

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, SEPTEMBER 7, 2016**
3 **SISTER BAY FIRE STATION – 2258 MILL ROAD**

4
5 *The September 7, 2016 meeting of the Parks, Properties and Streets Committee was called to*
6 *order by Committee Chair Dave Lienau at 5:34 P.M.*

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

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

13
14 **Others:** Ron Kane, Brian Fitzgerald and Dan Roarty of Dimension IV.

15
16 **Approval of Agenda:**

17 *A motion was made by Clove, seconded by Doersching that the Agenda for the September 7, 2016*
18 *meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried –*
19 *All ayes.*

20
21 **Approval of Minutes as published:**

22 **As to the minutes for the August 3, 2016 meeting of the Parks, Properties & Streets**
23 **Committee:**

24 *A motion was made by Clove, seconded by Doersching that the minutes for the August 3, 2016*
25 *meeting of the Parks, Properties & Streets Committee Meeting be approved as presented. Motion*
26 *carried – All ayes.*

27
28 *Bhirdo asked if Jackson had done research regarding the placement of the Wild Tomato Fence, and*
29 *he responded that he had and will be addressing that issue in the near future. She also asked if the*
30 *Village’s Engineer has been asked to conduct a traffic analysis around the Post Office. Jackson*
31 *responded that he is still waiting for the applicable reports.*

32
33 *Mann noted that he and Bhirdo will be determining where memorial benches should be placed. He*
34 *also noted that a case of toilet tissue is used at the Hendrickson Park restrooms “per week”, not*
35 *“per day”.*

36
37 **Comments, correspondence and concerns from the public:**

38 Lienau noted that no new correspondence had been received and then asked if anyone
39 wished to address a non-agenda item.

40
41 Jackson noted that he got calls from three individuals who complained about noise
42 coming from the pavilion during Marina Fest.

43
44 **Business Items:**

45 **Item No. 1. Review of the proposal for Wayfinding Signage; Consider relevant**
46 **motions for action:**

47 Lienau noted that the Finance Committee has recommended that the Wayfinding
48 Signage Project be put “on hold”, and, instead, the monies which have been set aside for

1 that project be used to fund replacement of street signs on Village streets.

2
3 *Doersching and Clove indicated that they believe some sort of signage which identifies where*
4 *Village facilities and buildings are located should be created and erected before next year's*
5 *"season".*

6
7 *Lienau noted that a visitor to the area had informed him that she believes the Dog Park signage is*
8 *rather "ominous".*

9
10 *It was the consensus that both of these issues shall be addressed at a future Parks Committee*
11 *Meeting.*

12
13 **Item No. 2. Discussion regarding the Facility Use Application and supporting**
14 **documentation which was submitted by the organizers of the Peninsula Century Fall**
15 **Challenge Bike Ride; Consider a motion for action if necessary:**

16 Documentation regarding the Peninsula Century Fall Challenge Bike Ride, which will
17 start and end in Waterfront Park on Saturday, September 17, 2016 was included in the
18 meeting packets and the Committee members jointly reviewed that documentation.
19 Brian Fitzgerald noted that the tent will be in the same location it was in previous years.
20 He also noted that seven different Sister Bay restaurants will be participating in ride
21 activities this year, and representatives from local non-profit organizations will be doing
22 fund raising by working at aid stations and rest stops. The hope is that after people have
23 finished their rides they will stay in Sister Bay, which should benefit a number of
24 businesses in the community. Typically everyone will be out of Waterfront Park by the
25 late afternoon hours on September 17th.

26
27 The Committee members jointly reviewed the ride route map which had been included
28 in the meeting packets and it was the consensus that it is acceptable.

29
30 *A motion was made by Clove, seconded by Doersching that the route map and Facility Use*
31 *Application which were presented by the organizers of the 2017 Peninsula Century Fall*
32 *Challenge Bike Ride are approved as presented. Motion carried – All ayes.*

33
34 **Item No. 3. Review of a draft of the 2017 Budget and discussion regarding that**
35 **document; Consider an appropriate motion for action:**

36 Draft copies of the 2017 Budgets for the Parks, Property and Streets Committee and the
37 Ice Rink were included in the meeting packets, and the Committee members jointly
38 reviewed those documents.

39
40 Rass gave explanations for all of the following significant budgetary changes from 2016
41 to 2017:

42
43 **PARKS**

- 44
45 1. Account #53105 – Wages, Part-time: Part-time costs are expected to increase
46 significantly in 2017 for several reasons:

- 1 • A Beach/Youth Center Attendant is budgeted to be hired for 400 hours at
- 2 \$14.00 per hour totaling \$6,000.
- 3 • A \$0.50/hour increase in summer help wages has been budgeted for an
- 4 increase in compensation of \$5,128.
- 5 • The Parks allocation to the Marina was decreased from 6% to 4% to
- 6 alleviate costs in the Marina.

7 Bhirdo stated that she believes an hourly allocation rather than an
8 allocation based upon percentages should be made for work done by
9 Parks employees at the Marina, and Doersching agreed. Clove indicated
10 that he believes an across-the-board allocation should be made. Lienau
11 agreed that hourly allocations should be made for any work the Parks
12 Department employees do at the Marina and stated that he does not
13 believe charge-out rates should come into play at all.

14 *It was eventually the consensus that the Parks allocation to the Marina shall*
15 *solely be based upon the designated hourly wage(s) for the employee(s) doing the*
16 *work.*

17 *The question arose as to which Department is responsible for maintaining the grounds at the*
18 *Marina and in Marina Park, and it was the consensus that this issue shall be addressed at a*
19 *future meeting of the Parks Committee.*

20 2. Account #53110 – Wages, Overtime: Overtime was under-calculated in 2016. In
21 2017, the overtime calculation was based on the number of on-call weekends and
22 the hours required for cleaning during on-call weekends. 21 seasonal weekends
23 are divided among three employees and 2-4 hours are worked each of those
24 weekends. In addition, all employees work between 12 and 20 hours on Fall Fest
25 weekend.

26 3. Account #53125 – Insurance, Medical: In 2016, medical insurance premiums
27 were budgeted at a 65/35 split. The Village actually paid 85% of employee
28 premiums and 65% of dependent premiums resulting in the low budget total for
29 employees.

30 4. Account #53145 – Insurance, Work Comp: The mod factor for the Village is
31 increasing from 1.19 to 1.59. Workers Compensation rates have increased
32 regardless of the fund.

33 5. Account #53125 – Uniforms and Clothing: In accord with the Employee
34 Handbook, U&C was calculated as \$400 per full-time employee, \$50 per
35 employee for work gloves, and a lump sum of \$250 for seasonal employees for
36 shirts.

37 6. Account #53470 – Recreation Equip/Supplies: An expense was budgeted for
38 new playground equipment.

- 1 7. Account #53480 – Street Light Bulbs: Expense was increased because the new
2 LED lightbulbs cost about \$29 each and current inventory is low.
- 3 8. Account #53555 – Special Events Costs: In the past, the General Fund
4 coordinated more special events in the Village such as the car show and
5 rummage sale. Those events have been mostly turned over to the SBAA. As a
6 result, the special events costs budget was lowered.
- 7 9. Account #53631 – Seasonal Decorations: Additional expense was budgeted in
8 2017 for new Christmas lights and decorations in the Village.
- 9 10. Account #53635 – Lawn Maintenance: The lawn maintenance contract in 2017 is
10 estimated to be approximately \$10,000. Additional expense is budgeted for
11 normal miscellaneous lawn maintenance expense.
- 12 11. Account #53650 – Storm Drainage System: There is an increased need for repairs
13 to the storm drainage system. In addition, periodically, the vortech units need to
14 be cleaned. This has been scheduled for 2017.
- 15 12. Account #53671 – Garbage Cans: Due to the needs for more garbage cans in the
16 Parks and at the Beach, an increase in the expenditure for garbage cans was
17 budgeted.

