



PARKS, PROPERTY & STREETS COMMITTEE MEETING AGENDA

MONDAY, OCTOBER 5, 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 check: www.sisterbaywi.gov

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) September 8, 2026; Regular Meeting
- b) September 8, 2026; Special Meeting

4. Comments, Correspondence, and Concerns from the Public

5. Discussion/Action Items

- a) Logerquist Property Discussion
- b) Little Sister Road Resurfacing Discussion

6. Parks and Streets Director's Report

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

- a) Road Replacement Plan
- b) Holiday Lighting Task Force; Schedule Meeting Date/Time
- c) Memorial Bench Application Submissions for Approval Consideration
- d) Dog Park Improvement Discussion
- e) Yard Waste Site Discussion

8. Next Regular Meeting:

- a) November 2, 2026 at 1:00 PM; Regular Meeting

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 online.

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

POSTED ON: 10/1/2026



MEETING MINUTES

Date: October 5, 2026

To: Parks, Property, and Streets Committee

Re: Meeting Minutes

Meeting minutes are presented for the following:

- a) September 8, 2026; Regular Meeting
- b) September 8, 2026; Special Meeting

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
SEPTEMBER 8, 2026
(Approval Pending)

1. Call to Order & Roll Call

September 8, 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 Nate Bell, Jerry Ahrens, and Mike Laszkiewicz.

Staff Members Present: Village Administrator Benjamin Andrews, Parks & Streets Director Erik Linczmaier, and Village Clerk Julie Thyssen.

Public Present: David Frykman

2. Approve Agenda

Motion to approve the agenda was made by Bell and seconded by Ahrens. Motion carried — all ayes.

3. Approve Minutes 0:30

a. August 3, 2026; Regular Meeting

The minutes were reviewed with amendments proposed by Howson. Corrections included: adding a closing summary to the Parks and Streets Budget Review item (Item 5d/g) to reflect that the committee directed staff to revise the budget based on actual 2025 expenditure trends rather than the current 2026 budget, and noting that an additional meeting was to be scheduled; and correcting an inaccurate budget category name on page 3, line 37. A question was also raised regarding the recorded opposition vote on the Sports Complex Facility Reservation Policy, as the rationale for the dissenting vote was not captured; members acknowledged the importance of documenting reasoning when votes are split.

Motion to approve the August 3, 2026 minutes as amended was made by Laszkiewicz and seconded by Howson. Motion carried — all ayes.

b. August 19, 2026; Special Meeting

It was noted that the meeting title should reflect its designation as a special meeting.

Motion to approve the August 19, 2026 Special Meeting minutes was made by Laszkiewicz and seconded by Ahrens. Motion carried — all ayes.

4. Comments, Correspondence, and Concerns from the Public

David Frykman, 10691 Little Sister Road, Sister Bay, WI 54234, addressed the committee regarding the deteriorating condition of Little Sister Road, citing significant pothole damage and safety concerns for pedestrians due to the road's narrow width. He requested that resurfacing of Little Sister Road be placed on a future agenda. The committee acknowledged the request. A memo regarding Little Sister Road resurfacing funding, addressed to the Finance Committee, was also received and distributed.

5. Discussion/Action Items

a. Dog Park Improvement Discussion

The committee reviewed a letter from residents suggesting improvements to the Sister Bay Dog Park, such as fence and gate fixes, surface safety, grass trimming, easier access, parking, a donation box, a library, and better communication. Linczmaier noted limited current maintenance, about an hour of

1 weekly mowing, and \$1,300/year county service for frost heave, with no comprehensive maintenance
2 budget. The park's upkeep lags behind other parks, and routine tasks like trimming and filling have
3 been neglected. Linczmaier was tasked with proposing regular maintenance, additional tasks for
4 consistency with other parks, cost estimates, and prioritizing improvements, excluding parking lot
5 paving for now. The committee proposed a matching donation program of up to \$1,000 for community
6 fundraising, to be reviewed by the Finance Committee. The idea of a Friends of the Dog Park group for
7 long-term support was also discussed.

