



PARKS, PROPERTY AND STREETS COMMITTEE

MEETING MEETING AGENDA

Wednesday, August 3, 2016 at 5:30 P.M.
Sister Bay-Fire Station, 2258 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	Denise Bhirdo
	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. Consider a request from Staff for a radar traffic counter; consider relevant motions for action if appropriate.
2. Review of the Draft Waterfront Park Master Plan. Discussion on the plan; consider relevant motions for action if appropriate.
3. Report from Staff on Parks, Properties and Streets activities.
4. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee.

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 *Board to appropriate funds for the final, DOT approved plan for Sister Bay's Wayfinding*
 2 *Signage Project; Consider appropriate motions for action if necessary, shall be tabled until a*
 3 *future meeting of the Parks Committee. Motion carried – All ayes.*

4
 5 **Item No. 2. Discussion regarding creation of foot washing/outdoor shower stations at**
 6 **the Sister Bay Beach; Consider a motion for action if appropriate:**

7 Documentation regarding the various types of foot washing/outdoor shower stations
 8 which are available was included in the meeting packets, and the Committee members
 9 jointly reviewed that documentation.

10
 11 *Lengthy discussion took place regarding this issue, and it was eventually the consensus that the*
 12 *Parks Department employees shall construct two reasonably priced foot washing/ shower stations*
 13 *and see that they are placed in the vicinity of the beach. The foot washing/shower stations shall be*
 14 *equipped with wooden rails and an area for people to stand on, and they each shall have a shower*
 15 *nozzle at the top and the bottom of them. A sign shall be erected near each of the stations which*
 16 *states, "Non-Potable, Cold Water Is Only Available At This Location".*

17
 18 **Item No. 3. Discussion on a slide for the swim dock; Consider a motion for action if**
 19 **appropriate:**

20 *Documentation was included in the meeting packets regarding the various types of swim dock*
 21 *slides which are available, and the Committee members jointly reviewed that documentation. It*
 22 *was eventually the consensus that no more than \$1,000 shall be expended for the purchase of a*
 23 *slide for the swim dock.*

24
 25 Discussion then turned to issues which have arisen at the quiet craft launch area at
 26 Waterfront Park, and after much deliberation it was the consensus that a "quiet craft
 27 operation area" shall be created and delineated with a rope and red buoys.

28
 29 *A motion was made by Bhirdo, seconded by Doersching that Mann shall see that a designated*
 30 *"quiet craft operation area" is created in the bay off of Waterfront Park ASAP. That area shall be*
 31 *delineated with a rope and red buoys, and the buoys shall run in a perpendicular line from the*
 32 *area near the base of the stairs by the Sister Bay Stage and extend seaward to the point where they*
 33 *will intersect with the second designated swimming area can buoy and the rock groin. Motion*
 34 *carried with Clove opposed.*

35
 36 **Item No. 4. Discussion on a Waterfront Park Master Plan; Consider a motion for**
 37 **action if appropriate. Tour of Waterfront Park and discussion on the status of the**
 38 **park:**

39 *The Waterfront Park Master Plan has not been completed yet, and, therefore, it was the*
 40 *consensus that this agenda item shall be tabled until a future meeting of the Parks Committee.*

41
 42 **Item No. 4. Report from staff on parks, properties and streets activities:**

43 Lienau stated that it is his understanding that a portion of the payment for goods and
 44 services provided by Bridenhagen Landscaping was temporarily being withheld by the
 45 Village, and asked why this had occurred. Jackson responded that questions had arisen
 46 about a portion of the bill which was received from Bridenhagen Landscaping, but he
 47 recently met with Ivan Bridenhagen, who provided an explanation for the questionable
 48 charges. (A while ago Doersching contacted Ivan directly and requested that he replace

1 the pink rose bushes in front of the Post Office with red ones. Bridenhagen
2 accommodated Doersching's request, but that did result in additional landscaping
3 expenses being incurred.)

4
5 *It was the consensus that in the future responsibility for any and all flower color selection*
6 *decisions for plantings which will be done on Village properties shall be delegated to the Parks*
7 *Committee as a whole, and, to that end a referral(s) will be made to the Committee prior to the*
8 *time that any plantings are done.*

9
10 *Lienau requested that all Board and Committee members refrain from giving direction to any of*
11 *the contractors doing work for the Village. If any issues do arise that need attention, a referral*
12 *shall be made to the Village Administrator.*

13
14 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred**
15 **to a committee, official or employee:**

16 *Since it started to rain there was no discussion regarding matters to be placed on a future agenda*
17 *or referred to a committee, official, or employee.*

18
19 **Adjournment:**

20 *A motion was made by Clove, seconded by Doersching to adjourn the July 6, 2016 meeting of the*
21 *Parks Committee at 4:59 P.M. Motion carried – All ayes.*

22
23 Respectfully submitted,

24 

25 Janal Suppanz,
26 Assistant Administrator

27

1 wishing to do business in Waterfront Park, but that no more than three of the vendors'
 2 proposals actually be accepted. The members of the Parks Committee have asked that
 3 the SBAA Board of Directors provide input on this issue, and the suggestion has also
 4 been made that the SBAA coordinate the RFP solicitation/selection process.

5
 6 Bhirdo explained that the members of the Waterfront Oversight Committee, of which
 7 she was the chair, addressed this issue at length and finally came to the conclusion that
 8 there should not be any restrictions on the type of businesses which would be allowed to
 9 submit the previously mentioned RFP's, since there could be a need for a number of
 10 additional services and product offerings now that all the work has been done
 11 downtown. She also pointed out that since Waterfront Park is owned by the Village, she
 12 does not believe the SBAA should be involved in the RFP solicitation/review process at
 13 all. Several of the SBAA Board members concurred.

14
 15 Milligan stated that because there are now so many restaurants in the downtown area he
 16 does not believe a food vendor, other than someone who offers "grab & go" food, would
 17 be successful in Waterfront Park or on the beach. One possibility which was suggested
 18 was the concept of allowing a "restaurant runner" to do business in and around the
 19 Village.

20
 21 *Lengthy discussion took place regarding this issue, and it was eventually the consensus that*
 22 *because the season is already in "full swing" it would not be practical to solicit RFP's from any*
 23 *potential waterfront vendors until next year. Milligan suggested that representatives of the*
 24 *SBAA and the Village go down to the waterfront and conduct random interviews of beach/park*
 25 *patrons during the remainder of "the season" to see if they are happy with the appurtenances*
 26 *which are currently offered, and, if not, ask what changes they would like to see. It was the*
 27 *consensus that this was an excellent idea. Jackson and Milligan agreed to meet ASAP to*
 28 *formulate a list of five simple survey questions, and they will see that the survey is conducted in a*
 29 *timely fashion. After the survey data has been compiled it will be provided to the members of the*
 30 *Parks Committee.*

31
 32 **Item No. 4. Discussion regarding matters to be placed on a future Parks Committee**
 33 **Agenda or referred to a committee, official or employee:**

34 Jackson gave the following oral report:

- 35 • He had some difficulty finding a swim dock slide which will meet the Village's needs for
 36 the authorized purchase price. It was the consensus that for the time being Jackson shall
 37 hold off on purchasing any type of slide.
- 38 • In the course of doing the research on swim dock slides he discovered that there is a
 39 different option which might work quite well in Sister Bay. ("Fun rafts", which float, are
 40 actually equipped with slides, a rope swing and trampolines.) He discussed the "fun raft"
 41 concept with Mann, and they believe it would be possible for the Parks Department
 42 employees to construct such a raft over the course of the winter. Fuzzy Sunstrom is
 43 willing to donate a 21' pontoon boat to the Village, and that boat would work quite well
 44 as a base for the raft. The Committee members indicated that they will gratefully accept
 45 Sunstrom's donation, and requested that the Parks Department employees work on the
 46 "fun raft" project as time permits. Mann will keep the members of the Parks Committee

- 1 *advised of the status of this project.*
- 2 • *Some logistical issues will quite likely come into play if the “quiet craft operation area”*
- 3 *which was mentioned at the previous day’s meeting is constructed as specified. Clove*
- 4 *then presented photographs of the beach, noting that if the designated “quiet craft*
- 5 *operation area” is created 1/3 of the beach will actually be delegated for the exclusive use*
- 6 *of quiet craft operators. Doersching and Lienau noted that they had thought about this*
- 7 *issue overnight and had similar concerns. After discussion it was the consensus that the*
- 8 *rope should be eliminated and the “designated quiet craft operation area” shrunk slightly.*
- 9 *Mann was asked to see that the buoys are installed in the newly designated area ASAP.*

10

11 **Item No. 5. Adjournment of the portion of the meeting at which the presence of the**

12 **Parks, Properties & Streets Committee was required:**

13 *At 8:56 A.M. a motion was made by Doersching, seconded by Bhirdo that the portion of the*

14 *meeting at which the presence of the Parks, Properties & Streets Committee was required be*

15 *adjourned. Motion carried – All ayes. At that point Lienau, Doersching and Clove left the*

