Joint Board of Trustees and Parks, Properties, and Streets Committee
Meeting Agenda

Friday, April 25, 2014 at 2:00 P.M.
Site of the New Performance Pavilion in Waterfront Park
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
Approval of minutes as published
Comments and Correspondence

New Business Items

1. Groundbreaking Ceremony for Sister Bay's Performance Pavilion in Waterfront Park.
2. Recess

Parks, Properties and Streets Committee:

1. Discuss and Consider a motion to recommend to the Village Board Resolution 286-042514, Outdoor Recreation Aids.
2. Discuss and Consider a motion to recommend to the Village Board Ordinance 227-042514, Adopting a Comprehensive Outdoor Recreation Plan.

Village Board

1. Discuss and Consider a motion to adopt Resolution 286-042514, Outdoor Recreation Aids.
2. Discuss and Consider a motion to adopt Ordinance 227-042514, Adopting a Comprehensive Outdoor Recreation Plan.
3. Discuss and Consider a motion to approve a contract amendment with Donohue in the amount of $18,800 for additional work on the Bayshore Dr. Utilities Project

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 Administrator's Office, Administration Building, 2383 Maple Drive 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:

☐ Administration Building ☐ Library ☐ Post Office

_____ / _____
Name Date

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://sisterbaywi.gov

Meeting Date: 04/25/2014
Item No. 1 &2

Recommendation: That the Parks, Properties and Streets Committee as well as the Village Board adopt Resolution 286-042514, Outdoor Recreation Aids, and adopt Ordinance 227-042514, Adopting a Comprehensive Outdoor Recreation Plan.

Background:

The Village Board appropriated $6000 dollars at its March Board meeting to complete an update to the Comprehensive Outdoor Recreation Plan, as well as to engage JJR, LLC in the writing of the Knowles-Nelson grant series from DNR. Passage of a resolution to seek grant funding from DNR is required before DNR will consider funding a grant request. Further, the Comprehensive Outdoor Recreation Plan is a guiding tool for future parks projects over the next 5 year period.

Both documents and authorizing ordinances/resolutions are required for grant submission. Proceeds, if forthcoming, will be used to fund the Beach Improvement Project.

Fiscal Impact:
None

Respectfully submitted,

Zeke Jackson
Village Administrator

APRIL 2014

VILLAGE OF SISTER BAY

COMPREHENSIVE OUTDOOR RECREATION PLAN 2014 - 2018

PREPARED BY:

SMITHGROUP JJR

MADISON, WI

ORDINANCE NO. 140-040808

AN ORDINANCE TO ADOPT A COMPREHENSIVE OUTDOOR RECREATION PLAN PURSUANT TO CHAPTER NR 50, WISCONSIN ADMINISTRATIVE CODE.

WHEREAS, the Wisconsin Administrative Code Chapter NR 50 requires the Village to adopt a Comprehensive Outdoor Recreation Plan (CORP) approved by the Wisconsin Department of Natural Resources in order to participate in outdoor recreation grant programs; and,

WHERAS, on February 12, 2008 the Village Board for the Village of Sister Bay approved a contract with JJR, LLC, of Madison, Wisconsin, to prepare a Comprehensive Outdoor Recreation Plan for the Village of Sister Bay under the Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans published by the Wisconsin Department of Natural Resources; and,

WHEREAS, on March 27, 2008 the Village of Sister Bay Parks, Properties, and Streets Committee recommended to the Village Board in a public meeting that the Board adopt the Comprehensive Outdoor Recreation Plan by motion which passed by a majority vote of the entire membership of the Committee, which vote is recorded in the official minutes; and,

WHEREAS, the Village Board of the Village of Sister Bay, has carefully reviewed the recommendation of the Village Parks, Properties, and Streets Committee, has given the matter due consideration, including Plan components relating to existing park and recreation facilities, outdoor recreation facility needs assessment, and recommended facilities and improvements, and has determined that the Comprehensive Outdoor Recreation Plan will serve the general purposes of guiding acquisition and development of public outdoor park and recreation facilities within the Village of Sister Bay for the period 2008 to 2012.

NOW THEREFORE the Village Board of Trustees of the Village of Sister Bay, Door County, Wisconsin, does hereby ordain as follows:

Section 1. The Comprehensive Outdoor Recreation Plan recommended by the Village of Sister Bay Parks, Properties, and Streets Committee to the Village of Sister Bay Village Board, attached hereto as Exhibit A, is hereby adopted.

UPDATE w/2014 RESOLUTION

Section 2. The Village Clerk is directed to file a copy of the attached Comprehensive Outdoor Recreation Plan for the Village of Sister Bay with the following entities:

A. Wisconsin Department of Natural Resources.
B. Bay Lake Regional Plan Commission
C. Door County Planning Department
D. Town of Liberty Grove

Section 3 – Ordinances in Conflict
All other ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date
This ordinance shall take effect and be in full force from and after its passage and publication according to law.

Section 5 – Severability
If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of this chapter shall not be affected thereby.

Village of Sister Bay

By: Denise L. Bhirdo
Denise L. Bhirdo, President

Attest:

Christine M. Sully
Christine M. Sully, Clerk WCPC MMC

Date Introduced: April 8, 2008
Date Adopted: 4/8/08
Publication Date: _____

Entrance signage directs visitors to Waterfront Park

The public is welcome at the Sister Bay Marina

Swimmers relax on a hot summer day

VILLAGE BOARD

Dave Lienau, President
Pam Abshire
Scott Baker
John Clove
Pat Duffy
Donna Scattergood
Shane Soloman

PARKS, PROPERTIES, AND STREETS COMMITTEE

Dave Lienau, Chairperson
Scott Baker
John Clove
Sharon Doersching

VILLAGE STAFF

Zeke Jackson, Village Administrator
Steve Mann, Parks, Properties, and Streets Director
Steve Jacobson, Utility Manager
Janal Suppanz, Administrative Assistant
Juliana Neuman, Finance Director
Christy Sully, Clerk/Treasurer
Wendy Tatzel, Marina Manager

Where terms referred to in this plan are not defined, the Village adopts the terms, definitions, and standards that appear in the "Recreation, Park and Open Space Standards and Guidelines" published by the National Recreation and Park Association.

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Sister Bay is located on the western side of the Door County peninsula, on Green Bay of Lake Michigan

1.0 INTRODUCTION

The Village of Sister Bay completed a Comprehensive Outdoor Recreation Plan in 2008 to serve as a guide for planning the acquisition and improvement of park, open space, and outdoor recreation facilities. This document represents an update of the original document to plan for the five-year period of 2014 through 2018. Periodic master planning of the park system enables the Village to respond to the changing recreational needs of citizens and to opportunities that arise for park expansion or development.

This plan provides guidance for the maintenance and development of Sister Bay parks by:

- Inventorying current facilities,
- Summarizing previous park master planning efforts and community input,
- Offering recommendations for facility and programming improvements, and
- Exploring funding options to achieve these recommendations.

The State of Wisconsin requires communities to prepare and adopt a five-year park and outdoor recreation plan in order to maintain eligibility for State and Federal grants and loans. This plan follows the "Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans" published by the Wisconsin Department of Natural Resources and is intended to meet WDNR criteria for a local park and outdoor recreation plan.

2.0 PARK AND OUTDOOR RECREATION PLANNING GOALS

Park and recreation facilities and programs are often some of the most visible of community services. They can be an indicator to residents and visitors alike of the overall quality of life within the community.

A cohesive, visible, and high-quality parks system offers opportunities for activities that bring neighbors together and form strong community pride. Parks encourage residents to lead a healthy lifestyle by providing places to bike, walk, run, swim, and play. Economic benefits can also be realized as parks and recreation facilities are often used for festivals, gatherings, and other events that bring tourists to shops, restaurants, and hotels.

Recognizing these important community services provided by the parks system, this Comprehensive Outdoor Recreation Plan establishes the following goals:

- To provide permanent open space throughout the Village for outdoor recreation and environmental protection.
- To provide sufficient, well-maintained park facilities for active and passive recreational use, serving all ages and interest groups.
- To serve residents of all abilities by encouraging the design of park facilities whenever practical to meet the requirements of the Americans with Disabilities Act (ADA).
- To provide safe and efficient pedestrian and bicycle access between residential neighborhoods, shops, parks, recreational sites, and other adjoining communities.
- To preserve the small-town character of the Village and encourage tourism in the community.

3.0 THE PLANNING PROCESS AND PAST PLANNING EFFORTS

This plan represents the first update to the Comprehensive Outdoor Recreation Plan completed in 2008. It is based on ongoing efforts dating back to 2001 establishing a vision and soliciting public input for planning the community's parks.

3.1 CORP PLANNING AND AMENDMENT PROCESS

Since the approval of the original CORP in spring 2008, there has been a series of discussions at Parks Committee and Village Board meetings regarding the acquisition and development of Waterfront Park, the sale of surplus park land, as well as other park matters. All meetings were posted and open to the public. This document represents a summary of projects since the CORP was initially completed, and future plans for the next five year planning period. This revision of the CORP will be approved by the Parks Committee and Village Board in an open meeting in April 2014.

3.2 SISTER BAY COMPREHENSIVE PLAN

Village residents and leaders participated in extensive master planning efforts with multiple public meetings and comment periods in 2001-2003 for the community's Comprehensive Plan. The following excerpt from the Comprehensive Plan describes policy recommendations for the Village's parks and recreational lands and recreational facilities, which are still valid.

Parks and Recreational Lands

Goal:

To ensure residents have safe recreational sites within the Village that provide a variety of activities to serve various age and interest groups in the community.

Objectives:

- Increase the number of good, well maintained recreational sites and trails within the Village, to include access to the waters of Green Bay.
- Acquire, develop and maintain future Village recreational sites to include a sports complex.
- Utilize identified environmental corridors for public parks and recreational use.

Policies:

- The Village should actively pursue the development of future recreational lands within the Village.
- Connect recreational areas with a trail system wherever possible.
- Use the Village's official mapping powers to preserve areas designated for future park and recreational uses.
- Consider access for the disabled, elderly, and very young when planning, designing, and constructing all new projects, including parking, trails, etc.
- Expand and enhance the public waterfront from Mill Road to the marina.

Suggested Programs:

- Establish a sub-committee to identify future recreational areas.
- Work with adjoining communities to design interconnecting trailways.
- Explore available resources to further enhance the quality of the Village's recreational systems.
- Recognize the potential of public and private donations for funding park system improvements.

Recreational Facilities

Goal:

To supply and maintain a park, recreational and open space system that provides a variety of safe, passive, and active opportunities for residents and visitors.

Objectives:

- Purchase properties adjacent to parks, water access points, and scenic vistas when they become available as long as these expansions fit the long-term growth plan and can be properly maintained.
- Professionally evaluate all parks, water access points, and scenic vistas to determine the best safe and proper use and development.
- Preserve, protect, and enhance all of Sister Bay's waterfront areas.

3.3 FACILITIES PLANNING EFFORTS

Building on the recommendations of the Comprehensive Plan, the Village further refined the vision for recreational opportunities through the acquisition of open space and the planning and design of additional facilities.

Beginning in 2003, Village residents and leadership planned and implemented the first phase of the Sports Complex. The intent of this facility was to consolidate the Village's competitive athletic fields in order to focus maintenance efforts and share elements such as parking. To date, the baseball field has been moved to the sports complex, and a dog park has been added. A sledding hill is planned as an addition to the sports complex, pending the beneficial reuse of fill material as a result of the Waterfront Park beach expansion and WisDOT reconstruction of STH 42.

Similarly, the Village has re-evaluated public access along the waterfront following completion of the Waterfront District Master Plan in February 2008. To expand Waterfront Park, the Village acquired and demolished the Helms Four Season Resort in 2007 and the Johnson Retail Shops in 2010 to expand Waterfront Park. These two park development projects have completed a 1,936 linear foot stretch of publicly-accessible shoreline. Future improvements will expand the beach and provide universal access to the shoreline and swimming pier.

The Village is also working on plans to improve a number of facilities in Waterfront Park. A Concert Pavilion will be constructed beginning in April 2014. The Village Hall will be redesigned to include a deck and reception venue, and the Village is exploring the possibility of relocating the post office services to reuse that structure as a Visitor's Center. An open-air market is also planned for the west portion of the park on Wednesday evenings and Thursday mornings.

The Village is in the process of selling Schoolhouse and Baseball Parks, as recommended by the original CORP document. The Village has also transferred the Corner of the Past historical site to the Sister Bay Historical Society, which is now responsible for its operations.

4.0 DESCRIPTION OF THE PLANNING AREA

The Village of Sister Bay is located in northern Door County at the intersection of State Highways 42 and 57, approximately 30 miles northeast of Sturgeon Bay and 75 miles northeast of Green Bay. The Village occupies 2.6 square miles, and is bordered by the Town of Liberty Grove and the Village of Ephraim.

4.1 DEMOGRAPHICS AND SOCIAL FACTORS

Population

The population of Sister Bay has historically increased at a slow but steady pace with the exception of the years between 1960 and 1970 and the years between 2005 and 2010. The latter population decline is most likely tied to the real estate crisis that occurred during these years. The population is projected to begin growing steadily again in 2015, although at a slower rate than was seen in previous decades. Population projections through 2030 show the increase remaining steady at 3 to 4 percent.

