



**PARKS, PROPERTY & STREETS COMMITTEE  
MEETING AGENDA**

**MONDAY, JULY 6, 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=yAVpi40M1OlqgNufcVUE8XWCU5kKaH.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](http://www.sisterbaywi.gov) and click 'Meetings'

**AGENDA**

1. Call to Order & Roll Call

1	Committee Chair, Trustee – Louise Howson			<i>Department Director – Erik Linczmaier</i>
3	Trustee - Nate Bell			<i>Village Administrator – Benjamin Andrews</i>
3	Resident Member - Jerry Ahrens			<i>Administrative Assistant – Sarah Bertges</i>
4	Resident Member - Mike Laszkiewicz			
5	Resident Member - VACANT			

2. Approve Agenda

3. Approve Minutes:

- a) June 1, 2026, Regular Meeting

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a) Village Administration Building; Request for Proposal; Evaluation of Proposals
- b) DNR Encumbrance Resolution
- c) Cold Storage Procurement
- d) Schedule Walking Tour
- e) Sports Complex Bathroom Discussion

6. Staff Report

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

8. Next Regular Meeting:

- a) August 3, 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](mailto:info@sisterbaywi.gov). To submit letters in support or opposition of an agenda item, email [adminassist@sisterbaywi.gov](mailto: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 online.

*The Village of Sister Bay is an Equal Opportunity Provider & Employer*

**PARKS, PROPERTY & STREETS COMMITTEE MINUTES**  
**MONDAY, JUNE 1, 2026**  
**(Approval Pending)**

**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.

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### **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 Shirley 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 Shirley 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.



## STAFF REPORT

Date: July 6, 2026

**To:** Parks, Property and Streets Committee

**Re:** Evaluation Process for Architectural/Construction Design Services RFP

**Author(s):** Benjamin Andrews, Village Administrator

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

### **BACKGROUND INFORMATION**

The purpose of this report is to outline the evaluation process the Committee will use to review proposals submitted for Architectural/Construction Design Services for the new Village Administration Building. The process described below follows the procedures established in the [RFP issued on May 5, 2026](#).

### **OVERVIEW**

In total, fifteen (15) firms submitted proposals in response to the RFP. The firms that responded are listed in alphabetical order:

- |                                  |  |                                   |
|----------------------------------|--|-----------------------------------|
| 1. Abacus Architects             | 6. Cedar Corporation                   | 11. McMahon Associates, Inc.      |
| 2. ADCI                          | 7. Dimension IV Madison Design Group   | 12. MNArchitects LLC              |
| 3. Berner Schober                | 8. Gries Architectural Group, Inc.     | 13. Somerville, Inc.              |
| 4. BIRSCHBACH & Associates, Ltd. | 9. Integrity Engineering & Design, LLC | 14. Thrive Architects, LLC        |
| 5. The Boldt Company             | 10. Martin Riley, Inc.                 | 15. Wold Architects and Engineers |

### **EVALUATION PROCESS**

The RFP establishes that each Parks Committee member will independently serve as an evaluator of the submitted proposals. The Village uses a standardized scoring instrument applying criteria, each rated on a 0–5 scale. Individual scores from all Committee members will then be averaged to generate a composite score for each proposal.

Here is an example of the evaluation:

Scores are Averaged; Generating Composite Score

Firm Name:	1. Qualifications	2. Knowledge of State and Federal Laws and Trends	3. Experience, in particular, experience designing similar projects in Wisconsin	4. Level of Understanding of the Need Identified	5. References	6. Cost	TOTAL
<b>Example Engineering Firm</b>							<b>19</b>
Member #1	3	2	3	2	5	2	17
Member #2	4	2	4	3	4	3	20
Member #3	5	3	3	3	3	3	20
Member #4	3	3	4	4	3	2	19

Each Member Scores; 0-5

Scores are Totaled

While the scoring instrument provides structured evaluation data, the Village reserves full discretion in the final selection and may choose the proposal that, in the Village's opinion, is in its best interest. Scoring outcomes guide, but do not solely determine, the final selection.

Based on the calculated score, the Parks Committee should recommend the top three (3) firms to the Village Board for consideration.

### **RATING CRITERIA & SCORING**

Committee members will score each proposal on the following categories, as stated in the RFP:

1. Qualifications
2. Knowledge of State and Federal Laws and Trends
3. Experience, particularly with similar projects in Wisconsin
4. Level of Understanding of the Need Identified
5. References
6. Cost

Each category will be scored from 0 to 5, where:

- 0 = Not responsive / fails to meet expectations
- 1 = Poor
- 2 = Fair
- 3 = Satisfactory
- 4 = Good
- 5 = Excellent

The Village may, at its discretion, request formal presentations from respondents who appear to be strong candidates. Additional materials, certifications, or affirmations may also be required if deemed appropriate.

**COMMITTEE ACTION REQUESTED**

1. Review and score each proposal using the standardized rating sheet during the meeting.
2. Submit completed scoring sheets to the Village Administrator for compilation during the meeting.
3. Recommended the top three (3) firms to the Village Board for consideration.

**ATTACHMENT(S)**

- A. Evaluation Sheets (Sent Separately)
- B. Proposals from the following firms:
  1. Abacus Architects
  2. ADCI
  3. Berner Schober
  4. BIRSCHBACH & Associates, Ltd.
  5. The Boldt Company
  6. Cedar Corporation
  7. Dimension IV Madison Design Group
  8. Gries Architectural Group, Inc.
  9. Integrity Engineering & Design, LLC
  10. Martin Riley, Inc
  11. McMahon Associates, Inc.
  12. MNArchitects LLC
  13. Somerville, Inc.
  14. Thrive Architects, LLC
  15. Wold Architects and Engineers



## STAFF REPORT

Date: July 6, 2026

**To:** Parks, Property and Streets Committee

**Re:** Knowles-Nelson Stewardship Program; Encumbrance Resolution Options;

**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. A 2015 grant amendment allowed the creation of parking along the highway near the park, reducing the park size by 0.063 acres. To compensate, 0.6 acres within the Marketplace Parking Lot were designated as replacement encumbered land. Subsequent exclusive-use rights granted to The Dorr Hotel conflicted with these encumbrance requirements.

A professional appraisal of Lot 11 (Mill Road) reported a market value of \$549,000, which the DNR reviewed and found acceptable. The next step is to determine replacement land that meets the DNR's standards. Two initial options (Marina Park and the Parking Parcels near the Administration Building) were reviewed with the DNR; Marina Park was ruled out because it is already encumbered, while the Parking Parcels were deemed too small unless combined with another site. A third option, approximately 0.69 acres of Waterfront Park, was identified as viable.

Based on DNR guidance, the most viable current option appears to be the portions of Waterfront Park totaling approximately 0.69 acres, which meet both acreage and likely valuation requirements. The area would need to remain dedicated to its current public-use purpose in perpetuity.

### **CURRENT STATUS**

The Village Assessor is currently reviewing the available property information to provide additional professional input on valuation considerations and potential parcel configurations. This input is expected prior to the committee meeting. If the assessment information is delayed or unavailable by meeting time, this agenda item may be deferred to the following month to ensure all necessary data is considered.



## STAFF REPORT

### Cold Storage Procurement

**Date:** June 29, 2026

**Board/Committee:** Parks, Property & Streets Committee

**Re:** Cold Storage Procurement

**Author:** Erik Linczmaier, Director

The Parks Committee requested that additional information be provided on the type of shingles that were listed in the Holden Shirey Commercial Contracting Company LLC. The shingle used will be Timberline HDZ architectural shingle that typically lasts around 25–30 years, depending on ventilation and maintenance.

TK Design Build Inc	Base Bid – Roofing & Soffit Painting	\$35,100.00
Holden Shirey	Base Bid – Roofing & Soffit Painting	\$26,965.00



## STAFF REPORT

Date: July 6, 2026

**To:** Parks, Property and Streets Committee

**Re:** Scheduling of 2026 Walking Tour – Selection of Date and Location

**Author(s):** Benjamin Andrews, Village Administrator

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

### **POLICY ISSUE(S)**

Should the Parks, Property & Streets Committee select a date and location for its 2026 walking tour to evaluate parks, properties, and facility needs?

### **BACKGROUND INFORMATION**

The Committee has discussed walking tours multiple times over the past year:

- The March 2, 2026, minutes show that the Committee discussed scheduling walking tours for 2026, noting last year's successful June tour and reviewing a range of park and facility topics. Committee members emphasized that tours should remain informational only, with no formal actions taken during the site visits.
- The April 6, 2026 minutes reaffirmed the Committee's intention to schedule the annual walking tour with a specific date to be selected at an upcoming meeting.
- The prior staff report documented the purpose of the walking tour: to review the outdoor recreation plan, evaluate ongoing action items, and observe parks amenity needs. It noted past tours (e.g., Waterfront Park and Marina Park on June 16, 2025) and included a detailed inventory of recent improvements and pending action items at multiple village properties.

### **RECOMMENDED ACTION(S)**

The walking tour is generally planned for July or August, with the possibility of a second tour in the fall.

Please identify the location and date/time of the proposed walking tour.



## STAFF REPORT

Date: July 6, 2026

**To:** Parks, Property and Streets Committee

**Re:** Sports Complex Bathroom Discussion

**Author(s):** Benjamin Andrews, Village Administrator

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

### **BACKGROUND INFORMATION**

The purpose of this report is to provide the Parks Committee with a clear timeline of events related to the proposed restroom addition at the Sports Complex concession stand. With recent discussions about funding opportunities and project feasibility, this report is intended to support the Committee's discussion on whether to reapply for grant funding and whether to advance the project in its current or revised form.

### **PRIOR ACTION/REVIEW**

#### **December 2024 – Initial Grant Application**

- The Village submitted a grant request to the Door County Destination's Community Investment Fund, seeking \$100,000 to support restroom construction at the Sports Complex.

#### **February 10, 2025 – Grant Award Notification**

- The Village was notified that the project had been awarded \$75,000 in grant funding.

#### **February 12, 2025 – Declined Award**

- The Village notified Destination Door County that it would decline the \$75,000 award

#### **February 18, 2025 – Village Board Action**

- Staff reported that the longstanding agreement with the Sister Bay Bays baseball team required considering restrooms once water and sewer became available near the field. A sewer and water project was then underway.
- The Village Board approved a contract with McMahon Associates, Inc. for design services for a restroom addition to the concession stand.

### **April 7, 2025 – Parks, Property & Streets Committee Design Review**

- McMahon architects completed draft building and floor plans and offered to prepare engineered drawings and limited construction-management services at no additional cost.
- Committee members raised concerns about restroom size, stall quantities, and the lack of heating, noting the potential limitations of seasonal use. Staff explained that the concession building was originally intended as a seasonal structure without heat.
- The Committee directed McMahon to investigate winterization options, including insulation and heating, before bids were released. Motions approving the design development direction were adopted.

### **June 17, 2025 – Bid Results & Board Action**

- Construction bids for the restroom addition came in significantly higher than the project budget, with the lowest bid totaling \$193,900—far above the expected \$75,000.
- Under state law, the lowest bid must be accepted unless all bids are rejected.
- The Village Board adopted Resolution 2025-018, rejecting all bids due to excessive cost.

### **October 6, 2025 – Staff Update to Committee**

- Staff reported that converting the restrooms for year-round use would require insulation and a heat source, which would further increase costs.
- Staff also noted challenges in securing contractor interest, with only TK Builders expressing willingness to discuss aspects of the project.

### **CURRENT STATUS**

- The project remains on hold following rejection of the bids.
- Year-round restroom use (if desired) would require additional investment in heating and insulation.
- The Community Investment Fund remains an ongoing grant program. The next application deadline is September 28, 2026 at 4:00 PM.

### **CONSIDERATIONS FOR THE COMMITTEE**

Given the availability of a future grant cycle and the Committee's previous concerns regarding restroom size, winterization, and cost, staff recommends that the Committee discuss:

1. Whether to reapply to the Door County Destination's Community Investment Fund in September 2026 to support a revised or scaled project.
2. Whether the project should move forward in its current form, or if the scope should be reevaluated to reflect updated cost estimates, seasonal versus year-round needs, and contractor availability.
3. Whether design updates or additional cost estimates should be requested from McMahon or other firms before re-initiating bidding.