PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, MARCH 2, 2026
(Approved)

1. Call to Order & Roll Call
March 2, 2026 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 Benjamin Andrews, Parks & Streets Director Erik Linczmaier, and Administrative Assistant Sarah Bertges

Public Present: Shirley Adams, Kathy Shanahan, Terry Heckl, Kathy Wagner, JoAnne Morris, Dave Smith, Mary Smythe, S. Gullick, Richard Burress, Sally Pfeifer, Barb Meyer, Yvonne Wiltse, Ellie Soderberg-Guger, Erin Peddle, Via Zoom: Village Clerk Julie Thyssen, JEG, VNienow, Skip Heidler, Utilities Director Megan Barnes, John Lijewski, Debra Fitgerald, Chris Schmeltz, Joan Hutchinson, Jill W., Steve

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

3. Approve Minutes: February 2, 2026, Regular Meeting
Bhirdo raised clarification questions regarding the Knowles-Nelson Stewardship Program encumbrance discussion, specifically questioning who stated it was only "3 parking stalls" rather than 3 lots. Bhirdo inquired about DNR clarification status, and Andrews explained they received feedback that the previously requested appraisal needed revision, which they are currently working on with the appraiser. Bhirdo also asked about follow-up with Shane Kruger regarding the original agreement, and Andrews confirmed they had attempted contact via email and phone.
Motion to approve the February 2, 2026 minutes as presented by Laszkiewicz, Second by Howson. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public
Ellie Soderberg-Guger from the Sister Bay Advancement Association announced that Sister Bay was nominated for "10 best small towns in the Midwest" and requested community support for voting. She also noted that the shuttle agreement between SBA and the village had gone into automatic renewal, and the SBA board has clarification questions requiring either a working session or agenda placement for discussion.
Mary Smythe spoke regarding sustainability design for the new administration building, requesting the committee consider LEED certification, preferably LEED Platinum. She noted Door County has more LEED Platinum buildings than any other Wisconsin county and suggested architect Burge Tammy as a potential consultant. Howson suggested this recommendation be forwarded to the Green Tier Legacy Community committee and village board.
Patrice Champeau, participating online, expressed hope that the old administration building would not be demolished, stating it is a unique piece of Sister Bay's historical triangle. She advocated for selling the property to save it, with proceeds going toward refurbishing the new village hall.

5. Discussion/Action Items
5a. Friends of the Ice Rink; Ice Rink Updates - February 2026

Myles Dannhausen, President of Friends of Sister Bay Ice Rink, reported they now have approximately $2 million in pledges, cash contributions, and in-kind donations for the new ice rink. He noted this represents about $3 for every $1 the village is contributing, which will ultimately be $5 for every $1 when completed. Dannhausen credited Andrews and staff for maintaining the current rink as long as possible this winter, getting 4-5 weeks total before it melted on February 13th. He explained that with the new system, ice would be available from mid-November through potential Gibraltar School spring break.

Dannhausen reported meeting with Andrews and having a Wednesday meeting scheduled with parks and utilities directors to review the property and construction planning. RFPs for specialized ice rink construction companies are expected back by March 6th, with a more formal plan and timeline anticipated for the April committee meeting.

Laszkiewicz inquired about the procurement process, and Dannhausen explained that Friends of the Ice Rink manages it through their lease and operating agreement, following competitive procurement best practices. Andrews confirmed alignment with auditors and best practices for competitive procurement.

Regarding project risks, Dannhausen identified the primary concern as whether builders can accommodate their summer timeline, though indications suggest most can fit the project into their schedules. He noted strong fundraising confidence and mentioned a grant writer working on promising supplemental funding opportunities. The project has attracted donors from multiple Door County municipalities and beyond, with only one of 30-40 contacted individuals declining to donate.

5b. Peninsula Pacers; Mill Road Closure Request; Peninsula Century Fall Challenge Bike Ride

Andrews presented the Peninsula Pacers' request for road closure on a portion of Mill Road for September 19th as part of their Peninsula Century Fall Challenge bike ride. The request mirrors last year's approved plan, with tents setup Thursday, facility rental Friday and Saturday, and removal Monday. The event anticipates approximately 800 riders, with a maximum cap of 1,000 participants. Bell emphasized the importance of maintaining the 1,000 participant limit to prevent the event from becoming overly disruptive, and Peninsula Pacers representative confirmed this cap remains in place.

Motion to approve the Peninsula Pacers road closure request by Ahrens, second by Laszkiewicz. Motion carried – all ayes.

5c. Cold Storage Cost Estimates

Linczmaier introduced Terry Hackl from TK Builders and Design, who presented cost estimates for cold storage building repairs. Hackl explained he had been working with Linczmaier for approximately six months after most local contractors were unresponsive to estimate requests.

Hackl presented two estimate options: one using existing T1-11 siding material and another using SmartSiding. The current T1-11 siding is failing due to improper installation with horizontal framing and vertical panel placement, causing warping and leaks. For the T1-11 option, Hackl would add vertical supports at every seam, pre-stain material, and provide proper board installation against concrete to prevent moisture wicking.