Residents are moving into the Village, many from out of state. In 2010, only 39 percent of Village residents were living in the same house they had lived in 5 years earlier. This compares to 57 percent of Wisconsinites who lived in the same home in both 1995 and 2000. Almost 40 percent of Sister Bay's residents moved into the Village from outside Door County between 1995 and 2000.

The Village's population is racially homogeneous. In 2010, 98 percent of residents were white, 1 percent were African American, and 0.3 percent of residents were

The Waterfront Park swim pier is a popular summer destination.

Native American or Alaskan Native. The most-reported ancestries were German (30%), Swedish (12%), Other (7%), Irish (7%), English (6%), and Norwegian (4%).

Sister Bay has a decidedly female face. In 2010, 57 percent of residents were female. In the subset of residents over 65 years old, 65 percent of residents were female.

The Village has a relatively high number of residents who rent their homes. In 2010, 42 percent of Sister Bay residents rented their homes, compared to 23 percent of Door County residents and 33 percent of Wisconsin residents.

Age

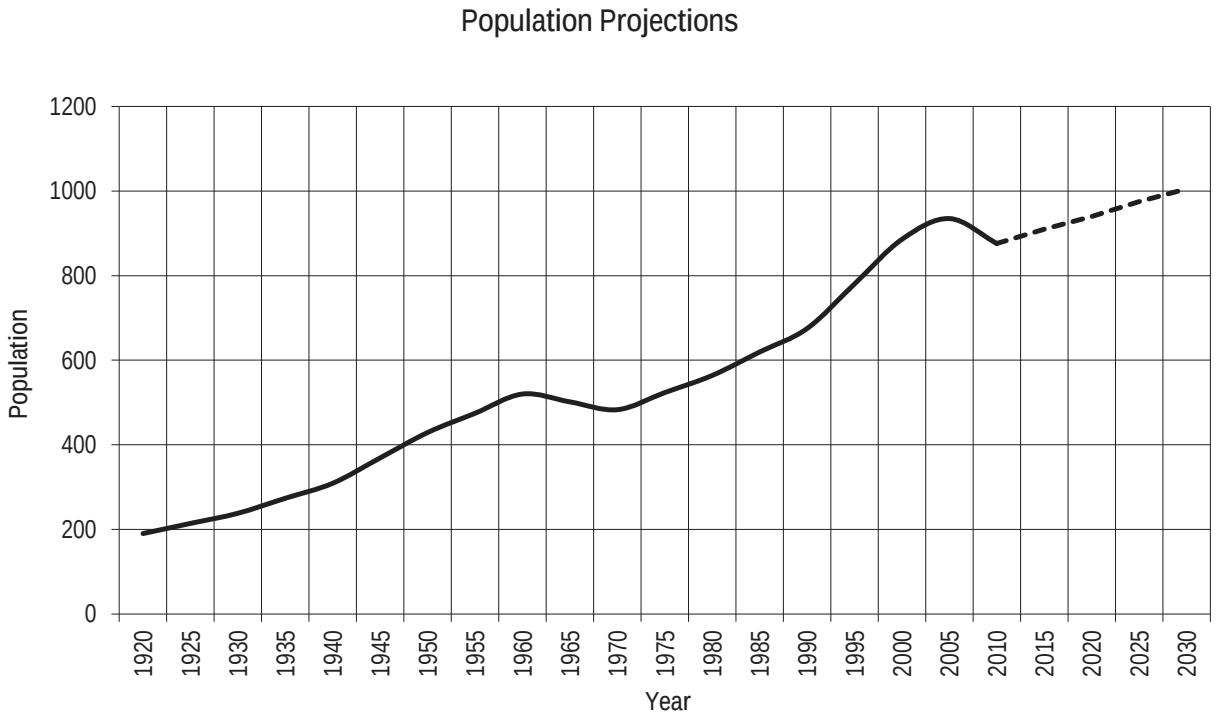
The 2010 United States Census showed that many Sister Bay residents are elderly. In 2010, 46 percent of Sister Bay residents were over 65 years old, an d the median age was 62.7 years old. Sister Bay residents are significantly older than average Wisconsin municipalities, even among other Door County communities. The percentage of residents older than 65 years old in 2010 increases as one focuses on Sister Bay:

- United States: 13 percent
- Wisconsin: 13.7 percent
- Door County: 22.5 percent
- Sister Bay: 46 percent

A comparison between the 2000 and 2010 censuses shows that Sister Bay's age distribution has remained fairly stable. Although the median age is still much older than the rest of the state, this suggests that the strong trend toward a growing elderly population over previous decades has begun to level out. However, this stabilization is likely due to the decline in overall population growth over the last ten years. Population projections predict that Sister Bay's total population will begin to grow steadily again over the next decade. If the demographic trends from previous decades are any indicator, the increase in population is likely to lead to an increase in the percentage of residents over 65.

These population figures suggest future needs for the Sister Bay park system. If the residents that are under 15 years old are added to the senior group, over half (55%) of the population of Sister Bay is either elderly (over 65 years old) or very young (under 15 years old). These groups often do not have access to personal vehicles and rely on non-vehicular paths. Sister Bay has a greater need for multi-use paths than other communities.

Should the population continue to age and shift according to trends throughout recent decades, the need for new child-oriented park and community facilities will decline and the need for new senior-oriented facilities will increase.



Population trends for the Village of Sister Bay. Sources: Years 1920-2010: US Census Data. Years 2015-2030: Estimate based on data from Wisconsin Department of Administration.

	2000		2010	
	Number	Percent	Number	Percent
Under 5 years	18	2%	22	3%
5 to 9 years	20	2%	25	3%
10 to 14 years	29	3%	28	3%
15 to 19 years	39	4%	28	3%
20 to 24 years	24	3%	15	2%
25 to 34 years	51	6%	70	8%
35 to 44 years	68	8%	61	7%
45 to 54 years	110	12%	72	8%
55 to 59 years	72	8%	71	8%
60 to 64 years	46	5%	79	9%
65 to 74 years	142	16%	123	14%
75 to 84 years	151	17%	143	16%
85 years and over	116	13%	139	16%

Age Group	Population Number Increase or Decrease, 2000-2010	Population % Increase or Decrease, 2000-2010
9 years and under	+9	+24%
10 to 19 years	-5	-18%
20 to 44 years	+3	+2%
45 to 64 years	-4	-3%
65 years and over	-4	-1%

Changes in Sister Bay's population by age group. Source: U.S. Census Bureau 2000, 2010.

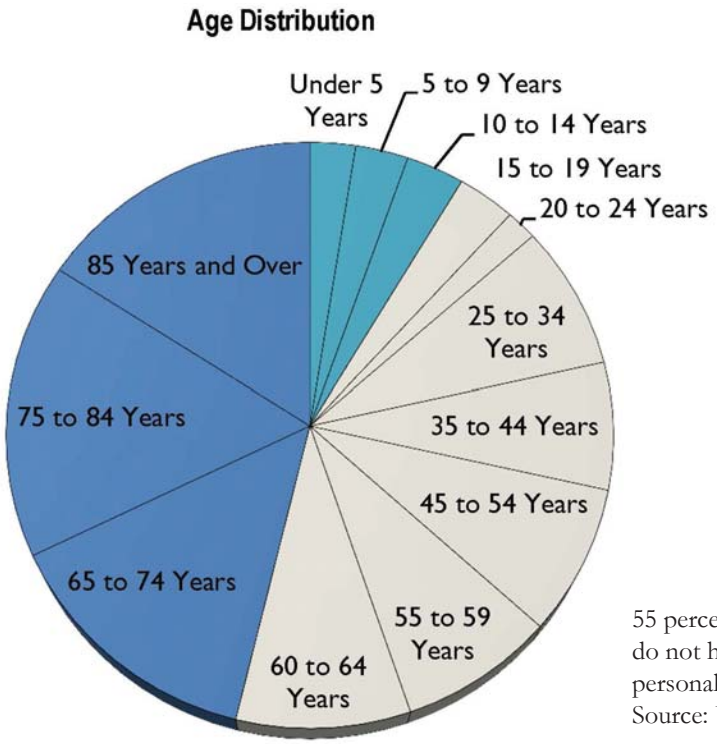
With an aging population, more park and community facilities should be designed to accommodate disabilities. Census projections for 2012 estimate that 29 percent of Sister Bay civilian residents over 65 years old were disabled, compared to only 7 percent of those between 18 and 64 years old, and 0 percent of those between 5 and 20 years old.

Employment

Sister Bay has a significant number of retirees. According to 2012 estimates, 49 percent of Sister Bay residents over 16 years old were not in the labor force. The other 51 percent were in the labor force, either employed or unemployed. Comparatively, only 37 percent of Door County residents were not in the labor force.

Many of those that are employed work in the tourism industry. According to 2012 projections, 28 percent of employed Sister Bay residents worked in the arts/entertainment/recreation/accommodations/food service category, and 22 percent worked in retail.

Given the significant role of tourism in the local economy, the open space system should provide parks and facilities that encourage and support tourism as well as use by local residents.



55 percent of Sister Bay residents likely do not have independent access to personal vehicles.
Source: U.S. Census Bureau, 2010

4.2 PHYSICAL CHARACTERISTICS AND NATURAL RESOURCES

The physiography and topography of the Village is characteristic of the rocky terrain of the Door County coastline. Sister Bay is located on the western side of the peninsula, on Green Bay of Lake Michigan.

The area's climate is controlled by the close proximity to Lake Michigan, which moderates daily extremes in temperature. Spring warming trends are delayed by the cool water of the lake, summers are generally mild, and the lake's residual warmth hinders early frost in fall. Ice typically covers the bay by mid-January and breaks up in early April. The annual average precipitation is 28.92 inches, with 3.60 falling in June, the wettest month.

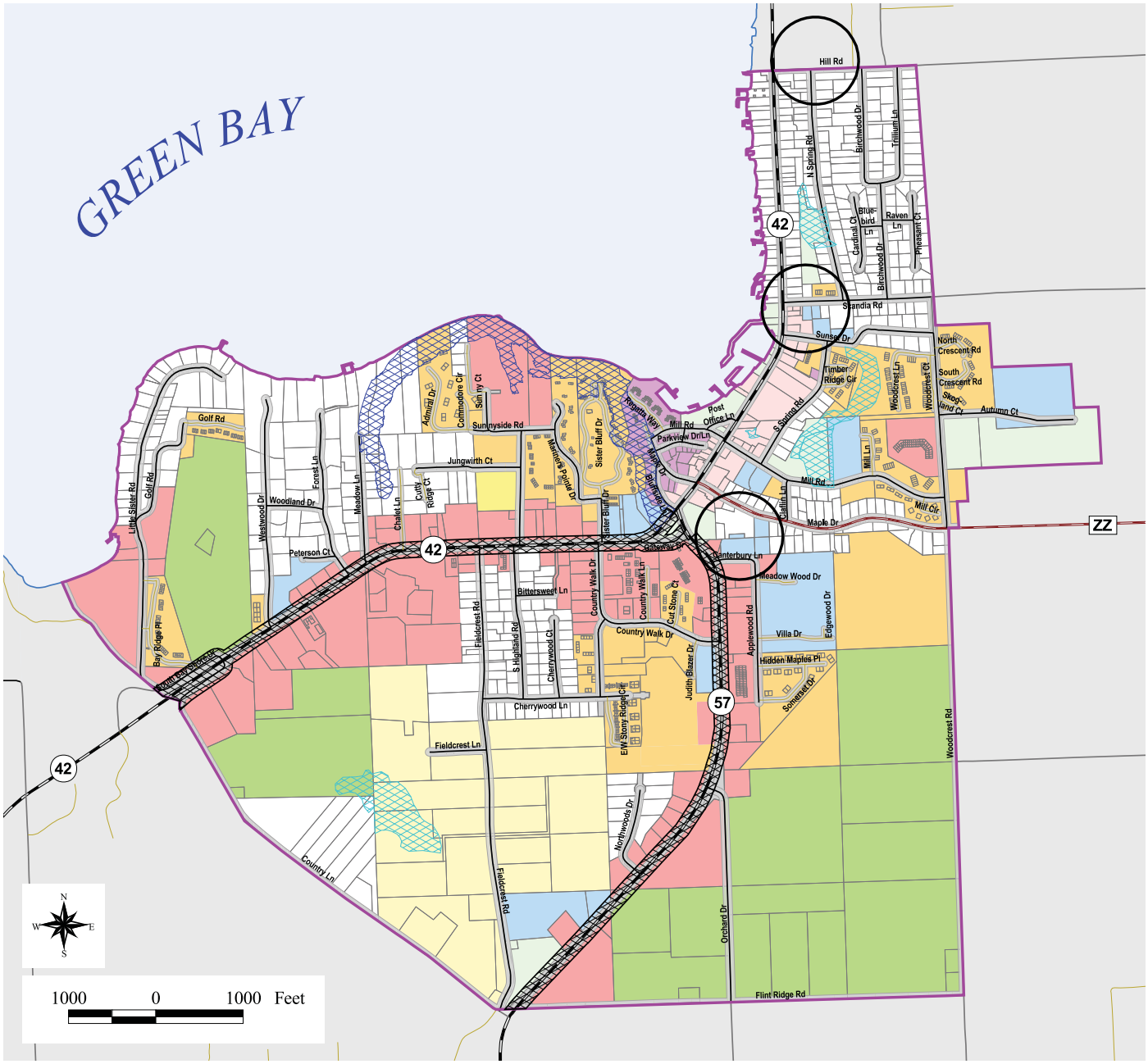
Topographical relief ranges from 580 feet to 720 feet (NGVD29). Silurian dolomite forms the upper layer of bedrock within the region, and is close to the surface or exposed in outcroppings throughout the Village. This rock formation also provides the primary groundwater aquifer.

Precipitation runoff for the majority of the Village drains into Green Bay. Several wetland areas are identified in the Village's Comprehensive Plan, and provide natural filtration of pollutants from runoff before it reaches the lake. These wetlands also recharge groundwater, store flood water, and provide valuable habitat for many plants and animals.

4.3 VILLAGE ZONING

The Village's current zoning is shown on the facing page. The Village's downtown business district is located along North Bay Shore Drive (STH 42) adjacent to Green Bay. Newer commercial development has occurred along the primary arterials entering the Village. In addition to single family development, the residential housing mix for the Village includes a high percentage of condominiums, many of which serve summer residents and tourists. Village zoning also provides protection for several natural resources, including bluff protection, wellhead protection, and wetland overlay districts.

Approximately half of employed residents have jobs related to tourism.



Zoning Districts

- (CS-1) Countryside
- (R-1) Single-Family Residence
- (R-2) Multiple-Family Residence
- (R-3) Large Lot Residence
- (R-4) Small Lot Residence
- (B-1) General Business
- (B-2) Downtown Business Transition
- (B-3) Downtown Business
- (I-1) Institutional
- (P-1) Park/Recreation

Overlay Districts

- (W-1) Wetland Overlay
- (PUD) Planned Unit Development Overlay
- (HL) Highway Landscape Overlay
- (BP) Bluff Protection Overlay
- (WHP) Wellhead Protection Overlay
- (RO-1) Restaurant Overlay

Village of Sister Bay Zoning Map, updated October 2012

5.0 INVENTORY OF EXISTING PARK AND RECREATION FACILITIES

Sister Bay's park and recreation system currently provides seven publicly-owned parks and natural areas, totaling approximately 53 acres. Other facilities include multiuse bike/pedestrian paths, snowmobile trails, and privately-owned recreational land. The figure below illustrates the locations of existing facilities.

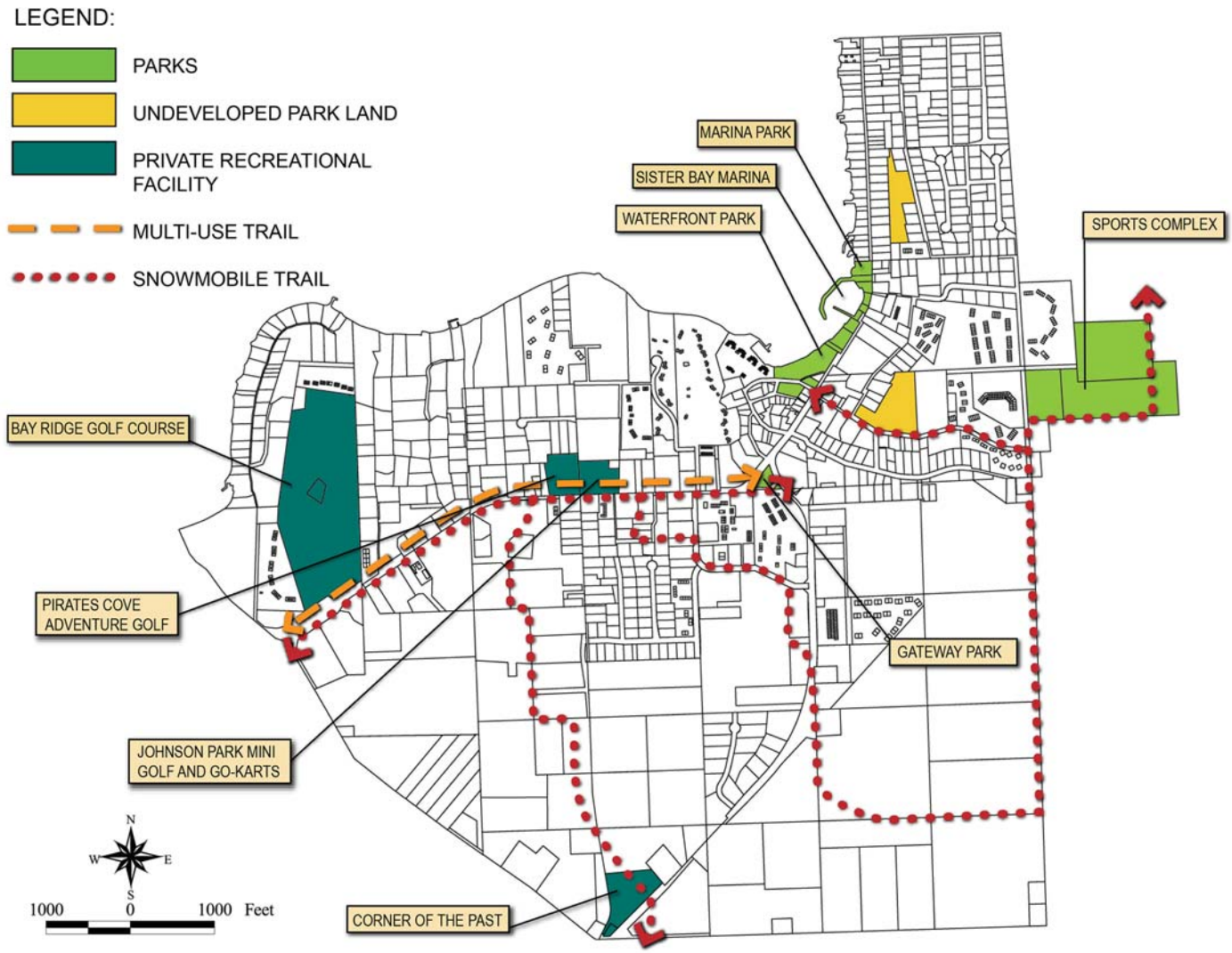
Sister Bay has a variety of park sizes and functions. This section provides an inventory of existing parks, using the classification system of the National Recreation and Park Association. It should be noted that Sister Bay does not have any parks classified as "Neighborhood Parks." Due to the relatively small size of the Village, the larger "Community Parks" fulfill this role.

