

PARKS, PROPERTY AND STREETS COMMITTEE

MEETING AGENDA



Wednesday, December 7, 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. Consideration of a request from a representative of Suzie’s Crafters & Knitters to charge reduced continuous use fees for the meeting rooms at the Fire Station; Consider a motion for action if appropriate.
2. Discussion with representatives of the SBAA regarding light pole banners/flags; Consider a motion for action if appropriate.
3. Discussion regarding volleyball net placement; Consider a motion for action if appropriate.
4. Discussion regarding landscaping in Waterfront Park for 2017; Consider an appropriate motion for action.
5. Discussion regarding Christmas Decorations for 2017; Consider a motion for action if appropriate.
6. Review of the results of the Waterfront Park Use Survey which was conducted by the SBAA; Discussion on an RFP for Vendors in Waterfront Park; Consider relevant motions for action.
7. Discussion regarding the Draft Waterfront Park Master Plan Map; Consider relevant motions for action.
8. Discussion regarding parklands and control over facilities; Consider an appropriate motion for action.
9. Discussion regarding Dog Park and Village facilities directional signage; Consider appropriate motions for action.
10. Report from staff on parks, properties and streets activities.
11. 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 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, NOVEMBER 2, 2016**
3 **SISTER BAY FIRE STATION - 2258 MILL ROAD**
4 **(APPROVAL PENDING)**

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

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

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

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

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

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

24 Mann gave the following oral report:

25 • Memorial Benches

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

31
32 • Marina Repairs - "A" Dock

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

36
37 • Fall Fest

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

40
41 • Winterization

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

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*
 41 *the Parks Committee or referred to a committee, official or employee:*

- 42 • *Discussion regarding additional volleyball net locations will be addressed at a*
 43 *future meeting of the Parks Committee.*
 44 • *The Parks Committee’s recommendation concerning the purchase of historical*
 45 *placards for the Village Hall, the Post Office, the Administration Building and*
 46 *the Information Booth shall be referred to the Finance Committee and the Plan*
 47 *Commission.*

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

16
17 **Adjournment:**

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

20
21 Respectfully submitted,

22 

23 Janal Suppanz,
24 Assistant Administrator

11/30/2016

Dear Parks and Recreation Committee :

A group of knitters have been meeting on Wednesday afternoon for years without any problem from your board. We always make sure that we also clean up after ourselves when we are done.

We have tried others places to knit, but the Fire station is the most convenient for all of us (especially the women who have a hard time with steps and a distance to walk).

We are asking you to wavier the \$500.00 security deposit and \$5.00 per person/per week for the use of the room.

The \$100.00 security deposit that we have paid in the past seems very fair.

Please do not penalize us for problems that you have had with other groups using your building.

Hope the deposit that we have paid in the past works out for your committee!

Thank you for your consideration in this matter!



Sue Sunstrom

Representative for the knitting group

VILLAGE OF SISTER BAY FACILITY USE FEE SCHEDULE

**At the end of the rental period the facility or room which is being used must be left in the condition it was found, or the cleaning charges mentioned on this schedule will be deducted from the security deposit.*

<u>FACILITY</u>	<u>SECURITY DEPOSIT</u>	<u>CLEANING CHARGES</u> (If Applicable)	<u>VILLAGE SERVICE/CHARITABLE ORGANIZATIONS & NOT-FOR-PROFITS</u>	<u>FEES FOR NON-VILLAGE ORGANIZATIONS & INDIVIDUALS</u>	<u>FEES FOR PROPERTY OWNERS & RESIDENTS</u>
Village Hall or Waterfront Park Gazebo	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$200.00 Per Day + Tax If Applicable	\$50.00 Per Day + Tax If Applicable
TKH Building or Sports Complex Shelter	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$150.00 Per Day + Tax If Applicable	\$25.00 Per Day + Tax If Applicable
Large Meeting Room at the Fire Station	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$25.00 + Tax If Applicable (Per 4 Hour Time Slot)	\$15.00 + Tax If Applicable (Per 4 Hour Time Slot)
Small Meeting Room at the Fire Station	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$10.00 + Tax If Applicable (Per 4 Hour Time Slot)	\$5.00 + Tax If Applicable (Per 4 Hour Time Slot)
Sports Complex Playing Fields	\$500.00	\$100.00 Per Hr. (Minimum Charge Is \$100.00. Charges Will Be Deducted From Sec. Deposit)	FREE	\$50.00 Per Field + Tax If Applicable	\$25.00 Per Field + Tax If Applicable

Organizers of any on-going events may contract with the Village for better rates.

Janal Suppanz

From: Britt E. Maltby [bemmm5@gmail.com]
Sent: Sunday, October 30, 2016 8:54 AM
To: Zeke Jackson
Subject: Volleyball Net

Hi Zeke-

I'm writing to you regarding the placement of the volleyball area this past summer. Unfortunately the beach area is divided by age groups, with the teens hanging out by the amphitheater. The younger group of kids (8th grade and under) used to play volleyball daily when the net was by the Marina. Due to the new placement, they were chased away many times by the older kids and finally quit playing completely. I'm hoping you and the Parks Group would reconsider the placement for our next Summer Season. It is my belief that idle kids will find trouble. I know playing volleyball was a huge attraction for these kids, especially on off-weather days.

Enjoy the off-season!

