PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, APRIL 6, 2026
(Approved)

1. Call to Order & Roll Call
April 6, 2026, 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: Kathy Wagner, Steven Jarzombek, Abby Doobie, Erin Peddle, Via Zoom: Robert Geitner, Laurel Harff, ph# xxx-xx-0915

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

3. Approve Minutes: March 2, 2026, Regular Meeting
Bhirdo raised concerns about the ongoing list of future agenda items, noting that some items have remained on the list for many months without resolution. She specifically mentioned waiting for a bus grant update for nearly a year and expressed frustration about the lack of progress on various items. Howson acknowledged the concern and indicated they would work through the prioritized list.
Motion to approve the March 2, 2026 minutes as presented by Bell, Second by Ahrens. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public
No comments from the public.

5. Discussion/Action Items

a. Northern Door Sports and Recreation; Proposal; Facility Reservations Management
Andrews introduced Rachel Stollenwerk from Northern Door Sports and Recreation, who presented a proposal for facility reservation management services. The proposal included options for either an annual contract fee or revenue sharing arrangement to manage online reservations for various village facilities including tennis courts, pickleball courts, and potentially other recreational facilities. Stollenwerk explained that their service would provide an online reservation system allowing residents and visitors to see availability and book facilities in real-time. She emphasized this would improve customer experience by eliminating lengthy phone calls to staff and providing 24/7 booking capability. The system would include features like reservation approval processes, scheduling parameters, and customer service support.
Committee members discussed the scope of services extensively. Laszkiewicz inquired about the business model and whether other municipalities used similar services. Bell and Bhirdo expressed preference for starting with sports-related facilities (tennis courts, pickleball courts, sports complex) rather than including all village facilities initially. There was consensus that facilities like Village Hall and larger event spaces should remain under direct village control.

Significant discussion occurred regarding credit card processing fees, with Bell and Bhirdo noting that many businesses pass these costs to customers. Stollenwerk explained current limitations in their payment processing system that prevent adding fees directly to transactions.
Bell advocated for a flat fee structure rather than percentage-based pricing for the initial year. The committee reached consensus to proceed with a limited scope including tennis courts, gazebo, and sports complex facilities, requesting a detailed proposal with pricing for the May meeting.
Motion by Ahrens, second by Bell to approve the concept as discussed for tennis courts, gazebo, and sports complex, with detailed proposal to return to committee in May. Motion carried – all ayes.

b. Peninsula Kayak Company; E-Bike Storage Shed and Beach Bike Rental Proposal
Discussion regarding an updated proposal for an e-bike storage shed, addressing previous concerns about materials and location. The revised proposal specified treated pine construction with painted finish to match surroundings, and relocation further east from the water to comply with setback requirements.
Committee members discussed the approval process and zoning compliance requirements. Bhirdo emphasized the need to follow proper procedures and ensure plan commission review for zoning compliance.
Motion by Ahrens to approve the proposal content and refer to plan commission for zoning review, second by Howson. Motion carried 4-1 with Bell opposed.

c. Memorial Bench Policy Review
Andrews presented updated cost analysis showing actual costs of $4,781 per memorial bench compared to current $1,000 fee. This includes full charge-out rates for staff time, materials, and installation including concrete pads where needed.
Extensive discussion occurred regarding cost recovery and pricing structure. Bell emphasized using charge-out rates to determine true costs to the village. Committee members debated whether to recover full costs or subsidize memorial benches as a community service. Bhirdo suggested exploring outsourcing the routing work to reduce labor costs and suggested contacting local woodworker Bob Jischke for alternatives.
Linczmaier explained the time-intensive nature of the custom routing process and noted that replacement benches on existing pads would cost less than new installations. He also raised a specific issue with the Dick Burress bench damaged by village snow removal operations, where the 10-year agreement had expired.
The committee requested detailed cost breakdowns for both new installations and replacements, exploration of alternative suppliers or methods, and clarification of warranty provisions with existing vendors.
Policy discussion centered on implementing a tiered system with higher standards for premium locations (Waterfront Park, Marina Park) and lower barriers for other locations (Sports Complex, dog park, bike path). The committee agreed on updating the renewal process to place responsibility on memorial sponsors to contact the village rather than village staff tracking renewals.

d. RFP for Architecture/Engineering; Future Administration Building
Andrews presented a draft Request for Proposals for architectural and engineering services for the future administration building project. The RFP was based on the previous template with updates specific to the new building site and needs assessment.
Bhirdo provided extensive editorial feedback on language, grammar, and content accuracy. Key issues included updating references to needs assessment rather than "in house needs development," correcting site description details, and clarifying the selection process. She emphasized that scoring would not be the sole determinant of contract award, as the committee would engage in discussion and evaluation beyond numerical rankings.

