

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, JANUARY 8, 2014**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**

4
5 *The January 8, 2014 meeting of the Parks, Properties and Streets Committee was called to*
6 *order by Committee Chair Dave Lienau at 3:05 P.M.*

7
8 **Present:** Committee Chair Dave Lienau and members John Clove, and Scott Baker. Sharon
9 Doersching appeared by phone.

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

13
14 **Others:** Paige Funkhouser and Dan Roarty of Dimension IV.

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

17 Lienau asked if anyone wished to address a non-agenda item. No one responded.

18
19 **Approval of minutes as published:**

20 *A motion was made by Clove, seconded by Baker that the minutes for the December 4,*
21 *2013 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

22
23 **Business Items:**

24 **Item No. 7. Discussion regarding the operation of the TKH Ice Rink:**

25 Jackson introduced Joe Baldarotta, the new Ice Rink Manager, who explained that the rink
26 is getting a lot of use but was closed for the past few days because of the extremely cold
27 weather. Baldarotta stated that he believes the ice rink is “a very special place” and is
28 happy to be affiliated with it. He coached collegiate hockey for many years and really
29 enjoys working with and meeting all the people who frequent the rink. He does have a few
30 suggestions for improvements which could be made out at the Sports Complex, and also
31 believes it would be a good idea to create a mission statement for the rink and its
32 employees. He will be meeting with Jackson in the near future to discuss these issues.
33 Baldarotta urged the Committee members to visit the ice rink at any time, and also asked
34 that they contact him if they have any questions or concerns about the operation of the
35 rink. The Committee members welcomed Baldarotta to the Village and indicated that they
36 look forward to working with him.

37
38 **Item No. 1. Discussion on the performance pavilion project:**

39 Unfortunately the second set of bids for the performance pavilion project also came in
40 higher than anticipated. The donors were informed of this fact, and they indicated that they
41 would be willing to increase their donation on the condition that the Village contribute up
42 to \$50,000 to cover some of the unanticipated construction costs. Dan Roarty of
43 Dimension IV presented a Project Price Points Sheet and the Committee members jointly
44 reviewed that document. During the review process Roarty recommended that the bid
45 which was submitted by Zeise Construction of Green Bay, WI be accepted. He also
46 pointed out that the electrical work will not have to be as extensive, nor will it be as costly
47 as had originally been anticipated. Therefore, more money will be available to cover the
48 cost of sound and lighting systems. A separate bid will not have to be let for those items.

1 Jackson recently had a conversation with Naletta Buhr of the WEDC, who stated that it
2 would be possible for the Village to apply for grant funding to help cover the Village's
3 share of the construction costs. One complicating factor is that it typically takes three
4 months for grants to be awarded, which would definitely have an adverse effect on the
5 construction schedule. It was the consensus that Village officials should look into other
6 financing options and not attempt to obtain any grant funds for the pavilion project.

7
8 **Item No. 2. Consider a motion to make a recommendation to the Village Board that a**
9 **contract for public construction of a performance pavilion be conditionally granted to**
10 **Zeise Construction of Green Bay:**

11 *A motion was made by Clove, seconded by Lienau that the recommendation is made to*
12 *the Village Board that the bid for public construction of a performance pavilion which was*
13 *submitted by Zeise Construction of Green Bay, WI be accepted and an applicable contract*
14 *awarded. The cost of the pavilion shall not exceed \$450,000, and the bid award*
15 *documents shall state that a deduction of approximately \$11,800 for "No Plates", as well*
16 *as additions of \$6,800 for Alternate #2 – Changing manufactured stone to natural stone,*
17 *\$1,800 for use of colored concrete in "flat" areas, and \$2,250 for premium quality*
18 *burnished block shall be made.*

19
20 *At 4:08 P.M. a brief recess was taken and the Committee reconvened at 4:19 P.M.*

21
22 **Item No. 3. Consider a motion to make a recommendation to the Village Board that bids**
23 **be let for an RFP for stage sound and theatrical lighting for the performance pavilion:**

24 There was no need for this agenda item to be addressed.

25
26 **Item No. 4. Discussion regarding possible restoration to be done in front of the Sister Bay**
27 **Post Office:**

28 As work progresses on planning for the Bay Shore Drive Project decisions will have to be
29 made regarding restoration to be done in front of the Sister Bay Post Office. It was the
30 consensus that after the new sidewalk alignment is made everything between the sidewalk
31 and the building shall be designated as planting areas.

32
33 **Item No. 5. Report from Steve Mann on fall and winter activities:**

34 Mann gave an oral report regarding the following issues:

- 35 • The cigarette butt container in front of the Post Office as well as a small Christmas
36 tree which was placed by the Marina were recently stolen.
- 37 • There was a snowmobile accident at the Sports Complex. A number of safety issues
38 have arisen, and, therefore, multiple snowmobile signs will be erected soon. Joe
39 Baldarotta will discuss this issue with the snowmobilers who frequent the ice rink.
- 40 • Rugs have been purchased for the Village Hall as the floor was getting very wet.
- 41 • All the light bulbs at the Village Hall will be replaced soon.
- 42 • Nine Christmas trees were picked up by Maintenance Department employees on
43 Monday, January 6, 2014. In accord with the Committee's directives another pick-
44 up session will be conducted on Monday, January 13, 2014.
- 45 • Mann will pick up the Brutus tomorrow morning.
- 46 • Jerry Knudson and Bob DeWitt plan on returning as grass cutters next summer.
- 47 • Aaron Bley has expressed interest in serving an internship as the Village's Facilities
48 Manager and will be discussing his options with the Guidance Counselor at the

1 college he attends. Mann will keep the Committee members advised of the status of
2 this issue.

