

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, SEPTEMBER 7, 2016**
3 **SISTER BAY FIRE STATION – 2258 MILL ROAD**
4 **(APPROVAL PENDING)**
5

6 *The September 7, 2016 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 5:34 P.M.*
8

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

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

14
15 **Others:** Ron Kane, Brian Fitzgerald and Dan Roarty of Dimension IV.
16

17 **Approval of Agenda:**

18 *A motion was made by Clove, seconded by Doersching that the Agenda for the September 7, 2016*
19 *meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried –*
20 *All ayes.*
21

22 **Approval of Minutes as published:**

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

25 *A motion was made by Clove, seconded by Doersching that the minutes for the August 3, 2016*
26 *meeting of the Parks, Properties & Streets Committee Meeting be approved as presented. Motion*
27 *carried – All ayes.*
28

29 *Bhirdo asked if Jackson had done research regarding the placement of the Wild Tomato Fence, and*
30 *he responded that he had and will be addressing that issue in the near future. She also asked if the*
31 *Village's Engineer has been asked to conduct a traffic analysis around the Post Office. Jackson*
32 *responded that he is still waiting for the applicable reports.*
33

34 *Mann noted that he and Bhirdo will be determining where memorial benches should be placed. He*
35 *also noted that a case of toilet tissue is used at the Hendrickson Park restrooms "per week", not*
36 *"per day".*
37

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

39 Lienau noted that no new correspondence had been received and then asked if anyone
40 wished to address a non-agenda item.
41

42 Jackson noted that he got calls from three individuals who complained about noise
43 coming from the pavilion during Marina Fest.
44

45 **Business Items:**

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

48 Lienau noted that the Finance Committee has recommended that the Wayfinding

1 Signage Project be put “on hold”, and, instead, the monies which have been set aside for
 2 that project be used to fund replacement of street signs on Village streets.

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

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

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

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

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

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

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

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

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

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

43
 44 **PARKS**

- 45
 46 1. Account #53105 – Wages, Part-time: Part-time costs are expected to increase
 47 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. Bhirdo stated that she believes an hourly
7 allocation rather than an allocation based upon percentages should be
8 made, and Doersching agreed. Clove indicated that he believes an across-
9 the-board allocation should be made. Lienau indicated that he believes an
10 hourly allocation should be made, but that the charge out rate should not
11 even be calculated or included in that allocation.

12 *It was eventually the consensus that the Parks allocation to the Marina shall be*
13 *made on an hourly basis, but that the charge out rate shall not even be calculated*
14 *or included in that allocation.*

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

- 18 2. Account #53110 – Wages, Overtime: Overtime was under-calculated in 2016. In
19 2017, the overtime calculation was based on the number of on-call weekends and
20 the hours required for cleaning during on-call weekends. 21 seasonal weekends
21 are divided among three employees and 2-4 hours are worked each of those
22 weekends. In addition, all employees work between 12 and 20 hours on Fall Fest
23 weekend.
- 24 3. Account #53125 – Insurance, Medical: In 2016, medical insurance premiums
25 were budgeted at a 65/35 split. The Village actually paid 85% of employee
26 premiums and 65% of dependent premiums resulting in the low budget total for
27 employees.
- 28 4. Account #53145 – Insurance, Work Comp: The mod factor for the Village is
29 increasing from 1.19 to 1.59. Workers Compensation rates have increased
30 regardless of the fund.
- 31 5. Account #53125 – Uniforms and Clothing: In accord with the Employee
32 Handbook, U&C was calculated as \$400 per full-time employee, \$50 per
33 employee for work gloves, and a lump sum of \$250 for seasonal employees for
34 shirts.
- 35 6. Account #53470 – Recreation Equip/Supplies: An expense was budgeted for
36 new playground equipment.
- 37 7. Account #53480 – Street Light Bulbs: Expense was increased because the new
38 LED lightbulbs cost about \$29 each and current inventory is low.

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

16 ICE RINK

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

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

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

33 Discussion then turned to capital requests for 2017, and Rass noted that the Finance
34 Committee approved the transfer of funds from the Various Parks Project Account for a
35 new lawn mower, a tarzan boat and a swim dock slide. The Committee also approved of
36 an allocation of \$45,000 for vehicle replacement, as well as funds for the purchase of a
37 snow making machine.

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

6 *It was the consensus that:*

- 7 • *The funds for the purchase of a UTV for the Parks Department shall be included in the*
 8 *2017 Parks Budget.*
- 9 • *\$10,000 shall be added to the Various Parks Projects Account in the 2017 Parks Budget.*

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

13
 14 *At 6:55 P.M. a brief recess was taken and the Committee reconvened at 7:20 P.M.*

15
 16 **Item No. 5. Review of ideas for an entrance arch at Waterfront Park; Discussion with**
 17 **Dan Roarty of Dimension IV on a proposal for an entrance arch; Consider an**
 18 **appropriate motion for action if appropriate:**

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

36
 37 *A motion was made by Clove, seconded by Bhirdo that Dan Roarty of Dimension IV shall be*
 38 *retained to provide three concept drawings for a park entryway arch. In accord with Roarty's*
 39 *proposal of September 7, 2016 the cost of the concept drawings shall not exceed \$1,600.00.*
 40 *Motion carried – All ayes.*

41
 42 **Item No. 6. Discussion on an RFP for architectural services for restroom facilities in**
 43 **Waterfront Park; Consider an appropriate motion for action:**

44 *The first step in the Waterfront Park restroom construction process will be to request an RFP for*

1 architectural services. In accord with the agreement Al Gokey entered into with the Village he
 2 will be providing \$125,000.00 for the new restroom facilities. The Committee members indicated
 3 that they would like to construct the restrooms ASAP, and requested that Jackson inform Gokey
 4 that a location will be chosen for that facility soon. It was the consensus that this issue shall be
 5 addressed at a future meeting of the Parks Committee.

6
 7 Mann noted that one potential location for a second restroom facility would be the area
 8 where the bushes are located outside the existing Hendrickson Park Restrooms.

9
 10 **Item No. 4. Consider a request from Trustee Duffy concerning painting of doors and**
 11 **trim at parks facilities throughout Waterfront Park; Discussion on the request and**
 12 **consider a relevant motion for action if appropriate:**

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

18
 19 **Item No. 7. Review results of the SBAA's Waterfront Park Survey; Discussion on an**
 20 **RFP for vendors in Waterfront Park; Consider relevant motions for action if**
 21 **appropriate:**

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

26
 27 **Item No. 8. Report from staff on parks, properties and streets activities:**

28 Mann gave the following oral report:

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

41
 42 **Item No. 9. Discussion regarding matters to be placed on a future agenda or referred**
 43 **to a committee, official or employee:**

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

- 46 • *Discussion regarding which Village Department is responsible for maintaining the*
 47 *grounds at the Marina and in Marina Park; Consider a motion for action if appropriate.*

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

11

Adjournment:

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

14

15

16

Motion carried - All ayes.

17

18

Respectfully submitted,



19

20

Janal Suppanz,

21

Assistant Administrator

PROPOSAL

ALLEN GOKEY	P.O.	DATE	10/10/15
5776 ledge crest rd De Pere WI>	Mill rd. property	PHONE # 1	PHONE # 2
		Allen	allengokey@

ALLEN GOKEY is proposing the following:

We are offering \$1.00 for the entire property. This property would be subject to a phase out-line (as listed below).

Phase 1: To include a public structure, independently owned by Allen Gokey, until sold to vested interest at completion of structure. The intention would be to have public bathroom (individually standing building), which would be sold back to village of Sister Bay for \$1.00, no later than Jan. 1 2017.

Our plan is to secure permits, architectural work, and engineering options, so we may begin construction as soon as possible. We will be actively promoting the property with hopes for sales/lease before construction begins. Construction will begin no later than 1 year from closing date, unless property for new bathroom has not been found. If property for new bathroom has not been found Allen Gokey will at that time purchase property for the sum of 125,000.00. Listed below are item that would be included in bathroom structure.

- **WOMENS SIDE TO INCLUDE: 2 sinks (including all units, hardware and fixtures, Hand dryers, mirror, solid surface counter top, epoxy none slip floor, 4 stalls(large Enough for dressing area). 4 toilets. All labor and material included.**
- **MENS SIDE TO INCLUDE: 2 sinks (including all units, hardware and fixtures, Hand dryers, mirror, solid surface counter top, epoxy none slip floor, 3 urinals, 2 Bathroom stalls(large enough for dressing area). 2 toilets. All labor and materials Included.**
- **FAMILY DRESSING ROOM TO INCLUDE: 1 stall, 1 tiolet, 1 sink and large Enough for family.**

All plans will be submitted to Village of Sister Bay for approval. We will continue to develop a working relationship with the Village in order to meet all standards and requirements.