The SmartSiding option includes removing old sheeting, installing 7/16" OSB, and applying SmartSiding with 30-year warranty and 50-year product life. This maintenance-free option costs more initially but eliminates future staining requirements. The T1-11 option would need re-staining every 3-5 years after initial application.

Both estimates include roof replacement with 30-year dimensional shingles due to severe curling and deterioration. A carport addition for the shuttle bus was included as a cost-plus allowance pending engineering requirements, as the current 13-foot eave height prevents a lean-to design that would accommodate the bus height.

Budget discussion revealed approximately $36,000 remains available after $250,000 was spent on sewer lines for the new parks building. Estimates range from $217,000-$271,000, significantly exceeding available funds.

Committee members debated project timing and scope. Bell suggested completing only the roof this year and deferring siding to future budget cycles. Laszkiewicz emphasized the need for competitive bidding per procurement requirements for projects exceeding $25,000 and questioned whether the full scope is necessary given the new large parks building.

Bhirdo argued against piecemealing the project, noting the village has $2 million in undesignated funds available and stressing the importance of completing the bus carport as originally planned with the concrete pad extension. She advocated for using undesignated funds to complete the entire project.

Andrews clarified that any work over $25,000 requires competitive bidding processes. After extensive discussion about budget implications and project prioritization, the committee reached consensus to pursue competitive bids for roofing and soffit painting, with carport design modifications to maintain roof continuity while potentially lowering the addition to accommodate future construction.

Consensus was reached to direct staff to seek competitive quotes for roof replacement and soffit painting, with carport design considerations for future implementation.

5d. Public Information Meeting - Village Administration Building

Andrews conducted a comprehensive presentation on the proposed new village administration building project, outlining the current building's deficiencies and future needs.

Current Building Issues: The century-old, 1,700 square foot building houses four full-time staff plus part-time code compliance officer on a severely constrained 0.2-acre site. Operational limitations include poor public visibility, no meeting space requiring use of the fire station, significant storage limitations, and security concerns including poor windows/doors, flooding, roof leaks, and asbestos presence. Mechanical systems are undersized with inadequate HVAC, insufficient heat, and outdated electrical systems. Accessibility issues include non-ADA compliant bathrooms, poor lighting and ventilation, and sound/privacy problems.

Project Phases: Phase 1 (current): feasibility and needs assessment; Phase 2: design, engineering, and compliance; Phase 3: construction procurement; Phase 4: construction. Timeline projects 2026 start to 2028-2029 completion.

Funding: $3.25 million budgeted in capital improvement plan, originally intended for Logerquist site, now redirected to Mill Road site. Funding planned through bond proceeds with long-term debt service.

Public Input Received:

JoAnne Morris questioned whether adequate space exists at the Mill Road site for needed building requirements, noting the committee and village board remain split on location suitability.

Dick Burress, chair of the ad hoc building committee, explained their evaluation of 18 locations narrowed to two finalists, with Mill Road chosen 3-2 for practical reasons including existing sewer/water infrastructure and paving advantages. He expressed concerns about zoning setback requirements for municipal buildings adjacent to residential properties and emphasized the importance of public visibility for the municipal building location within Sister Bay rather than on annexed land. Burress suggested public bathrooms attached to the building and advocated for open office design rather than enclosed offices to maintain welcoming municipal atmosphere.

Mary Smythe asked about the Mill Road site size (1.27 acres), confirmed setback restrictions due to adjacent residential zoning, and inquired about population growth studies for long-term facility planning. She advocated for emergency shelter capabilities and emphasized LEED certification for long-term cost savings.

Nick Deviley asked about Logerquist property costs ($24,000 spent) and future intentions for that site if Mill Road proceeds, suggesting potential sale to offset administration building costs.

Patrice Champeau requested the design reflect Sister Bay's historical character and Scandinavian roots, avoiding modern buildings that don't fit the village aesthetic.

John Lijewski from Sister Bay Historical Society offered their renovated 107-year-old barn facility with 120-person capacity as potential meeting space for large village gatherings, noting the village's historical support of their organization.

5e. Future Administration Building; Mill Street - Assessment Review - Planning for Next Steps

Andrews presented the staff-prepared needs assessment report based on February committee direction. The assessment identified space requirements for private workstations (offices with doors) for village clerk, treasurer, and administrator due to record security needs; flexible workstations for deputy treasurer, building inspector, and future staffing; public meeting areas including 50-75 person boardroom and smaller staff conference room; storage for records and equipment; and technology/security infrastructure.

Committee members provided feedback on the assessment:

Bell questioned the need for multiple private offices, suggesting a floating private office concept might be more efficient. He also questioned whether two meeting rooms are necessary, proposing the boardroom could serve dual purposes.

Bhirdo requested increasing the executive conference room capacity from 10 to 12 people to accommodate seven board members plus administrator, clerk, attorney, and potential additional staff. She advocated for a separate, secure server room rather than utility room placement and suggested interior lobby security cameras.

Ahrens inquired about state/federal election space requirements, with confirmation from Village Clerk Thyssen (via Bertges) that ADA compliance and two separate check-in/voting areas are required.

