



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA

MONDAY, MAY 4, 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 - VACANT
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) April 6, 2026, Regular Meeting

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a) Northern Door Sports and Recreation; Proposal; Facility Reservations Management
- b) Memorial Bench Policy Discussion
- c) Memorial Bench Submission for Review- Janko Family
- d) DNR Encumbrance Update
- e) Schedule Walking Tour and Tree Placement – May 2026

6. Executive Session

- a) Wisc. Stats. 19.85(1)(g) confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
 - i. Fiber Optic Discussion

7. Staff Report, Board Update

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

8. Next Regular Meeting:

- a) June 1, 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

POSTED ON: 4/30/2026

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

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.

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

9 10 **b. Peninsula Kayak Company; E-Bike Storage Shed and Beach Bike Rental Proposal**

11 Discussion regarding an updated proposal for an e-bike storage shed, addressing previous concerns
 12 about materials and location. The revised proposal specified treated pine construction with painted
 13 finish to match surroundings, and relocation further east from the water to comply with setback
 14 requirements.

15 Committee members discussed the approval process and zoning compliance requirements. Bhirdo
 16 emphasized the need to follow proper procedures and ensure plan commission review for zoning
 17 compliance.

18 *Motion by Ahrens to approve the proposal content and refer to plan commission for zoning review,*
 19 *second by Howson. Motion carried 4-1 with Bell opposed.*

20 21 **c. Memorial Bench Policy Review**

22 Andrews presented updated cost analysis showing actual costs of \$4,781 per memorial bench
 23 compared to current \$1,000 fee. This includes full charge-out rates for staff time, materials, and
 24 installation including concrete pads where needed.

25 Extensive discussion occurred regarding cost recovery and pricing structure. Bell emphasized using
 26 charge-out rates to determine true costs to the village. Committee members debated whether to
 27 recover full costs or subsidize memorial benches as a community service. Bhirdo suggested exploring
 28 outsourcing the routing work to reduce labor costs and suggested contacting local woodworker Bob
 29 Jischke for alternatives.

30 Linczmaier explained the time-intensive nature of the custom routing process and noted that
 31 replacement benches on existing pads would cost less than new installations. He also raised a
 32 specific issue with the Dick Burress bench damaged by village snow removal operations, where the
 33 10-year agreement had expired.

34 The committee requested detailed cost breakdowns for both new installations and replacements,
 35 exploration of alternative suppliers or methods, and clarification of warranty provisions with existing
 36 vendors.

37 Policy discussion centered on implementing a tiered system with higher standards for premium
 38 locations (Waterfront Park, Marina Park) and lower barriers for other locations (Sports Complex, dog
 39 park, bike path). The committee agreed on updating the renewal process to place responsibility on
 40 memorial sponsors to contact the village rather than village staff tracking renewals.

41 42 **d. RFP for Architecture/Engineering; Future Administration Building**

43 Andrews presented a draft Request for Proposals for architectural and engineering services for the
 44 future administration building project. The RFP was based on the previous template with updates
 45 specific to the new building site and needs assessment.

46 Bhirdo provided extensive editorial feedback on language, grammar, and content accuracy. Key
 47 issues included updating references to needs assessment rather than "in house needs
 48 development," correcting site description details, and clarifying the selection process. She
 49 emphasized that scoring would not be the sole determinant of contract award, as the committee
 50 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

1 The committee discussed scheduling the annual walking tour for May, with specific date to be
2 determined at the next meeting. Andrews noted that the ongoing list of future items remains, with
3 several items expected to be resolved following action taken at this meeting.
4

5 **8. Next Regular Meeting**

6 The next regular meeting was confirmed for May 4, 2026 at 1:00 PM.
7

8 **9. Adjourn**

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

11 *Motion by Laszkiewicz, second by Ahrens to adjourn the meeting at 3:31 P.M. Motion carried - all*
12 *ayes.*
13

14 Respectfully submitted by Sarah Bertges, Administrative Assistant.



Top O' The Thumb

SNOWMOBILE CLUB

Working together for beneficial legislation,
safer trails and conservation of our land.

P.O. BOX 784
SISTER BAY, WISCONSIN 54234

Hello Landowners,

We hope everyone had a good winter wherever you were! We experienced a good old blizzard in Door County but I'll still take that over a hurricane. Our Tucker groomer was stationed at the Sister Bay Fire Station and assisted with rescues. It was about the only vehicle that could get into some locations.

The trails were only open briefly this season and by the time the blizzard hit there was a lot of standing water underneath the snow making it too hazardous to open.

The Villagers Snowmobile Club, the next club south of us, ceased to exist as a trail maintaining club. They will now be strictly a social club. As a result, we have added the north end of their trail system to our system. This is roughly from the AC Tap to County Highway ZZ and added an additional 18 miles to our system. More work for the "Old Guys". The Door Central Sno-goers took over the south half.

We once again invite all of you to join us for dinner on Sunday, May 17th at the Cleat, the former JJ's, next to Yacht Works in Sister Bay. We will have the whole restaurant to ourselves! Dave and Chandra Johnson are really looking forward to serving us!

Refreshments and snacks will be served starting at 4:30 PM and dinner will be served at 6:00 PM. See the enclosed menu for choices and further information.

As in the past, please make a selection and either put it on the permission card, e-mail totsc@aol.com, text or call me at 920-839-5054. We would like to have a head count no later than May 10th.

Thank you,

Gene Norby

Gene Norby,

President



  **Yes,** I give permission to  #1
Top O' the Thumb Snowmobile Club 
for the _____ Winter Season

Please Print Name: _____

*Door County Property Address: _____

*Mailing Address: _____

Email: _____

Comments: _____

PRE-STAMPED FOR YOUR CONVENIENCE!





Top O' The Thumb

SNOWMOBILE CLUB

*Working together for beneficial legislation,
safer trails and conservation of our land.*

P.O. BOX 784
SISTER BAY, WISCONSIN 54234

DINNER MENU

Landowners Dinner May 17, 2026

Cocktails – 4:30 Dinner – 6:30

Appetizers

Chips & Salsa, Guacamole, Queso (cheese)

Entrees (choose one)

Prime Rib Dinner

salad, baked potato, fresh bread

Breaded Shrimp Dinner

coleslaw, baked potato, fresh bread

Surf (shrimp) & Turf (steak fajita) Tacos

rice and beans

Enchilada Dinner

*Choice of ground beef or shredded chicken,
with rice and beans*

Dessert (choose one)

House made Key lime pie cups or Churros dusted with cinnamon sugar and chocolate dipping sauce.





STAFF REPORT

Date: May 4, 2026

To: Parks, Property and Streets Committee

Re: Northern Door Sports and Recreation; Proposal; Facility Reservations Management

Author(s): Benjamin Andrews, Village Administrator

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

POLICY ISSUE(S)

- *“Should the Committee approve entering into a one-year, limited-scope agreement with NDSR to implement and administer online reservations for the Tennis/Pickleball Courts, the Waterfront Park Gazebo, and the Sports Complex, at a flat annual fee of \$1,450?”*

PRIOR ACTION/REVIEW

- Rachel Stollenwerk of Northern Door Sports and Recreation approached the Village of Sister Bay regarding the services related to facility reservation management. On March 5th, I (Benjamin Andrews, Village Administrator), Louise Howsen, Parks Committee Chair, and Rachel met to discuss the potential services. During the meeting, it was determined that the best path forward would be for Northern Door Management to submit a proposal for the April 6th Parks, Property, and Streets Committee.
- On April 6, 2026, the Committee discussed scope and pricing preferences and reached consensus to limit initial implementation to sports-related facilities—specifically Tennis/Pickleball Courts, Gazebo, and the Sports Complex—and to return in May with a detailed proposal; the motion to approve the concept carried all ayes.

BACKGROUND INFORMATION

The Village of Sister Bay currently manages all facility reservations in-house using paper forms and manual payment processes, either in person or over the phone, for facilities including Waterfront Park and its Pavilion, the Marina Park, Village Hall, the Fire Station, and the Tennis/Pickleball Courts at the Sports Complex. NDSR’s revised service proposal outlines a transition to an online reservation system by establishing and maintaining a dedicated reservations portal for the Tennis/Pickleball Courts, Gazebo, and Sports Complex.

The proposal also includes software training for Village staff, timely responses to reservation inquiries, processing of refunds or changes approved by the Village, and providing revenue and usage reports upon request. During Committee discussions, members expressed a preference for a flat annual fee rather than a revenue share model for the initial implementation, and NDSR's updated proposal accordingly sets an annual fee of \$1,450 for these services. Credit card processing fees were also reviewed; due to system limitations that prevent adding fees directly to user transactions, NDSR pays approximately 3% in processing costs and deducts that amount from the quarterly remittances issued to the Village.

FINANCIAL INFORMATION

The proposed fees for service are based on the services for facility management for the Village's Tennis/Pickleball Courts, Gazebo, and Sports Complex:

Fee Structure (Proposed):

Annual Contract Fee: \$1,450, payable within 30 days of execution; agreement automatically renews annually, with potential fee increases for renewal terms upon 60-day prior written notice; no refunds of the Annual Fee upon early termination.

Credit-Card Fees: ~3% of transactions, deducted from remittances; remittances are issued quarterly unless otherwise requested by the Village.

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>\$1,450</u> |

POLICY ALTERNATIVE(S)

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

- Recommendation of the Proposal to the Village Board
- Seek Revisions to the Proposal; Additional Review
- Request Add' Information; Additional Review
- Recommend Rejection of the Proposal to the Village Board
- Postpone Agenda Item for Future Meeting

ATTACHMENT(S)

1. Service Proposal for Facility Reservation Management from Northern Door Sports and Recreation; 04/14/2026.



Village of Sister Bay | Services Proposal

Northern Door Sports and Recreation stands out as the local provider deeply rooted in northern Door County, where we truly know the families, residents, and visitors who make this special peninsula their home or destination. Unlike distant or generic national services, our team lives and works here, understanding the unique rhythms of our tight-knit communities, seasonal influxes, and year-round needs. We are passionately committed to growing northern Door County as a premier place-maker for young families, seasonal residents, and everyone in between, growing vibrant, inclusive recreational opportunities that build lasting connections, support youth development, and enhance the quality of life that draws people to this beautiful area.

Parties

This agreement is made by and between the Village of Sister Bay ("Organizer") with an address of:

and Northern Door Sports and Recreation LLC ("Service Provider") with an address of PO Box 728 Fish Creek, WI 54212.

In consideration of the mutual promises and covenants in this agreement, the Parties agree to the definitions, services and terms as follows:

Definitions

- Facility: Any physical location or venue that the organizer owns or manages, schedules, reserves, or tracks usage for.
- Member: Adult, child or Parent/Guardian of child that is reserving a facility.

Services

Service Provider agrees to perform the following administrative services for the Organizer:

- Setup and maintain an online reservations portal for the Sister Bay Tennis/Pickleball courts, Gazebo and Sports Complex.
- Provide software training to Staff and Administrators as appropriate.
- Provide timely response to reservation inquiries from the Organizer or Member.
- Process refunds or reservation changes approved by the Organizer.
- Provide revenue and/or facility usage reporting to the Organizer upon request.

Terms

- All questions and/or concerns related to the maintenance of a facility is the responsibility of the Organizer.
- Reconciliation of disputes that result in a credit card refund must be approved by the Organizer in writing.
- The Service Provider may make themselves available for communications regarding disputes as appropriate.
- Remittances will be issued quarterly unless otherwise requested by the Organizer.
- This agreement will continue until one party notifies the other in writing that this agreement is terminated.
- Either party may terminate this agreement by giving 15 days advance written notice of termination.
- This Agreement represents the entire agreement between Organizer and Service Provider.
- This Agreement may only be amended by written instrument signed by both parties.
- This Agreement shall be governed by the laws of the State of Wisconsin.

Fees

The Organizer shall pay the Service Provider an annual contract fee of \$1,450 (the "Annual Fee") for the Services, payable in full within 30 days of the contract execution date. This Agreement automatically renews for successive one-year terms. No refunds of the Annual Fee are provided if the Organizer or Service Provider terminates this Agreement before the end of the current term. Early termination does not relieve the Organizer of its obligation to pay the full Annual Fee for the remainder of the term.

The Service Provider may increase the Annual Fee for any renewal term by giving the Organizer at least sixty (60) days' prior written notice to reflect reasonable adjustments for increased administrative or operational costs. The increased fee applies unless the Organizer provides timely notice of non-renewal.

Credit Card Fees: Credit card fees of approximately 3% are paid by the service provider and will be deducted from the quarterly remittance.

If the Organizer requests Additional Services outside the original scope, the parties shall negotiate in good faith an equitable fee increase. If no agreement is reached within thirty (30) days, the Service Provider may provide the Additional Services on a time-and-materials basis at its standard rates or decline to provide them. Any agreed fee increase shall be documented in a written amendment.

All fees are exclusive of applicable taxes, which are the Organizer's responsibility.

The signature below of both the Organizer and the Service Provider activates this agreement and the definitions, services and terms as outlined above shall become binding upon both parties.

X: _____

Date: _____

Representative

Village of Sister Bay

X: _____

Date: _____

Representative

Northern Door Sports and Recreation

Northern Door Sports and Recreation | Services Overview

Small municipalities often face tight budgets, limited staff, and manual processes that strain resources when managing sports fields, parks, and recreational facilities without the support of an organized park or recreational district. Partnering with a specialized sports and recreational administrative service provider delivers a powerful, cost-effective solution by automating key tasks like on-demand reservations, real-time availability and booking, multi-use resource allocation, reservation approvals, automated confirmations, flexible fee schedules, secure online payments, and digital permits/waivers. These modern tools drastically reduce administrative workload, freeing up overburdened teams to further focus and invest in facility maintenance while minimizing errors, preventing double-bookings, speeding up collections, cutting paperwork, and boosting facility utilization and resident participation. The result is enhanced revenue capture, greater equity in access, improved resident satisfaction, and a professional, 24/7 self-service experience that modernizes operations without requiring additional hires or large upfront investments.

On Demand Reservations

On-demand reservations allow residents and organizations to book municipal sports fields, courts, community centers, or other recreational facilities instantly through an online portal at any time. This self-service feature eliminates the need for phone calls or in-person visits to staff, providing immediate access to booking options based on current availability. By streamlining the process, municipalities can increase facility usage, reduce administrative workload, and enhance community satisfaction with convenient, 24/7 access.



Multi-Use Resource Allocation

Multi-use resource allocation efficiently schedules shared facilities, equipment, or staff across multiple activities and user groups. It prevents conflicts, supports partial bookings, and adjusts dynamically for different needs. This maximizes usage, revenue, and fair access.



Real Time Availability and Booking

Real-time availability shows current open slots that update instantly as bookings change. Users can view and reserve spots online immediately, eliminating double-bookings or outdated info. This boosts participation and simplifies demand management.



Reservation Approvals

Reservation approvals route booking requests to staff for review and approval before confirmation, ensuring policy compliance. Automated notifications keep applicants informed of status or required changes. It maintains control over high-demand spaces and supports equitable allocation.



Automated Booking Confirmations

Automated confirmations instantly send users email or SMS with booking details, policies, and reminders. They reduce manual follow-up and confusion. This saves staff time and improves the user experience.



Customizable Fee Schedules + Deposits

Unlimited fee schedules support flexible, customizable pricing for any facility, user type, time, or event. The system handles tiered rates, discounts, and deposits automatically. It ensures accurate billing while meeting community pricing needs.

Online Waivers and Payments

Northern Door Sports and Recreation manages both electronic permits and waivers as well as online payments processing. This allows residents and organizations a streamlined process for ensuring compliance with municipality policies while eliminating administrative paper work for staff.



Electronic Permit and Waivers

Online permits and waivers allow users to complete and e-sign required forms during booking. The system can require them before confirmation and stores records for compliance. This digitizes paperwork, speeds approvals, and strengthens legal protections.



Online Payments Processing

Online payment processing lets users pay fees securely at booking via credit card. It generates receipts, handles refunds, and streamlines reconciliation. This improves cash flow and provides a modern, convenient experience.

Customer and Partner Support

Northern Door Sports and Recreation is unique in that it enhances facility use through strategic marketing efforts including seasonal promotions to our wide network of local families and individuals. Facility details can be highlighted and advertised through our online marketing channels where families or individuals can access information and reserve directly.



Scheduled Social Media Posts

Municipalities can connect directly with a wide audience on both Instagram and Facebook with scheduled social media that reminds and reinforces facility policies and availability.



Monthly Newsletters and Published Guide

Monthly email newsletters and our semi-seasonal published guide include sports recaps, current season updates and upcoming registrations to keep families informed both in and out of season.



In-Person Customer Service

We provide in-person and phone support to both our partners and their customers to field questions, comments and issues before they reach you.



STAFF REPORT

Date: May 4, 2026

To: Parks, Property and Streets Committee

Re: Memorial Bench Submission – Janko Family

Author(s): Benjamin Andrews, Village Administrator

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

POLICY ISSUE(S)

“Should the Parks Committee approve the Janko Family’s request for installation of a memorial bench under the Commemorative Bench Program Policy.”

BACKGROUND INFORMATION

The Village received a memorial bench application from the Janko Family. The request includes:

- A proposed bench inscription in memory/honor of an individual (exact text submitted in application).
- A written statement describing the honoree’s connection to the Village, as required by the policy.
- Payment of the \$1,000 fee for the bench, installation, and maintenance endowment.

Under the Village’s Commemorative Bench Program Policy, memorials must meet several criteria:

1. The honoree must have direct affiliation with or have lived in the Village of Sister Bay and have made significant contributions to the community. Memorials must reflect Village culture and history.
2. Donors must submit a written statement outlining the honoree’s connection; staff may edit for clarity or length. These statements are posted on the Village website.
3. The Parks, Property & Streets Committee and/or Village staff have final approval on the memorial and location.
4. Only Village-approved bench models and installation methods may be used, and the commemoration wording must be within “In Memory of ...” or “In Honor of ...”
5. Approved locations include Waterfront Park, Marina/Marina Park, Sports Complex, Dog Park, and Bike Path.

Staff has reviewed the Janko Family submission and confirmed it meets the administrative completeness requirements: application form, fee, and written narrative.

The Committee's role is to determine whether the memorial meets the policy criteria related to the honoree's connection, contributions, and suitability within the Village's cultural and historical context.

PRIOR ACTION/REVIEW

No prior Committee or Board action on this request.

ACTION(S)

Village staff recommend reviewing the submission with the Committee, and determining if the approval meets the following:

- The honoree's contributions, as described in the written statement, meet the policy requirement of significant affiliation and contribution to Sister Bay, and
- The requested bench location is consistent with the approved sitting areas in the policy.

NOTE: The memorial bench policy is currently under review, and the approval should be conditional based on the applicant's submission under the future revised policy.

If the Committee is in favor, the following motion may be made:

"I move to conditionally approve the memorial bench request submitted by the Janko Family, with final placement and acceptance contingent upon the applicant's compliance with the forthcoming revised Commemorative Bench Program Policy."

POLICY ALTERNATIVE(S)

The Parks could take the following actions:

- Approve (Conditional)
- Approve (As Presented)
- Deny
- Postpone

ATTACHMENT(S)

1. Memorial Bench Submission – Janko Family



Village of Sister Bay Commemorative Bench Program Policy and Donation Agreement

(approved by the Village Board 04/20/21)

It is the policy of the Village of Sister Bay to accept donations for the purpose of installing commemorative benches within Village parks and public spaces to offer the opportunity to honor someone special, to remember a loved one, or to recognize a special event or achievement. Benches that commemorate significant events in village history will be determined by the Board with assistance from the Sister Bay Historical Society.

Donation Purpose: Donations will be accepted only for the purpose of purchasing and installing park benches approved by the Village.

Policy Statements:

1. Individuals that wish to be commemorated with a physical memorial must have a direct affiliation with, or have lived in, the Village of Sister Bay and have made significant contributions to our community. Memorials need to reflect the Village "culture" and recognize the overall historical significance of the person. Memorials need to "tell the story" of the Village of Sister Bay.
2. Donors will submit a written statement outlining the connection between their honoree and the Village of Sister Bay. These statements will be compiled and shared on the village's website as a further means of commemoration and carry on the story of those who have shaped Sister Bay. Village staff reserve the right to edit the statement for appropriateness and length, if required.
3. The Parks, Property and Streets Committee and/or Village Staff will have final approval of requested memorials and location of placement.
4. The location of memorial benches shall be sited according to the master plan layout of the Village parks and public spaces. The approved spaces include:
 - a) Waterfront Park
 - b) Marina and Marina Park
 - c) Sports Complex
 - d) Dog Park
 - e) Bike Path



5. Once donated, the memorial becomes the property of the Village and it is prohibited for donors to decorate or add adornment to the memorial item.
6. Commemorative benches shall be constructed of wood with a metal frame and placed on concrete slabs where necessary. The commemoration statement will be routed directly on the bench.
7. Cost of a memorial bench shall be \$1000 which includes all materials, labor, and installation along with any necessary maintenance endowment.
8. The wording on the memorial will be limited to
 - a) In memory of ...
 - b) In honor of ...
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Commemorative Bench Program Donation Agreement

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

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

MIKE AND PAT JANKO

(limit of 23 characters including spaces) MIKE AND PAT JANKO

Donor Name: The Janko Girls (via Kate Whitfield)
 Address: [REDACTED]
 City, State, Zip: [REDACTED]
 Email: [REDACTED] Phone: [REDACTED]

Alternate Contact Name: Jennifer Andriano
 Alternate Contact Address: [REDACTED]
 City, State, Zip: [REDACTED]
 Email: [REDACTED] Phone: [REDACTED]

Desired location for placement of memorial: Waterfront Park⁽¹⁾ or Marina⁽²⁾

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

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

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

Katherine Whitfield
 Signature

4/18/26
 Date



Commemorative Bench Program Honoree Details

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

While residing in the Village:

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

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

Our parents were married May 1, 1976 and immediately began annual vacations to Door County every summer. Six years ago they deepened that connection by purchasing their second home in Sister Bay. To commemorate their 50th wedding anniversary their 4 daughters and 10 grandchildren would like to honor them with a bench in the place they have made their second home and where the family of 20 continues to spend weeks together each summer, some holidays, and other celebrations. Our parents also spend much of the rest of the year enjoying their view from the Yacht Club, hosting guests, and partaking in many local events (Fall Fest, the Goat Parade, and the Cherry Drop at Husky's being some favorites). Sister Bay has been the backdrop for many of our most meaningful family moments. Two members took their very first steps here and another celebrated her wedding in this beloved village. The joy, laughter, and togetherness we experience here are woven into the fabric of our family's story. While we enjoy activities all across the Peninsula, Sister Bay is home. We have watched it grow and change and have appreciated every iteration. This is the place where we are all happiest and we can think of no more meaningful way to honor them than with their own spot of commemoration in the place that has brought us immeasurable happiness, treasured memories, and a lifelong sense of belonging. A bench in Sister Bay would be a tribute not only to their remarkable marriage, but also to the love of family and community that they have shared with us.

04-14 Katherine R. Whitfield 2-1/710 1511

DATE 4/18/26

Village of Sister Bay \$ 1000.00

PAY TO THE ORDER OF one thousand dollars and 00/100 DOLLARS

CHASE
JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO Bench

10710000131

© DELUXE delux.com/chase GSMTMY

Security Features
Included.
Details on Back.

MP

**STAFF REPORT**

Date: May 4, 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

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 the 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 the grant terms.

CURRENT ACTION

Village Staff contracted professional appraisal services for an appraisal report for the real estate property (Lot 11, Mill Road). According to the appraisal report, the property's market value is \$549,000.

The DNR reviewed the appraisal report and indicated it was acceptable for use.

The next step in the process is to determine potential replacement land that meets the DNR's conditions (see email).

FINANCIAL INFORMATION

Fiscal impact includes appraisal costs and potential land replacement.

ATTACHMENT(S)

1. Email from DNR
2. Appraisal Report

Ben Andrews

From: Roffler, Luke S - DNR <luke.roffler@wisconsin.gov>
Sent: Thursday, April 9, 2026 10:05 AM
To: Ben Andrews
Cc: Louise Howson
Subject: RE: SISTER BAY PARKING LOT UPDATE

Categories: Parks Committee

Ben,

Good news, the appraisal has been reviewed and accepted for use. The revised report only includes Lot 11, which is the parcel with KN-Stewardship encumbrance. I can't speak to whether the Village will want to move on from the larger parking lot.

As far as the KNS conversion goes, the Village will need to find a suitable replacement parcel that meets or exceeds the following:

- Acreage: 0.60 acres
- Appraised value: \$549,000
- Recreational utility
 - Preferably a parcel that serves the users of Waterfront Park, which is where the original KNS conversion occurred.
 - Preferably a parcel that replaces the lost parking stalls at Lot 11.

Happy to jump on a call to talk through possible replacement parcels when you're ready. Let me know if you have any additional questions. Thank you.

Luke S. Roffler

Grant Manager, Knowles-Nelson Stewardship Program / LWCF
 Wisconsin Department of Natural Resources
 141 NW Barstow Street
 Waukesha, WI 53188
 (608)294-8017
luke.roffler@wisconsin.gov



dnr.wi.gov

Our core values include professionalism, integrity, and customer service.

Please visit our [survey](#) to provide feedback on your experience interacting with any DNR employee.





STAFF REPORT

Date: May 4, 2026

To: Parks, Property and Streets Committee

Re: Schedule Walking Tour and Tree Placement – May 2026

Author(s): Erik Linczmaier, Parks and Streets Director

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

PURPOSE

The Parks, Property & Streets Committee is asked to set specific dates for the 2026 walking tour(s) and confirm that the tours will include discussion of tree placement needs and options at Marina Park, alongside other identified park amenities.

PRIOR ACTION/REVIEW

Last year, the Park Property & Streets Committee scheduled a walking tour for Waterfront Park and Marina Park for June 16th, 2025. Top action items for discussion were Historic Signage, Gazebo Benches, E-bike Shed, bush removal, and Little Library. This year's walking tour should focus on reviewing the outdoor recreation plan and identifying the future needs for parks, properties, and facilities.

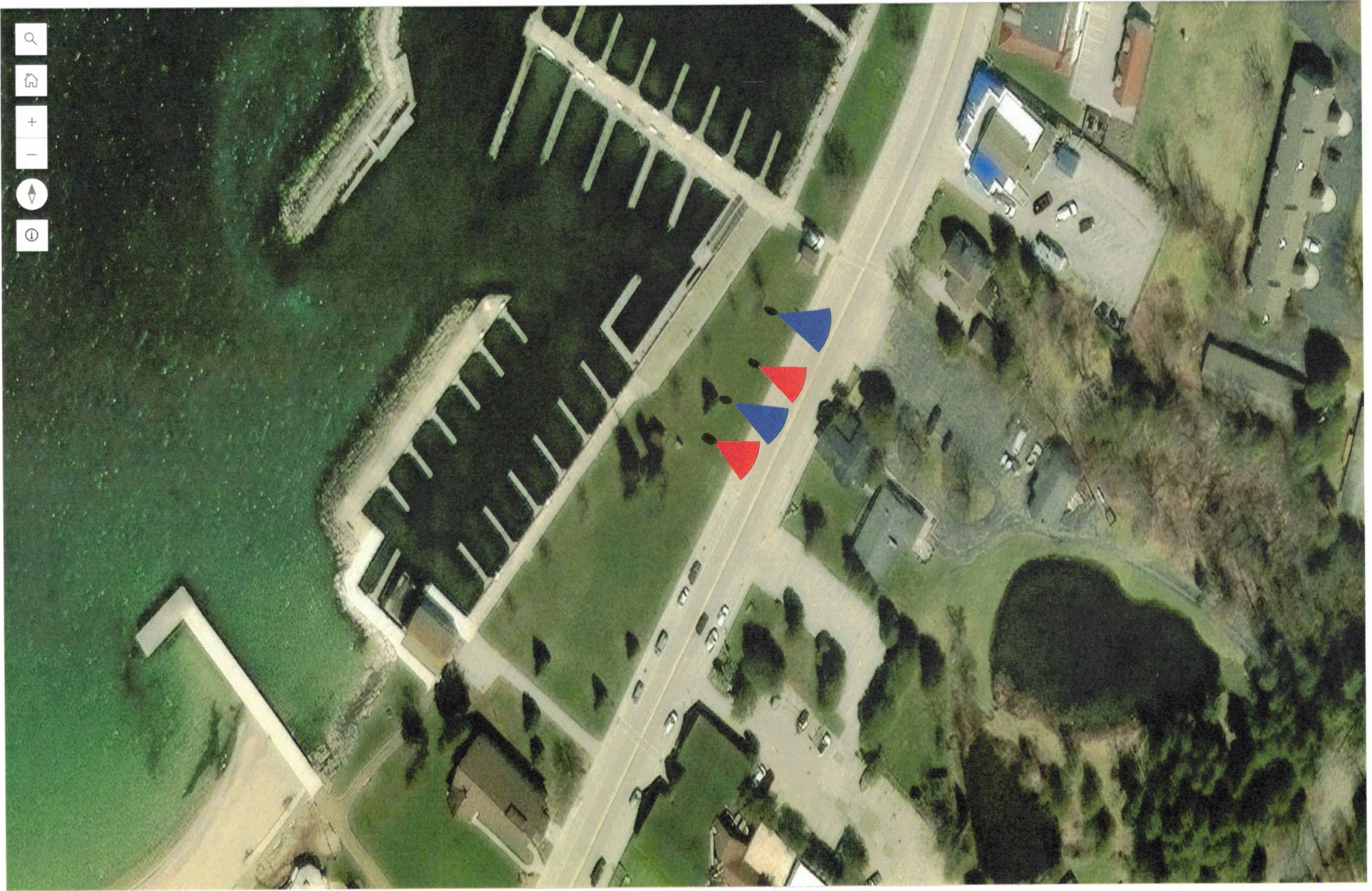
RECOMMENDED ACTION

Following prior committee discussions, the Committee is asked to:

1. Set firm dates for the 2026 walking tour(s).
 - a. Proposed: One tour in May 2026, optional second tour in fall.
2. Confirm the tour agenda includes a review of tree placement at Marina Park, along with other ongoing park needs.
3. Select which parks or facilities, if any, should be prioritized for inspection ahead of others.

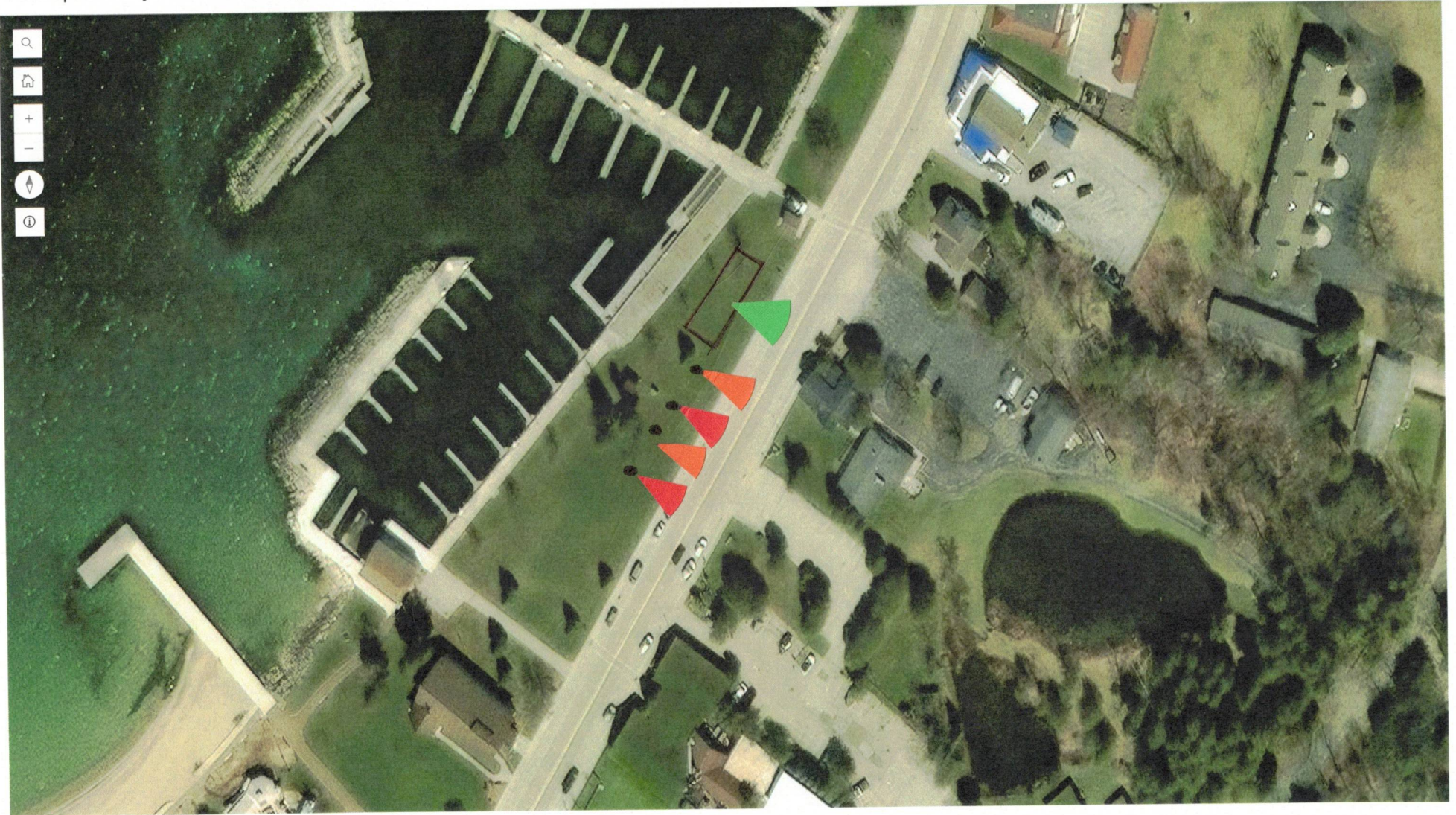
Marina Fest Pancake Tent





Original Trees

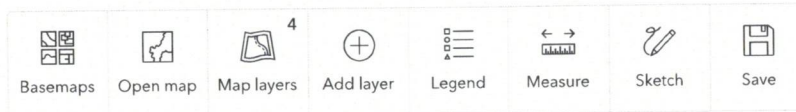
Basemaps	Open map	Map layers	Add layer	Legend	Measure	Sketch	Save



 - Marina Fest pancake Tent 35'x75'

 - Renaissance Oasis Clump

 - Autumn Blaze





PARKS & STREETS DIRECTOR'S REPORT

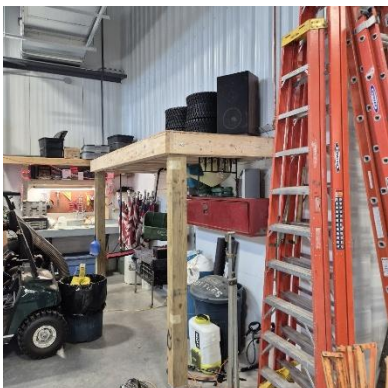
Date: May 4, 2026

Board/Committee: Parks Committee Meeting

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff started the process of spring cleanup and setting items back out in the parks.
2. Staff finished constructing the second mini mezzanine in the new shop.



3. Staff rebuilt the handrail leading down to the Bays concession stand.



4. The county came through with the street sweeper.
5. The Historical signs concrete pad was poured by Lakeview Concrete. It turned out looking great!

I have been in contact with Julie Hein, the project's sign creator, and she is hoping to have the first draft of the Historical sign ready for committee review in June.



6. Peterson Masonry submitted the winning bid for the stone bench and counter to be constructed in the gazebo. The project is set to start mid-to-late May and is estimated to take 2-3 weeks to construct. The project total will be slightly more than anticipated. As the cost to run electricity was not included in the funding request. I did reach out to Vlad regarding this matter, and he informed me that based on guidance from DDC, if we exceed the current year's allocation, we can offset that by using less in a future year. In the meantime, the General Fund would cover any overage, and it should balance out over time.
7. Staff completed the committee's request to contact Bob Jischke to explore memorial bench making process. Bob is interested in assisting in the process but asked if he could put one together before he gave a firm cost estimate. The department had a bench that was damaged and needed to be remade. Bob will be remaking this bench. The hope was to have everything done for May's Parks Committee meeting, unfortunately Bob couldn't pick up the bench making

material until late April. All information that the committee has requested for the memorial benches will be ready to present for June's meeting.

8. Bridenhagen Tree & Landscape has placed the order for the trees. The trees should be here in the first week of May with installation happening shortly after arriving. The final decision that needs to be made by the committee is the placement of the four trees that will be installed near the boat rental kiosk. Drawing will be attached to the packet showing the committee's original planned layout and alternative layout. The reason for the alternative layout is to have the new trees not interfere with Marina Fest Pancake set-up and operation. Disregard the Renaissance Oasis Clump on the drawing. The trees ordered were Burr Oak and Autumn Blaze for that location.
9. South Spring Road flooded out this spring. I have made Ben and Carla aware of the issue. I plan on meeting Randy from the Door County Highway department out there soon to discuss road culverts and ditches. Possible engineering may have to take place along with driveway culvert installation to assist in water draining efforts.







STAFF REPORT

Date: May 4, 2026

To: Parks, Property and Streets Committee ("Parks Committee")

Re: Memorial Bench Policy Review

Author(s): Benjamin Andrews, Village Administrator

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

POLICY ISSUE(S)

"Should the Parks Committee continue refining the Memorial Bench Program to incorporate cost recovery, a tiered location system, updates to renewal procedures, and vendor/material alternatives based on the April 6, 2026, discussion?"

PRIOR ACTION/REVIEW

Recent Parks Committee meetings included extensive discussion on the Memorial Bench Program, the pending bench requests, and the need to review and update the existing policy.

From the **November 3, 2025**, Parks Committee meeting: The Committee voted to enact a moratorium on accepting new bench applications until the policy is reviewed, a working GIS map of all bench locations is completed, the waiting list is updated, and two outstanding bench requests remain postponed.

From the **December 1, 2025**, Parks Committee meeting: The Committee reviewed the existing policy, noting the current moratorium and the two pending applications. New GIS mapping has been completed and displays existing benches. Discussion topics included: updating bench pricing to reflect actual costs, evaluating whether "historical significance" should remain a requirement, considering a tiered location system (prime waterfront vs. other park locations), and potential new bench locations along the future Highway 57 Trail. Staff was directed to gather current bench cost information and potential new materials or frame styles.

At the **April 6, 2026**, Parks Committee meeting, staff presented an updated cost analysis demonstrating that the actual cost to install a memorial bench average \$4,781, significantly higher than the existing \$1,000 donation rate. Committee members discussed whether future pricing should aim for full cost recovery or continue to treat the program as a partially subsidized community service. They also requested that staff explore outsourcing the routing work and consider alternative fabrication methods to reduce labor demands.

The Committee held further discussion on establishing a tiered system for bench placement, maintaining stricter eligibility criteria for high-demand waterfront locations such as Waterfront Park and Marina Park, while allowing more accessible placement standards in secondary locations, including the Sports Complex, Dog Park, and Bike Path. Finally, the Committee reached consensus to revise the renewal process so that responsibility for renewal inquiries and the continuation of terms would rest with the memorial sponsors rather than with Village staff.

FINANCIAL INFORMATION

PREVIOUS INFORMATION: Committee request, total cost to construct memorial benches at staff's charge-out rate 2026 year: Total cost \$4,781 compared to hourly rate \$2,941.62.

UPDATE: Erik is working with a contractor to obtain additional information, which will assist the committee with making a decision regarding the price of the memorial bench.

CURRENT ACTION

Village Staff recommends reviewing the revised policy and providing any necessary directives.

ATTACHMENT(S)

1. Commemorative Bench Program Policy and Donation Agreement



Village of Sister Bay Commemorative Bench Program Policy and Donation Agreement (DRAFT)

(Approved by the Village Board on [Date])

It is the policy of the Village of Sister Bay to accept donations for the purpose of installing commemorative benches within Village parks and public spaces to offer the opportunity to honor someone special, to remember a loved one, or to recognize a special event or achievement. Benches that commemorate significant events in village history will be determined by the Board with assistance from the Sister Bay Historical Society.

Donation Purpose: Donations will be accepted only for the purpose of purchasing and installing park benches approved by the Village.

Policy Statements:

1. Individuals that wish to be commemorated with a physical memorial must have a direct affiliation with, or have lived in, the Village of Sister Bay and have made significant contributions to our community. Memorials need to reflect the Village “culture” and recognize the overall historical significance of the person. Memorials need to “tell the story” of the Village of Sister Bay.
2. Donors will submit a written statement outlining the connection between their honoree and the Village of Sister Bay. These statements will be compiled and shared on the village’s website as a further means of commemoration and carry on the story of those who have shaped Sister Bay. Village staff reserve the right to edit the statement for appropriateness and length, if required.
3. The Parks, Property and Streets Committee and/or Village Staff will have final approval of requested memorials and location of placement.
4. The location of memorial benches shall be sited according to the master plan layout of the Village parks and public spaces. The approved spaces include:
 - a) Waterfront Park
 - b) Marina and Marina Park
 - c) Sports Complex
 - d) Dog Park
 - e) Bike Path
5. Once donated, the memorial becomes the property of the Village and it is prohibited for donors to decorate or add adornment to the memorial item.

6. Commemorative benches shall be constructed of wood with a metal frame and placed on concrete slabs where necessary. The commemoration statement will be routed directly on the bench.
7. Cost of a memorial bench shall be \$1000-[Price] which includes all materials, labor, and installation along with any necessary maintenance endowment.
8. The wording on the memorial will be limited to
 - a) In memory of ...
 - b) In honor of ...
- ~~9. Park benches will have a guaranteed life of 10 years. The Village of Sister Bay agrees to replace a damaged or destroyed bench within the first 10 years but does not guarantee permanency of the memorial beyond that time. After nine (9) years, office staff will contact the donor (or alternate contact) in writing at the address shown on the completed application to inform them of the upcoming termination date of the memorial. Donors may request renewal of the term for an additional fee. The renewal fee will be the current cost of a new bench, regardless of the condition of the current one, and the term will again be 10 years. If a Donation Agreement was not in place at the time of the original request, the donor must complete a request form. Policy Statement #1 shall apply to all memorials even if it did not at the time of the original request. If the donor or alternate contact cannot be reached after three (3) months of the initial attempted contact, the memorial location will be offered to a new donor.~~
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(limit of 23 characters including spaces)

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Email: _____ Phone: _____

Alternate Contact Name: _____

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