

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, APRIL 9, 2014**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**

4
5 *The April 9, 2014 meeting of the Parks, Properties and Streets Committee was called to*
6 *order by Committee Chair Dave Lienau at 2:05 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, Steve Mann, Facilities Manager, and
12 Janal Suppanz, Administrative Assistant.

13
14 **Others:** Dan Roarty of Dimension IV, Alissa Jacobson, Drew Richmond of the YMCA,
15 Paige Funkhouser and Ron Kane.

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

18 Lienau asked if anyone wished to address a non-agenda item.

19
20 Paige Funkhouser noted that the SBAA Egg Hunt will be conducted in Waterfront Park on
21 Saturday, April 19, 2014. She also indicated that several people have complained about
22 excessive amounts of dog feces being on the Mill Road sidewalk. Jackson and Suppanz
23 are aware of the complaints and will be addressing that issue in this week's earned media
24 campaigns.

25
26 Jackson read an e-mail he had received from Dornier Construction concerning detour
27 routes aloud. Clean-up should be done on April 24, 2014 and April 25, 2014.

28
29 Copies of e-mails from and to Suppanz, Jan Johnson of the Town of Liberty Grove and
30 Doug Smith of the Town of Liberty Grove were included in the meeting packets. Those e-
31 mails pertain to the collaborated Shredding Appliance Recycling Days which are
32 scheduled to be conducted at the Liberty Grove Town Hall on Saturday, June 21, 2014 and
33 Saturday, September 20, 2014.

34
35 **Approval of minutes as published:**

36 *A motion was made by Clove, seconded by Baker that the minutes for the January 8, 2014*
37 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

38
39 **Approval of Agenda:**

40 *A motion was made by Clove, seconded by Baker that the Agenda for the April 9, 2014*
41 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

42
43 **Business Items:**

44 **Item No. 8. Discussion regarding Alissa Jacobson's proposal to conduct yoga classes at**
45 **the beach and on the dock from June through August:**

46 A proposal from Alissa Jacobson, who would like to conduct yoga classes at the beach and
47 on the dock from June through August, was included in the meeting packets. Jacobson
48 would also like to use the Village Hall as a back-up location in case of inclement weather.

1 Discussion took place regarding Jacobson's proposal, and it was the consensus that
2 permission shall be granted for her to conduct the yoga classes on a one year trial basis. It
3 was also the consensus that Jacobson shall be charged use fees of \$25 plus tax per day.
4 Mann noted that scheduling issues may arise if mowing is not allowed during the classes,
5 and Jacobson indicated that she is willing to work around the mowing schedule.

6
7 *A motion was made by Clove, seconded by Baker that Alissa Jacobson is granted*
8 *permission to use the Village of Sister Bay's beach and dock for yoga classes, with the*
9 *Village Hall as a back-up location, from June through August of 2014 on a one year trial*
10 *basis. Jacobson shall complete and submit a Facility Use Application, and provide a class*
11 *schedule to the employees in the Administration Office ASAP. A \$100 security deposit will*
12 *be required, and Jacobson will be charged use fees of \$25 plus tax for each day that she*
13 *uses any of the previously mentioned facilities. Motion carried – All ayes.*

14
15 **Item No. 10. Discussion regarding the YMCA rack card for 2014:**

16 A draft of the YMCA rack card for 2014 was included in the meeting packets and the
17 Committee members jointly reviewed that document. During the review process some font
18 changes and graphic design revisions were suggested, and Drew Richmond took note of all
19 of them. He will see that a revised draft is provided to the employees in the Village Office
20 ASAP.

21
22 Richmond suggested that the day camp operational hours be changed. He would like to
23 see 8:00 A.M. to 5:00 P.M. versus 8:30 A.M. to 4:30 P.M. like last year. It was the
24 consensus that the suggested schedule revisions will be acceptable.

25
26 *At 2:38 P.M. a brief recess was taken and the Committee members reconvened at 2:45*
27 *P.M.*

28
29 **Item No. 1. Discussion regarding the Pavilion Project: Update on the timeline and**
30 **selection of material colors; and scheduling of a groundbreaking ceremony:**

31 Dan Roarty of Dimension IV presented an updated pricing sheet for the Pavilion Project,
32 and the Committee members jointly reviewed that document. The State Inspector has
33 reviewed the plans for the pavilion and indicated that slightly larger landings will be
34 required. Roarty presented samples of the shingles, stone, trim and fascia which will be
35 utilized on the pavilion. He also presented color samples for the beams and asked what
36 was preferred. It was the consensus that the lighter paint sample which was presented by
37 Roarty shall be utilized on the beams, that a cream color paint shall be utilized on the
38 doors and railings, and that the reader board background shall be black felt. Discussion
39 took place regarding the stonework pattern, and it was eventually the consensus that
40 beach stone should not be used.

41
42 The groundbreaking ceremony for the pavilion will be conducted at 2:00 P.M. on Friday,
43 April 25, 2014. Suppanz will see that Bob Kufirin and Denise Bhirdo are invited, and will
44 ask both of them to give brief speeches.

45
46 **Item No. 2. Discussion regarding resurfacing of Scandia and Woodcrest Roads;**
47 **Recommendation of the Finance Committee:**

48 Scandia Road and Woodcrest Road are in dire need of repair, and a proposal which was
49 received from John Kolodziej, the Door County Highway Commissioner, was included in

1 the meeting packets.
2

3 *A motion was made by Clove, seconded by Baker that the proposal from the Door County*
4 *Highway Department concerning resurfacing of Scandia and Woodcrest Roads which was*
5 *included in the meeting packets shall be accepted as presented. The cost of the Scandia*
6 *Road resurfacing project (from the intersection of N. Bay Shore Drive to the intersection*
7 *with Woodcrest Road) shall not exceed \$46,710, and the cost of the Woodcrest Road*
8 *resurfacing project (from the intersection of Scandia Road to Autumn Court) shall not*
9 *exceed \$35,300. Motion carried – All ayes.*

10
11 **Item No. 3. Discussion regarding an Open Air Market:**

12 The Village, with the support of the SBAA, will be sponsoring an Open Air Farmer’s
13 Market, and documentation regarding the market, as well as a copy of the new logo for it
14 were included in the meeting packets. The preferred location for the Farmer’s Market is the
15 grassy area by the brick parking lot on the former Helm’s property. A JEM Grant
16 Application was included in the meeting packets, and the Committee members jointly
17 reviewed that document. Clove noted that he believes the close proximity of the Marina to
18 the Farmer’s Market should have been mentioned in the grant application. One
19 requirement of the JEM Grant is that the Village be prepared to provide matching funds of
20 \$1,500 to cover marketing expenses. The Committee members indicated that they like the
21 Farmer’s Market logo very much, and also indicated that they believe there should be a
22 wide variety of home grown or handmade product offerings from around the State of
23 Wisconsin at the Farmer’s Market.

24
25 *A motion was made by Lienau, seconded by Clove that \$1,500 shall be withdrawn from*
26 *the Various Parks Projects Account to cover marketing expenses for the Farmer’s Market.*
27 *Motion carried – All ayes.*

28
29 **Item No. 4. Update on the 6f parcel conversion:**

30 Some of the land comprising Waterfront Park will be “taken” for rights-of-way when work
31 is done on the highway reconstruction project, and in accord with State regulations the
32 D.O.T. must replace that land with other property which is in close proximity to a different
33 park or Village owned outdoor recreational facility. State officials recently informed
34 Jackson that they are considering the purchase of some property which is near the Sports
35 Complex. Jackson will keep the Committee members advised of the status of this issue.

36
37 **Item No. 5. Discussion regarding Sister Bay’s Field & Street Rally, an event supported by**
38 **the SBAA which will be conducted on the Sunday of Memorial Day weekend:**

39 *Sister Bay’s Field & Street Rally, a car, tractor and emergency vehicle show, will be*
40 *conducted in the Shopko parking lot on May 25th, the Sunday of Memorial Day weekend.*
41 *Local “car guys” have indicated that there aren’t any car shows conducted on that*
42 *weekend, and there are a number of “locals” who own very nice cars as well as tractors.*
43 *They are all being encouraged to participate in the show. In addition to the car, tractor and*
44 *emergency vehicle displays there will be a Memorial Day tribute, car and tractor poker*
45 *runs, timed plow runs, 50/50 raffles, opportunities for people to “beat on a junker”, and a*
46 *goat petting zoo. The Sister Bay Lions will be operating a food and beer stand, Sister Bay*
47 *Mobil/Sub Express will be selling sandwiches and pizza, and Lamperts will bring their*
48 *large outdoor grill. Soda and water will also be sold, “The Old Dogs That Care”, (Marines*
49 *who regularly send care packages to active duty servicemen and women), will man an*

1 informational booth and accept donations for their cause, and Sister Bay business owners
2 will be given an opportunity to set up displays or sale booths showcasing their product
3 offerings. Sponsorship letters and informational packets were mailed to all the business
4 owners in the Village last week.

5
6 *A motion was made by Baker, seconded by Clove that the Parks Committee supports Sister*
7 *Bay's Field & Street Rally, which will be conducted on the Sunday of Memorial Day*
8 *weekend. Motion carried – All ayes.*

9
10 **Item No. 6. Discussion regarding “Family Fireworks Day”, an event supported by the**
11 **SBAA, on Sunday, July 6, 2014:**

12 **Item No. 7. Discussion regarding amendment of §30.11(d) of the Municipal Code:**

13 Sister Bay is a major tourist destination, yet does nothing to celebrate the 4th of July
14 Holiday. Gills Rock, Baileys Harbor, Fish Creek, Egg Harbor and Sturgeon Bay all promote
15 tourism around the Independence Day Holiday with paid, professional fireworks shows,
16 and several members of the Parks Committee have been recommending that some type of
17 special 4th of July event be scheduled here for quite some time. Sister Bay did little to
18 differentiate itself from other communities around the 4th of July, nor did it promote the
19 festive atmosphere and hospitality that visitors to the Village have come to expect. It is
20 Jackson's contention that given the recent adverse impacts of reconstruction on retailers
21 and other businesses in and around Sister Bay, an event which enhances traffic and causes
22 Sister Bay to become known for both a distinctive retail opportunity and an event that is
23 unique could be fortuitous for everyone. Therefore, he is recommending that “Pyro
24 Palooza”, a “family fireworks ignition day” be conducted out at the Sports Complex on July
25 6, 2014. No alcoholic beverages will be allowed on the grounds during “Pyro Palooza”
26 and no firecrackers will be sold. Anyone wishing to purchase fireworks in the Village
27 would be required to obtain a permit.

28
29 Jackson indicated that prior to coming to Sister Bay he ran a fireworks business in North
30 Carolina and would like to open such a business here on a limited term basis. In accord
31 with his contract with the Village, he is required to inform the Village President of any
32 secondary employment or business ventures he is considering and did that. He also
33 contacted the Village Attorney regarding his plans and was informed that conflict of
34 interest or ethical issues will not come into play. In order for fireworks to be sold anywhere
35 in the Village, Municipal and Zoning Code amendments will be required. In order to avoid
36 any appearance of impropriety Jackson did publish Public Hearing Notices regarding all
37 the proposed amendments. A draft copy of amendments to §30.11(d)(6) of the Municipal
38 Code was included in the meeting packets.