16 *building.*

17

18 **Item No. 6. Discussion regarding festivals and events:**

- 19 • **Goat Parade Recap:**
- 20 ~ There was strong attendance at the Goat Parade.
- 21 ~ There was fairly wide-spread news coverage about that event in
- 22 Wisconsin, Minnesota and Chicago.
- 23 ~ John Nelson filmed his own interviews with Lars Johnson for paid
- 24 distribution through his firm at a later date.
- 25 ~ Milligan has discussed the possibility of combining advertising/marketing
- 26 with Al Johnson’s for 2017, and Lars and Rolf agree that that would be a good
- 27 idea.
- 28 • **Paddlefest/“Beach Bash” Recap:**
- 29 ~ There was strong attendance at Paddlefest, (259 people were actually on the
- 30 water in the kayaks, canoes, stand-up paddleboards and the like which were
- 31 on display), but with the exception of D.O.T. officials and employees there
- 32 was light attendance at the Highway Ribbon Cutting Ceremony. The people
- 33 who participated in the Volleyball Tournament played until 4:00 P.M. and
- 34 they raised \$200.00 for the Gibraltar Girl’s Volleyball Team. Due to high winds
- 35 Bay Shore Outdoor was unable to offer rentals in the afternoon.
- 36 ~ In spite of the fact that the SBAA and the Village sent out press releases
- 37 regarding Paddlefest/“Beach Bash” and the Ribbon Cutting Ceremony media
- 38 coverage for this event in Wisconsin, Minnesota and Chicago was weak. There
- 39 was some local media coverage.
- 40 ~ The two food vendors who set up tents in Waterfront Park did not do very
- 41 well as response to their product offerings was weak. Feedback was that they
- 42 were too close to Wild Tomato and not close enough to the beach.
- 43 ~ *Beer sales at “Beach Bash” totaled \$1,031.00, most of which occurred during the*
- 44 *Hoi Polloi Concert. Complaints were received that the music Hoi Polloi played was*
- 45 *too loud. The suggestion was made that Village officials think about retaining a*

1 *consultant to see if there is some type of solution to the noise problems which were*
 2 *complained about during "Beach Bash". Enquist was asked to refer this issue to the*
 3 *Village's Parks, Properties & Streets Committee ASAP.*

4 ~ The fireworks got off, but barely, due to high winds which abated just in
 5 time. Mark Weborg provided "outstanding" service.

6 ~ Milligan noted that there were six other events going on in Door County on
 7 June 25th, but in short people who were in Sister Bay did appear to have a
 8 good time.

9 In the future Milligan believes some type of mechanism should be created for measuring
 10 the success of any and all events which are sponsored by the SBAA. He will work on
 11 drafting a formal policy and provide it to the Board members for consideration ASAP.

12 • **Concerts & Movies in the Park Recap:**

13 ~ The first two concerts were well received and in total produced nearly
 14 \$500.00 in concession sales.

15 ~ Social media engagement was excellent. According to Mark Thiede, the
 16 Soundman's estimates, there were approximately 450 people at the first
 17 concert and 200 people at the second concert.

18 ~ Two other businesses have expressed interest in sponsoring concerts in
 19 2017 - Blahnik Investments and Boettcher Communications.

20 ~ In general the set-up/teardown for concerts seems to be running smoothly
 21 with little need for additional volunteers.

22 ~ The members of Girl Scout Troop 4356 worked in the lemonade stand for
 23 the first concert, and they have agreed to come back on four more occasions.

24 *At 9:23 A.M. Crowell indicated that she had another obligation and left the meeting.*
 25

26 **Item No. 7. Coordinator's Report:**

27 Milligan's Coordinator's Report was included in the meeting packets, and the Board
 28 members jointly reviewed that document. During the review process Milligan pointed
 29 out the following items:

- 30 • Visitor Center traffic is down considerably this year, but to date there have been
 31 254 visitors at the SBAA Office.
- 32 • The mobile versions of most aspects of the SBAA's website are up and running
 33 and have been well received.
- 34 • He has been discussing the possibility of creating a "What's Happening in Sister
 35 Bay" app. with a consultant and will provide cost estimates as soon as they are
 36 available.
- 37 • Forty-six people attended the Spring Social on June 8th, and generally speaking
 38 positive feedback was received about that event.
- 39 • Fourteen people attended the June 7th Social Media Seminar, and a number of
 40 positive comments were made about the presentations which were made. It
 41 appears that the members of the SBAA would like to see more workshops
 42 conducted.

Item No. 8. Financial Report:

Bittorf indicated that she and Suppanz did not have an opportunity to do bookkeeping or prepare financial reports for June yet. She did present a financial report for May, 2016, and the Board members jointly reviewed that document. The reports for June will be e-mailed to the Board members as soon as they are available.