18 **ICE RINK**

- 19 1. Account #55101 – Ice Rink Manager: The increase in compensation for the
20 manager is the result of a wage increase to \$16.00 per hour. Last winter the Ice
21 Rink Manager was at the Ice Rink for many hours and on some occasions stayed
22 overnight to make ice and coordinate leagues.
- 23 2. Account #55105 – Wages, Clerk: The decrease is due to a lower estimate of hours
24 required by the Utility Clerk to complete work for TKH, as well as the difference
25 of pay for the new Utility Clerk.

26 During the budget review process some revisions were suggested and Rass took note of
27 all of them.

28 *Jackson noted that three failed water samples were obtained from the well which was supplying*
29 *water for the new foot washing stations, and, therefore, that water supply has been shut off. There*
30 *is currently no pottable water source in the affected area of Waterfront Park. The Committee*
31 *members requested that Mann and Mike Schell see that the appropriate connections are made to*
32 *the public water system in the area in question ASAP. The Committee members agreed that*
33 *\$4,000 shall be withdrawn from the Miscellaneous Parks Projects Account to cover the cost of*
34 *providing water for the beach foot washing stations.*

35 Discussion then turned to capital requests for 2017, and Rass noted that the Finance
36 Committee approved the transfer of funds from the Various Parks Project Account for a
37 new lawn mower, a tarzan boat and a swim dock slide. The Committee also approved of

1 an allocation of \$45,000 for vehicle replacement, as well as funds for the purchase of a
2 snow making machine.

3 Mann noted that the Brutus works wonderfully for picking up garbage. It does have
4 four wheel drive, but from time to time it gets stuck on the beach, which can be
5 problematic. There are some projects, such as cleaning the beach, which simply require a
6 UTV rather than the Brutus or a truck, and, therefore, he is recommending that \$14,000
7 be appropriated for such a purchase.

8 *It was the consensus that:*

- 9 • *The funds for the purchase of a UTV for the Parks Department shall be included in the*
10 *2017 Parks Budget.*
- 11 • *\$10,000 shall be added to the Various Parks Projects Account in the 2017 Parks Budget.*

12 *A motion was made by Doersching, seconded by Bhirdo that the Parks Committee recommends*
13 *that the 2017 budgets for the Parks Department and the Ice Rink be approved as amended at this*
14 *meeting.*

15
16 *At 6:55 P.M. a brief recess was taken and the Committee reconvened at 7:20 P.M.*
17

18 **Item No. 5. Review of ideas for an entrance arch at Waterfront Park; Discussion with**
19 **Dan Roarty of Dimension IV on a proposal for an entrance arch; Consider an**
20 **appropriate motion for action if appropriate:**

21 Photos of decorative arches which have been erected in other communities as well as the
22 arch which used to be displayed in the Village years ago were included in the meeting
23 packets, and the Committee members jointly reviewed all of them. Dan Roarty of
24 Dimension IV was present and noted that his “knee jerk” reaction for the preferred arch
25 is something which resembles the structure which was originally displayed in the
26 Village. One of the advantages of this style of arch is that it could easily be illuminated.
27 Another option would be to install a smaller arch which is fitted with decorative pillars.
28 Roarty presented a photo of the type of arch he was referring to, and pointed out that
29 such an arch has been installed in Green Bay. That arch actually camouflages a cell
30 phone tower, and, therefore, most of the related costs were covered by the cell phone
31 provider who erected the tower. Roarty noted that the arch design phase would be
32 relatively simple and would cost approximately \$1,600.00. After a Concept Plan has been
33 created the project will have to be referred to an architectural engineer, and depending
34 upon the complexity of the project the arch could be constructed by the Parks
35 Department employees or it may have to be let for bids. Mann suggested that one option
36 might be to incorporate the existing light pole which is near the preferred location for
37 the arch into the design.