Discussion addressed whether a property survey was prerequisite to issuing the RFP. Bell noted that while a survey would be needed before design work begins, it may not be required for contractor selection. Andrews agreed to research existing survey information in village files.

Bhirdo requested all changes be shown in track changes format for board review. Bell suggested adding language clarifying that selection criteria are listed in no particular order of importance.

Motion by Bell to recommend the RFP to village board with amendments as discussed, second by Howson. Motion carried -all ayes

e. Facility Rental Fees; Pricing for Non-Profit Organizations

Andrews reported that the Peninsula Symphonic Band had successfully made their reservation under the existing policy. The committee reviewed the proposed nonprofit rental fee policy without recommending changes from the previous version.

Bell raised concerns about ensuring actual nonprofit organizations use facilities rather than individuals claiming to represent nonprofits. The committee agreed to add language specifying that facility use must be by the nonprofit organization directly, not third parties operating on their behalf.

Motion by Bell to approve the nonprofit facility rental fee policy as modified, second by Laszkiewicz. Motion carried – all ayes

f. Pavillion Rental; Fee Schedule

Andrews explained the need to establish separate pricing for pavilion stage rental at Waterfront Park, as current fee schedules only addressed full park rentals. Previous charges had varied inconsistently, with the symphonic band paying $75 last year.

Committee discussion centered on appropriate pricing levels and whether to differentiate between amplified and non-amplified events. Ahrens suggested $250 initially, while the committee ultimately settled on $200 for nonprofit organizations. Bell raised ongoing concerns about limiting rentals to nonprofit organizations only, noting potential issues with objectionable nonprofit groups, but no alternative screening method was identified.

Motion by Ahrens to establish pavilion stage rental fee at $200 for nonprofit organizations, second by Howson. Motion carried – all ayes.

6. Staff Report, Board Update

Bhirdo expressed concerns about the unauthorized contract with Dan Warmbrodt for flower bed management at post office, village hall, and marina locations. Linczmaier explained this was budgeted landscaping support to replace volunteer Joy's services, with Warmbrodt recommended by Joy and costing $6,100 annually. Howson clarified that she had been involved in the decision-making process as Joy had indicated this would be her final year of volunteer service.

Discussion addressed providing Warmbrodt with the committee's approved plant list and potentially having him attend a future meeting to discuss his vision and plans for the flower beds.

Regarding Mill Road landscaping issues, Ahrens expressed frustration that Door Landscape's original plant recommendations were failing despite being selected specifically for the site conditions.

Andrews agreed to review warranty provisions and discuss replacement options with the vendor.

Committee discussion addressed tree planting timing and species selection. Linczmaier reported on arborist Ivan's recommendations to substitute birch for oak trees and spring planting timing. Bhirdo strongly objected to birch trees, citing their fragility and shorter lifespan compared to oak. The committee directed staff to proceed with oak trees as originally planned rather than birch substitutions, and to provide proper diagrams and documentation for the May meeting.

Howson raised concerns about dark sky compliance following recent articles about Newport State Park's endangered dark sky designation. Bell noted that WPS streetlight conversions are ongoing and emphasized the village's proximity to the park.

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

The committee discussed scheduling the annual walking tour for May, with specific date to be determined at the next meeting. Andrews noted that the ongoing list of future items remains, with several items expected to be resolved following action taken at this meeting.

8. Next Regular Meeting

The next regular meeting was confirmed for May 4, 2026 at 1:00 PM.

9. Adjourn

Howson thanked Bhirdo for her years of service on the Parks Committee and noted her professional contributions to the village's parks and appearance standards.

Motion by Laszkiewicz, second by Ahrens to adjourn the meeting at 3:31 P.M. Motion carried - all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant.