

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, MARCH 4, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**

4
5 *The March 4, 2015 meeting of the Parks, Properties and Streets Committee was called to*
6 *order by Committee Chair Dave Lienau at 2:17 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:** Village Administrator Zeke Jackson, and Facilities Manager Steve Mann.

12
13 **Others:** Brian Fitzgerald, Michael Fischer, Ron Myers, Ram Rojas and one other
14 individual.

15
16 **Comments, correspondence and concerns from the public:**
17 Lienau noted that no new correspondence had been received.

18
19 **Approval of minutes as published:**
20 *A motion was made by Clove, seconded by Baker that the minutes for the February 4,*
21 *2015 meeting of the Parks, Properties & Streets Committee be approved as presented.*
22 *Motion carried – All ayes.*

23
24 **Approval of Agenda:**
25 *A motion was made by Baker, seconded by Clove that the Agenda for the March 4, 2015*
26 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

27
28 **Business Items:**
29 **Item No. 2. Discussion with representatives of the Peninsula Pacers regarding routing for**
30 **their bike ride; and consider a motion for action if necessary:**
31 Brian Fitzgerald of the Peninsula Pacers distributed a packet of information regarding the
32 2015 Peninsula Century Bike Ride, which is scheduled for Saturday, September 19, 2015,
33 and the Committee members jointly reviewed that documentation. The Peninsula Century
34 Bike Ride is getting larger every year and draws a number of people to the Village. Last
35 year many positive comments were heard about the ride and the Village as a whole, and
36 all the vendors who set up booths and tents in the rest area are from Sister Bay. Eight not-
37 for-profit organizations also participate. The organizers of the Peninsula Century would like
38 to place a large tent near the Performance Pavilion. That shouldn't be a problem, as by
39 September that area of Waterfront Park should again be accessible. Jackson did note that
40 D.O.T. officials have informed him that all the signage which is placed on the highway
41 regarding bike ride routes and detours must comply with D.O.T. regulations. Fitzgerald
42 responded that he will contact the Door County Highway Commissioner to confirm that
43 his signage is compliant prior to erecting any of it. Due to the fact that work will still be
44 going on on the Bay Shore Drive Reconstruction Project, some alternate parking
45 arrangements may have to be made for ride participants. Fitzgerald will contact Jackson a
46 few weeks prior to the ride to work out any logistical issues which may arise.

47
48

1 A motion was made by Baker, seconded by Clove that permission is granted for the
2 Peninsula Pacers to utilize Village parklands and streets for the Peninsula Century Bike Ride
3 on September 19, 2015. The ride route which is depicted on the documentation which
4 was reviewed at this meeting is approved as presented. Motion carried – All ayes.
5

6 **Item No. 6. Presentation by a representative of Gravity Trails regarding installation of a**
7 **zip line on Village owned property:**

8 Michael Fischer of Gravity Trails is requesting that Village officials grant permission for him
9 to operate a zip line business on Village owned property. He currently operates a small
10 eco-friendly zip line company at the Egg Harbor Fun Park and would like to open a zip
11 line course in Sister Bay in the Spring of 2016. (If the weather is wet and/or cold people do
12 not typically want to go to waterfront areas, but they do look for things to do, and Fischer
13 believes a zip line in a wooded area would fill the gap and draw a number of people to the
14 Village.) He has discussed this issue with Jackson, who encouraged him to request the
15 necessary approvals. The preferred location for the zip line is the Village owned property
16 adjacent to the Fire Station off of Mill Road. There are wetlands on that property, but DNR
17 officials have informed Fischer that no permits will be required since the zip line
18 equipment will not have any impact on the soil in the area in question. He has also
19 examined the trees on the property, and believes a number of them are perfectly suited for
20 his needs. The course will consist of a climbing wall and four zip lines, and if everything
21 goes well construction should start in the Fall. Fischer acknowledged that some of the trees
22 on the previously mentioned property will have to be trimmed, but stressed that a
23 concerted effort will be made to see that as few trees as possible are actually removed. A
24 temporary structure will be utilized for a reception area/ticket booth but it will be removed
25 at the end of every season. Two poles would also have to be erected outside the
26 designated wetlands, and platforms will be constructed in some of the trees. Clove
27 expressed concerns about the appearance of the zip line platforms, and also noted that he
28 does not believe construction of a zip line course on the property is the best possible use of
29 it. Doersching stated that she believes further study is needed regarding the impact zip line
30 businesses actually had in other communities. She also pointed out that Lyle Bruss and
31 Andrew Nocker had requested that the land adjacent to the Fire Station be utilized for a
32 sculpture park/walking trail as well as a “senior citizen playground/exercise area”. They
33 were informed that their requests would be addressed at length in the spring. Fischer
34 responded that he believes the zip line and the sculpture park/walking trail/“senior citizen
35 playground” could actually compliment one another.
36