Cordially,
Britt Maltby

Sent from my iPhone

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%



September 14, 2016

Zeke Jackson
Village Administrator
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234

Dear Zeke,

At our most recent board meeting on September 8th 2016, the Sister Bay Advancement Association board discussed the merits of participating in the vendor selection for Waterfront Park. While we appreciate being included in such an important decision, the board felt that the process would most likely put us at odds with at least some of our membership. To that end, we respectfully decline participation in this process.

Regards,


Ron Kane
Vice President
Sister Bay Advancement Association



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 November 2016



Legend

- Existing Tree
- Proposed Tree

SMITHGROUP JJR

0' 30' 60' 90' 120'

Sister Bay Waterfront Park

Bench Location Plan November 2016



Legend

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



Village of Sister Bay FACILITIES MANAGER'S REPORT

Meeting Date: 12/7/16

Activities:

Christmas Decorations:

All the small trees and Christmas decorations have been erected and illuminated. The trees and lights cost approximately \$1,800, and it took Parks Department personnel approximately six days to put them up.

Two years ago the LED lights on the big community Christmas tree were already on their "last legs" and I don't believe that we'll be able to use them again next year. A decision should be made soon regarding light replacement options as commercial quality LED lights are quite expensive. Unfortunately Gloria Miessner's supply of trees has been depleted. A request for someone to donate a tree(s) was published in Sven's column in the Advocate, but to date no one has stepped forward.

Marina

It is my understanding that all boats should have been removed from the Marina by October 25, 2016. There were some boats remaining after that date, so the employees in the Village Office made repeated calls to the owners, and their boats were finally removed by November 2, 2016. Several of those individuals stated that the Marina Manager told them they could leave their boats in the water until November 1, 2016. The lateness in removing the boats made it difficult to remove slips and "put the Marina to rest" for the winter.

Installation of Snow Fences

Snow fences were put up during the week of November 28, 2016 through December 2, 2016.

Tree Cutting

Four trees were cut down by employees from Timberline Tree Service. One tree was by the Post Office propane tank, two were by the Wild Tomato, and one was by the power lines in the Mill Road parking lot. The wood from the downed trees will be split and used at the Ice Rink fire pit this winter.

Smoke Testing on Bay Shore Drive

The Utilities employees did smoke testing on Bay Shore Drive recently and discovered that all three toilets in the Women's Restroom at the Marina as well as a urinal in the Village Hall basement leak. A new wax ring should fix the problem at the Marina, and the Maintenance Department employees are capable of performing the required work. On the other hand, the urinal repair project could involve jack hammering the floor and replacing fixtures and fittings as well as the trap, and it probably will be necessary for us to consult with a plumber. A copy of the smoke testing report which was received from the Utilities Department is hereby attached and incorporated by reference.

Marina Fest Tent Placement

Unfortunately the Marina Fest tent between Lienau Hill and the Boat Rental Kiosk extended past the designated tent area and a water line which was by the sidewalk was struck. Maintenance Department employees will be able to do the repair work, but in the future it would be advisable to not allow such extensions as water line repairs can become very costly and time consuming.

Flower Beds

All the Village's flower beds have been "put to sleep" for the winter.

Research Regarding Maintenance of Multiple Restrooms

As requested Joe Felhofer and I went to Peninsula State Park and spoke with the Ranger on duty, who informed us that they don't have unisex bathrooms; but they do have unisex showers. I also attempted to contact Steve Higginbotham, the former Maintenance Director at Gibraltar School, but haven't been able to reach him yet.

Christmas Tree Pick-Up

Two years ago very few Christmas trees were placed curbside, so last year Village property owners who wished to have Village employees pick-up and dispose of their trees were asked to call the Village Office. There were only nine people who called. Do you want us to continue to pick up Christmas trees or should the service be discontinued?

Respectfully submitted,
Steve Mann
Facilities Manager



VILLAGE OF SISTER BAY UTILITIES

P.O. Box 91, Sister Bay, WI 54234

Phones: Voice 920-854-2246 Fax 920-854-7602 Cellular 920-421-0257

November 11, 2016

Re: 10693 N. Bay Shore Drive & 10733 N. Bay Shore Drive

Dear Property Owner,

This letter is to inform you that a smoke test of the sewer system occurred on October 25, 2016. Great Lakes TV Seal, Inc performed this test on behalf of the Sister Bay Utilities. This test was conducted for the portion of the sewer system along N. Bay Shore Drive from the intersection of Highway 42/57 north until the intersection of Scandia Road. As a property owner connected to this area of the sewer system, I wanted to inform you of the results of this test.

Great Lakes TV Seal, Inc. identified deficiencies inside various homes and businesses. Due to the location of these deficiencies, it is the responsibility of the property owner to correct the items noted. Enclosed you will find a photo identifying the location where smoke was found on your property during this test.

Please notify the Sister Bay Utilities when these repairs have been completed. Also, please call me if you have any questions regarding the results of this test or the necessary repairs.

Sincerely,

Michael C Schell
Utilities Director

Enc: smoke test photos with description

10693 Hwy 42 (Village Hall Public Bathrooms)



**Urinal in men's restroom smoking.
Flushed to fill trap with water.
After 2 minutes urinal started smoking again.**

Marina



**Smoke appeared to be coming from beneath all 3
toilets in the women's restroom.**