach, the committee determined the matter should be postponed until March when the appraisal would be available for consideration.

*Motion by Bell, second by Howson to postpone the item until March or later when the appraisal is received. Motion carried - all ayes.*

### b. Future Administration Building; Mill Street

Andrews presented information on the future administration building at the Mill Road site. He outlined the roles and responsibilities of village staff, committees, and the Village Board in moving the project forward.

The committee engaged in a lengthy discussion about requirements for the new building. Bell expressed concerns about the previous process that established the building requirements. Howson emphasized the need for flexibility in the interior design to accommodate future changes in village operations.

Committee members debated whether staff input or committee direction should guide the space needs assessment. Ahrens suggested the committee should focus on high-level needs rather than specific office configurations. Bell stressed the importance of incorporating public input early in the process to avoid issues that impacted the previous administration building project.

Andrews recommended establishing a strong foundation for the project by clarifying the building needs before engaging an architecture and engineering firm. The committee discussed the timeline for the project and the need to solicit public input.

*Motion by Howson, second by Bell to instruct staff to include a public informational meeting as part of the March 2026 Parks Committee meeting regarding the future administration building. Motion carried - all ayes.*

**c. Robert E. Lee & Associates; Bluffside Area Road Design; Driveway Widths**

Andrews introduced the item regarding non-compliant driveways in the Bluffside Area road design project. He noted that at the November 3rd meeting, the committee had decided to send letters to property owners within the construction area to get their input on driveway compliance options. Most property owners had responded, with a few responses still coming in.

Jennifer from Robert E. Lee & Associates joined the meeting to provide additional information. The committee reviewed the responses property by property, discussing each driveway situation and confirming decisions about which driveways would be narrowed to be compliant and which would remain with rolled curbs to allow continued access.

The committee reviewed responses from property owners and made decisions on each property:

- 10627 North Bayshore Drive (Lure Restaurant): Owner preferred to remain non-compliant, though concerns were raised about their unscreened dumpsters.
- 10631 Bluffside Lane: No response received, committee decided to follow the same approach as with other properties - installing rolled curbs that would allow access while technically bringing the driveway into compliance with village standards.
- 10636 Bluffside Lane: Owner agreed to narrow driveway to 24 feet.
- 2370 Parkview Drive: Owner requested to leave driveway as is at 36 feet, committee decided to narrow to 24 feet with rolled curb on sides.
- Parkview Lane: Owner wanted to leave the 26-foot driveway as is, committee decided to narrow to 24 feet with rolled curb on sides.

**d. Knowles-Nelson Stewardship Program; Encumbrance Resolution Options; Parking Lot Appraisal**

Andrews reported that the village had received the appraisal for the parking lot parcel next to the Dorr Hotel on January 8, 2026, with a value of $730,000. The committee discussed whether the entire parcel needed to be addressed or just the portion (three parking stalls) that was out of compliance with the Knowles-Nelson encumbrance.

The committee reviewed minutes from a previous meeting where Luke from the DNR had explained that the village would need to provide replacement land that equals or exceeds the original parcel of 0.6 acres. The committee discussed potential options, including using the current administration building site.

The committee directed staff to contact the DNR to clarify the lot size and value requirements based on the appraisal, and then report back with options.

**e. STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 2**

Andrews presented information about Proposed Amendment No. 2 for the State Highway 57 Trail project. The amendment included additional requirements associated with Transportation

Alternative Program (TAP) funding: wetland delineation, hazardous material assessment, right-of-way plat preparation, and an additional curb ramp crossing.
Jennifer from Robert E. Lee & Associates explained that some of these requirements were not included in the original contract because they could only be determined after design work began. She also noted that the additional crossing near the planned aquatic center came from public input at an informational meeting.
The committee discussed concerns about the significant increase in costs, with the project going from approximately $68,000 to $122,000, plus an unknown amount for easement acquisitions. There was also discussion about whether the DOT would approve the crosswalks on Highway 57.

