

1                                   **MINUTES FOR THE JOINT MEETING OF THE**  
2                                   **PARKS, PROPERTIES & STREETS COMMITTEE & THE**  
3                                   **WATERFRONT OVERSIGHT COMMITTEE**  
4                                   **WEDNESDAY, MAY 11, 2016**  
5                                   **SISTER BAY FIRE STATION – 2258 MILL ROAD**

6  
7     *The May 11, 2016 joint meeting of the Parks, Properties and Streets Committee and the*  
8     *Waterfront Oversight Committee was called to order by Committee Chair Dave Lienau at 2:25*  
9     *P.M.*

10  
11    **Present:** Parks Committee Chair Dave Lienau and Parks Committee members John  
12    Clove, Sharon Doersching and Scott Baker. Waterfront Oversight Committee Chair  
13    Denise Bhirdo, and Waterfront Oversight Committee members Pat Duffy, Rob Zoschke,  
14    and Tonya Crowell.

15  
16    **Excused:** Waterfront Oversight Committee members Chad Kodanko and Nate Bell and  
17    Facilities Manager Steve Mann

18  
19    **Absent:** Waterfront Oversight Committee member Shane Solomon

20  
21    **Staff Members:** Village Administrator Zeke Jackson, and Assistant Administrator Janal  
22    Suppanz.

23  
24    **Others:** Ron Kane, Chris Milligan, Jeff Bakke, Eloise Lindem, Judith Ross-Stevenson, and  
25    Jeremy Schwaab.

26  
27    **Approval of Agenda:**

28    Bhirdo asked if she would be able to ask some questions regarding the speed limit signs  
29    which are attached to the new light poles during the course of the Parks Committee  
30    Meeting, and Lienau responded that conflicting information has been received  
31    regarding this matter. Therefore, neither he nor Jackson will be able to answer any of  
32    Bhirdo's questions at this time.

33  
34    *A motion was made by Clove, seconded by Baker that the Agenda for the May 11, 2016 joint*  
35    *meeting of the Parks Committee and the Waterfront Oversight Committee be approved as*  
36    *presented. Motion carried – All ayes.*

37  
38    **Approval of Minutes as published:**

39    **As to the minutes for the April 6, 2016 meeting of the Parks, Properties and Streets**  
40    **Committee:**

41    *A motion was made by Clove, seconded by Baker that the minutes for the April 6, 2016 meeting*  
42    *of the Parks, Properties and Streets Committee be approved as presented.*

43  
44    *A motion was made by Duffy, seconded by Crowell that the minutes for the April 28, 2016*  
45    *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*  
46    *ayes.*

1 **Comments, correspondence and concerns from the public:**

2 *Jackson noted that a letter which is dated April 20, 2016 and was written by Deborah Hellen, the*  
3 *Sister Bay Postmaster, had been included in the meeting packets. The Committee members jointly*  
4 *reviewed that document, and it was the consensus that the issues associated with the Post Office*  
5 *building and grounds which Hellen mentions in her letter shall be addressed at a future meeting*  
6 *of the Parks Committee.*

7  
8 **Business Items:**

9 **Item No. 1. Presentation by the Waterfront Oversight Committee on proposals for**  
10 **utilization of Waterfront Park; Discussion on presented items; Consider relevant**  
11 **motions for action if appropriate:**

12 Lienau thanked the members of the Waterfront Oversight Committee for all their efforts.  
13 He also noted that the majority of the recommendations which were formulated by the  
14 Waterfront Oversight Committee are listed on a document which had been included in  
15 the meeting packets. (A copy of that document is hereby attached and incorporated by  
16 reference.) The recommendations were jointly reviewed by the Committee members,  
17 and during the review process each of the following issues were addressed.

18  
19 **Signage in the Park:**

- 20 • The Waterfront Oversight Committee has recommended that a space(s) be  
21 designated for people to put up posters which advertise upcoming events. It was  
22 the consensus that the gazebo in Waterfront Park should be the designated  
23 location.  
24 • Discussion took place regarding the recommendation that “quiet hours” be  
25 enforced in the park from 10:00 P.M. to 7:00 A.M., and some of the Committee  
26 members pointed out the fact that a number of issues could arise if such a  
27 regulation were to be enforced. It was eventually the consensus that if violations  
28 do occur strict enforcement action could be taken. Also, if necessary the Parks  
29 Committee could be asked to re-evaluate the park closure/“quiet hour”  
30 regulations.

31  
32 **Vendors in the Park:**

- 33 • Bayshore Outfitters has entered into a long term vendor contract with the Village  
34 and will be utilizing the space they previously utilized in Waterfront Park. If the  
35 Waterfront Oversight Committee’s recommendation is accepted RFP’s would be  
36 solicited from additional vendors wishing to do business in the park, and up to  
37 three more vendor contracts could be entered into. It is possible that there could  
38 be a variety of new product offerings in the Village.

39  
40 **Dogs in the Park:**

- 41 • Bhirdo pointed out that she believes the recommended regulation regarding  
42 allowing dogs in a portion of Waterfront Park is a very fair compromise.  
43 • Doersching stressed that if the new regulations are enforced she believes all dogs  
44 must be leashed. She would also like to see clear and concise signage erected in  
45 the areas of the park where dogs will be allowed.

1        **Additional Playground Equipment and Other Outdoor Games:**

- 2        • The suggestion was made that a slide also be installed near the swim pier, and it  
3        was the consensus that this would be a great idea. The Parks Committee  
4        members did note that they do not like the idea of installing a zip line.  
5

6        **New Bathroom Placement, Future Bathroom Placement and the Lower Level of the**  
7        **Boathouse:**

- 8        • Clove indicated that he believes it would make the most sense to remodel the  
9        Hendrickson Park restrooms. The Waterfront Oversight Committee members  
10       responded that they did consider this option, but the area around the Village  
11       Hall seemed to be the most centrally located. It was the consensus that as a  
12       temporary “test” measure nicer “port-a-potties” could be placed near the Village  
13       Hall. The Parks Committee members indicated that they agree with the  
14       recommendations concerning future bathroom placement and utilization of the  
15       lower level of the Boathouse.  
16

17       **Village Facility Rental Structure and Fees:**

- 18       • The Waterfront Oversight Committee members stressed that they believe a  
19       simplified facility use fee schedule should be created. It was the consensus that  
20       the proposed fee schedule for tented events should be addressed at length at a  
21       future meeting of the Parks Committee.  
22

23       **Parking:**

- 24       • The Parks Committee members indicated that they believe the proposed parking  
25       changes are a good idea.  
26

27       **Swim Dock:**

- 28       • The Waterfront Oversight Committee members stressed that they realize the  
29       swim dock is structurally solid but believe some aesthetic improvements are  
30       warranted.  
31

32       **Marina:**

- 33       • The Waterfront Oversight Committee members did not believe there were any  
34       significant issues which needed to be addressed at the Marina.  
35

36       **How have our decisions affected Sister Bay’s brand?**

- 37       • The Waterfront Oversight Committee members noted that all their  
38       recommendations were based on the foundation that Sister Bay must be “open”  
39       and “friendly”.  
40

41       Lienau asked if any of the Waterfront Oversight Committee members wished to provide  
42       input on any other issues, and Zoschke indicated that he agrees with Doersching. If dogs  
43       are only going to be allowed in a portion of Waterfront Park, signage which is clear and  
44       concise must be erected. Duffy noted that the metal doors on the Village Hall need to be  
45       refurbished as they are getting quite rusty. This issue will be referred to Mann.  
46  
47

1 At 3:41 P.M. a motion was made by Duffy, seconded by Zoschke that the portion of the meeting  
2 at which the presence of the Waterfront Oversight Committee was required be adjourned. Motion  
3 carried – All ayes.

4  
5 A brief recess was then taken, and the Parks Committee reconvened at 3:52 P.M.

6  
7 **Item No. 2. Discussion regarding a request from the Shepherd of the Bay Youth and**  
8 **Family Ministry to conduct campfire nights in Waterfront Park from mid-June**  
9 **through mid-August; Consider a motion for action if appropriate:**

10 Jeremy Schwaab and Eloise Lindem referred to a letter from Jane Burress which had  
11 been included in the meeting packets, and noted that Burress had asked them to attend  
12 this meeting in her stead as she was out of town. In her letter Burress indicates that she  
13 assumes the Village's fire pit will be put back on the beach and requests that the  
14 Shepherd of the Bay Youth and Family Ministry be allowed to conduct campfire nights  
15 around that pit on Tuesday nights throughout the summer. The campfires would  
16 probably not last past 8:00 P.M.

17  
18 Suppanz noted that a letter had been received from Shannon Jungwirth prior to this  
19 meeting and read that document aloud. In her letter Jungwirth indicates that she  
20 believes it would be a good idea to conduct a community/family campfire night on a  
21 regular basis in the Village. She also states that she loves the idea of promoting Sister  
22 Bay's commitment to being "family friendly".

23  
24 The Committee members indicated that they like Burress' suggestion very much but  
25 there are still a number of logistical issues which will have to be addressed before a new  
26 location is designated for a fire pit. If necessary a temporary location could be  
27 designated for such an appurtenance.

28  
29 A motion was made by Clove, seconded by Doersching that the Shepherd of the Bay Youth and  
30 Family Ministry is given permission to conduct campfire nights around a fire pit in Waterfront  
31 Park from mid-June through mid-August. Motion carried – All ayes.

32  
33 **Item No. 3. Discussion regarding a proposal from the Dog Park Group to do fund**  
34 **raising for expansion of the shelter at the Dog Park and erect Dog Park "Petiquette"**  
35 **signage:**

36 Jeff Bakke noted that a sample of Dog Park "Petiquette" signage had been included in the meeting  
37 packets, and it was the consensus that the verbiage will be allowed but it must be placed on a  
38 stationary sign to be erected at the Dog Park. The Parks Department employees will be asked to  
39 see that such a sign is created and erected at the Dog Park ASAP.

40  
41 Bakke also indicated that the Dog Park patrons would like to expand the shelter at the  
42 Dog Park and will be doing fund raising for such an appurtenance. They might be able  
43 to do some of the work themselves.

44  
45 A motion was made by Baker, seconded by Doersching that the Dog Park Group is given  
46 permission to see that the shelter at the Dog Park is expanded, on the condition that they raise  
47 sufficient funds for such an appurtenance and obtain approval of plans from Village officials

1 *before any construction commences. Motion carried – All ayes.*  
2

3 **Item No. 6. Review of Memorial Bench Reservation Forms, fees and the bench**  
4 **replacement policy:**

5 *Discussion took place regarding replacement of memorial benches which were removed prior to*  
6 *the time that work commenced on the Bay Shore Drive Reconstruction Project, and it was the*  
7 *consensus that if at all possible the benches which had been along the waterfront should be*  
8 *returned to their prior locations as soon as reasonably possible. The other benches will be replaced*  
9 *as time and circumstances allow. JJR has been retained to create a Landscaping Master Plan for*  
10 *the downtown area, and the Committee members will address placement of any additional*  
11 *benches once that plan has been finalized.*

12  
13 **Item No. 5. Discussion regarding proposals for flower bed work in Waterfront Park;**  
14 **Consider relevant motions for action if appropriate:**

15 Two proposals were received for the flower bed work downtown. Bridenhagen  
16 Landscaping submitted the most reasonably priced proposal of \$17,438.00.

17  
18 *A motion was made by Clove, seconded by Doersching that Bridenhagen Landscaping shall be*  
19 *retained to do the flower bed work which is described in their proposal for \$17,438. Motion*  
20 *carried – All ayes.*

21  
22 Doersching indicated that the “Flower Pot Angels” would like to know what species of  
23 flowers will be planted in the Village’s flower beds so that they can coordinate the color  
24 schemes for the flower pot plantings. Lienau stressed that that shouldn’t be a problem,  
25 but none of the members of the group Doersching referred to will be allowed to dictate  
26 what plantings will be made in any of the flower beds.

27  
28 **Item No. 4. Review of a request regarding replacement of street signage; Consider**  
29 **appropriate motions for action if necessary:**

30 Guy Theune has requested that the Mariner’s Point Drive street marker at the  
31 intersection of Mariners Pointe Drive and Sunnyside Road be replaced as it has become  
32 weathered and faded.

33  
34 *Jackson explained that the State has adopted the National Uniform 911 Street Sign Legislation,*  
35 *and, therefore the Village is no longer allowed to replace individual street signs. (The existing*  
36 *signage has been grandfathered for a time but has been deemed to be non-compliant.) The Parks*  
37 *Committee will be addressing this issue in the future, and it was the consensus that Theune’s*  
38 *request shall be considered at that time.*

39  
40 **Item No. 7. Report from staff on parks, properties and streets activities:**

41 Mann had another engagement and was not able to attend this meeting. Therefore, his  
42 report was not addressed.

43  
44 Jackson gave the following oral report:

- 45 • *The Top O’ The Thumb Snowmobile Club has requested permission to utilize the same*  
46 *snowmobile route as last year. It was the consensus that this will be acceptable.*

- 1 • *The SBAA has requested permission to place one set of their menu mailboxes in a visible*  
2 *location downtown. It was the consensus that the menu mailboxes may be placed on the*  
3 *Braun property, but before placement occurs the display must be "spruced up".*  
4
- 5 • *The Community Garden patrons are currently drawing water from a hydrant which is*  
6 *not compliant. It would be possible to install a compliant hydrant, but that would cost*  
7 *approximately \$3,500. It was the consensus that for now the current hydrant shall be*  
8 *available to the gardeners but they shall be informed of the circumstances and advised*  
9 *that that option will only be available to them until the end of this year's planting season.*  
10 *If they wish to have a complaint hydrant installed by the Community Garden they could*  
11 *do fund raising.*  
12
- 13 • *The Parks Department employees have been working very hard to prepare the*  
14 *parklands and grassy areas around the Village for sodding.*  
15
- 16 • *The employees from Hockers Construction will be coming to work on the*  
17 *sledding hill in the near future. Lienau indicated that he believes there should be*  
18 *a "flat spot" or "saucer/sled loading zone" at the top of the hill. There should*  
19 *also be a "drop" and a "plane out" area. Doersching indicated that she believes*  
20 *the sledding hill is in the wrong place and should simply be moved. Jackson*  
21 *responded that this will not be possible.*  
22
- 23 • *There is a gap on the swim dock which should be repaired. Mike Kahr has*  
24 *looked at the dock and estimates that the repairs will cost approximately \$7,200.*  
25 *Lienau noted that such an expenditure would require a 2/3 vote of the Village*  
26 *Board.*  
27

28 *A motion was made by Doersching, seconded by Baker that the recommendation is made to the*  
29 *Village Board that since there are safety issues associated with the Swim Dock, budget*  
30 *amendments which will cover the costs of the required repairs shall be made ASAP. Motion*  
31 *carried - All ayes.*  
32

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

35 *The next meeting of the Parks Committee was scheduled for Wednesday, June 1, 2016 at 2:15*  
36 *P.M. The following issues will be addressed at a future meeting of the Committee.*  
37

38 *The Issues Associated With The Post Office Building and Grounds Which Were*  
39 *Mentioned By The Postmaster in her Letter Which Is Dated April 20, 2016.*

40 *Vendors in the Park,*  
41 *Imposition of "Quiet Hours",*  
42 *Dogs in the Park,*  
43 *Park Signage,*  
44 *Bathroom Placement,*  
45 *Facility Rental Fees,*  
46 *Tented Event Fees, and,*  
47 *Replacement of Existing Street Signage.*  
48

1 **Adjournment:**

2 *At 4:47 P.M. a motion was made by Baker, seconded by Doersching that the meeting of the Parks*  
3 *Committee also be adjourned.*

4

5 *Motion carried – All ayes.*

6

7 Respectfully submitted,



8

9 Janal Suppanz,

10 Assistant Administrator

## Recommendations from Waterfront Oversight Committee

### Pavilion usage

There is a mass exodus at the beach around 4 pm. Other businesses in the village schedule most music later in the evening. We suggest that weekly concerts begin at 5 pm and some special events begin at 7 pm.

### Signage in park

- One panel of the new large wayfinding signage displays park rules along with a few small signs at appropriate places throughout the park (for Parks & Plan Commission to determine)
- 3 park rules
  - Quiet Hours 10 pm to 7 am
  - No pets
  - Swim at own risk
  - Sister Bays website at bottom
- At the large wayfinding sign, have a space for posters of events happening throughout the village, whether they are village, SBAA or private business events. Also the possibility of having poles scattered in the park for posters.

### Vendors in Park

- Bayshore Outfitters utilize their current space (from cement pad west to groin) contract for 10 years.
- Bring in local restaurant & business owners to meeting to discuss vendors in the park, before and after RFP's are sent out.
- Advertise for RFP's
- Limit vendors to 4 including Bayshore Outfitters, (3 new)

### Dogs in Park

- Dogs not allowed south of village hall where beach is. Dogs allowed north of village hall and Marina Park. Signage to be placed on boardwalk on north edge of village hall, (No dogs allowed past this point).

### Additional playground equipment and other outdoor games

- Older kids just like to jump off the dock, so a slide off the dock is recommended along with a raft anchored to the bottom of the bay to also jump off of. The one bounce animal needs to be reinstalled if it is in good shape, if not replace it with a bounce goat. If there would be an appropriate place to paint a permanent hopscotch on the concrete or blacktop we recommend this be done. Replacement of all other current playground equipment should be reviewed next year. Thinking outside the box a zip line off the pier was also suggested along with inflatable cities. We were informed that the wood around the playground area is in desperate need of replacement and should be addressed asap.

### **New bathroom placement**

- At this time our recommendation is to add on to the north, south, or backside of the village hall. There is the possibility that adding on to the north side, the bathrooms would be less visible from the road due to the fact that the boat house would block the view, but they would also be slightly less visible for its users.

