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

1. Call to Order & Roll Call
July 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, Nate Bell, and Mike Laszkiewicz

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

Public Present: Erin Peddle. Via Zoom: Steven Tory, Jake Gazley, Jeff Pfiefer

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

3. Approve Minutes
a. June 1, 2026, Regular Meeting
Motion to approve the June 1, 2026 minutes as presented by Howson, second by Ahrens. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public
Andrews reported that a phone call was received on Thursday regarding the general condition of the dog Park. The caller expressed concerns about a missing large water tub and hose, the absence of a small plastic pool previously available for dogs, larger holes or digging areas within the dog park, and a need for additional mulch. The caller characterized the area as looking run down and unsafe.
Andrews also reported that a noise complaint was received via email on Sunday evening regarding an individual who had set up amplified music in the grassy area adjacent to Village Hall — not on the pavilion stage. The complaint indicated the music was audible from the beachfront and was ongoing at least until before sunset. Andrews noted that a similar complaint had been received the prior year involving the same individual. The email and associated photo were forwarded to the appropriate parties and to the Door County Sheriff's Department. Committee members noted the individual did not appear to be connected to village power and appeared to be operating on battery power.

5. Discussion/Action Items
a. Village Administration Building; Request for Proposal; Evaluation of Proposals
Andrews provided an overview of the RFP evaluation framework, which was originally established as part of the RFP process and uses a scored rubric across weighted categories.
The committee proceeded through all fifteen proposals alphabetically. Top Four Candidates Identified: Birschbach and Associates, Boldt Company, Somerville Incorporated, and WOLD Architects and Engineers.
The committee directed Andrews to conduct a follow-up apples-to-apples comparison of the four top candidates. The comparison should seek clarification from each firm on the following: IT infrastructure, AV systems, security, interior design, landscape design, and furniture — including whether each service is included in their proposed fee, would be subcontracted, or would be the owner's responsibility. Each firm should also provide a comprehensive list of exclusions.

The committee agreed that a final recommendation to the Village Board was not expected by the July 21, 2026 Board meeting, and that the August 3, 2026 Regular Committee meeting would be the target for finalizing a recommendation, with a goal of presenting to the full Village Board at the August Board meeting.

By consensus, the Commission directed staff to conduct a follow-up apples-to-apples comparison of the four identified top candidates — Birschbach and Associates, Boldt Company, Somerville Inc., and WOLD Architects and Engineers — including clarification on service inclusions and exclusions, and to return with a recommendation at the August 3, 2026 Regular Meeting.

b. DNR Encumbrance Resolution

Andrews presented an update on the DNR encumbrance matter, noting that the village assessor's estimated property values had been received and forwarded to the committee prior to the meeting. He summarized that the prior committee meeting had identified portions of Waterfront Park as candidates for encumbrance, with the requirement that the proposed area meet or exceed the original encumbered site in both acreage and market value. Based on the assessor's estimates, the proposed waterfront parcels — comprising sub-parcels of green space and dock area north of Village Hall — would far exceed the required market value threshold.

A motion to direct staff to proceed with obtaining a formal appraisal of the proposed waterfront parcels and to work with the DNR to prepare a revised encumbrance contract for Village Board execution was made by Laszkiewicz and second by Ahrens. Motion carried — all ayes.

c. Cold Storage Procurement

Linczmaier reported that Holden Shirey submitted a roofing bid of $26,965 and that TK Design Build, Inc. which had visited the site and prepared a detailed bid including soffit and fascia painting, submitted a base bid of $35,100. The committee acknowledged the price difference of approximately $8,135 — roughly 30 percent — was too significant to overlook but recognized TK's additional site knowledge, local presence, and the quality of their submission.

The committee discussed whether the village's purchasing policy provides for a local vendor preference and agreed that staff should apply the applicable policy threshold. The committee directed staff to inform TK of the competing bid and offer the firm the opportunity to submit a revised bid not exceeding 10 percent above the Holden Shirey base bid ($29,661.50). If TK meets that threshold, the bid would be recommended for Village Board approval. If TK does not revise their bid to within that range, the Holden Shirey bid would be forwarded to the Village Board for approval. Members emphasized the importance of acting promptly given the roofing season.