38
39 *A motion was made by Clove, seconded by Bhirdo that Dan Roarty of Dimension IV shall be*
40 *retained to provide three concept drawings for a park entryway arch. In accord with Roarty's*
41 *proposal of September 7, 2016 the cost of the concept drawings shall not exceed \$1,600.00.*
42 *Motion carried – All ayes.*
43

1 **Item No. 6. Discussion on an RFP for architectural services for restroom facilities in**
2 **Waterfront Park; Consider an appropriate motion for action:**

3 *The first step in the Waterfront Park restroom construction process will be to request an RFP for*
4 *architectural services. In accord with the agreement Al Gokey entered into with the Village he*
5 *will be providing \$125,000.00 for the new restroom facilities. The Committee members indicated*
6 *that they would like to construct the restrooms ASAP, and requested that Jackson inform Gokey*
7 *that a location will be chosen for that facility soon. It was the consensus that this issue shall be*
8 *addressed at a future meeting of the Parks Committee.*

9
10 Mann noted that one potential location for a second restroom facility would be the area
11 where the bushes are located outside the existing Hendrickson Park Restrooms.

12
13 **Item No. 4. Consider a request from Trustee Duffy concerning painting of doors and**
14 **trim at parks facilities throughout Waterfront Park; Discussion on the request and**
15 **consider a relevant motion for action if appropriate:**

16 *Pat Duffy has requested that the Parks Committee see that the doors and trim at the Village Hall*
17 *and the Post Office are painted this fall. Mann noted that he and the Parks Department*
18 *employees do not have sufficient time to complete those tasks in the allotted time frame, and it*
19 *was the consensus that a proposal shall be solicited from a local painter. The proposal will be*
20 *reviewed at a future meeting of the Parks Committee.*

21
22 **Item No. 7. Review results of the SBAA's Waterfront Park Survey; Discussion on an**
23 **RFP for vendors in Waterfront Park; Consider relevant motions for action if**
24 **appropriate:**

25 *A motion was made by Bhirdo, seconded by Doersching that Agenda Item No. 7 – Review results*
26 *of the SBAA's Waterfront Park Survey; Discussion on an RFP for vendors in Waterfront Park;*
27 *Consider relevant motions for action if appropriate shall be tabled until a future meeting of the*
28 *Parks Committee. Motion carried – All ayes.*

29
30 **Item No. 8. Report from staff on parks, properties and streets activities:**

31 Mann gave the following oral report:

- 32 • A great deal of effort has been expended by Parks Department employees on
33 raking the sledding hill. All the work has finally been finished and the hill is
34 "greening up" nicely.
- 35 • This summer there simply was not time to do "brushing" and street sign
36 maintenance as the Parks employees were busy maintaining the beach and
37 Waterfront Park. If at all possible those tasks will be completed this fall.
- 38 • The tractor and the Brutus will be going in for repairs soon.
- 39 • There are some trees which have to be removed from Waterfront Park. Because
40 of their proximity to buildings and electrical lines a tree removal company will
41 be hired.
- 42 • Hopefully work will commence on installation of memorial benches soon.
- 43 • The Marina Manager has requested that several dock fenders be remounted.

44
45 **Item No. 9. Discussion regarding matters to be placed on a future agenda or referred**
46 **to a committee, official or employee:**

47 *It was the consensus that the following issues shall be addressed at a future meeting of the Parks*
48 *Committee:*

- 1 • Discussion regarding which Village Department is responsible for maintaining the
2 grounds at the Marina and in Marina Park; Consider a motion for action if appropriate.
3 • Discussion regarding the preferred location for the Waterfront Park Restrooms; Consider
4 a motion for action if appropriate.
5 • Review of the results of the SBAA's Waterfront Park Survey;
6 • Discussion regarding an RFP for vendors in Waterfront Park; Consider relevant motions
7 for action if appropriate.
8 • Discussion regarding the possibility of installing signage which identifies where Village
9 facilities and buildings are located; Consider a motion for action if appropriate.
10 • Discussion regarding Dog Park signage; Consider a motion for action if appropriate.
11 • Review of a proposal for painting of the trim on the Village Hall and the Post Office;
12 Consider a motion for action if appropriate.
13

14 **Adjournment:**

15 A motion was made by Bhirdo, seconded by Clove to adjourn the September 7, 2016 meeting of
16 the Parks Committee at 7:59 P.M.

17
18 Motion carried – All ayes.

19
20 Respectfully submitted,

21 

22 Janal Suppanz,
23 Assistant Administrator