8 9 **b. Village Refuse Discussion; Pizza Boxes at Waterfront Park**

10 Andrews proposed purchasing dedicated pizza box receptacles to tackle the overflow of pizza boxes
11 in village garbage bins at Waterfront Park. Five high-traffic locations like the performance pavilion and
12 playground were selected, with each unit costing \$1,195 and a total initial project estimate of \$2,400.
13 A seven to eight-week lead time was noted. The committee suggested piloting the program at one or
14 two spots before broader adoption, emphasizing the importance of strategic placement due to user
15 behavior. The committee decided to approach local pizza businesses such as Wild Tomato, Zaza's,
16 Northern Grill, etc., to participate as community partners in funding these receptacles, opting for a
17 cooperative angle over sponsorship. Staff were also tasked with finding applicable grants. A budget
18 for up to two units was considered for the 2027 plan, with the quantity to be adjusted based on
19 business interest.

20 21 **c. Village Infrastructure; Spring Road Culverts**

22 Linczmaier updated on spring flooding along South Spring Road due to overflow at the Mill and South
23 Spring Road intersection. Clearing an unmapped culvert eased the issue, but debris on Al Johnson's
24 side still threatens drainage flow. Initial ditching and culvert assessments showed some driveways lack
25 culverts, aggravating drainage problems. Andrews mentioned residents view the flooding as a rare
26 event and are averse to disrupting driveways for culvert installation. The committee agreed ongoing
27 observation is needed and might include this in a future capital plan, but no action was taken. Staff
28 are to keep drainage infrastructure clear to prevent future flooding.

29 30 **6. Parks and Streets Report**

31 **Road Replacement Plan:** The committee noted the lack of an active road replacement schedule in the
32 CIP and the removal of specific projects in recent years, leaving only \$100,000 for general
33 maintenance. The existing plan is to be reviewed in October or November for potential inclusion in
34 the 2028 CIP.

35
36 **Gateway Drive Surface Treatment:** To address shifting asphalt, a \$2,000 grinding and rubberized
37 mastic treatment is planned for completion before June 1, 2027. If contractor Franke Masonry cannot
38 meet this deadline, an alternative will be sought.

39
40 **Beach Cable Hazard:** A patron injury revealed buried cables at the waterfront beach, with further
41 exposure after sand loss. Sommerset Marine will assess and remove the cables.

42
43 **Beach Sand Replenishment:** Increasing rockiness due to sand loss at the beach led staff to investigate
44 DNR requirements and grants for replenishment.

45
46 **Equipment Washing:** A \$6,000 self-contained unit may replace a fixed hot water system installation.

47 48 **7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

49 The following items were identified for future agenda placement: Little Sister Road resurfacing
50 discussion; dog park maintenance and improvement proposal from staff; dog park matching donation
51 program referral to the Finance Committee.

8. Next Regular Meeting

a. October 5, 2026 at 1:00 P.M.

The next regular meeting of the Parks, Property & Streets Committee was confirmed for October 5, 2026, at 1:00 PM.

9. Adjourn

Motion to adjourn at 2:53 was made by Ahrens and seconded by Bell. Motion carried — all ayes.

Respectfully submitted by Julie Thyssen, Village Clerk

SPECIAL PARKS, PROPERTY & STREETS COMMITTEE MINUTES
LOGGERQUIST PROPERTY 10596 WOODCREST RD
TUESDAY, SEPTEMBER 8, 2026
Unapproved

1. Call to Order & Roll Call

September 8, 2026, meeting of the *Special* Parks, Property & Streets Committee was called to order by Committee Chair Howson at 3:32 P.M.

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

Staff Members Present: Village Administrator Benjamin Andrews and Parks & Streets Director Erik Linczmaier.

Public Present: Brigid White and Jake Gazlay

2. Approve Agenda

No action recorded.