### **Future bathroom placement**

- If needed in the future bathrooms could be constructed near the area where Bay Shore Outdoor will be doing business. If this were to occur restrooms would be available to people utilizing the Sister Bay Stage, those attending tented events, along with the south end of Waterfront Park.
- See parking item # 1.

### **Lower level of boat house**

- There is approximately 500 sq ft of useable space. The sewer pipe is at ground level and if anything were to be put in the lower level, it could only be seasonal. There is 8' of space from the floor to the bottom of the floor beams, therefore not giving ample head room for any kind of utilization. The amount of money required for remodeling and with the lack of space, our recommendation is to leave the space as is.

### **Village facility rental structure and fees**

- There are two ways to analyze the fee schedule. The first, that the village does not need to make money or even break even on use of its facilities, that it is a community service that we offer. The more the buildings are used the better. The second, we should at least break even on the utilities, and those using the facilities should pay for that service. We should also take into consideration the amount of staff time, to review the facility usage applications, phone calls, handing out of keys and follow up on the condition a facility is left in, etc.
- The fire station is always utilized by the fire department and the village. There is less of a desire to try to cover expenses at this facility through its rental.
- The village hall is seldom used by the village, except for the teen center and YMCA programs. In 2015 the annual rental revenue was \$2952., and expenses not including maintenance were \$8600. This included fuel oil, electricity and sewer and water.
- Our recommendation for the fee schedule is attached. This should be reviewed annually based on usage and utility expenses.

### **Parking:**

- Due to the congestion that may continue to increase, we request that the parking area behind the Post Office be examined on an annual basis, to determine if the best utilization for that space is 28 parking spaces. If at some time in the future there would be a reduction of parking spaces and green space added, the back of the Post Office could be utilized for additional bathrooms if needed.
- Three spaces behind the Post Office be reduced to 2 large spaces for a 5-minute unloading and loading area, with appropriate signage.

- A minimum of 1 space be created in front of the boat rental kiosk for a 5-minute unloading and loading area with appropriate signage.

#### **Swim dock**

- In terrible shape we were told, but no recommendations will be forwarded until the DNR lawsuit is settled.

#### **Marina**

- There are no significant issues we felt we needed to address.

#### **How have our decisions affected Sister Bays brand?**

- All of our decisions were based in the foundation that Sister Bay is open and friendly.

VILLAGE OF SISTER BAY FACILITY USAGE FEE SCHEDULE

	A	B	C	D	E
	FACILITY	SECURITY DEPOSIT	VILLAGE SERVICE/CHARITABLE ORGANIZATIONS & NFP	NON-VILLAGE ORGANIZATIONS & INDIVIDUALS	PROPERTY OWNERS & RESIDENTS
1					
2	VILLAGE HALL per day	200.00	0.00	150.00	50.00
3	TKH BUILDING & SPORTS COMPLEX SHELTER	100.00	0.00	100.00	25.00
4	LARGE MEETING ROOM FIRE STATION up to 4 hours	100.00	0.00	25.00	15.00
5	SMALL MEETING ROOM FIRE STATION up to 4 hours	100.00	0.00	10.00	5.00
6	SPORTS COMPLEX		0.00	50.00	50.00
7	ORGANIZED TEAM EVENTS AT ANY VILLAGE FACILITY				
8	Any on going event may contract with the village for better rates.				

## Recommendations from Waterfront Oversight Committee for Exclusive Weddings & Tented Events

### Marina Park:

- \$1250.00 flat fee for Friday 1:00 pm through Monday at 10:00 am
- Security deposit \$1000.00

### Village Hall North (Lienau Hill)

- \$1875.00 flat fee for Friday 1:00 pm through Monday at 10:00 am
- Security deposit \$1500.00
- 

### Beachfront

- \$3500.00 flat fee for Friday 1:00 pm through Monday at 10:00 am
- Security deposit \$3000.00
- These events will only be held in the months of May, June, September and October
- During the months of July and August a total of 2 events may be held. A flat fee of \$7,000.00 will be charged for Friday 1:00 pm through Monday at 10:00 am.
- X amount of feet will be partitioned off for beachfront wedding ceremonies by 8:00 am the morning of the ceremony, (to be determined by Facilities Manager).

### General recommendations:

- Having up to three preferred tent providers. To be determined by Facilities Manager Steve Mann. Only those providers will be allowed to erect tents on Village property.
- The current fee schedule for non-profits, resident, non-resident, etc. is repealed.
- Unless exclusive use is required, all patrons, and groups shall be able to use the park for free without a permit.
- The Village does not get involved in purchasing tents, chairs, tables, etc. for rental. Leave this to the professionals.