Laszkiewicz emphasized considering sustainability features and LEED standards during the engineering phase to balance capital costs with long-term operating expenses.
Andrews incorporated feedback and requested direction on next steps. After discussion, committee consensus supported moving forward with RFP development for architecture and engineering services, to be reviewed at the next meeting before issuance.

5f. Current Administration Building; Impact on Road Reconstruction Project
Andrews reported receiving the current administration building appraisal on February 10th, showing a fair market value of $248,000. This appraisal will inform the decision whether to demolish or maintain the building as part of the Triangle Road reconstruction project.
Bell expressed his minority position favoring building retention and potential sale, viewing it as a public asset with potential business uses that could generate revenue versus parking spaces. He noted Joel Browner's expressed interest in purchasing the building and suggested deed restrictions to maintain the facade if sold.
Bhirdo and Laszkiewicz supported demolition, emphasizing the need to maximize parking for residents who will lose street parking due to curb and gutter installation. They expressed concern that selling the building for business use would create additional parking demands in an area already losing parking capacity.
Ahrens noted the building's structural limitations and inability to meet modern code requirements for parking and setbacks, making commercial use impractical.

Motion by Bhirdo to recommend to the village board that the administration building be demolished or otherwise removed from the site, allowing for engineering to proceed with the Triangle Road reconstruction project including maximum parking provision. Motion carried 4-1, with Bell opposed.

5g. Potential Walking Tour - Discuss Time/Date

Committee discussed scheduling walking tours for 2026, referencing last year's successful June tour that included gazebo, benches, binocular viewers, historic signage, landscaping, marina facilities, little library, trees, post office improvements, asphalt work, and e-bike shed.

Bhirdo suggested including the Logerquist site based on Linczmaier's report on structure conditions.

Bell emphasized tours should be informational only without motions or formal actions, noting last year's difficulties for staff in tracking multiple simultaneous discussions and decisions.

Committee agreed to placeholder scheduling for May with potential second tour in fall, with specific dates to be determined after new committee formation following spring elections.

5h. Facility Rental Fees; Pricing for Non-Profit Organizations

Andrews presented draft policy allowing Door County-based nonprofit organizations to rent village facilities at daily rates rather than annual rates. The policy requires IRS documentation, state certification, or recent tax returns proving nonprofit status, plus Door County address verification.

Bell emphasized the policy must specify the actual nonprofit organization as renter, not events "on behalf of" nonprofits, citing previous abuse of this distinction.

Discussion arose regarding the Peninsula Symphonic Band, which performs once annually on the pavilion stage but would face prohibitive $2,500 costs under current park rental fees. Committee members noted this fee was established for Waterfront Park usage, not specifically pavilion stage rental.

Committee identified need to distinguish between pavilion stage rental and full park rental, as the pavilion has different usage patterns and requirements. The Peninsula Symphonic Band represents one of very few organizations requesting pavilion-only usage.

Sister Bay Advancement Association's Soderberg-Guger noted their board needs to review insurance implications of taking events under their umbrella, as suggested for the Symphonic Band.

Committee agreed to postpone policy adoption pending development of separate pavilion stage rental policy to address pricing disparities between full park rental and stage-only usage.

6. Staff Report, Board Update

Andrews presented Linczmaier's staff report highlighting ongoing Christmas decoration removal, park maintenance facility move-in completion, and installation of storage systems at the new facility. The report included picnic table and memorial bench construction cost updates, village hall heating cost analysis for 2025, and cold storage project estimates from TK Builders.

Historical signage cost estimates are being developed with contractor outreach ongoing. Gazebo stone counter and bench updates have one estimate received with two additional estimates expected by March end. Safety-related headache rack costs have been documented and allocated appropriately.

For the Logerquist site, Linczmaier's assessment recommends one structural/facility repair per season, with detailed maintenance needs identified for future walking tour consideration.

Community updates included proposed pickleball signage language reflecting adopted policies for official club reservations and first-come-first-served availability, with website reference for additional information. Reflective signage coordination with Door County Emergency Management clarified that they coordinate fire sign replacement efforts but won't provide signs directly to the village, serving instead as vendor resource during summer.

By consensus, the committee approved stamped concrete for historical signage installation.

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

- Safety procedures and policies
- Hecht Family Memorial Bench and volunteer days.
- Memorial bench program status
- e-bike rental requests
- Resident branch drop-off sites
- Parks district research for regional collaboration
- Flower pot angels
- Mill Road landscaping plan
- Marina Fest tree plantings
- Bus grant applications
- Dog park relocation to Logerquist site for tree planting timeline coordination (Bhirdo)
- DNR encumbrance resolution
- Ahrens requested Frontier Communications progress update on village connectivity plans.
- RFP development for architecture and engineering services, to be reviewed at the next meeting before issuance.

8. Next Regular Meeting

The next regular meeting was confirmed for April 6, 2026 at 1:00 P.M.

9. Adjourn

Motion by Laszkiewicz, second by Ahrens to adjourn the meeting at 4:11 P.M. Motion carried - all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant.