

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**

2 **WEDNESDAY, NOVEMBER 2, 2016**

3 **SISTER BAY FIRE STATION – 2258 MILL ROAD**

4
5 **Present:** Committee members John Clove and Sharon Doersching. Acting Chair Denise
6 Bhirdo arrived at 5:46 P.M.

7
8 **Excused:** Committee Chair Dave Lienau

9
10 **Staff Members:** Village Administrator Zeke Jackson, Facilities Manager Steve Mann,
11 and Assistant Administrator Janal Suppanz.

12
13 **Others:** Pat Duffy, Chris Hecht, Susan Armour, Ron Kane, Britt and Sara Unkefer, Dave
14 Kaster, Al Gokey, and Rick Wiley.

15
16 *At 5:40 P.M. Jackson noted that Lienau just informed him that something had come up and he*
17 *would not be able to attend this meeting. Lienau had requested that Bhirdo chair the meeting in*
18 *his absence, but she informed Jackson that she had another engagement and might be late. Since*
19 *there were quorum issues the determination was made that agenda items which would not require*
20 *formal Committee action would be addressed prior to Bhirdo's arrival.*

21
22 **Item No. 8. Report from staff on parks, properties and streets activities:**

23 Mann gave the following oral report:

24 • Memorial Benches

25 To date twenty-three new bench pads have been poured. In accord with the
26 Committee's directives, he and Bhirdo determined where the benches which were
27 removed when work was done on the Bay Shore Drive Reconstruction Project
28 should be installed. All concrete was mixed by hand, which resulted in savings of
29 approximately \$1,000.00 being realized.

30
31 • Marina Repairs - "A" Dock

32 To prevent ice damage, approximately one hundred ninety (190) 4" X 8" wood
33 bumpers on "A" Dock were cut off and lifted approximately 10 to 12 inches above
34 the water line.

35
36 • Fall Fest

37 He is happy to report that the Parks Department employees made it through
38 another Fall Fest. (This was the 38th Fall Fest he has worked for. . .)

39
40 • Winterization

41 All seasonal Village owned buildings have been drained and put to rest for
42 another season. The sprinkler lines and all of the water lines at the Marina have
43 also been drained. Scott Mueller, who rents The Boathouse, asked that the heat be
44 left on in that building and the thermostat set to 55 degrees for the winter. The
45 Muellers will pay the propane bill.

46

1 • Foot Wash Stations

2 Mike Lundquist plans on abandoning the well in Waterfront Park which is by the
3 Pavilion ASAP. The cost of abandonment will range from \$1,000.00 to \$2,000.00.
4 He spoke with representatives of The Sprinkler Company, and they gave him a
5 verbal estimate of approximately \$4,000.00 for the cost of running the applicable
6 lines. Their equipment will be in the area in the near future, so considerable cost
7 savings could be realized if the lines are run now.
8

9 *Bhirdo arrived at 5:46 P.M., and upon her arrival the meeting was formally called to*
10 *order.*

11
12 **Approval of Agenda:**

13 *A motion was made by Clove, seconded by Doersching that the Agenda for the November 2, 2016*
14 *meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried –*
15 *All ayes.*

16
17 **Approval of Minutes as published:**

18 **As to the minutes for the September 7, 2016 meeting of the Parks, Properties & Streets**
19 **Committee:**

20 *Clove stated that he believes the sentence which begins on Line 9 – Page 3 of the September 7,*
21 *2016 minutes should read:*

22
23 *“Lienau agreed that hourly allocations should be made for any work the Parks*
24 *Department employees do at the Marina and stated that he does not believe*
25 *charge-out rates should come into play at all.”*

26
27 *He also noted that he believes the sentence which begins on Line 12 – Page 3 of the previously*
28 *mentioned minutes should read:*

29
30 *“It was eventually the consensus that the Parks allocation to the Marina shall*
31 *solely be based upon the designated hourly wage(s) for the employee(s) doing the*
32 *work.”*

33
34 *A motion was made by Doersching, seconded by Clove that the minutes for the September 7, 2016*
35 *meeting of the Parks, Properties & Streets Committee Meeting be approved as amended. Motion*
36 *carried – All ayes.*

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

39 Bhirdo asked if anyone wished to address a non-agenda item. No one responded. She
40 then asked if any correspondence had been received.

41
42 *Jackson noted that Britt Maltby had sent a letter requesting that a second volleyball net be*
43 *installed in the area north of the Village Hall. It was the consensus that additional volleyball net*
44 *placements shall be addressed at a future meeting of the Parks Committee.*

1 **Business Items:**

2 **Item No. 1. Presentation by Susan Armour from the Sister Bay Historical Society**
3 **regarding a plan to place historical placards on Village properties; Consider an**
4 **appropriate motion for action:**

5 Susan Armour noted that the members of the Sister Bay Historical Society would like to
6 see historical placards displayed on the Village Hall, the Administration Building, the
7 Post Office, the Information Booth and some of the other privately owned older
8 buildings in the Village. The placards, which would be referred to during the Historical
9 Society's walking tours of the Village, will be bronze with gold trim and they will cost
10 \$249.00 each. Armour presented an example of the type of placard the members of the
11 Historical Society are considering, and also presented a copy of a document on which
12 the eligibility requirements for obtaining a placard are delineated. She also noted that it
13 will be the responsibility of the property owners to purchase any placards which are
14 erected.

15
16 *A motion was made by Bhirdo, seconded by Doersching that the Parks Committee would like to*
17 *see the brass placards Susan Armour mentioned at this meeting displayed on the Village Hall, the*
18 *Administration Building, the Post Office and the Information Booth, and recommends that the*
19 *Finance Committee allocate \$996.00 for such a purchase. Motion carried – All ayes.*
20

21 **Item No. 2. Discussion with Al Gokey regarding restrooms in Waterfront Park;**
22 **Consider a motion for action if necessary:**

23 **Item No. 5. Review of the draft Waterfront Park Master Plan Map; Consider relevant**
24 **motions for action:**

25 In accord with the Committee's directives, Al Gokey was asked to produce an
26 architectural rendering of a proposed restroom to be constructed in Waterfront Park.
27 That rendering was included in the meeting packets. A draft of a Waterfront Park
28 Master Plan Map was also included in the meeting packets, and the Committee
29 members jointly reviewed all of that documentation.

30
31 During the review process Gokey noted that the architectural rendering of the proposed
32 restroom depicts a larger dressing room than had originally been considered. The
33 architectural rendering also depicts the use of Door County stone and Smart Siding on
34 the exterior of the building. It is his understanding that the new restroom will be
35 constructed next to the existing restrooms in what is commonly referred to as
36 "Hendrickson Park", but is concerned that if Door County stone is utilized that may not
37 be aesthetically pleasing as the buildings will not match. It was eventually the consensus
38 that instead of Door County stone, cultured stone which resembles the exterior of the
39 existing restrooms shall be utilized on the new building.

40
41 If the Waterfront Master Plan is adopted as presented the new restroom will have to be
42 redesigned as it will not fit in the designated location. The Committee members
43 suggested that if this becomes necessary more stalls be created in the family restroom
44 area. They also suggested that at least one baby changing station be installed.

45
46 Doersching and Bhirdo noted that they believe it makes the most sense for Gokey to
47 construct the new restroom next to the existing restrooms as there is a definite need for

1 such facilities downtown, and that appears to be the most cost-effective measure.

2
3 Pat Duffy strongly urged the Committee members to reconsider the location for the new
4 restrooms. There are a number of kids who play in the area north of the Village Hall,
5 and he firmly believes that might be a better location for additional restrooms, especially
6 since the Village Hall restrooms are in dire need of upgrades and also get a considerable
7 amount of use.

8
9 Dave Kaster suggested that the existing restrooms be designated for use by men, and
10 that the new restrooms be designated for use by women and families. Several of the
11 Committee members stated that they like that idea very much. Mann adamantly voiced
12 opposition to this option as he believes a number of cleaning and logistical issues will
13 come into play. He suggested that further research be done regarding this issue, and the
14 Committee members asked that he contact other Facilities Managers who regularly deal
15 with having to clean and maintain multiple restrooms and report his findings at a future
16 meeting of the Committee.

17
18 Jackson noted that if the Waterfront Master Plan is adopted as presented Post Office
19 Lane will eventually have to be abandoned. If any parking is provided in that area a
20 number of safety concerns will have to be taken into consideration. It was the consensus
21 that as much parking as possible shall be created in that area of the park, but as much
22 green space as possible shall be maintained, and any and all safety factors must be taken
23 into consideration.

24
25 Britt Unkefer noted that he is not prepared to commit to anything with respect to
26 abandonment of Post Office Lane at this time. He also noted that there is a definite need
27 for additional public restrooms in the downtown area as the restrooms at The Wild
28 Tomato get a lot of use. Even if the Waterfront Master Plan is adopted as presented and
29 Post Office Lane is abandoned he still believes there will be safety concerns as the Post
30 Office is very busy. Making a left turn in that area of the Village will still be nearly
31 impossible, and, no matter what, vision issues will still come into play. Some of the
32 Committee members suggested that it might help if the public Post Office boxes were
33 moved to a different location.

34
35 *Lengthy discussion took place regarding potential restroom design and location, and finally*
36 *Gokey was asked to see that new architectural renderings are prepared for a restroom building*
37 *which is designated for use by women and families. That building shall contain all the features*
38 *which were agreed upon at this meeting, and the exterior of it shall match the appearance and*
39 *width of the existing restrooms in Waterfront Park. Gokey shall also see that an estimate for the*
40 *cost of installing gray or black architectural shingles on the existing restrooms as well as the new*
41 *restroom building is prepared and provided to Jackson ASAP.*

42
43 *A motion was made by Bhirdo, seconded by Doersching that the Parks Committee approves the*
44 *draft of the Waterfront Parks Master Plan which was reviewed at this meeting, on the condition*
45 *that additional parking shall be added behind the Post Office and a location shall be designated for*
46 *additional restrooms near/at the Village Hall. The recommended parking additions are depicted*
47 *on the drawing which was prepared by Jackson at this meeting, and a copy that drawing is hereby*

1 *attached and incorporated by reference. Motion carried – All ayes.*
2

3 *The Committee members requested that the Unkefers and Jackson negotiate the Post Office Lane*
4 *right-of-way issue ASAP, and also requested that Jackson keep the Village Board advised of the*
5 *status of that issue.*
6

7 **Item No. 6. Discussion on placement of a fence in Waterfront Park; Consider an**
8 **appropriate motion for action:**

9 The Wild Tomato commenced full operations in the summer of 2016. As operations and
10 “the season” ramped up, it became apparent that the volume of garbage and ancillary
11 equipment stored on The Wild Tomato property would be more than the
12 existing/planned side yard fence could adequately screen. Having no immediate
13 solution that would facilitate the Village’s need to have the unsightly accessories
14 screened and facilitate the operational demands of a brand new business, Jackson made
15 the decision that the owners of The Wild Tomato could construct a fence in an area
16 which he believed was close to the property line. At that time he assumed that the
17 location of the fence could be re-adjusted at a later date. A permit was not formally
18 issued for the fence as Britt Unkefer seemed to be amendable to adjusting the fence
19 location at a later date. Shortly after Fall Fest Jackson met with Unkefer and they
20 discussed a number of logistical issues which had arisen with respect to trash service at
21 the Wild Tomato, material storage, loading and unloading, and effective aesthetic
22 screening which is compliant with Village Ordinances. Unkefer has agreed to take down
23 the south fence, and as the Village contemplates work based on the Waterfront Master
24 Plan, Village officials should be mindful of the right-of-way in Post Office Lane. For the
25 Village to be able to abandon Post Office Lane, a Waiver of Rights from the owners of
26 The Wild Tomato will be required, and they likely will want to see an adjustment to
27 their existing storage area.
28

29 Unkefer noted that the fence in question, which was intended to be temporary, has been
30 taken down, and agreed that some type of screening is required for garbage and
31 recycling receptacles as well as beer kegs and ancillary equipment. There is a fence
32 which is on the property line which runs parallel to the Hendrickson Park restrooms,
33 and if Cedar trees are taken down and that fence is extended he would be able to
34 provide the additional screening. It was the consensus that if this is the route Unkefer
35 wishes to go he shall see that a Zoning Permit Application is completed and submitted
36 to Jackson in a timely fashion.
37

38 **Item No. 3. Presentation by representatives of Dimension IV regarding an arch**
39 **entrance for Waterfront Park; Consider an appropriate motion for action:**

40 *Artists renderings of potential arches for Waterfront Park which were prepared by Dan Roarty of*
41 *Dimension IV were included in the meeting packets, and the Committee members jointly*
42 *reviewed all of those documents. It was the consensus that the arch depicted on Page 14 of the*
43 *digital meeting packets is preferred, but that the arch and supporting posts shall be black metal. It*
44 *was also the consensus that silver or light gray letters shall be installed on both sides of the arch,*
45 *and that lights which match the existing street lights shall be utilized on the structure.*
46
47