3. Discussion/Action Items

a. Walking Tour; Loggerquist Property

The Committee conducted a walking tour of the Loggerquist Property and discussed the property, existing buildings, site conditions, and potential future uses. No formal action was taken.

4. Next Regular Meeting

a. October 5, 2026 at 1:00 PM; Regular Meeting

6. Adjourn

Motion by Bell, second by Howson to adjourn the meeting at 4:03 PM. Motion carried all - ayes.

Respectfully submitted by Julie Thyssen, Village Clerk



COMMENTS, CORRESPONDENCE, AND CONCERNS FROM THE PUBLIC

Date: October 5, 2026

To: Parks, Property and Streets Committee

Re: Comments, Correspondence, and Concerns from the Public

Comments, Correspondence, and Concerns from the Public are presented in the following page(s):

Sister Bay Dog Park Users

September 23, 2026

Benjamin Andrews
Village/Zoning Administrator
PO Box 769
Sister Bay, WI. 54234

Dear Sir:

I am writing on behalf of the users of the Sister Bay Dog Park. We want to thank you for your attention to our list of improvements to the park.

We were pleasantly surprised to see a crew working on trimming the weeds and closing the gaps in the fence. They are doing an outstanding job. As we talk to visitors from out of town they express how nice and how well the park is maintained. That is to you and your staffs' credit.

We look forward to the continued trimming of the fence weeds and are encouraged that the work will continue to make the dog park a center for dog owners to enjoy, both local and visiting.

Sincerely,

Sister Bay Dog Park Users



STAFF REPORT

Date: October 5, 2026

To: Parks, Property and Streets Committee
Re: Logerquist Property Discussion
Author(s): Benjamin Andrews, Village Administrator

The Parks, Property, and Streets Committee held a special meeting on September 8th, 2026, at the Logerquist Property to view the property and its structures and discuss the Village's vision and future plans for the property. The discussion originated in this committee.

This agenda item is intended to discuss the meeting's findings.

Recommended next steps include the committee developing a vision in the form of a proposal/recommendation for the Village Board.



STAFF REPORT

Date: October 5, 2026

To: Parks, Property and Streets Committee
Re: Little Sister Road Resurfacing Discussion
Author(s): Benjamin Andrews, Village Administrator

On multiple occasions this year, residents of Little Sister Road have taken the time to discuss the roadway's condition. The roadway is a public roadway. Currently, nothing has been budgeted for 2027 to address the roadway. This meeting agenda item would be considered a project introduction. Recommended discussion would include evaluating conditions and determining whether the project should be considered for future improvement.



PARKS & STREETS DIRECTOR'S REPORT

Date: October 5, 2026

OPERATIONS UPDATES

Shouldering:

- Staff have continued to fill in low spots along the roadway.

Tree rings:

- Staff have continued to install mulch rings around trees throughout the park system.
- They have installed 15 in total to date for the year.

Seasonal Transition:

- Staff have begun the process of removing, cleaning, and storing items for the upcoming cooler season.

Marina Fest:

- The event was a success, with no major concerns coming to light.
- Staff worked with SBAA and Sister Bay/ Liberty Grove to help plan, set up, and clean up for the event.
- The department would like to thank the Sister Bay/ Liberty Grove Fire Department for the help they provided in cleaning up trash and litter throughout the course of the event. Great Job!

Infrastructure- Seismic shift:

- Staff completed committee request to find engineering drawing for Gateway Dr.
- Staff asked the Village engineer to review the drawing to see if anything could be found that looks off.
- After reviewing the drawing, nothing unusual was found.
- The opinion of the Village engineer on what may have occurred is heat expansion combined with heavy vehicle traffic.
- The County HWY department has been contacted to come out and grind down the asphalt hump and apply a mastic patch (polymer -modified asphalt binder) over the affected area.
 - Refer to *Figure (s) 1-* Infrastructure; Seismic Shift for Visual

Burr Oak in Distress:

