

1                   **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**  
2   **WEDNESDAY, MAY 6, 2015**  
3                   **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**

4  
5     *The May 6, 2015 meeting of the Parks, Properties and Streets Committee was called to*  
6     *order by Committee Chair Dave Lienau at 2:24 P.M.*

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

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

13  
14    **Others:** Rick Wylie, Mark Schuster, Paige Funkhouser, Greg Casperson, Ann Scholl, Sean  
15    Ryan, Rob Zoschke, Dick and Mary Smythe, John Cain and Carrie Baldwin-Smith.

16  
17    **Approval of Agenda:**

18    *A motion was made by Clove, seconded by Baker that the Agenda for the May 6, 2015*  
19    *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

20  
21    **Comments, correspondence and concerns from the public:**

22    Lienau asked if anyone wished to comment regarding a non-agenda item.

23  
24    Rick Wylie of Bay Shore Outdoor indicated that he has been operating his silent sports  
25    business out of Waterfront Park for a number of years. He's excited about the Beach  
26    Expansion Project, but is also confused about what the future holds with respect to a  
27    designated location for his business. Lienau responded that Village officials have not  
28    determined what the long term plan for utilization of the new beach will be yet, but for this  
29    year they are willing to designate a temporary location for a silent sports launch area. That  
30    location is on the western end of the beach, inside the rock groin. Wylie was instructed to  
31    discuss the logistical issues associated with this issue with Jackson after this meeting, and it  
32    was the consensus that it shall be fully addressed at a future meeting of the Parks  
33    Committee.

34  
35    Mary and Dick Smythe appeared on behalf of the Woodcrest Village Condominium  
36    Owner's Association. They expressed concerns about having an approved snowmobile  
37    trail run through certain portions of the Village. The route which is currently being  
38    proposed by the Top O' The Thumb Snowmobile Club affects the residents of four  
39    condominium associations - Timber Ridge, Pheasant Park, Woodcrest Village and  
40    Skogland, as well as a number of people who own private residences along the trail route,  
41    as a number of noise and safety issues will arise. Mary, who is the President of the  
42    Woodcrest Village Condominium Association, wrote a letter to the Parks Committee  
43    concerning this issue, and that letter was read aloud.

44  
45    Larry Cain indicated that he also is a member of the Board of Directors at Woodcrest  
46    Village and wholeheartedly agrees with Smythe.

47  
48    Lienau noted that the following pieces of correspondence were included in the meeting

1 packets.

- 2
- 3 • A letter from Inger Johnson in which she states that she doesn't like the
- 4 appearance of the menu mailboxes which have been placed by The
- 5 Boathouse. Johnson also states that she thinks the Village's Christmas
- 6 decorations are "ugly".
- 7 • A letter and photos which were received from Quinn Lundquist. (In that
- 8 letter Lundquist describes some suggestions she has for providing shade on
- 9 the new beach.)
- 10 • E-mails from and to Paul Collins concerning Door County Folk Fest, which
- 11 will be conducted in Door County from July 8 – 12, 2015. Collins has
- 12 reserved the Village Hall for that event.
- 13

14 Carrie Baldwin-Smith, who resides in Baileys Harbor and is the owner of Door County  
15 Event Planners, indicated that she plans and organizes a number of weddings and other  
16 large events throughout Door County. When she heard that the Sister Bay beach was being  
17 expanded she thought there would be an excellent opportunity for the Village to create a  
18 private area for people to hold beachfront weddings or special events. No other Northern  
19 Door wedding or large event venue will be able to offer such an amenity. If the Village  
20 does decide to create a special event area and purchases its own tent, Baldwin-Smith  
21 believes rental fees of up to \$1,500 per wedding or special event would be appropriate.  
22 No matter what use fee is established for the special event area, she believes a specific set  
23 of rules must be established, and any and all of them should be clearly delineated on any  
24 Facility Use Permits which are issued.

25  
26 **Approval of minutes as published:**

27 *A motion was made by Clove, seconded by Doersching that the minutes for the April 8,*  
28 *2015 meeting of the Parks, Properties & Street Committee be approved as presented.*  
29 *Motion carried – All ayes.*

30  
31 **Business Items:**

32 **Item No. 1. Discussion regarding the Facility Use Application and supporting**  
33 **documentation which was submitted by the organizers of the 2015 Door County Century**  
34 **Bike Ride; and consider a motion for action if necessary:**

35 A Facility Use Application and accompanying documentation were submitted by John  
36 Mory and Sean Ryan on behalf of the organizers of the Door County Century Bike Ride,  
37 and all those documents were included in the meeting packets. The ride will be conducted  
38 on September 13, 2015, and Mory and Ryan would again like to establish ride routes and a  
39 rest area in the Village.

40  
41 Ryan was present and asked if it would be possible for ride organizers to utilize the  
42 Performance Pavilion rather than erect a large tent in Waterfront Park. He also noted that  
43 he will contact representatives of Gibraltar High School before school lets out to see if  
44 there are any clubs or organizations which would be interested in working at a fund raising  
45 booth(s).

46  
47 *A motion was made by Clove, seconded by Baker that the Facility Use Application and*  
48 *accompanying documentation which were submitted by John Mory and Sean Ryan on*  
49 *behalf of the organizers of the Door County Century Bike Ride are all approved. Mory and*

1 *Ryan and their associates will either be allowed to erect a large tent in Waterfront Park or*  
2 *utilize the Performance Pavilion as a shelter, but the decision as to which option is*  
3 *preferred will be made by Jackson and Suppanz once it is closer to the actual date of the*  
4 *ride. In either event the fees delineated on the Village's Facility Use Fee Schedule shall be*  
5 *imposed. Motion carried – All ayes.*  
6

7 **Item No. 2. Discussion regarding the request from the Top O' The Thumb Snowmobile**  
8 **Club to allow an official snowmobile route to be established in the Village in 2015; and**  
9 **consider a motion or action if necessary:**

10 A request from the Top O' The Thumb Snowmobile Club to again establish an official  
11 snowmobile route in the Village was included in the meeting packets. There are some  
12 issues associated with 6(f) conversion which must be addressed before any final decisions  
13 are made regarding the location of snowmobile trails on parklands.  
14

15 *A motion was made by Doersching, seconded by Lienau that Agenda Item No. 2 –*  
16 *Discussion regarding the request from the Top O' The Thumb Snowmobile Club to allow*  
17 *an official snowmobile route to be established in the Village in 2015, shall be tabled.*  
18 *Motion carried – All ayes.*  
19

20 **Item No. 4. Discussion regarding installation of event fencing in Waterfront Park; and**  
21 **consider a motion for action if necessary:**

22 Jackson suggested that some type of event fencing be erected in the area surrounding the  
23 Performance Pavilion, and then presented a diagram of the proposed special event area.  
24 The suggestion was made that a two railed split rail fence be installed in that area.  
25 Doersching indicated that she is opposed to installation of a split rail fence as she does not  
26 believe it will prevent people from entering the special event area, and also will not be  
27 aesthetically pleasing.  
28

29 *A motion was made by Clove, seconded by Baker, that a two railed split rail fence shall be*  
30 *installed around the special event area depicted on the diagram which was presented by*  
31 *Jackson at this meeting. The fence shall be installed this spring, and the funds for the*  
32 *fencing project shall be withdrawn from the Miscellaneous Parks Projects Account. Motion*  
33 *carried with Doersching opposed.*  
34

35 **Item No. 3. Discussion with Ram Rojas and Ron Myers regarding the Boathouse Mural**  
36 **Project; and consider a motion for action if necessary:**

37 Ram Rojas and Ron Myers met with the members of the Marina Committee, who granted  
38 permission for a mural which depicts the Village's maritime history to be painted on the  
39 east and south walls of the Boathouse. It typically costs \$50,000 to fund a mural project,  
40 and tax deductible donations are solicited by community members to cover expenses.  
41 Rojas and Myers do not know of any Sister Bay residents who would be interested in  
42 initiating a fund raising campaign, so they would be willing to try to raise the necessary  
43 funds themselves. The suggestion has been made that they create and sell some type of  
44 unique Sister Bay Beach themed memorabilia at festivals and special events in the Village,  
45 and Rojas presented a sample of the type of memorabilia he is considering. That  
46 memorabilia contained PCI sand.  
47

48 *A motion was made by Clove, seconded by Baker that the Parks Committee grants*  
49 *permission for Ram Rojas and Ron Myers to sell officially licensed Sister Bay themed*

1 *products which contain PCI sand to fund a public art project, (including the Boathouse*  
2 *Mural Project), at Village sponsored events. Motion carried – All ayes.*

3  
4 *A motion was made by Clove, seconded by Baker that Ram Rojas and Ron Myers shall be*  
5 *granted permission to utilize Village facilities free of charge to do fund raising for a public*  
6 *art project, (including the Boathouse Mural Project), at Village sponsored events. Motion*  
7 *carried – All ayes.*