**f. STH 57 Trail; Robert E. Lee & Associates; Proposed Amendment No. 3**
The committee discussed Proposed Amendment No. 3 for the STH 57 Trail project, which covered real estate acquisition services through Moss & Associates at a cost of $6,100. These services would be needed to secure the necessary easements for the trail construction.
After discussion of both amendments, the committee took action on them together.
*Motion by Bhirdo, second by Howson to recommend approval of Amendment No. 2 and Amendment No. 3 for the STH 57 Trail project to the Village Board at a total cost of approximately $48,500. Motion carried – all ayes.*

**g. Pickleball Policy**
Mr. Jarzombek from the Door County Pickleball Club addressed the committee regarding the pickleball policy. He provided information about the club, which has 550-600 members, including many Sister Bay residents. The club maintains equipment, provides nets and balls, offers instruction, organizes tournaments, and performs court maintenance.
The club has historically reserved courts at the Sister Bay sports complex three days a week (Tuesday, Thursday, and Saturday) from 9-11 AM during the summer season. Jarzombek expressed concerns about the increase in fees from $10 per court per day to $20 per court per day.
The committee discussed the policy, which would limit reservations to recognized clubs for Tuesday, Thursday, and Saturday mornings, with the remainder of the time being first-come, first-served. The committee amended the draft policy to specify the days as Tuesday, Thursday, and Saturday rather than Tuesday, Wednesday, Thursday as originally proposed. They also discussed adding language requiring clubs to be nonprofit organizations.
*Motion by Howson, second by Ahrens to approve the Sister Bay pickleball court reservation policy limiting reservations to Tuesday, Thursday, and Saturday mornings from 9-11 AM for nonprofit Door County Pickleball Club, with the remaining times available first-come, first-served. Motion carried – all ayes.*
The committee directed staff to develop new signage reflecting the updated policy.

**h. Facility Rental Fees; Pricing for Non-Profit Organizations**
Andrews presented information about facility rental fees for non-profit organizations. The committee discussed current practices, noting that different non-profit groups were paying different rates, with some paying nominal annual fees rather than the published daily rates.
*After considerable discussion, the committee reached consensus that non-profit organizations in Door County should pay an annual fee equivalent to one day's rental fee for the facility they use. For example, if the daily fee for the Village Hall is $200, a non-profit would pay $200 per year to use the facility for their scheduled meetings.*
Staff was directed to draft this policy for approval at the next meeting.

**i. Village Hall Rental Agreement; Shane Krueger**
Andrews presented a rental application from Shane Krueger for an event at the Village Hall that would include music and vendors. The committee discussed several aspects of the request, including

the need for liability insurance, compliance with noise ordinances, and potentially extending the pavilion rental policies to the Village Hall.

Since the applicant was not present at the meeting and additional information was needed, the committee directed staff to follow up with Krueger regarding the requirements for renting the facility.

**6. Staff Report, Board Update**

Parks & Streets Director Linczmaier presented his report, which included:

- Information about bench options and costs for replacement of aging park benches
- An update on the parks staff move to the new facility
- Information about plans for tree planting in Waterfront Park and the sports complex

The committee requested additional information about the tree planting plans, including a sketch showing proposed locations relative to infrastructure and the pancake tent used for Marina Fest, as well as photos of the proposed tree varieties.

Bhirdo requested that a future agenda include discussion of new reflective fire signs being implemented across Door County, noting that the article mentioned Sister Bay would be responsible for installing them independently.

Bhirdo also requested a future agenda item to establish a volunteer service day in honor of Chris Hecht.

Howson mentioned several follow-up items for future meetings, including:

- Mill Road landscaping plan
- Status of e-bike rental request
- Potential walking tour
- Resident drop-off site for branches
- Research on parks districts for regional facility collaboration

Laszkiewicz requested an update at the March meeting from Miles regarding the Friends of the Ice Rink progress and operating agreement.

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

- Follow-up on reflective fire signs being rolled out across the county
- Establishing a volunteer/service day in honor of Chris Hecht
- Update from Friends of the Ice Rink on their progress and operating agreement
- Bench policy review and design standards
- Tree planting locations with detailed maps and photos
- Flower Pot Angels – Invite Sharon to join the next meeting via Zoom to discuss the gift card matter.
- Staff to draft a formal policy for non-profit organization facility rentals reflecting previous discussion for consideration at the next meeting.
- Staff to contact the DNR to clarify the lot size and value requirements based on the appraisal, and then report back with options.
- Staff to include a public informational meeting as part of the March 2026 Parks Committee meeting regarding the future administration building

**8. Next Regular Meeting**

The next regular meeting was confirmed for March 2, 2026 at 1:00 P.M.

**9. Adjourn**

Motion by Howson, second by Ahrens to adjourn the meeting at 4:55 P.M. Motion carried - all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant.