PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, JUNE 1, 2026
(Approved)

1. Call to Order & Roll Call

June 1, 2026, meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Howson at 1:01 P.M.

Committee Members Present: Committee Chair Louise Howson and members Jerry Ahrens, Nate Bell, and Mike Laszkiewicz

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

Public Present: Abby Doobie, Erin Peddle, Jill Wiebe. Via Zoom: Terry Wolf

2. Approve Agenda

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

3. Approve Minutes May 4, 2026, Regular Meeting

Motion to approve the May 4, 2026 minutes as amended by Ahrens, second by Laszkiewicz. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

Correspondence received from Flower Pot Angels was acknowledged.

5. Discussion/Action Items

5.a. Memorial Bench Policy Discussion

Andrews summarized revisions to the memorial bench policy as directed by the Committee.
The Committee reviewed the draft policy and directed the following amendments:

- Section 9 (Removal): Replace the vague language stating the bench "may be removed or refurbished with a future donation" after 10 years. The 10-year term shall instead be clearly stated in Section 9, with the term commencing from the authorized date of the application form.
- Approval Acknowledgment: An authorized Village representative signature line and expiration date shall be added to the application form, with a copy returned to the applicant upon approval.
- Language shall be added stating that a good-faith effort will be made to install the bench in a prompt manner following authorization.
- The Committee agreed to eliminate the two-tier pricing structure in favor of a single flat fee of $3,000 for all memorial bench installations, regardless of location, with the distinction between tiers serving as a qualitative barrier rather than a pricing mechanism.

Discussion was had regarding bench material options (composite vs. wood), engraving/routing feasibility, and pricing structure. Staff was directed to obtain spec sheets and samples from vendors, identify comparable installations in other communities, and clarify the engraving process for composite materials.

Motion to recommend to the Village Board approval of the Memorial Bench Policy with the language changes noted and a fixed fee of $3,000 for both Tier 1 and Tier 2 locations was made by Laszkiewicz and second by Howson. Motion carried — all ayes.

5.b. Memorial Bench Submissions for Review

The Committee reviewed four pending memorial bench applications. The Committee determined it was appropriate to honor all four applications under the new tier policy but with fee structure of $1,000, as they were submitted in good faith prior to adoption of the revised policy. Applicants will be contacted to complete updated forms reflecting the revised policy conditions and to identify a specific bench location.

Motion to approve all four memorial bench applications under Tier 2 at the legacy fee of $1,000 was made by Ahrens and second by Laszkiewicz. Motion carried — all ayes.

5.b.i. Winn Family Memorial Bench Application

Addressed under Item 5b.

5.b.ii. Strang Family Memorial Bench Application

Addressed under Item 5b.

5.b.iii. Janko Family Memorial Bench Application

Addressed under Item 5b.

5.b.iv. Rafferty Family Memorial Bench Application

Addressed under Item 5b.

5.g. DNR Encumbrance

Staff reported that Marina Park was confirmed to already be encumbered under a separate Knowles-Nelson grant and therefore cannot serve as a replacement encumbrance site. Discussion focused on an alternative parcel near Waterfront Park. The Committee directed staff to confirm with the DNR whether acreage or appraised value is the controlling standard for the replacement encumbrance, to consult with the county regarding valuation methodology for waterfront property, and to minimize the area encumbered to preserve future flexibility. Staff was also directed to share a link to the DNR's publicly available encumbrance portal and to explore adding the encumbrance layer to the Village's GIS system.

5.h. HWY 57 Trail – DOT Concerns

Staff presented three options raised by the DOT regarding clear zone requirements for the Highway 57 Trail project: (1) pursue the project without changes and push back on the DOT's application of an outdated standard; (2) urbanize the west shoulder to address the clear zone concern without acquiring additional real estate; or (3) acquire additional right-of-way. The Committee expressed strong opposition to the DOT's rationale, noting that the trail itself significantly improves safety over current conditions and that the DOT previously denied a village request to lower the speed limit in the corridor.

The Committee directed staff to coordinate with the project engineer and to engage Representative Joel Kitchens to support a meeting with DOT leadership to advocate for proceeding without design changes. Staff was also directed to prepare relevant financial projections for the Finance Committee, including known 2026 engineering costs and a range estimate for potential 2027 expenditures.

5.i. Logerquist Property - Vision/Maintenance for Site

The Committee reviewed available documentation on the Logerquist property. The Committee discussed the need to assess the feasibility and cost of making the structures habitable, and noted that no maintenance funds have been allocated to date.

Rather than commissioning a formal inspection, the Committee directed Linczmaier to coordinate with a volunteer contractor known to Bell who would conduct an informal walk-through of all primary structures and report general findings — specifically whether rehabilitation is feasible and at what approximate cost magnitude. No formal motion was made.

5.j. Cold Storage Procurement

Staff presented two bids received for roofing and soffit painting work on the cold storage building. The Committee noted that the bid from Holden Shirley did not specify shingle type, while TK Design Build specified 30-year architectural shingles. The Committee directed staff to follow up with Holden Shirey to clarify the shingle specification before a final award decision is made, with a deadline tied to the next regular meeting.

Motion directing staff to follow up with Holden Shirey regarding shingle specifications prior to the next meeting was made by Laszkiewicz and second by Ahrens. Motion carried — all ayes.

6. Staff Report

Staff reported that the seasonal gardener is beginning work during the week of the meeting. Staff also noted that outreach to an engineer regarding South Spring Road flooding is underway, with a preliminary report on drainage and culvert needs anticipated for the July meeting. The Committee discussed the potential cost implications for property owners who lack culverts on their driveways and directed staff to assess options including special assessment.

The Committee noted a pending invoice from Door County Health and Human Services related to a cellular connectivity fee for a recently installed sign. Members expressed concern that this fee was never disclosed during the sign approval process. The Committee directed staff to place the matter on the July agenda, freeze payment in the interim, and report on the consequences of non-payment.

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

The Committee directed that the following items be placed on the July agenda: historical signage discussion (in coordination with the Door County Historical Society) and the Door County Health and Human Services cellular fee invoice.

8. Next Regular Meeting

a. July 6, 2026 at 1:00 PM

The next regular meeting of the Parks, Property & Streets Committee is scheduled for Monday, July 6, 2026 at 1:00 PM.

9. Adjourn

Motion by Bell, second by Ahrens to adjourn the meeting at 2:46 PM. Motion carried all - ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant.