



PARKS, PROPERTY AND STREETS COMMITTEE MEETING AGENDA

Wednesday, June 3, 2015 at 2:15 P.M.

*****Meeting Will Be Conducted At The Sister Bay Stage/Beach
2364 Mill Road**

For additional information check: www.sisterbaywi.gov

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

1	Chair – Dave Lienau	2	John Clove
3	Sharon Doersching	4	Scott Baker
	Village Administrator – Zeke Jackson		Parks Manager – Steve Mann

Comments, correspondence and concerns from the public

Approval of minutes as published

Approval of Agenda

Business Items

1. Discussion regarding the designated silent sports launch area in Waterfront Park and the designated location for silent sports contractors to do business out of that location; consider a motion for action if necessary.
2. Presentation of artifacts which were found on the Old Blacksmith Shop Site in Waterfront Park by the State Archaeologist ; consider a motion to indefinitely loan said artifacts to the Sister Bay Historical Society for display.
3. Presentation of a Change Order for a reclaimed sidewalk at the Sister Bay Beach.
4. Discussion regarding completion of the sledding hill and utilization of that appurtenance for “Midwest Sunsplash”.
5. Report from staff on parks and properties activities.
6. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee.
7. Discussion regarding the logistical issues associated with the use of the Sports Complex for “Midwest Sunsplash”; consider a motion for action if necessary. **(At this point in the meeting attendees may actually go to the Sports Complex to view the grounds.)**

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____ / _____		
Name	Date	

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

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

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

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

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

17
18 **Approval of Agenda:**
19 *A motion was made by Clove, seconded by Baker that the Agenda for the May 6, 2015*
20 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

21
22 **Comments, correspondence and concerns from the public:**
23 Lienau asked if anyone wished to comment regarding a non-agenda item.

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

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

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

1 Lienau noted that the following pieces of correspondence were included in the meeting
2 packets.

- 3
- 4 • A letter from Inger Johnson in which she states that she doesn't like the
5 appearance of the menu mailboxes which have been placed by The
6 Boathouse. Johnson also states that she thinks the Village's Christmas
7 decorations are "ugly".
- 8 • A letter and photos which were received from Quinn Lundquist. (In that
9 letter Lundquist describes some suggestions she has for providing shade on
10 the new beach.)
- 11 • E-mails from and to Paul Collins concerning Door County Folk Fest, which
12 will be conducted in Door County from July 8 – 12, 2015. Collins has
13 reserved the Village Hall for that event.
- 14

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

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

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

31
32 **Business Items:**

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

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

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

47
48 *A motion was made by Clove, seconded by Baker that the Facility Use Application and*
49 *accompanying documentation which were submitted by John Mory and Sean Ryan on*

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

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

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

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

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

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

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

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

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

1 A motion was made by Clove, seconded by Baker that the Parks Committee grants
2 permission for Ram Rojas and Ron Myers to sell officially licensed Sister Bay themed
3 products which contain PCI sand to fund a public art project, (including the Boathouse
4 Mural Project), at Village sponsored events. Motion carried – All ayes.

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

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

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

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

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

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

32
33 **Item No. 6. Report from Steve Mann on activities:**

34 Mann gave an oral report regarding the following issues:

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

1 issue with Mike Neal of the DNR and see that appropriate action is taken ASAP.

2
3 **Item No. 7. Discussion regarding other parks and streets activities:**

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

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

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

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

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

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

31
32 **Adjournment:**

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

35
36 Respectfully submitted,

37 

38 Janal Suppanz,
39 Assistant Administrator

The State Historical Society of Wisconsin

Museum Division
816 State Street
Madison, WI 53706-1482

PROPERTY CLAIM RECEIPT

Activity Number F2014.118

Claimant(s): Village of Sister Bay
2222 Scandia Road
Sister Bay, WI 54234

May 1, 2015
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Property being claimed which was removed from lands owned by me/us during an archaeological survey and evaluation of the land by the Museum Archaeology Program of the State Historical Society of Wisconsin as noted below:

Phase II archaeological collection from site 47-DR-0471, Village of Sister Bay property, 2014 Field Season

Window glass fragments, light bulb and chimney glass	449
Glass bottle and jar fragments	16
Glass body sherds, unidentifiable	203

EuroAmerican ceramics/fragments (plates, bowls, chamber pot lid, body sherds, bottle)	234
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Personal items/fragments (buckles, garter clip, cuff link, harmonica, jewelry, rivet, eyelets)	21
Buttons (metal, shell, glass, leather, ceramic, bone)	27
Toys/fragments (marbles, plastic turtle)	5
Smoking pipe fragments, clay (bowls and stems)	37
Pencil ferrule, slate stylus fragments	9
Tool/utensil fragments (metal blade, files, knife handle)	5
Lid and lid liner fragments (glass, zinc, silver)	20
Shell casings	4

Hardware/fragments (bolts, nuts, washers, rings, rods, spikes, springs, staple, tacks, wire)	114
Metal cans and can fragments, bottle caps, pull tabs, foil fragments	20
Furnishings, architectural, decorative fragments (door knob, finial, hinge, latch)	8
Nails and nail fragments	3630
Unidentifiable metal scraps and fragments	171

Native American stone chipping debris, pottery sherd	60
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Miscellaneous faunal remains, bone and shell (bird, fish, mammal, unidentified)	364
Brick and mortar fragments, charcoal and charred wood fragments	217
Miscellaneous unidentifiable fragments (glass, plastic, metal, rubber, leather, paper, etc.)	732

TOTAL	6346
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DHW 5/5/15

I/We hereby assert that I/we am/are the lawful owner(s) of the above-listed property and, as such, have absolute authority to and hereby do claim and physically accept that property from the possession and custody of the State Historical Society of Wisconsin (d.b.a. Wisconsin Historical Society).

Claimant's Signature Christy M Sully Date 5/8/15
 Printed Name Christy M Sully

Claimant's Signature _____ Date _____
 Printed Name _____

SHSW Representative [Signature]
 Printed Name Pam Reiman

Date Object(s) Returned: 5/8/15
 Object(s) Returned: By Staff, Mailed