

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, JUNE 1, 2016**
3 **SISTER BAY FIRE STATION – 2258 MILL ROAD**

4
5 *The June 1, 2016 meeting of the Parks, Properties and Streets Committee was called to order by*
6 *Committee Chair Dave Lienau at 2:22 P.M.*

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

10
11 **Excused:** Denise Bhirdo

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

15
16 **Others:** Ron Kane, Collin and Sara Doherty and Kim Erzinger

17
18 **Approval of Agenda:**

19 *A motion was made by Doersching, seconded by Clove that the Agenda for the June 1, 2016*
20 *meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried –*
21 *All ayes.*

22
23 **Approval of Minutes as published:**

24 **As to the minutes for the May 11, 2016 meeting of the Parks, Properties and**
25 **Streets Committee and the Waterfront Oversight Committee:**

26 *A motion was made by Clove, seconded by Doersching that the minutes for the May 11, 2016*
27 *joint meeting of the Parks, Properties and Streets Committee and the Waterfront Oversight*
28 *Committee be approved as presented. Motion carried – All ayes.*

29
30 **Comments, correspondence and concerns from the public:**

31 Lienau noted that no new correspondence had been received, and then asked if anyone
32 wished to address a non-agenda item. No one responded.

33
34 **Business Items:**

35 **Item No. 1. Discussion on recommendations from the Waterfront Oversight**
36 **Committee:**

37 A summary of all the Waterfront Oversight Committee's recommendations was
38 included in the meeting packets, and the Committee members jointly reviewed that
39 documentation.

40 **(a) As to the Recommendation to Allow Vendors in the Park:**

41 In accord with the Village Board's directives a proposed vendor
42 contract was forwarded to Rick Wylie of Bay Shore Outdoor, who has
43 expressed interest in continuing to do business out of Waterfront
44 Park. Wylie has not signed that contract yet as he forwarded it to his
45 attorney for review and comment. The Waterfront Oversight
46 Committee has recommended that RFP's be solicited from other

1 vendors wishing to do business in the park, but that no more than
2 three of those RFP's actually be accepted.
3

4 *It was the consensus that RFP's shall be solicited from any vendors wishing*
5 *to do business in Waterfront Park. Discussion took place regarding the*
6 *preferred RFP solicitation procedure, and it was eventually the consensus*
7 *that before any formal action is taken on this issue the members of the Parks*
8 *Committee shall meet with the SBAA Board of Directors to gain their input.*
9 *Staff members will contact the SBAA President, Drew Bickford, to see if it*
10 *would be possible for the Parks Committee members to attend the July SBAA*
11 *Board of Directors Meeting.*
12

13 **(b) As To the Recommendation Pertaining to Signage in the Park:**

14 *The Committee members indicated that they do not believe it would be wise*
15 *to create a space(s) for random display of posters and fliers in the Village as*
16 *there is potential for that area(s) to become quite unkempt. The suggestion*
17 *was made that the locking enclosed letter boards which are mounted on the*
18 *exterior of the Sister Bay Stage be converted into locking enclosed bulletin*
19 *boards, and it was the consensus that this would be a good idea. In accord*
20 *with a policy which was established many years ago, the employees in the*
21 *Village Office will accept materials to be posted on the bulletin boards, but*
22 *preference will be given to events which are conducted by Village not-for-*
23 *profit and charitable organizations.*
24

25 **(c) As to the Recommendation Concerning Whether or Not Dogs**
26 **Should Be Allowed in the Parks:**

27 The Committee members acknowledged that no matter what decision
28 is made regarding the "dogs in the park" issue a "no win" situation is
29 created. Doersching stated that while she understands the premise for
30 the proposed dog regulations, she simply doesn't believe they are
31 enforceable. Clove agreed, and indicated that he believes there is
32 potential for creating major confusion. He suggested that the "No
33 Dogs In The Park" signage which had been erected previously be
34 placed in key locations throughout the park, but that unless there is a
35 major infraction a more relaxed approach be taken to enforcing the
36 dog regulations. It was eventually the consensus that "No Pets" rather
37 than "No Dogs" signage shall be erected in key locations throughout
38 the park.
39

40 *A motion was made by Doersching, seconded by Clove that the*
41 *recommendation is made to the Village Board that §38.4 of the Municipal*
42 *Code be amended in such fashion that it states that "no pets" are allowed in*
43 *any of the Village's parks. Motion carried – All ayes.*
44

45 Discussion then turned to the proposed language for the park rules
46 signage, and it was the consensus that there shall still be a reference to
47 Sister Bay's website on the new signage, but it shall state:
48

1
2 NO PETS
3 ENTER & USE PARK FACILITIES AT YOUR OWN RISK
4 QUIET HOURS 10:00 P.M. to 7:00 A.M.

5 (d) **As to the Recommendation Pertaining to Construction of new**
6 **Bathrooms:**

7 Clove stressed that he still believes it would make the most sense to
8 remodel and expand the Hendrickson Park Restrooms since all the
9 plumbing and electrical lines are already installed and that building
10 is centrally located. Discussion took place regarding this issue, and it
11 was eventually the consensus that since a considerable amount of
12 debate and research will be required, it shall be addressed at length
13 at a future Parks Committee meeting(s). At one or more of those
14 meetings the Committee members will actually go to view all of the
15 proposed bathroom sites.
16

17 *The suggestion was made that crosswalks be created near the beach, and*
18 *Jackson was asked to see that Mill Road and Post Office Lane are striped*
19 *accordingly. He was also asked to do some research regarding the cost and*
20 *availability of "high end" port-a-potties, and will report his findings at a*
21 *future meeting.*
22

23 (e) **As to the Recommendation Pertaining to the Revised Facility Use**
24 **and Tented Event Fee Schedules:**

25 The Committee members jointly reviewed the proposed Tented
26 Event and Facility Use Fee Schedules. Several revisions were
27 suggested, and Jackson took note of all of them. Copies of the revised
28 fee schedules are hereby attached and incorporated by reference.
29

30 *A motion was made by Clove, seconded by Doersching that the Parks*
31 *Committee recommends that the Tented Event Fee Schedule which was*
32 *reviewed at this meeting be approved as amended. Motion carried – All*
33 *ayes.*
34

35 *A motion was made by Doersching, seconded by Clove that the Parks*
36 *Committee recommends that the Village of Sister Bay Facility Usage Fee*
37 *Schedule which was reviewed at this meeting be approved as amended.*
38 *Motion carried – All ayes.*
39

40 (f) **As to the Recommendation Pertaining to Placement of a Swim Raft**
41 **in the Swim Area:**

42 The recommendation has been made that a swim raft be installed in
43 the Village's swim area. Mann was doing some research online and
44 discovered that an individual who lives on Clarks Lake is selling a
45 Shoremaster swim raft for \$850.00. If the raft is anchored less than
46 200' off shore a permit will not be required.
47
48

1 *A motion was made by Clove, seconded by Doersching that if it is still*
2 *available the Shoremaster swim raft which is advertised on Craig's List shall*
3 *be purchased for \$850.00. Motion carried – All ayes.*
4

5 **(g) As to the Recommendation Pertaining to Placement of a Slide on**
6 **the Swim Dock:**

7 Jackson has been doing some research regarding the type of
8 swimming pool slides which are available, and believes that because
9 of the amount of use such an appurtenance will get a commercial
10 grade slide should be purchased. It was eventually the consensus
11 that no more than \$700.00 shall be expended for a slide, and,
12 therefore, Jackson will do further research and report his findings at
13 a future meeting of the Parks Committee.
14

15 **2. Report from staff on parks, properties and streets activities:**

16 Mann gave the following oral report:

- 17 • He is pleased to announce that all “the dirting” is done!!!
- 18 • The Little League scoreboard has been installed at the Sports Complex.
- 19 • There are now three “Joes” working in the Maintenance Department. “Little Joe”
20 – Joe Vella started recently and he is “fabulous”.
- 21 • The water line has finally been installed at the Dog Park and is working quite
22 well.
- 23 • The new sewer & water lateral for the Visitor Center has been installed and is
24 now operational. The restrooms at the Visitor Center could definitely use some
25 “attention” and “TLC”.

26
27 *The Committee members complimented the Parks Department crew members on all the work*
28 *they've done over the course of the past few months and stated that they believe the Village's*
29 *buildings and grounds look “great”.*
30

31 Lienau noted that someone may be tampering with the basketball hoops out at the
32 Sports Complex and asked if Mann could look into deterrent measures which could be
33 taken.
34

35 Doersching asked that the memorial flag pole and plaque be returned to Gateway Park
36 ASAP. The suggestion was also made that the Scenic By-Ways kiosk be placed at
37 Gateway Park. It was the consensus that at some point the Committee members shall
38 take a “field trip” to determine whether or not either of these requests can be honored.
39

40 Jackson distributed a draft of the YMCA rack card for 2016, and the Committee
41 members jointly reviewed that document.
42

43 *A motion was made by Doersching, seconded by Clove that the Parks Committee approves the*
44 *proposed YMCA rack card which was reviewed at this meeting as presented. Motion carried – All*
45 *ayes.*
46
47

1 The Committee members requested that YMCA officials see that the 2016 rack cards are
2 distributed prior to the time that their programming actually starts, and they noted that if at all
3 possible they would like to see the cards distributed to Sister Bay businesses first.

4
5 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred
6 to a committee, official or employee:**

7 For some time now Parks Committee meetings have been conducted on the first Wednesday of the
8 month at 2:15 P.M., but due to her work schedule Denise Bhirdo, who was recently appointed to
9 the Parks Committee, is unable to attend any mid-afternoon meetings. Lienau will be discussing
10 this issue with Bhirdo and they will attempt to arrive at a mutually agreeable alternate regularly
11 scheduled monthly meeting date and/or time. Lienau will keep the Committee members and
12 Jackson advised of the status of this issue, but at any rate the June meeting of the Parks
13 Committee will be called to order in Waterfront Park.

14
15 It was the consensus that the following issues shall be addressed at a future meeting of the Parks
16 Committee:

- 17 • Bathroom placement;
- 18 • Report on the type and cost of high-end port-a-potties which are available;
- 19 • Report on the type of swimming pool slides which are available for \$700.00 or less;
- 20 • Discussion regarding the possibility of returning the memorial flag pole and plaque to
21 Gateway Park;
- 22 • Discussion regarding the preferred placement for the Coastal By-Ways Kiosk;
- 23 • The Post Office buildings and grounds issues which the Postmaster mentions in her
24 April 20, 2016 letter;
- 25 • Memorial Bench Placement;
- 26 • Landscaping;
- 27 • Buildings and Grounds Maintenance; and
- 28 • Beach Maintenance.

29
30 **Adjournment:**

31 A motion was made by Doersching, seconded by Clove to adjourn the June 1, 2016 meeting of the
32 Parks Committee at 4:56 P.M.

33
34 Motion carried – All ayes.

35
36 Respectfully submitted,



37
38 Janal Suppanz,
39 Assistant Administrator

40

VILLAGE OF SISTER BAY FACILITY USE FEE SCHEDULE

**At the end of the rental period the facility or room which is being used must be left in the condition it was found, or the cleaning charges mentioned on this schedule will be deducted from the security deposit.*

<u>FACILITY</u>	<u>SECURITY DEPOSIT</u>	<u>CLEANING CHARGES</u> (If Applicable)	<u>VILLAGE SERVICE/CHARITABLE ORGANIZATIONS & NOT-FOR-PROFITS</u>	<u>FEES FOR NON-VILLAGE ORGANIZATIONS & INDIVIDUALS</u>	<u>FEES FOR PROPERTY OWNERS & RESIDENTS</u>
Village Hall or Waterfront Park Gazebo	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$200.00 Per Day + Tax If Applicable	\$50.00 Per Day + Tax If Applicable
TKH Building or Sports Complex Shelter	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$150.00 Per Day + Tax If Applicable	\$25.00 Per Day + Tax If Applicable
Large Meeting Room at the Fire Station	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$25.00 + Tax If Applicable (Per 4 Hour Time Slot)	\$15.00 + Tax If Applicable (Per 4 Hour Time Slot)
Small Meeting Room at the Fire Station	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$10.00 + Tax If Applicable (Per 4 Hour Time Slot)	\$5.00 + Tax If Applicable (Per 4 Hour Time Slot)
Sports Complex Playing Fields	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$50.00 Per Field + Tax If Applicable	\$25.00 Per Field + Tax If Applicable

Organizers of any on-going events may contract with the Village for better rates.

VILLAGE OF SISTER BAY WEDDING & TENTED EVENT USE FEE SCHEDULE

**At the end of the rental period the area(s) which is/are being used must be left in the condition it/they was/were found, or the cleaning/pick-up charges mentioned on this schedule will be deducted from the security deposit.*

<u>AREA TO BE UTILIZED</u>	<u>SECURITY DEPOSIT</u>	<u>CLEANING/PICK-UP CHARGES</u> (If Applicable)	<u>FLAT FEE WHICH WILL BE CHARGED & DURATION OF USE</u>
Marina Park	\$1,000.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	\$1,250.00 + Tax (Tented Event Area Will Be Accessible From 1:00 P.M. Fri. Through 10:00 A.M. Mon.)
Area North of Village Hall (By "Lienau Hill")	\$1,500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	\$1,875.00 + Tax (Tented Event Area Will Be Accessible From 1:00 P.M. Fri. Through 10:00 A.M. Mon.)
Beachfront (During May, June, September & October) <u>Tent Must Be Erected In Designated Area</u>	\$3,000.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	\$3,500.00 + Tax (Tented Event Area In Waterfront Park Will Be Accessible From 1:00 P.M. Fri. Through 10:00 A.M. Mon.) (On The Morning of the Event The Facilities Manager Will See That A Sign Is Posted on the Beach Which States That A Portion Of It Will Not Be Accessible From : __.M. To : __.M. As A Special Event Will Be Conducted.) [The Stated Time Period May Not Exceed 1 ½ Hrs.]
Beachfront (During July & August No More Than 2 Beachfront Events May Be Conducted - "First Come, First-Served") <u>Tent Must Be Erected In Designated Area</u>	\$3,000.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	\$7,000.00 + Tax (Tented Event Area In Waterfront Park Will Be Accessible From 1:00 P.M. Fri. Through 10:00 A.M. Mon.) (On The Morning of the Ceremony The Facilities Manager Will See That A Sign Is Posted on the Beach Which States That A Portion Of It Will Not Be Accessible From : __.M. To : __.M. As A Special Event Will Be Conducted.) [The Stated Time Period May Not Exceed 1 ½ Hrs.]

*Prior to the time that any tents are erected the person(s) reserving the previously mentioned area(s) must meet with Steve Mann, the Village's Facilities Manager, to determine the designated tent location. (Steve can be reached at 920-421-0273.)

**It will be the sole responsibility of the person(s) reserving the previously mentioned areas to rent, tents, chairs, tables, etc.