

1                   **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**  
2                                   **WEDNESDAY, DECEMBER 4, 2013**  
3                                   **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**

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5     *The December 4, 2013 meeting of the Parks, Properties and Streets Committee was called*  
6     *to order by Committee Chair Dave Lienau at 3:05 P.M.*

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8     **Present:** Committee Chair Dave Lienau and members John Clove, Scott Baker and Sharon  
9     Doersching.

10  
11    **Staff Members:** Zeke Jackson, Village Administrator, Steve Mann, Facilities Manager, and  
12    Janal Suppanz, Administrative Assistant.

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14    **Others:** Paige Funkhouser, Deb Anderson, Jordan Burress and Lyle Bruss

15  
16    **Comments, correspondence and concerns from the public:**

17    Lienau asked if anyone wished to address a non-agenda item. Paige Funkhouser, the SBAA  
18    Coordinator, indicated that approximately 250 people attended the tree lighting ceremony.  
19    The other "Capture The Spirit" activities were very well attended and a number of  
20    favorable comments were heard. Funkhouser thanked the Parks Committee for allowing  
21    temporary parking on N. Bay Shore Drive during that event.

22  
23    Lienau noted that a copy of an e-mail from Carol Champeau as well as an e-mail from Jeff  
24    Bakke had been included in the meeting packets. In her e-mail Ms. Champeau states that  
25    she is enjoying the beautiful "pole reindeer" which are displayed throughout the Village,  
26    and Mr. Bakke asks if it would be possible for the "No Dogs Allowed" sign which is posted  
27    at the entrance to the overflow boat parking lot to be taken down for the winter months. If  
28    this occurred people could walk their dogs around the orchards.

29  
30    Discussion took place regarding Bakke's request, and Mann pointed out that Curtis Wiltse  
31    informed him that it is very problematic if people walk their dogs in or around his orchard.  
32    (A State Inspector walks through the orchard on a regular basis, and if the Inspector finds  
33    too much feces on the ground Wiltse could be precluded from harvesting his cherries.)  
34    Suppanz will contact Bakke and explain the situation.

35  
36    **Approval of minutes as published:**

37    *A motion was made by Clove, seconded by Baker that the minutes for the November 6,*  
38    *2013 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

39  
40    **Business Items:**

41    **Item No. 7. Discussion regarding the YMCA Teen Center proposal:**

42    A proposal from the YMCA concerning Teen Center programming was included in the  
43    meeting packets. In that document Jordan Burress, the Youth Coordinator at the YMCA,  
44    states that the Northern Door YMCA would be interested in offering a "Teen Night" at  
45    the Northern Door Program Center one day per month in January, February, March and  
46    April from 5:00 P.M. to 10:00 P.M. The cost of the programming would be approximately  
47    \$1,300. Burress was present, and pointed out that the alternate programming and a change  
48    of location is being proposed as insurance issues would arise if YMCA employees act as  
49    chaperones and/or Program Directors at the Teen Center in Sister Bay.

1 Deb Anderson, the Secretary-Treasurer of the Teen Center Board, stated that she has no  
2 idea how well the program offerings at the YMCA will actually be accepted by the kids.

3  
4 Doersching indicated that officials at the Door County Auditorium informed her that they  
5 would be willing to donate a “Before I Die” board to the Teen Center, and asked Anderson  
6 if she would like one of them. Anderson gratefully accepted the offer. Doersching will  
7 coordinate pick-up and delivery of the board with Mann.

8  
9 **Item No. 1. Discussion regarding ground cover plantings in low traffic areas:**

10 Donna Scattergood has suggested that ground cover plantings be made in low traffic areas  
11 throughout the Village. Discussion took place regarding this issue and Mann pointed out  
12 that in the past ground cover plantings were made on some Village properties, but he and  
13 the other Parks Department crew members found that they required much more care than  
14 mowed grass. Several of the Committee members pointed out that they believe the  
15 Village’s grassy areas look very nice and should continue to be maintained in the current  
16 fashion.

17  
18 **Item No. 2. Discussion regarding a Sculpture Park proposal:**

19 Lyle Bruss stated that he walks by the wetlands at the new Fire Station on a number of  
20 occasions and believes that would be a perfect location for a sculpture park. Walking trails  
21 could also be created in that area. If Village officials are interested in such a concept he  
22 would be happy to do further research on the issue and form a Committee of interested  
23 persons. Bruss anticipates that the sculptures would be donated or placed on display for  
24 specific time periods by local artists.

25  
26 *Bruss was asked to do further research regarding this issue, and he agreed. He will present*  
27 *a formal proposal regarding the sculpture park to Jackson ASAP.*

28  
29 **Item No. 3. Discussion regarding pick-up of Christmas trees:**

30 *For a number of years the Parks Department crew members have conducted a “Christmas*  
31 *Tree Pick-Up”. Since the Village has a new chipper Mann would like to put the trees*  
32 *through that piece of equipment rather than pile them in a local gravel pit. It was the*  
33 *consensus that this will be fine. It was also the consensus that trees shall be picked up on*  
34 *Monday, January 6, 2014 and Monday, January 13, 2014. Suppanz will see that an*  
35 *applicable press release is prepared and distributed.*

36  
37 **Item No. 4. Discussion regarding the beach project, the performance pavilion project and**  
38 **the Bay Shore Drive project:**

39 Jackson noted that Kufirin was not able to attend this meeting but asked that he provide the  
40 following oral report:

- 41 • Dornier Construction’s insurance agent came up and determined that there was not  
42 sufficient signage posted in the utility construction area. Safety issues also came  
43 into play, but all those issues have now been addressed.
- 44 • The bids for the Performance Pavilion are due tomorrow at 2:00 P.M.
- 45 • The beach project will be re-bid.
- 46 • Negotiations are ongoing regarding relocation of the outfall pipe by Matt Myre’s  
47 residence.

48  
49 **Item No. 5. Report from Steve Mann on fall and winter activities:**

50 Mann gave the following oral report:

- 1 1. Due to the state of the utility construction project snow removal in the downtown  
2 area will be very difficult this winter.  
3 *It was the consensus that Mann shall remove as much snow as possible from the*  
4 *sidewalks where there is pavement, and do as good a job as possible in other*  
5 *downtown areas, but not take chances on injuring employees or damaging Village*  
6 *equipment. Jackson will see that a press release is prepared and will also forward*  
7 *an applicable notice to Paige Funkhouser. Funkhouser indicated that she will see*  
8 *that the notice is e-mailed to all the SBAA members ASAP.*
- 9 2. The seals on the front wheel bearings of the tractor went out recently and they will  
10 be repaired.
- 11 3. A seal on the 1999 “Grasshopper” lawn mower also went out. That lawnmower is  
12 only used for collecting leaves, but the necessary repairs would cost approximately  
13 \$750. There are attachments which could be purchased for the other mowers, but  
14 they could cost up to \$3,200. It was the consensus that Jackson and Mann shall do  
15 some research on this issue and report their findings to the Committee ASAP.
- 16 4. Two different contractors who install spray foam insulation came to the  
17 Maintenance Building to give Mann estimates, but they both indicated that a fire  
18 retardant covering will be required. Neither of them are capable of applying that  
19 covering. One of the contractors did give Mann the name of a company which can  
20 handle the whole job, and representatives of that company will be coming to meet  
21 with Mann in the near future. He will report back to the Committee on this issue.  
22

23 *Mann asked when the Village’s Christmas decorations should be taken down, and it was*  
24 *the consensus that all the decorations should remain up through Super Bowl weekend.*  
25

26 **Item No. 6. Discussion regarding other parks and streets activities:**

27 Jackson has been having conversations with a local property owner regarding creation of  
28 rights-of-way. The Village attorney is working on this issue.  
29

30 The sale of the “Old School” property should be completed very soon. There are a few  
31 issues which are still being addressed by the Village attorney.  
32

33 **Item No. 8. Discussion regarding TKH operations for 2013-2014:**

34 Funkhouser pointed out that she has received several inquiries about when the ice rink will  
35 be open. The Committee members responded that the rink should be open very soon.  
36 Further information will be posted as soon as it is available on the Village’s website, and  
37 the answering machine at the ice rink will also contain informational messages.  
38

39 **Item No. 9. Consider a motion to convene into closed session pursuant to Wis. Stats.**  
40 **§19.85(1)(c) to discuss personnel and employee compensation; and Wis. Stats.,**  
41 **§19.85(1)(e) to deliberate or negotiate the investment of public funds, or conduct other**  
42 **specified public business, whenever competitive or bargaining reasons require a closed**  
43 **session:**

44 *At 4:01 PM a motion was made by Lienau, seconded by Doerschling that the Parks*  
45 *Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss*  
46 *personnel and employee compensation, and Wis. Stats., §19.85(1)(e) to deliberate or*  
47 *negotiate the investment of public funds, or conduct other specified public business,*  
48 *whenever competitive or bargaining reasons require a closed session. A roll call vote was*  
49 *taken on the motion, and the Committee members voted in the following fashion:*  
50

1 Baker – Aye;  
2 Clove – Aye;  
3 Lienau – Aye;  
4 Doersching – Aye.

5 Motion carried.

6  
7 **Item No. 10. Consider a motion to reconvene into Open Session:**

8 At 4:42 PM a motion was made by Lienau, seconded by Baker that the Parks Committee  
9 reconvene into Open Session. A roll call vote was taken on that motion, and the Board  
10 members again voted in the following fashion:

11 Baker – Aye;  
12 Clove – Aye;  
13 Lienau – Aye;  
14 Doersching – Aye.

15 Motion carried.

16  
17 **Item No. 11. Consider a motion to take action, if required:**

18 A motion was made by Lienau, seconded by Clove that in 2014 a Teen Center Counselor  
19 position shall be created. To that end, the Village's 2014 budget shall be amended in such  
20 fashion that \$2,000 is transferred from the YMCA programming account to the Teen Center  
21 account. The Teen Center Counselor will be expected to work at the Teen Center on  
22 Saturday evenings. Motion carried – All ayes.

23  
24 A motion was made by Doersching, seconded by Baker that the TKH Ice Skating Rink  
25 Promotions Agreement for 2014 which was reviewed at this meeting is approved as  
26 presented. Motion carried – All ayes.

27  
28 A motion was made by Baker, seconded by Lienau that \$3,000 of the revenues derived  
29 from ice rink advertising sales shall be reallocated to the Ice Rink portion of the 2014  
30 Budget for the Village of Sister Bay. Those funds shall be used to cover the Ice Rink  
31 Manager's salary. Motion carried – All ayes.

32  
33 **Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to  
34 a committee, official or employee:**

35 No future agenda items were suggested and there were no referrals to a committee, official  
36 or employee.

37  
38 **Adjournment:**

39 At 4:51 P.M. a motion was made by Lienau, seconded by Clove to adjourn the meeting of  
40 the Parks Committee. Motion carried – All ayes.

41  
42 Respectfully submitted,



43  
44 Janal Suppanz,  
45 Administrative Assistant