- **Pictures of items that will also be included in structure will be in (exhibit b and C).**



Fold down
shelves for
Dressing

Flooring
- acid
stain



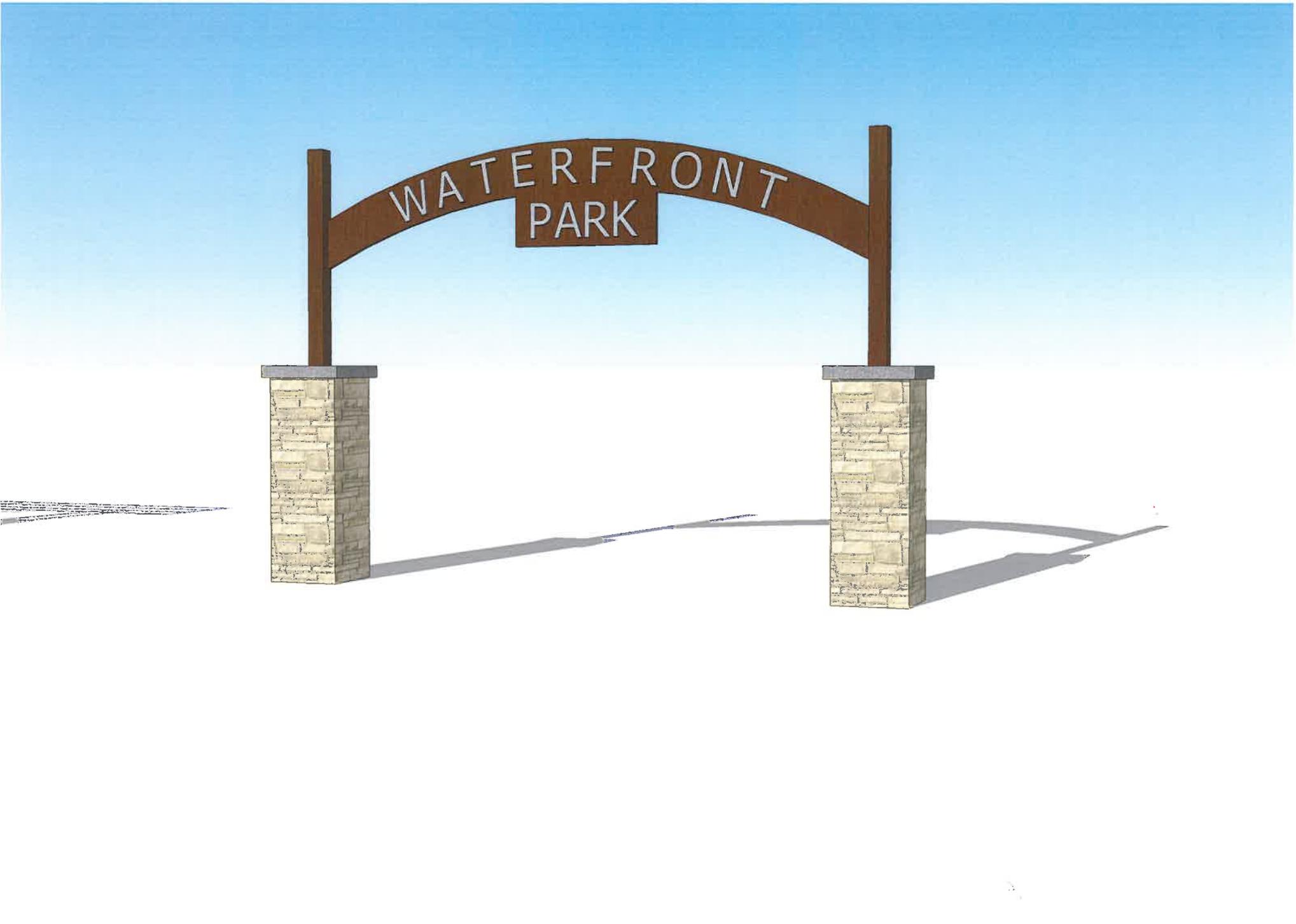


© Jeremiah Cox/subwaynut.com

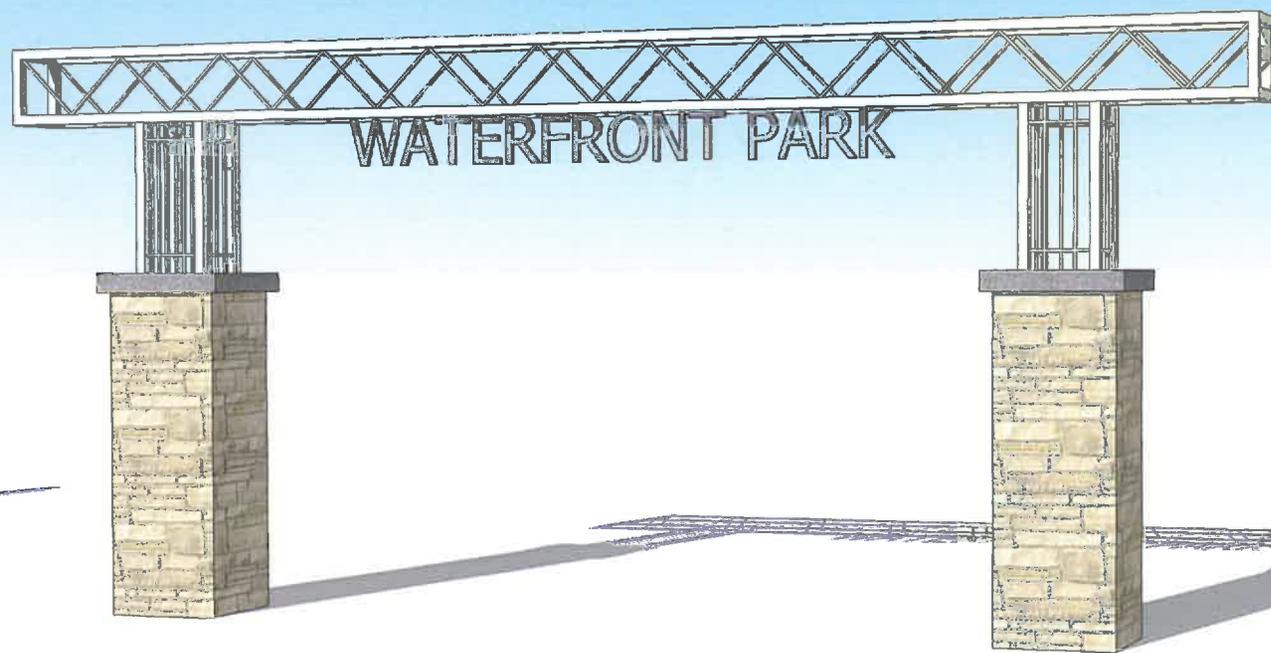


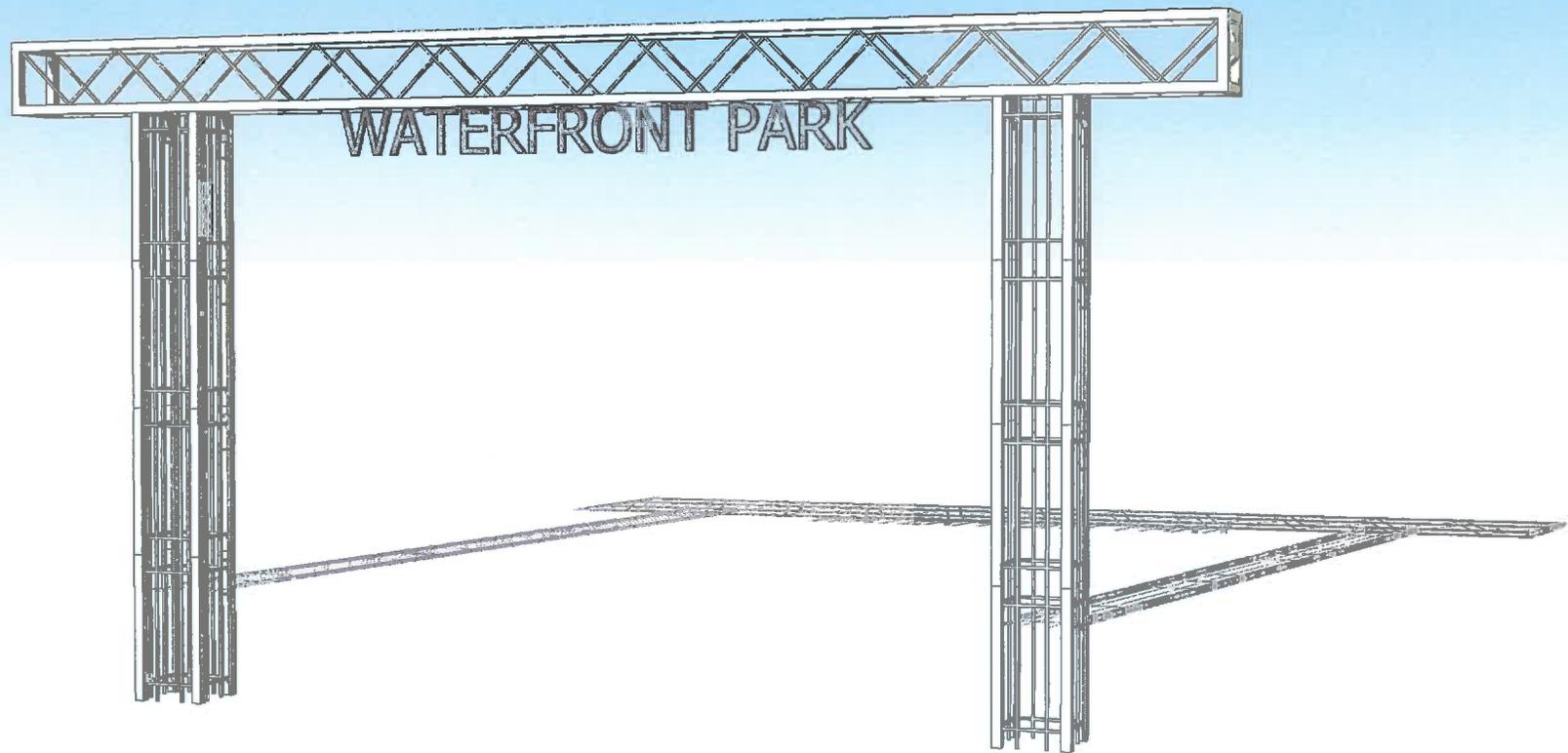
www.100Steps.info



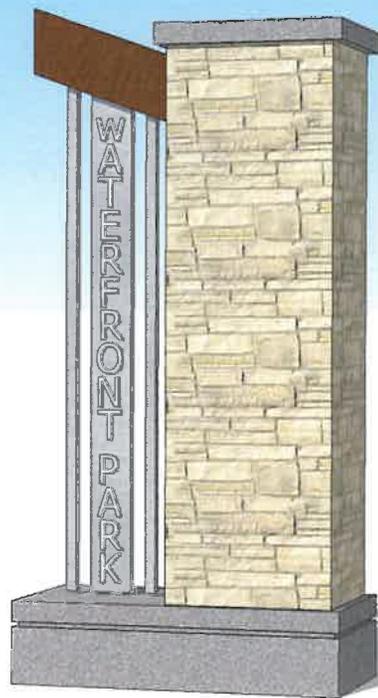




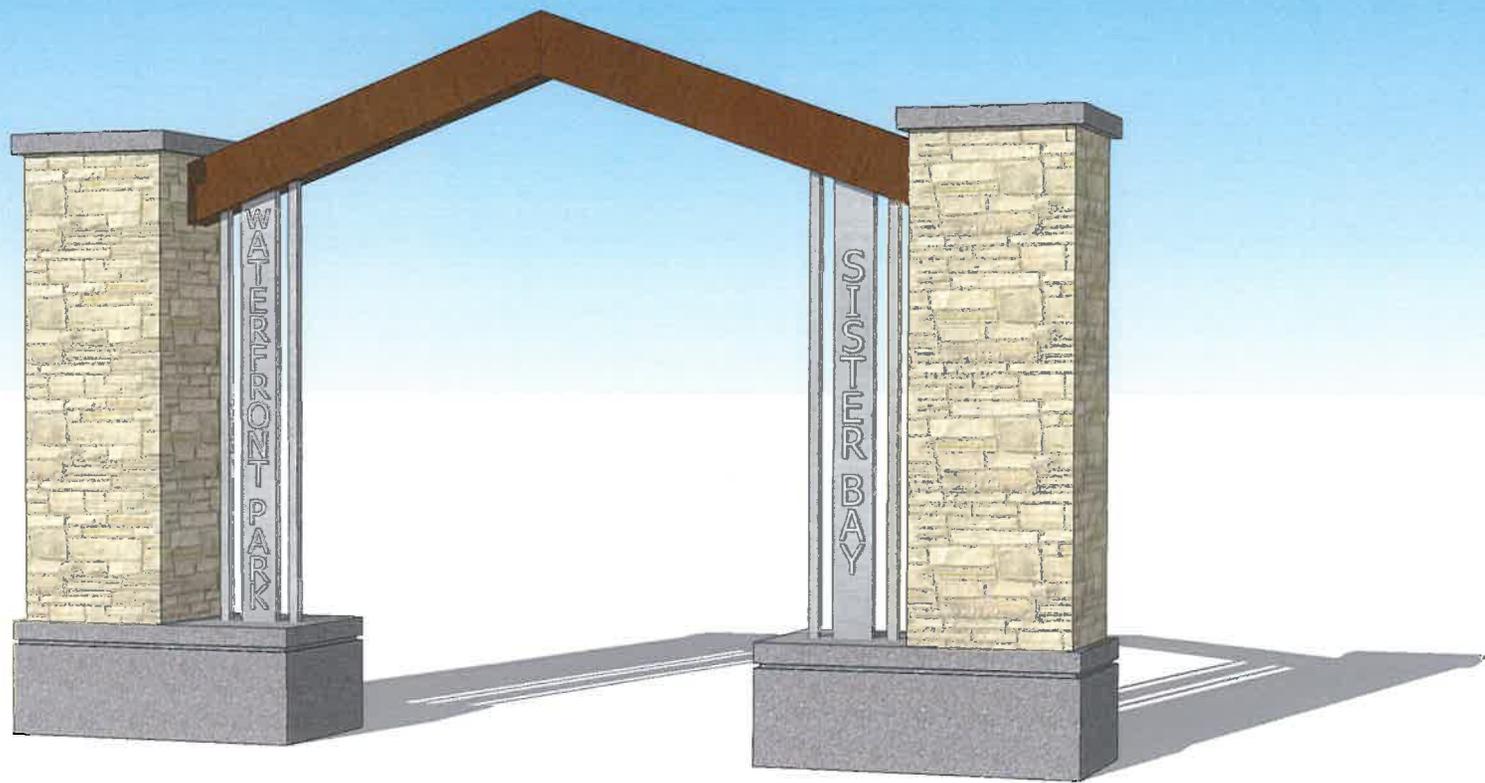














Waterfront Park
Original Gate

DIMENSION IV

124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Original Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Pilings Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Pilings Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Metal Gate

DIMENSION IV

124 South Broadway Green Bay, WI 920.431.3444



*Waterfront Park
Metal Gate*

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Arbor Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Arbor Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Monument Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Monument Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Roof Gate

DIMENSION IV

124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Roof Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Timber Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444



Waterfront Park
Timber Gate

DIMENSION IV
124 South Broadway Green Bay, WI 920.431.3444

Informal Beach Questionnaire July 2016
based upon 75 surveys

Are you staying in Sister Bay?

<i>Yes</i>	36.36%
<i>Other village</i>	39.45%
<i>Day Trip</i>	17.27%
<i>Local/summer resident</i>	6.92%

Did you walk, ride a bike, or drive to the beach?

<i>Drive</i>	68.20%
<i>Walk</i>	27.27%
<i>Bike</i>	4.53%

What do you like best about the beach and Waterfront Park

<i>Proximity to retail & dining</i>	36.36%
<i>Accessibility (availability of parking or easy walk)</i>	31.18%
<i>Size</i>	27.27%
<i>Other (clean, family friendly, playground proximity)</i>	5.19%

Do you typically bring lotion, towels, snacks & beverages with you to the beach?

No 13.36%

If yes. . .

Did you bring them from home or purchase your supplies in Door County?

Home 72.70%

Purchase in Door County 13.94%

If you purchased your beach supplies in Door County did they come from Sister Bay?

36.36% purchased from either Shopko or Piggly Wiggly

Do you plan to visit one of our local dining establishments for take-out while at the beach or one of our retailers?

Take Out: 77.27% will go on same day of beach outing for take-out or go to restaurant directly after beach.

Retail: 13% will go on same day of beach outing.

What product or service would you like to see available at the beach? (other than bathrooms & showers)

<i>Perfect the way it is</i>	41.80%
<i>Concessions (water, soda, popsicles, lotions, chips)</i>	37.20%
<i>Services (umbrella/towel rentals, beach attendant)</i>	16.00%
<i>Inflatable rentals, slide</i>	4.10%
<i>Tiki Bar/alcohol</i>	.90%



VENDOR REQUEST FOR PROPOSAL

2017 Spring and Summer Season

It is the Village of Sister Bay's mission to provide family recreational opportunities to the public while promoting tourism to the area in a holistic manner. To do this, we are inviting businesses to submit proposals for beach-type vendors that can directly support and enhance the guest experience at the Public Beach. The Village Board is open to proposals for food and non-alcohol beverages, retail, experiential and recreational beach equipment, recreational vendors such as, but not limited to, chairs, umbrellas, and other beach equipment. We already have a vendor that provides rental of kayaks and paddleboards, and we will politely reject any competing response to this RFP for those services. The Village Board does not want to limit the possibilities and creative ideas that a vendor wishes to bring forth in a proposal. Any ideas are welcome, however, the Board does reserve the right to reject any or all submitted proposals. The Park & Beach Board is interested in having vendors providing multiple types of services to the 100,000s of Public Beach going patrons.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The Board reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the Request for Proposal process, as long as, in the judgment of the Board, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

Attached are the proposal format and vendor requirements. If you or your business is interested and qualified, please submit one (1) hard copies and/or one (1) electronic copy (email) of your proposal to:

Village of Sister Bay
 Attn: Zeke Jackson
 2383 Maple Dr
 Sister Bay WI, 54234
 zeke.jackson@sisterbaywi.gov

If you have any questions about the proposal process, please contact me at (920) 854-4118.

Thank You,

2383 Maple Drive
 P.O.Box 769
 Sister Bay, WI 54234
 Tel (920) 854-4118
 Fax (920) 854-9637
 www.sisterbaywi.gov

Zeke Jackson
 Village Administrator

The Village Board has established a local vendor preference but not limited to local vendors. A "local" vendor preference will be approved as such when, 1) the vendor operates a business within the incorporated boundaries of the Village of Sister Bay, or is a current resident of the Village. Proposals received in response to this Request for Proposal will be evaluated by the Village Parks Committee, the Sister Bay Advancement Association, and the Village Board while considering the local vendor preference described above when quality, service and other relevant factors are equal. All selected applicants will have to provide a copy of their proof of residence or business operation and any other license required by Door County or the State of Wisconsin prior to contract signing.

PROPOSAL SUBMITTAL AND SELECTION:

All proposals, consisting of one (1) hard copies and one (1) electronic copy (email) must be received by mail, recognized carrier, hand delivered or emailed. The Village Board reserves the right to expend the closing date for proposal. Late proposals will not be considered and will be returned, unopened.

All correspondence should be directed to:

Village of Sister Bay
Attn: Zeke Jackson
2383 Maple Dr
Sister Bay WI, 54234
zeke.jackson@sisterbaywi.gov

This Request for Proposal does not constitute an offer of employment or to contract for services.

The Board reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and make more than one award, or no award, as the best interests of the Village may appear.

All proposals shall remain firm for thirty, (30) days following closing date for receipt of proposals.

The Board reserves the right to award the contract to the person or business who presents the proposal which in the judgment of the Village, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the proposed concession payments in the form of rent to the Village Board.

The Board may ask for a monthly vendor rate but the Parks Committee reserves the right to adjust that monthly vendor rate based on the proposal and utility needs. The Board wants to provide an exceptional beach experience to all beach going patrons and may waive all monthly vendor fees based on the proposal.

Utilities costs consumed for the operation of vendor's service site will be addressed on a case by case basis.

All proposals and vendor's facilities must comply with all applicable federal, state and local regulations. If proposing to sell food then vendor needs to provide a letter of support from the Door County Health Department.

PROPOSAL FORMAT:

- A qualifying proposal must address all of the following points and shall be in the format outlined in this section:
- Project Title (Sister Bay Food & Beverage Vending Cart/Kiosk Service and Recreational Vending for the Public Beach)
- Applicant or Firm Name, Owners and Principles
- Proposed Monthly Vendor Rate
- Firm Qualifications
- Type of organization, size, professional registration and affiliations.
- Names and qualifications of management and/or personnel assigned to these vendor services.
- Outline of recent activities completed that are directly related to this service. Vendors must demonstrate expertise relating to the requirements of the Project Scope.
- Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
- Client references from recent related projects, including name, address and phone number of individual to contact for referral.
- Understanding of and Approach to the Project
- Summary of approach to be taken.
- Description of the organization and staffing to be used for the project.
- Indication of information and participation the vendor will require from Board's staff.
- Indication of time frame necessary to provide vendor.
- Insurance and Indemnification: The selected Vendor will be required to provide insurance coverage in the amount of \$ 1,000,000 General Liability Insurance (Contractor- non construction) and Workers Compensation Insurance for Vendor's employees.
- The selected, vendor must provide the Village with a properly completed certificate of insurance issued by the insurance provider. The certificate of insurance must name the Village of Sister Bay as additional insurers.
- The Vendor shall provide within ten (10) days after the Notice of Award is issued a certificate of liability insurance naming the Village of Sister Bay and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the Board. Vendor will indemnify the Board for actions related to the Use Permit.

Sister Bay Waterfront Park

Master Plan October 2016



Legend

- Existing Tree
- Proposed Tree

SMITHGROUP JJR

0' 30' 60' 90' 120'

N



Village of Sister Bay BOARD REPORT

Meeting Date: 11/02/16
Item No.:

Background:

Wild Tomato commenced full operations in the Summer of 2016. As operations and the season ramped up, it became apparent that the volume of garbage and ancillary equipment stored on the site would be more than the existing/planned side yard fence could adequately screen.

Having no immediate solution that would facilitate the Village's need to screen "unsightly" accessories AND facilitate the operational demands of a brand new business, I made a regrettable management decision. In conversation with Britt Unkefer, I we discussed the situation and came to the conclusion that he would construct a fence in an area that I believed to be close to the property line. My opinion was that any positioning could be adjusted at a later date after the high season had come to a conclusion, and the Village policy makers could devote adequate time and resources to the contemplation of a solution. A permit was not formally issued, but Britt was in contact with me prior to and after construction. We discussed adjustment of the fence at a follow up meeting.

Follow-Up

I met with Britt Unkefer shortly after Fall Fest. We discussed a number of logistical items related to trash service at Wild Tomato, material storage, loading and unloading, and effective aesthetic screening which is compliant with Village Ordinances. Britt has agreed to take down the south fence. As the Village contemplates work based on the Waterfront Master Plan we should be mindful of right-of-way owned by the Wild Tomato in Post Office Lane and consider accommodations on the north side when that roadway is abandoned. In particular, for the Village to abandon Post Office Lane, a waiver of rights from Wild Tomato will be required and they likely will want to see an adjustment to their existing storage area within the bounds of the right-of-way that they own at a future date.

Respectfully submitted,

Zeke Jackson
Village Administrator



Village of Sister Bay FACILITIES MANAGER'S REPORT

Meeting Date: 11/2/16

Activities:

Memorial Benches

To date twenty-three new bench pads have been installed and Denise Bhirdo and I determined where benches which were removed when work was done on the Bay Shore Drive Reconstruction Project should be installed. All concrete was mixed by hand, which resulted in savings of approximately \$1,000.00.

Marina Repairs – “A” Dock

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

Fall Fest

I’m happy to report that we made it through another Fall Fest. (This was my 38th one. . .)

Winterization

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

Foot Wash Stations

Mike Lundquist plans on abandoning the well in Waterfront Park which is by the Pavilion ASAP. The cost of abandonment will range from \$1,000.00 to \$2,000.00. I spoke with representatives of The Sprinkler Company, and they gave me a verbal estimate of \$4,000.00 to run water lines for the foot wash stations. We may need to go to “Plan B”.

Removal of Slips at the Marina

Port-A-Pier will be at the Marina to pull slips on November 2, 2016.

Seasonal Decorations

Seasonal decorations will be going up as soon as the work at the Marina is completed. The small Christmas trees should arrive on November 7, 2016. Last year complaints were received that some businesses got multiple trees and others did not. A letter will be sent to any of the business owners who received multiple trees in the past that this year the Village will only supply one tree per business, but if there are extra trees they can be purchased for \$25.00 each.

Respectfully submitted,
Steve Mann
Facilities Manager