1 **Item No. 4. Review of the results of the Waterfront Park Use Survey which was**
2 **conducted by the SBAA; Discussion on an RFP for vendors in Waterfront Park;**
3 **Consider relevant motions for action:**

4 *A motion was made by Bhirdo, seconded by Clove that Agenda Item No. 4 – Review of the results*
5 *of the Waterfront Park Use Survey which was conducted by the SBAA; Discussion on an RFP*
6 *for vendors in Waterfront Park; Consider relevant motions for action shall be tabled until a*
7 *future meeting of the Parks Committee. Motion carried – All ayes.*

8
9 **Item No. 7. Discussion regarding parklands and control over facilities; Consider an**
10 **appropriate motion for action:**

11 *A motion was made by Doersching, seconded by Clove that Agenda Item No. 7 – Discussion*
12 *regarding parklands and control over facilities; Consider an appropriate motion for action, shall*
13 *be tabled until a future meeting of the Parks Committee. Motion carried – All ayes.*

14
15 **Continuation of Item No. 8. Report from staff on parks, properties and streets**
16 **activities:**

17 • Foot Wash Stations

18 *It was the consensus that Mann shall see that the lines for the foot wash stations are*
19 *installed ASAP.*

20
21 • Seasonal Decorations

22 *Seasonal decorations will be going up as soon as the work at the Marina is*
23 *completed. The small Christmas trees should arrive on November 7, 2016. Last*
24 *year complaints were received that some businesses got multiple trees and others*
25 *did not. In accord with the Committee’s directives Mann presented a draft of a*
26 *letter he is intending to send to business owners who normally received multiple*
27 *trees. That letter states that only one tree will be provided per business this year.*
28 *The Committee members jointly reviewed the letter and it was the consensus that*
29 *it should not be sent. Doersching and Bhirdo stated that they want placement of*
30 *the Village’s Christmas trees to have a uniform appearance, and, therefore, Mann*
31 *should determine the intervals at which the trees will be erected and adhere to*
32 *that policy.*

33
34 *Mann indicated that he would like to create and erect a multi-colored holiday tunnel*
35 *downtown, and it was the consensus that that would be a great idea. It was the consensus*
36 *that up to \$1,500.00 may be spent on the required materials.*

37
38 **Item No. 9. Discussion regarding matters to be placed on a future agenda or referred**
39 **to a committee, official or employee:**

40 *It was the consensus that the following issues shall be addressed at a future meeting of the Parks*
41 *Committee or referred to a committee, official or employee:*

42 • *Discussion regarding additional volleyball net locations will be addressed at a future*
43 *meeting of the Parks Committee.*

44 • *The Parks Committee’s recommendation concerning the purchase of historical placards*
45 *for the Village Hall, the Post Office, the Administration Building and the Information*
46 *Booth shall be referred to the Finance Committee and the Plan Commission.*

47 • *Mann shall consult with other Facilities Managers who regularly deal with having to*
48 *maintain multiple restrooms and report his findings at a future meeting of the*

1 *Committee.*

- 2 • *The Unkefers and Jackson shall negotiate the Post Office Lane right-of-way issue, and*
3 *Jackson shall see that a report on the status of that issue is given to the Village Board*
4 *ASAP.*
- 5 • *Review of the results of the Waterfront Park Use Survey which was conducted by the*
6 *SBAA; Discussion on an RFP for vendors in Waterfront Park; Consider relevant*
7 *motions for action shall be addressed at a future meeting of the Parks Committee.*
- 8 • *Discussion regarding parklands and control over facilities; Consider an appropriate*
9 *motion for action shall be addressed at a future meeting of the Parks Committee.*
- 10 • *Doersching indicated that she would like to see a planting diagram and plant species*
11 *listing for each of the Village's flowerbeds.*
- 12 • *Discussion regarding decorations to be placed on the new light poles in 2017; Consider a*
13 *motion for action shall be addressed at a future meeting of the Parks Committee.*
14

15 **Adjournment:**

16 *A motion was made by Clove, seconded by Doersching to adjourn the November 2, 2016 meeting*
17 *of the Parks Committee at 8:35 P.M. Motion carried - All ayes.*
18

19 Respectfully submitted,

20 

21 Janal Suppanz,
22 Assistant Administrator

Sister Bay Waterfront Park
 Master Plan October 2016



Legend

- Existing Tree
- Proposed Tree

SMITHGROUP **PA**

Scale: 0' 30' 60' 120'

North Arrow