39
40 Discussion took place regarding Jackson's proposals, and during that time he pointed out
41 that he has discussed this issue with the Fire Chief, who sent the letter of support which
42 was included in the meeting packets. He also made a presentation to the Plan
43 Commission. The Plan Commission members stated that they believe a limit should be
44 placed on the number of large fireworks tents which will be allowed in the Village, and
45 that anyone selling fireworks should be a Village resident or property owner. Discussion
46 took place regarding the Plan Commission's recommendation and it was the consensus
47 that no more than two tents fireworks tents should be allowed.

1 A motion was made by Clove, seconded by Baker that the Parks Committee recommends
2 that the Village Board approve the proposed amendments to §30.11(d)(6) of the
3 Municipal Code which were reviewed at this meeting, on the condition that a one year
4 sunset clause be imposed. The recommendation is also made that the Village Board
5 consider requiring that anyone selling fireworks in the Village be a Village resident or
6 property owner, that the number of tents from which fireworks sales will be allowed be
7 limited to two, and that a public hearing be required before any extensions to the
8 amendments to §30.11(d)(6) are granted.

9
10 A motion was made by Baker, seconded by Clove that if the Village Board grants
11 permission for “Pyro Palooza” to be conducted, no more than \$750 be withdrawn from
12 the Miscellaneous Parks Projects Account to cover costs associated with that event. Motion
13 carried – All ayes.

14
15 **Item No. 9. Report from Steve Mann on fall and winter activities:**

16 Mann gave an oral report regarding the following issues:

- 17 • Because of the unseasonably cold weather, spring clean-up is approximately three
18 weeks behind schedule.
- 19 • Hopefully work will be commencing on the Maintenance Building insulation
20 project soon.
- 21 • He has been seeking proposals on replacement heating equipment for the
22 Maintenance Building.
- 23 • One of the benches out at the Sports Complex was struck by a snowmobile and
24 was damaged. Repairs will be made ASAP.
- 25 • The Village’s snow fences have all been taken down and the fence posts will be
26 removed as soon as the frost is out of the ground.
- 27 • All the ice skating equipment will be put in storage soon and the soccer equipment
28 will be put out.
- 29 • Several bids were received for the 1999 Grasshopper which was advertised on
30 Craig’s List. The high bid of \$2,121.21 was submitted by James Kent.

31
32 A motion was made by Lienau, seconded by Baker that the Village’s 1999 Grasshopper
33 shall be sold to James Kent for \$2,121.21. If for some reason Kent is no longer interested
34 in the Grasshopper, it shall be offered to the next highest bidder. Motion carried – All
35 ayes.

- 36
37 • Only one bid was received for the Jeep which was used out at the Sports Complex.
38 That bid, in the amount of \$300, was submitted by Mike Peters of Sturgeon Bay.

39
40 A motion was made by Lienau, seconded by Clove that Mike Peters’ bid of \$300 for the
41 Jeep which was used at the Sports Complex shall be accepted. Motion carried – All ayes.

42
43 **Item No. 11. Discussion regarding trackless maintenance:**

44 The trackless is in need of repair again and Mann is recommending that Bruce Municipal
45 be asked to evaluate it and provide an estimate as to the necessary repairs. It was the
46 consensus that this shall occur.

1 **Item No. 12. Discussion on other parks and streets activities:**

2 Ron Kane indicated that the Information Booth will be opening on May 1, 2014 and asked
3 that the restrooms be opened prior to that date. Mann will comply with Kane’s request.

4
5 Erica Berggren has asked for permission to hold a wedding ceremony in Waterfront Park
6 on Saturday, July 5, 2014. It was the consensus that this will not be a problem. Suppanz
7 will discuss particulars with Berggren and see that the appropriate paperwork is completed.

8
9 **Item No. 13. Discussion regarding matters to be placed on a future agenda or referred to
10 a committee, official or employee:**

11 Updates on the Pavilion Project and the Highway Reconstruction Project will be provided
12 to the Committee members on a regular basis.

13
14 **Adjournment:**

15 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks
16 Committee at 5:12 P.M. Motion carried – All ayes.*

17
18 Respectfully submitted,



19
20 Janal Suppanz,
21 Administrative Assistant