8  
9 **Item No. 5. Discussion regarding the SBAA's Menu Mailbox Outreach Project; and**  
10 **consider a motion for action if necessary:**

11 Representatives of the SBAA have initiated a Menu Mailbox Outreach Project. Mailboxes  
12 which hold menus have been placed outside of the new Visitor Center and by the  
13 Boathouse, but the finishing touches have not been added to them yet. During discussion  
14 the Committee members indicated that they believe the mailboxes which are by the  
15 Boathouse should be removed from that location ASAP. It was also the consensus that the  
16 posts the mailboxes are mounted on should be painted with the Village logo colors, and  
17 that the mailboxes should bear the names and logos of the sponsoring restaurants.

18  
19 Greg Casperson indicated that he has heard a number of comments from citizens that they  
20 do not know what the mailboxes are for and think they look "trashy".

21  
22 *A motion was made by Clove, seconded by Baker that the mailboxes which are by the*  
23 *Boathouse shall be removed and put in storage until they are completely finished. Once*  
24 *they are finished they shall be transferred to the area which is adjacent to the new sidewalk*  
25 *leading to the swim pier in Waterfront Park. Motion carried – All ayes.*

26  
27 *At 4:05 P.M. Lienau indicated that he had another obligation and left the meeting. Prior to*  
28 *leaving he appointed Clove Temporary Chairperson of the Parks, Properties & Streets*  
29 *Committee.*

30  
31 **Item No. 6. Report from Steve Mann on activities:**

32 Mann gave an oral report regarding the following issues:

- 33 • Over the course of the winter the new pipes at the Village Hall froze. Mann spoke  
34 with representatives of Harbor Construction about this issue, and they stated that  
35 they believe the pipes froze because they weren't buried low enough. (It was their  
36 understanding that Village officials did not want any of the sidewalks by the Village  
37 Hall to be removed.) It will cost a few hundred dollars to make the necessary  
38 repairs, and Mann has requested that the work be performed ASAP.
- 39  
40 • The gas line behind the Post Office needs to be repaired. Mann met with  
41 representatives of Ferrell Gas shortly after the damage was discovered and assumed  
42 the necessary repairs would be made, but to date that has not occurred. Jackson  
43 indicated that he will contact representatives of Ferrell Gas and instruct them to  
44 make the necessary repairs this week as time is of the essence.
- 45  
46 • If the Village wants to install buoys to designate the new swim areas DNR and  
47 Army Corps of Engineer Permits will be required. Mann was asked to discuss this  
48 issue with Mike Neal of the DNR and see that appropriate action is taken ASAP.

49

1 **Item No. 7. Discussion regarding other parks and streets activities:**

2 Doersching indicated that she and Mann will be riding around town and designating new  
3 locations for flower pots soon.

4  
5 The Village will be purchasing the Braun property. At one time there was a gas station on  
6 that property, and, therefore, it will be necessary to have a Phase II environmental site  
7 assessment completed prior to closing. (In accord with an agreement which was entered  
8 into with Arthur Braun the responsibility for having the assessment done lies with the  
9 Village.) Jackson has received a proposal from Robert E. Lee & Associates which states that  
10 the cost of the assessment will not exceed \$6,500.

11  
12 *A motion was made by Doersching, seconded by Baker that Robert E. Lee & Associates*  
13 *shall be retained to perform a Phase II environmental site assessment on the Braun property*  
14 *for a "not to exceed" price of \$6,500. The assessment shall be paid for with funds which*  
15 *have been allocated for the Beach Project. Motion carried – All ayes.*

16  
17 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred to a**  
18 **committee, official or employee:**

19 It was the consensus that the following issues shall be addressed at a future meeting(s) of  
20 the Parks Committee:

- 21  
22 • **Discussion regarding the request from the Top O' The Thumb Snowmobile Club**  
23 **to allow an official snowmobile route to be established in the Village in 2015; and**  
24 **consider a motion for action if necessary.**  
25  
26 • **Discussion regarding the designated silent sports launch area in Waterfront Park**  
27 **and the designated location for Bay Shore Outdoor to do business out of in**  
28 **Waterfront Park; and consider a motion for action if necessary.**  
29

30 **Adjournment:**

31 *A motion was made by Baker, seconded by Doersching to adjourn the meeting of the*  
32 *Parks Committee at 4:31 P.M. Motion carried – All ayes.*

33  
34 Respectfully submitted,

35 

36 Janal Suppanz,  
37 Assistant Administrator