37 A motion was made by Clove, seconded by Baker that Michael Fischer’s request to utilize
38 the Village owned property adjacent to the Fire Station off of Mill Road for installation of a
39 zip line course is denied. Motion carried – All ayes.
40

41 **Item No. 7. Presentation by Ron Myers and Ram Rojas concerning creation of a mural**
42 **project in the Village; and consider a motion for action if necessary:**

43 Ram Rojas, who created the mural which is on the wall of Nelson Hardware in Baileys
44 Harbor, and his associate, Ron Myers, would like to create a mural on the wall of a
45 building(s) in Sister Bay. The preferred location would be the north wall of the Post Office,
46 which is a public building, and, therefore, this issue is being referred to the Parks
47 Committee. Jackson noted that he did a considerable amount of research regarding this
48 issue and determined that if a mural only consists of artwork, does not contain a business
49 logo, and is non-commercial in nature it would be allowed. Prior to the time that any work

1 commences on a mural preliminary sketches would have to be submitted to the Plan
2 Commission for architectural feature review. Myers and Rojas distributed examples of
3 murals Rohas has created in other communities, and stressed that any mural which is
4 created here would be unique to the Sister Bay area. It would help considerably if a local
5 person would be willing to manage the project, as fund raising will have to be done.
6

7 The Committee members noted that they do not believe the Post Office would be an
8 acceptable location for a mural, but suggested that the north side of the Boat House be
9 utilized as it would get a huge amount of exposure. Other options might be the concession
10 building at the Sports Complex or one of the buildings at The Corner of the Past.
11

12 *A motion was made by Lienau, seconded by Clove that the Parks Committee grants*
13 *approval for Ron Myers and Ram Rojas to create a mural on a wall(s) of the concession*
14 *stand at the Sports Complex, on the condition that sketches of the mural(s) they would like*
15 *to create on that building must first be reviewed and approved by the Parks Committee as*
16 *well as the Plan Commission. The Parks Committee is recommending that the Marina*
17 *Committee allow Myers and Rojas to create a mural on the north wall of the Boat House.*
18 *Motion carried – All ayes.*
19

20 **Item No. 1. Discussion with personnel from the Door County Sheriff's Department**
21 **regarding the patrol schedule for 2015; and consider a motion for action if necessary:**

22 Jackson has not had an opportunity to meet with personnel from the Door County Sheriff's
23 Department regarding the patrol schedule for 2015 yet.
24

25 *A motion was made by Lienau, seconded by Clove that Agenda Item No. 1 – Discussion*
26 *with personnel from the Door County Sheriff's Department regarding the patrol schedule*
27 *for 2015; and consider a motion for action if necessary, be tabled until the next meeting of*
28 *the Parks Committee. Motion carried – All ayes.*
29

30 **Item No. 3. Consider a motion to discuss and approve the SBAA event calendar for 2015:**

31 The SBAA Board of Directors has not had an opportunity to draft a formal policy regarding
32 wrist banding at Fall Fest or address the logistical issues associated with "Midwest
33 Sunsplash" yet.
34

35 *A motion was made by Lienau, seconded by Baker that Agenda Item No. 3 – Consider a*
36 *motion to discuss and approve the SBAA event calendar for 2015, be tabled until the next*
37 *meeting of the Parks Committee. Motion carried – All ayes.*
38

39 **Item No. 4. Discussion regarding an "in kind" donation from the Door County Visitor**
40 **Bureau of an electric vehicle charging station; and consider a motion for action if**
41 **necessary:**

42 In May of 2014 the Door County Visitor Bureau installed two electric vehicle charging
43 stations at their Welcome Center in Sturgeon Bay. They will be purchasing ten more
44 charging stations and would like to donate them to municipalities around Door County.
45 The terms of the donation will include the purchase price of \$3,490 plus tax, one year of
46 free network service, an initial 5 year warranty and the use of the Visitor's Bureau's parking
47 space stencil. The network service includes a software package to track usage by number
48 of sessions and by kilowatt hours used. Once a charging station is donated to a
49 municipality it becomes the property of that municipality, but the municipality is

1 responsible for any and all maintenance. Further, the equipment must be installed in a
2 location that visitors would find convenient, and it must be installed no later than June 1,
3 2015. If a municipality chooses to extend the network service beyond the first year, costs
4 of \$100 per month would be incurred. Initially people will be allowed to charge their
5 vehicles free of charge. As per the Committee's earlier direction conduit for an electric
6 vehicle charging station has already been installed in the parking area near the
7 Performance Pavilion in Waterfront Park.

8
9 Clove expressed concerns about providing free service to users of electric vehicles, and
10 suggested that a meter be installed.

11
12 *A motion was made by Lienau, seconded by Doersching that the Parks Committee accepts*
13 *the Door County Visitor Bureau's "in kind" donation of an electric vehicle charging station.*
14 *The charging station shall be installed in the parking area near the Performance Pavilion in*
15 *Waterfront Park in as timely a fashion as possible. Motion carried with Clove opposed.*

16
17 *At 3:58 P.M. Doersching indicated that she had another obligation and would have to*
18 *leave. Therefore, she hung up.*

19
20 **Item No. 5. Discussion regarding placement of a quiet craft launch area to be utilized by**
21 **silent sports vendors and enthusiasts in 2015; and consider a motion for action if**
22 **necessary:**

23 *When work is done on the Beach Reconstruction Project the current quiet craft launch area*
24 *will not be accessible as it will be used as the contractor's access point. The silent sports*
25 *vendors who operate their business out of Waterfront Park have asked Jackson if there is an*
26 *alternate location for them to utilize during 2015. They are also wondering if Village*
27 *officials have decided where their business operations will be located once all the work is*
28 *completed on the Beach Project. Jackson presented a diagram depicting what the*
29 *waterfront will look like once all the work is completed on the Beach Project, and the*
30 *Committee members jointly reviewed that document. The suggestion has been made that*
31 *the quiet craft launch/vendor area be moved to the back side of the rock groin which will*
32 *be created when work is done on the Beach Project, but a ramp will be required. Other*
33 *options would be to allow silent sport enthusiasts and vendors to utilize a portion of the*
34 *beach or the north side of "A" Dock at the Marina where the rocks slope down. If a*
35 *portion of the beach is utilized areas for kayak racks and a kiosk will have to be provided*
36 *for, which could be problematic. A number of logistical issues could also arise if the beach*
37 *is utilized as several individuals have already expressed interest in using that area for*
38 *waterfront wedding ceremonies.*

39
40 *A considerable amount of discussion took place regarding these issues, and it was*
41 *eventually the consensus that:*

- 42
43 *A. During 2015 the preferred location for the launching of quiet craft and conducting*
44 *of business by the silent sports vendors is the north end of Marina Park. If the silent*
45 *sports vendors do not believe the north end of Marina Park will work for their*
46 *business operations, they will be allowed to utilize the north end of the beach in*
47 *2015, but they will not be allowed access to that area until such time as the sand*
48 *and backstops for the rain water gardens have been installed. Further, their kayak*
49 *storage racks, kiosk and other appurtenances must be removed from the beach on*

1 a daily basis.

2
3 B. Once all the work has been completed on the Beach Reconstruction Project the
4 Parks Committee will decide upon a permanent location for the launching of quiet
5 craft and conducting of business by the silent sports vendors.

6
7 **Item No. 8. Discussion regarding operational times for “Midwest Sunsplash”; and**
8 **consider a motion for action if necessary:**

9 The organizers of “Midwest Sunsplash” would like to know what type of time limits Village
10 officials intend to impose for live performances and festival activities. They are proposing
11 that the event kick off during the late afternoon/early evening hours of Friday, August 8,
12 2015, but that all performances and festival activities end by 9:00 P.M. Ideally
13 performances and festival activities would resume at approximately 2:00 P.M. on Saturday,
14 August 9, 2015, and would run until midnight on Sunday, August 10, 2015.

15
16 *It was the consensus that the proposed time limits for “Midwest Sunsplash” will not be an*
17 *issue, but that the organizers of that event must make a concerted effort to see that all*
18 *adjoining property owners are advised of the festival schedule and planned activities at*
19 *least two months prior to August 8, 2015.*

20
21 *A motion was made by Clove, seconded by Baker that the Parks Committee approves of*
22 *the following time limits for “Midwest Sunsplash”:*

23
24 *On Friday, August 8, 2015 performances and festival activities will commence*
25 *sometime during the late afternoon/early evening hours but must cease by 9:00*
26 *P.M.; and,*
27 *On Saturday, August 9, 2015 performances and festival activities will commence at*
28 *2:00 P.M. but must cease by midnight on Sunday, August 10, 2015.*

29
30 *Motion carried – All ayes.*

31
32 **Item No. 9. Report from Steve Mann on activities:**

33 Mann gave an oral report regarding the following issues:

- 34 • Work has commenced on refinishing of the Village Hall floor.
- 35
- 36 • A few weeks ago the water lines at the Village Hall froze. The necessary repairs
37 have been made. It appears that the lack of grass cover and snow were contributing
38 factors.
- 39
- 40 • The water lines at the Sports Complex also froze and burst while the broomball
41 tournament was going on. (It was extremely cold that weekend, and the guys who
42 were doing grilling left the garage door on the TKH Building open throughout the
43 day in an attempt to stay warm.) So far Mann knows that a 3” water line, 2 – 3/4”
44 water lines, and 2 - 1 1/2” valves were damaged. The 3” water line actually
45 snapped right off. That line feeds the sprinkler system, and arrangements have been
46 made for all the necessary repairs to be made ASAP. The organizers of the
47 broomball tournament were very upset that the water line damage occurred and
48 apologized profusely.
- 49

- 1 • All the Christmas lights and decorations have been taken down, and necessary
2 repairs have already been made to the decorations, which will be a big time saver
3 in November.
4
- 5 • The Maintenance Department employees re-painted the interior of the
6 Administration Building and helped rearrange the office furniture.
7
- 8 • A 2011 Ford Ranger with 19,000 miles has been purchased to replace "Little Blue".
9 A "For Sale/Make An Offer" sign has been placed on "Little Blue". To date a few
10 offers have been received.
11

12 *A motion was made by Lienau, seconded by Clove that Jackson and Mann shall decide*
13 *which offer should actually be accepted for the truck which is commonly referred to as*
14 *"Little Blue" and see that the necessary paperwork is completed in a timely fashion. Motion*
15 *carried – All ayes.*
16

17 **Item No. 10. Discussion regarding other parks and streets activities:**

18 Jackson gave the following oral report:
19

- 20 • Amy Lorona would again like to conduct "Go Bo Treatment Trail" activities in
21 Sister Bay on June 19 and 20, 2015. A copy of a letter from Lorona was presented
22 to all the Committee members.
23

24 *A motion was made by Clove, seconded by Lienau that the Parks Committee grants*
25 *permission for Village parklands and streets to be utilized on June 19 and 20, 2015 for the*
26 *"Go Bo Treatment Trail" activities which are described in the letter from Amy Lorona*
27 *which was reviewed at this meeting. Motion carried – All ayes.*
28

- 29 • *AAA will be publishing a full-page article in their magazine regarding the yoga*
30 *classes Alissa Jacobson conducted in Waterfront Park. The "in-kind" value of that*
31 *article is \$86,900!!! Jacobson has asked if it will be possible for her to return to*
32 *Waterfront Park in 2015.*
33

34 *A motion was made by Lienau, seconded by Baker that permission is granted for Alissa*
35 *Jacobson to again conduct her yoga classes in Waterfront Park during 2015. The same*
36 *terms of use and fee schedule which were imposed last year will be enforced. Motion*
37 *carried – All ayes.*
38

- 39 • Work is proceeding on the line burial project.
40
- 41 • A pre-construction meeting was conducted regarding the Beach Reconstruction
42 Project.
43
- 44 • He has discussed the grant for the Beach Project with Joel Kitchens as well as a
45 member of the Joint Finance Committee and is hopeful that the funding will be
46 released soon. It is also possible that additional grant funds may be awarded for the
47 Marina Restroom Project.
48

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

3 *It was the consensus that the following issues shall be addressed at the next meeting of the*
4 *Parks, Properties and Streets Committee:*

- 5
- 6 • ***Discussion with personnel from the Door County Sheriff's Department regarding***
7 ***the patrol schedule for 2015; and consider a motion for action if necessary.***
- 8
- 9 • ***Consider a motion to discuss and approve the SBAA event calendar for 2015.***

10

11 *It was also the consensus that the following issue shall be addressed as soon as all the work*
12 *is completed on the Beach Reconstruction Project:*

- 13
- 14 • ***Placement of a quiet craft launch area to be utilized by silent sports vendors and***
15 ***enthusiasts.***

16

17 *The following issue will be referred to the Marina Committee:*

- 18
- 19 • ***Presentation by Ron Myers and Ram Rojas concerning creation of a mural project***
20 ***in the Village; and consider a motion for action if necessary.***

21

22 **Adjournment:**

23 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks*
24 *Committee at 4:29 P.M. Motion carried – All ayes.*

25

26 Respectfully submitted,

27 

28 Janal Suppanz,
29 Assistant Administrator