A motion was made by Kane, seconded by Bhirdo that the financial report which was reviewed at this meeting is approved as presented. Motion carried – All ayes.

Item No. 9. Committee Reports:

- **Fall Festival Committee:**

The members of the Fall Fest Committee met and discussed potential ways to generate more revenues at that event. The Committee members are seriously considering conducting a Fall Fest raffle. (A cash prize would be awarded and the winner need not be present to win.) Milligan will be submitting a Raffle Permit Application to the Bingo Control Board in the near future. This year wristbands will again be given out for free but donations will be gratefully accepted. Milligan has been discussing the idea of resurrecting the Fall Fest Soap Box Derby with Fuzzy Sunstrom. Several of the Board members indicated that they believe this is a very good idea. At one time the Soap Box Derby was a very popular activity and afforded “the locals” and their kids a fun and unique opportunity to get involved in Fall Fest.

- **Film Fest Committee**

Work is ongoing on expanding Film Fest.

- **Door County Festival of the Arts Committee**

Plans are well underway for the Door County Festival of the Arts. There are the same number of vendors as last year.

New Business:**Item No. 10. Discussion regarding establishment of a Marketing and Advisory Board:**

Milligan believes it would be wise to create an informal SBAA Marketing and Advisory Board, and it was the consensus that this should occur. He will contact potential members and provide a report on the status of this issue at the next meeting.

Item No. 11. Discussion regarding the possibility of consolidating all sponsorship requests:

It was the consensus that in the future all event sponsorship requests on behalf of the SBAA should be consolidated.

Item No. 12. Discussion regarding the Village’s request to have the SBAA design light pole banners:

There are thirty-three light poles in the downtown area. Sharon Anderson is working on potential designs for recurring events, seasonal activities and “Welcome To Sister Bay” banners, and proofs will be presented to the Board members as soon as they are

1 completed. After the Board members have conducted their review a recommendation
2 will be forwarded on to the Village's Parks, Properties & Streets Committee.

3

4 *The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on Thursday,*
5 *August 4, 2016.*

6

7 **Adjournment:**

8 *A motion was made by Bhirdo, seconded by Kane to adjourn the meeting of the SBAA Board of*
9 *Directors at 9:54 A.M. Motion carried – All ayes.*

10

11 Respectfully submitted,



12

13 Janal Suppanz,

14 Assistant Administrator/Secretary

Hi Zeke,

See attached for the draft Waterfront Park master plan. There are two pages in the pdf – the first is the overall master plan and the second highlights proposed bench locations. Couple of items to note:

1. The master plan shows both existing trees to remain and proposed tree locations. Existing trees are dark green and proposed are light green.
2. We analyzed the turning radius of the 26' postal truck and based on the results, it appears that we can close the alley as we discussed and reroute the truck back out to Bay Shore Drive. The dumpsters and utilities can be consolidated in the landscape island between the park parking lot and the post office with an enclosure to screen them from view. Roll out dumpsters would be preferred so that they can get hidden and still be accessible for the truck.
3. We connected the pathways from the former Hendrickson Park area to the concert pavilion and the playground. We eliminated the parking stalls as discussed during our walkthrough and put a raised crosswalk on the road surface to alert drivers to the pedestrians. We believe the stormtrap in this area should still be accessible for the vacuum truck as the one at the entrance to the post office drive is also located in grass a similar distance from a drive lane.
4. We added the proposed restroom at the west end of the site near the Yacht Club. This should help balance restroom facilities at all ends of the park (proposed, Hendrickson Park existing restroom, and Village Hall facilities).

Suggested tree species for planting in the park:

- Sugar Maple, *Acer saccharum*
- Freeman Maple Hybrids, *Acer x freemanii*
- White Birch, *Betula papyrifera* – Improved varieties resistant to birch borer including Renaissance Oasis and Prairie Dream
- Hackberry, *Celtis occidentalis*
- Thornless Cockspur Hawthorn, *Crataegus crus-galli* 'Inermis'
- Swamp White Oak, *Quercus bicolor*
- Red Oak, *Quercus rubra*
- American Linden varieties, *Tilia americana*
- American Elm, disease resistant varieties, *Ulmus americana*

Please let me know if you or the Parks Committee have any questions or comments.

Thanks!

Jess

Jessie Fink
Landscape Architect

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Sister Bay Waterfront Park

Master Plan July 2016



Legend

- Existing Tree
- Proposed Tree

SMITHGROUP JJR

0' 30' 60' 90' 120'

Sister Bay Waterfront Park

Bench Location Plan July 2016



Legend

- Benches to Remain (11)
- Relocated Benches (5)
- Benches to be Added (20)

SMITHGROUP JJR 0' 30' 60' 90' 120'