The Committee directed staff to apply the local vendor preference per village purchasing policy, notify TK Design Build, Inc. of the competing bid, and forward the responsive bid to the Village Board for approval at the next Board meeting.

d. Schedule Walking Tour

The committee discussed the scope and scheduling of a committee walking tour. The discussion evolved toward a more targeted approach, with the committee identifying the Logerquist property as the priority location due to ongoing discussions about the site's condition and future disposition. The committee agreed to schedule a separate noticed meeting at the Logerquist property in September to allow all members to view the buildings and grounds firsthand.

The committee reached consensus to schedule a Parks, Property & Streets Committee meeting for September 8, 2026 at 1:00 PM at the regular location, with a separate noticed site walkthrough at the Logerquist property on the same date at 3:30 PM.

e. Sports Complex Bathroom Discussion

Andrews provided a timeline of the sports complex concession stand bathroom project, noting that a Community Investment Fund (CIF) grant of $75,000 had been awarded but subsequently declined

when it was determined the amount was insufficient to fund the full project scope as designed at the time. Additional design services were conducted, but the project did not advance.
Andrews indicated that the grant may be reapplied for, with a September 23, 2026 deadline for the next round. An award announcement would follow on November 23, 2026. Andrews noted a pre-application conversation with the community foundation contact, Jess Holland, confirmed resubmission is permissible.
Jeff Pfeifer (Sister Bay Bays Baseball Association) joined the discussion by Zoom and provided context from the Sister Bay Bay's perspective. He noted that the construction cost estimates received at the time — including a review by local contractor John Sawyer — confirmed that winterizing the building for year-round use was not feasible given the structure, and that a seasonal facility is appropriate and acceptable since the complex is inaccessible in winter.
The committee expressed broad support for reapplying.
The committee reached consensus to direct staff to reapply for the Community Investment Fund grant for the sports complex bathroom project, with an updated scope and revised cost estimate, by the September 23, 2026 deadline.

6. Staff Report
Linczmaier presented the staff report. Howson complimented the format and quality of the report. Members acknowledged and thanked the public works crew for their work over the July 4th holiday weekend.
Ahrens asked about the timeline for asphalt restoration at the Orchard Drive culvert location. Andrews noted the county had not yet provided a date, and that the county was likely completing culvert installations throughout the community before paving. Ahrens expressed concern about gravel washout in the interim given the volume of water that flows through that area.
The committee discussed the county water quality signage program, which had an unanticipated ongoing fee of approximately $600 per year that the village was not made aware of at the time of installation. Andrews noted that a new county representative is now managing the program and had offered to meet with the committee.
The committee discussed the memorial bench program. Andrews reported receiving a cost estimate from local craftsman Bob, which the committee found favorable. The committee noted the existing benches are over ten years old and that new benches would match current village materials.
Andrews noted he had not yet heard back from the historical society regarding finding an artist to repaint a commemorative sign at the park.
Bell raised the condition of the multi-use trail between the dentist office and Eagle Mechanical, noting several potholes in need of attention, particularly south of Eagle Mechanical.
The committee discussed pedestrian safety concerns near the Peach Barn on Highway 42, where patrons are crossing mid-block rather than using a designated crosswalk. Andrews noted a sidewalk extension project could be evaluated as a future capital item. Members also reiterated the long-standing need for a sidewalk along Country Walk Drive.

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

- Pedestrian pathway and sidewalk planning, including multi-use trail standards and extensions along Country Walk Drive and in the vicinity of Peach Barn on Highway 42.
- Staff to engage the village assessor to complete a formal appraisal of the proposed encumbrance parcels and to work with the DNR to prepare a revised encumbrance contract for Village Board review and execution.
- Staff to contact TK Design Build with the competing bid figure and the 10 percent local preference threshold, and to bring a final recommendation to the Village Board.
- Staff to pull the original CIF grant application, schedule a pre-application meeting with Jess Holland at the community foundation, update the project scope to a seasonal facility, obtain a revised cost estimate, and submit a new application by September 23, 2026.

- Staff to follow up with the historical society regarding an artist to repaint the commemorative park sign.

8. Next Regular Meeting

a. August 3, 2026 at 1:00 PM

The next regular meeting of the Parks, Property & Streets Committee was confirmed for Monday, August 3, 2026 at 1:00 PM.

9. Adjourn

Motion by Laszkiewicz, second by Ahrens to adjourn the meeting at 3:42 PM. Motion carried all - ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant.