

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, AUGUST 3, 2026
(Approved as Amended)

1. Call to Order & Roll Call

August 8, 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 Nate Bell, Mike Laszkiewicz. Jerry Ahrens was excused.

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

Public Present: Erin Peddle, Abby Doobie, Sue West, Chris Roberts, Diane Hickey, Dale Stafslie, Susan H., Rachel Stollenwerk, Brian Fitzgerald, Pat Wisner, Becca Weise.

2. Approve Agenda

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

3. Approve Minutes

a. July 6, 2026, Regular Meeting

Motion to approve the July 6, 2026 minutes as presented by Bell, second by Laszkiewicz. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public

Several members of the public addressed the Committee regarding conditions at the Village dog park. Concerns raised included: overgrown vegetation along the fence line and gate entries; inadequate hose length creating a persistent mud area near the water spigot; safety hazards including holes in the ground, gaps in fencing allowing small dogs to escape, and a deteriorating entry gate secured only with a ratchet strap; drainage issues creating icy and hazardous conditions in winter; and lack of accessible parking and pathways for individuals with mobility limitations. Speakers also noted that the donation box proceeds should be directed toward dog park improvements.

Laszkiewicz thanked the public for their organized advocacy and encouraged them to form a citizens' dog park group and submit a prioritized letter of recommended improvements to both the Village Board and the Parks Committee. Linczmaier acknowledged a recent volunteer mulch-spreading effort at the dog park, organized with the assistance of Northern Sky Theater.

5. Discussion/Action Items

a. Sister Bay Advancement Association; Contract Review

Andrews introduced the annual review of the SBAA contract, noting the SBAA had proposed updates including evergreen renewal language and a revised event list. Discussion centered on whether to maintain the existing 12% of room tax formula or transition to a fixed annual contribution. The Committee agreed that a flat fee approach offers more budget predictability and provides flexibility for potential future collaboration related to Village Hall planning. The annual contribution was set at \$72,000 for the 2027 budget year.

The Committee directed that renewal language be modified to include a 60-day notice period for either party to initiate renegotiation, and that termination notice be extended to 120 days. These revisions are to be reviewed by Village legal counsel prior to submittal to the Village Board. If no

1 material changes arise from legal review, the agreement may proceed directly to the Board;
2 otherwise it shall return to the Parks Committee.

3 *Motion to recommend the SBAA agreement to the Village Board pending legal review, with a fixed*
4 *annual contribution of \$72,000, was made by Bell and second by Andrews. Motion carried — all ayes.*

5
6 **b. Village Facility Rental Agreement; Door County Century Bike Ride**

7 Brian Fitzgerald presented a request from the Door County Century Bike Ride organization to utilize
8 the Logerquist property as a rest stop for the 100-mile route on September 12–13, 2026, in lieu of
9 the previously approved Waterfront Park location. The organizer explained that after consultation
10 with the Door County Sheriff's Department, the Logerquist site was identified as a safer option that
11 eliminates multiple highway crossings, including the Flint Ridge crossing. The site requires no water
12 or power connections; portable restroom facilities will be brought in and removed by the organizer.

13 *Motion to approve the use of the Logerquist property as a rest stop for the Door County Century Bike*
14 *Ride on September 12–13, 2026 was made by Howson and second by Laszkiewicz Motion carried —*
15 *all ayes.*

16
17 **c. Village Administration Building; Request for Proposal; Evaluation of Proposals**

18 Andrews reported that 15 proposals were received in response to the Village's RFP for architecture
19 and engineering services. The Parks Committee had previously identified four finalist firms:
20 Birschbach & Associates, Boldt Company, Somerville, Inc. and Wold Architects & Engineers. Andrews
21 conducted an apples-to-apples comparison of the finalists and recommended Wold Architects and
22 Engineers based on competitive pricing and the breadth of in-house services, including civil
23 engineering, technology/security design, and interior design.

24 The Committee discussed the importance of communicating a firm budget ceiling to the selected
25 firm at the outset of design, noting that the \$3.2 million total project budget must account for all
26 costs including IT/AV infrastructure, landscaping, furniture, and a contingency. The Committee also
27 directed that contract terms be reviewed carefully given the financial scope of the project, and that
28 the Committee expects to be involved in contract review prior to execution.

29 *Motion to recommend Wold Architects and Engineers to the Village Board for selection as the*
30 *architecture and engineering firm for the Village Administration Building project was made by Bell*
31 *and second by Laszkiewicz. Motion carried — all ayes.*

32
33 **d. 2027 Parks and Streets Budget Review**

34 Andrews presented the proposed 2027 Parks and Streets budget, including staff's list of
35 recommended reductions and additions. The Committee raised significant concerns regarding the
36 overall proposed budget, which reflected approximately a 15% increase over the 2026 budgeted
37 amount across public works, culture and recreation, *conservation and* development categories.
38 Members noted that several line items appeared inflated relative to actual spending trends,
39 particularly in the areas of personnel, health benefits, and accounts with no recent expenditure
40 history. The Committee expressed that the proposed budget, as presented, could not be forwarded
41 to the Finance Committee without further refinement.

42 The Committee also discussed CIP priorities, with Bell proposing two projects for potential inclusion:
43 (1) a Phase 2 extension of the Highway 42 sidewalk corridor of approximately 960 feet, and (2) a
44 long-term trail easement along the rear of properties from the pet clinic area to Fieldcrest Road, to
45 be considered in conjunction with the completion of the regional trail project. Both items were
46 supported for inclusion in future CIP planning discussions. *The committee directed staff to re-*
47 *examine the Parks 2027 proposed budget with a focus on current trend and actual 2025 spend,*
48 *rather than basing it on the current 2026 budget. The committee felt it necessary to schedule a*
49 *Special Parks Committee meeting to review the proposed 2027 budget again. The meeting was*
50 *scheduled for August 31, 2026.*

e. Sports Complex Facility Reservation Policy

This item was considered out of agenda order, having been moved ahead of Item 5d by Committee vote.

Andrews presented a proposed Sports Complex Facility Reservation Policy designed to replace the existing pickleball-specific policy with a comprehensive policy covering all facilities at the sports complex, including tennis and pickleball courts, soccer fields, baseball diamonds, the pavilion/picnic shelter, and the ice rink building. The proposed policy was developed in coordination with Village staff to align the current fee schedule with the online reservation platform being implemented. Discussion confirmed that the fee schedule is not being changed; the policy provides an interpretation of existing approved daily rates into hourly and time-slot increments for platform compatibility. The pavilion daily rate of \$150 and ball field/soccer field rate of \$50 are each to be defined as an 8-hour day for platform purposes. The Committee approved the policy with the understanding that gaps may be identified during implementation and brought back for further review.

Motion to approve the Sports Complex Facility Reservation Policy and the Sports Facility Club Reservation Form as presented, replacing the existing Sports Complex Pickleball Policy, and to authorize staff to implement the policy within the online reservation system, was made by Laszkiewicz and second by Howson. Motion carried 2-1 with Bell opposed.

f. Donation Proposal; Sister Bay Lion's Club

Andrews presented a donation proposal from the Sister Bay Lion's Club to fund the purchase and installation of a new flagpole near Waterfront Park. The Committee discussed and supported the donation, recommending a 35-foot flagpole height to remain consistent with Village code (a 40-foot pole would require a variance). The Committee reached consensus that the preferred location is north of Village Hall, between the building and the path leading to the boathouse, to avoid disrupting beach activity and to minimize erosion risk near the shoreline. Andrews noted that the Lion's Club expressed interest in a dedicatory plaque and may request future landscaping assistance, which would be subject to standard Village review processes.

Motion to recommend that the Village Board accept the Sister Bay Lion's Club donation for the purchase and installation of a new 35-foot flagpole north of Village Hall near Waterfront Park, and to acknowledge that any future requests related to a plaque or landscaping will be reviewed through standard Village processes, was made by Howson and second by Laskiewicz. Motion carried — all ayes.

g. Mill Rd Triangle Questions

Andrews addressed three outstanding questions related to the Mill Road Triangle/Village Administration Building demolition and site project:

- **Demolition Timeline:** Andrews noted that complications associated with a potential double move of staff — first to an interim facility and then to the new administration building — are a concern. The Committee reached consensus to consider shifting the Mill Road street and demolition project to spring 2028, aligned with the anticipated completion of the new administration building, in order to avoid two staff relocations. The project timeline shall not be permitted to slip beyond early 2028.
- **Overhead Utility Burial:** Andrews confirmed that a 2018 Village ordinance requires burial of all overhead utilities within the right-of-way. This requirement is already captured within the project scope.
- **Street Lighting:** Andrews noted that existing streetlights are mounted on utility poles that will be removed as part of the project, and that new pole-mounted streetlights must be included in the design scope. The Committee confirmed that new streetlights should be included and directed that warm-tone fixtures (approximately 3,000K or lower) be specified.

1 **6. Staff Report**

2 Parks and Streets Director Linczmaier reported that pothole patching throughout the Village has
3 been completed and crews have moved on to shoulder maintenance. Two locations — on Gateway
4 Drive and on Highway 42 near the hilltop driveway — are exhibiting unusual pavement and concrete
5 movement that began during the summer season. The Village's on-retainer engineer (Stan
6 Tech/Skyler) has inspected both sites and has been unable to determine the cause, citing possible
7 subsurface water movement. Linczmaier has contacted the Wisconsin DOT for further assessment
8 and is awaiting a response.

9 Linczmaier also reported that tree rings have been opened on three bur oaks near the pump shed to
10 address competition from surrounding sod, following recommendations from the DNR and a local
11 arborist. The same treatment is planned for the remaining three oaks on the opposite side of the
12 pump shed.

13
14 **7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

15 The following items were identified for placement on a future agenda:

- 16 ● Dog Park Improvements — pending receipt of a prioritized letter from the public dog park group.
17 ● Recognition of Joy Lang — for her long-term volunteer contributions to Village floral displays.
18 Staff was also directed to remove the men's and women's restroom signage from the exterior of the
19 old schoolhouse, as the facility is no longer operating as a public restroom.

20
21 **8. Next Regular Meeting**

22 **a. September 8, 2026 at 1:00 PM; Regular Meeting**

23 **b. September 8, 2026 at 3:30 PM; Walking Tour Meeting – Logerquist**

24 The Committee noted that the September 8 regular meeting must conclude in time to allow the 3:30
25 PM walking tour of the Logerquist property to proceed. Members were reminded that no formal
26 motions or actions are to be taken during the walking tour; observations will be compiled and
27 brought back for discussion at a subsequent meeting.

28 Note: A special budget workshop meeting is also scheduled for August 19, 2026 at 11:00 AM.

29
30 **9. Adjourn**

31 *Motion by Laszkiewicz, second by Howson to adjourn the meeting at 4:14 PM. Motion carried all -*
32 *ayes.*

33
34 Respectfully submitted by Sarah Bertges, Administrative Assistant.