- Good news, the Burr Oak tree that was affected the most by Chlorosis is showing signs of a turnaround with new leaf growth in the affected area.
- Hoping for a full recovery next growing season. I will continue to monitor the situation.
 - Refer to *Figure (s) 2- Burr oak in Distress*

Little League Field Tree trimming:

- Staff have started to trim the pine tree branches back that run along the back side of the Little League ball field fence.
- Trimming the branches back will help provide easier access to the grass area around those trees. Helping staff maintain that area more effectively.
 - Refer to *Figure (s) 3- Little League Field Tree Trimming*

Beach hazard- Cable in the Water:

- Staff identified three additional sites where cables were popping up out of the sand.
- Bring the total to four locations.
- Staff marked the locations with buoys
- Somerset Marine was able extract all exposed cable.
- The cables were attached to concrete and rock pier.

Dog Park Maintenance:

- Maintenance at the Dog Park has been increased.
- Staff efforts have not gone unnoticed by visitors with someone taking the time to write a thank you letter.
 - Refer to *Figure (s) 4- Dog Park maintenance*

PROJECT AND PROGRAM UPDATES

Waterfront Gazebo Stone bench and counter:

- After confirming with the parks committee when this project would need to be completed by (Memorial Weekend 2027). I reached back out to Franke Masonry to see if they could commit to this finish date.
- Staff have made several attempts but have not gotten a response back yet.
- Staff will start the process of reaching out again to contractors regarding this project.

Pizza Box Receptacles:

- Staff will be proposing the inclusion of two (2) pizza box receptacles in the 2027 Annual Budget
- If approved, these will be purchased in early 2027 and installed before the tourist season.
- Local pizza-based restaurants were solicited for a financial contribution for the purchase of the pizza box receptacles.

Community Investment Fund (Bay's Ballfield Restrooms Addition):

- The Community Investment Fund application was submitted, per the Committee's direction.
- The Community Investment Fund application was submitted on 09/21/2026.
- The decision will likely be known in 2 months (end of November 2026) whether funding was awarded or not.