- 3 • Proposals were solicited for installation of spray foam insulation at the
4 Maintenance Building but it appears that the insulation would cost at least
5 \$47,000. The man who submitted the \$47,000 proposal realizes his proposal will
6 not satisfy budgetary constraints and suggested that insulated panels be utilized
7 instead. Mann contacted a local contractor who does install the panels and he
8 should be providing a proposal in the near future. More information will be
9 presented to the Committee as soon as it becomes available.

10

11 Paige Funkhouser, the SBAA Coordinator, pointed out that local businesses have been
12 negatively impacted by the delay in work on the Utility Construction Project. She recently
13 met with Jackson and the Maintenance Department employees and they are all suggesting
14 that “Open” flags as well as informational signage be erected. Funkhouser distributed
15 drawings of potential signage and locations for it, and it was the consensus that the signage
16 and flags should be displayed ASAP. The suggestion was also made that informational
17 banners be erected on the banner posts. Since the issue of who will actually pay for the
18 signage will be referred to the Village Board, Funkhouser was asked to provide an
19 applicable proposal as well as cost estimates to the employees in the Village Office by
20 Friday morning.

21

22 **Item No. 6. Discussion regarding the SBAA’s schedule of events for 2014 and that**
23 **organization’s 2014 Facility Use Application:**

24 Funkhouser submitted a Facility Use Application and potential schedule of events for
25 2014, and the Committee members jointly reviewed those documents.

26

27 *A motion was made by Lienau, seconded by Clove that the SBAA is granted permission to*
28 *utilize the facilities and grounds which are delineated on the attached list for all the stated*
29 *events and/or festivals. In accord with an agreement which was made between Village*
30 *officials and SBAA representatives many years ago, the SBAA will not be required to pay*
31 *security deposits or facility use fees for any of the stated uses. Motion carried – All ayes.*

32

33 Funkhouser noted that she has been authorized to organize a downtown farmer’s market.
34 As of right now it appears that the markets will be conducted on Wednesdays from 3:00
35 P.M. to 7:00 P.M. and product offerings will be limited to a variety of “consumables”, not
36 arts & crafts items. A few different downtown locations are being considered. Once more
37 information is available Funkhouser will see that it is provided to the Committee.

38

39 **Item No. 8. Consider a motion to approve a Facility Use Permit for the 2014 Door**
40 **County Folk Fest:**

41 Paul Collins, one of the organizers of Door County Folk Fest, has requested permission to
42 utilize the Village Hall and portions of Waterfront Park for Folk Fest activities on Friday,
43 July 11, 2014 and Saturday, July 12, 2014.

44

45 *A motion was made by Lienau, seconded by Baker that Paul Collins and his associates shall*
46 *be granted permission to utilize the Village Hall and portions of Waterfront Park on Friday,*
47 *July 11, 2014 and Saturday, July 12, 2014 for Folk Fest activities. Suppanz shall see that all*
48 *required paperwork, including a use agreement, is forwarded to Collins. Motion carried –*
49 *All ayes.*

1 **Item No. 9. Discussion regarding advertising Village of Sister Bay Parcel No. 181-26-**
2 **00001L1 located on S. Highland Road as being for sale:**

3 Parcel No. 181-26-00001L1 has been designated as excess Village property. The lot is
4 non-conforming, and, therefore, Jackson is recommending that Village officials consider
5 accepting “the best possible offer” for it. It was the consensus that the adjoining property
6 owners on all three sides of Parcel No. 181-26-00001L1 should be contacted and informed
7 that offers to purchase will be accepted for up to 90 days. If no offers are received within
8 that time period the Parks Committee is recommending that Village officials consider
9 placing the property on the open market.

10
11 *A motion was made by Clove, seconded by Baker that Jackson shall solicit offers to*
12 *purchase for Parcel No. 181-26-00001L1 as soon as possible. Motion carried – All ayes.*

13
14 **Item No. 10. Discussion on other parks and streets activities:**

15 No other parks and streets activities were discussed.

16
17 **Item No. 11. Discussion regarding matters to be placed on a future agenda or referred to**
18 **a committee, official or employee:**

19 It was the consensus that the following items shall be addressed at the February Parks
20 Committee Meeting:

- 21 • Discussion regarding revision of the rules and regulations delineated on the
- 22 Village’s Facility Use Application.
- 23 • Discussion regarding creation of a small sledding hill out at the Sports Complex.

24
25 **Adjournment:**

26 *At 5:22 P.M. a motion was made by Clove, seconded by Baker to adjourn the meeting of*
27 *the Parks Committee. Motion carried – All ayes.*

28
29 Respectfully submitted,

30 

31 Janal Suppanz,
32 Administrative Assistant