REPORT FIGURES

Figure (s) 1- Infrastructure; Seismic Shift for Visual

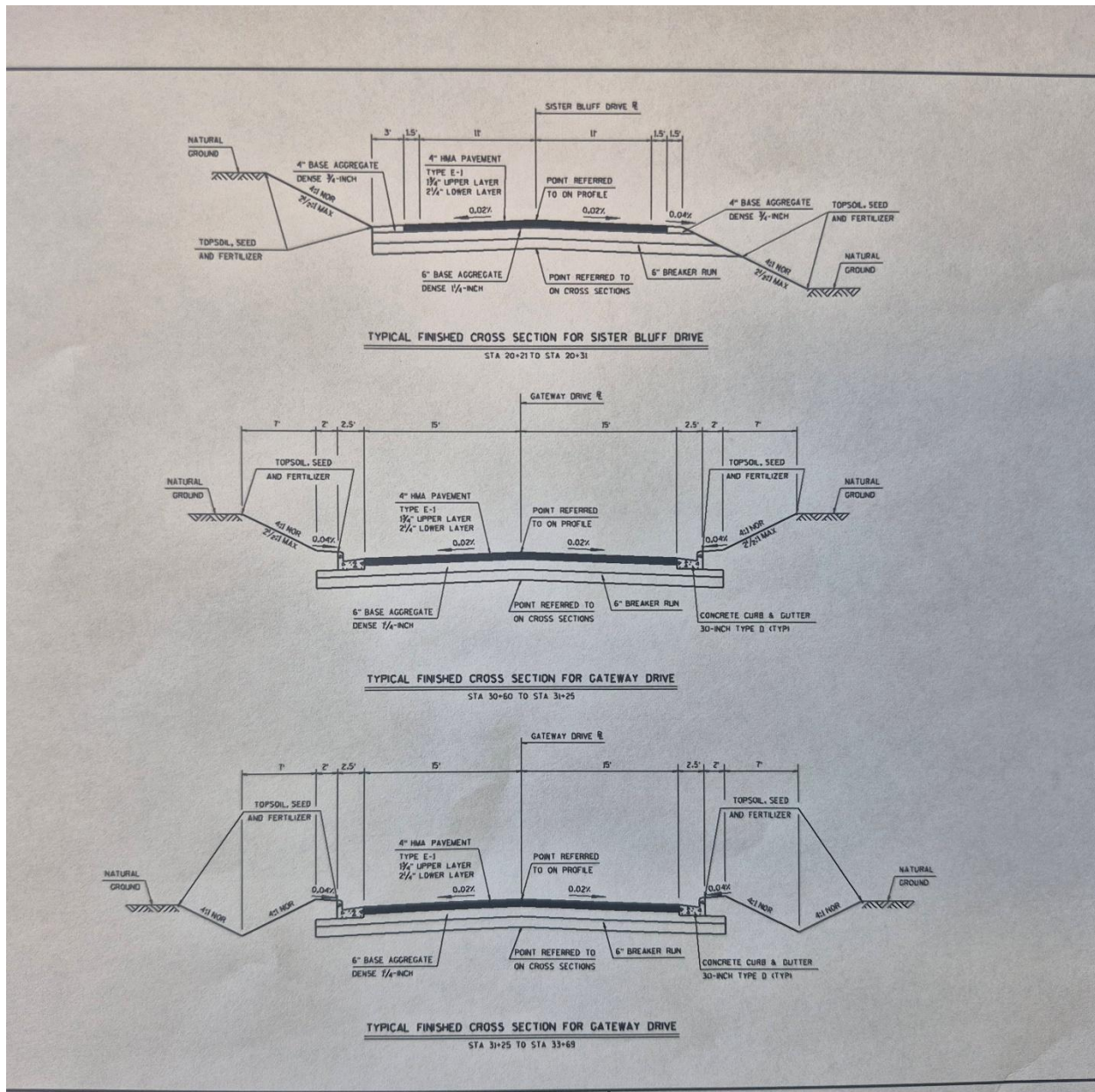


Figure (s) 2- Burr oak in Distress





STAFF REPORT

Date: October 5, 2026

To: Parks, Property and Streets Committee

Re: Programmable Auto locks for Waterfront Bathrooms and Village Hall Bathrooms

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

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

BACKGROUND INFORMATION

The purpose of this report is to outline the need to invest in programmable auto locks for certain bathroom doors throughout the Village. Bathroom misuse over the course of this last season was on the rise, and staff were repeatedly exposed to unsanitary conditions. The department believes that much of this misuse takes place in the late evening hours and would be requesting you to lock the door during that period.

Proposal

The Department is seeking committee approval to install programmable auto locks on the Waterfront Bath facility and on the Village Hall bathroom door to help prevent misuse.

If the committee feels they would like to move forward with this department proposal. I can conduct a deeper drive into what would work best for are types of doors and pin down more of an exact cost.

Cost per programmable auto lock ranges from \$800 - \$3,000 depending on model.

Understanding

Staff fully understand that it is their duty to clean and maintain the village's facilities so that the public can enjoy them. The department feels that programmable auto locks will greatly reduce bathroom misuse and help with staff morale throughout the summer season.

Figure (s) 3- Little League Field Tree trimming



Figure (s) 4- Dog Park Maintenance

Sister Bay Dog Park Users

September 23, 2026

Benjamin Andrews
Village/Zoning Administrator
PO Box 769
Sister Bay, WI. 54234

Dear Sir:

I am writing on behalf of the users of the Sister Bay Dog Park. We want to thank you for your attention to our list of improvements to the park.

We were pleasantly surprised to see a crew working on trimming the weeds and closing the gaps in the fence. They are doing an outstanding job. As we talk to visitors from out of town they express how nice and how well the park is maintained. That is to you and your staffs' credit.

We look forward to the continued trimming of the fence weeds and are encouraged that the work will continue to make the dog park a center for dog owners to enjoy, both local and visiting.

Sincerely,

Sister Bay Dog Park Users