5.1 COMMUNITY PARKS

A community park is a large recreation facility. Typically, community parks include playground equipment, athletic fields or other open playfields, and picnic facilities.

- Service area: 1 to 2-mile radius
- Desirable size: 10 to 20 acres (community parks with adjacent natural areas may be significantly larger)

Sister Bay's community park is the Sports Complex.



Locations of existing park and recreation facilities

Sister Bay Sports Complex - 30.9 acres

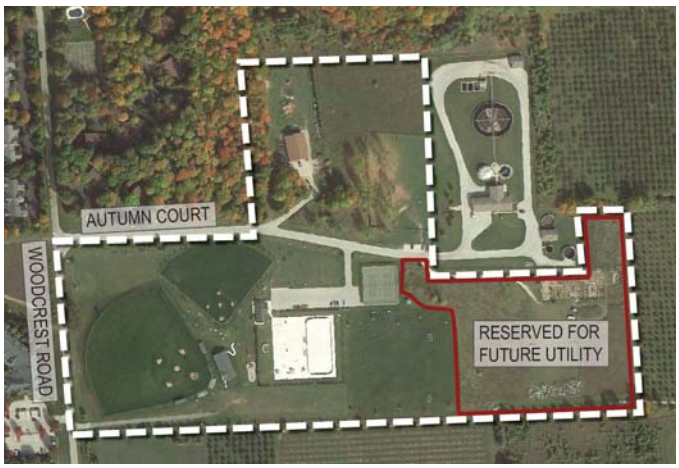
The Sports Complex is a relatively new community park. Although the current park is 30.9 acres, 6.2 acres adjacent to the wastewater treatment plant is reserved for future utility needs. The park is home to the Little League baseball and T-ball programs, the DC United Soccer program, and the TKH hockey, broomball, and ice skating events. Due to their recent construction, all facilities at this complex are in good condition. Access to the site is provided off of Autumn Court and Woodcrest Road.

Although owned and operated by the Village, the Sports Complex also draws from a wider area including adjacent towns. The NRPA defines a regional park as a facility owned and operated by a county, state, or regional park district to serve several local government jurisdictions; however, because athletic events at the Sports Complex draw from throughout northern Door County, the site also serves as a regional park for this area.

Facilities:

- Louis Michael Hanson Memorial Little League baseball diamond
- Baseball Field and concession pavilion, home of the Sister Bay Bays
- Teresa K. Hilander ice skating rink
- Park building, with restrooms, concession, storage, and indoor warming area
- Grass volleyball court
- Two tennis courts
- One full-sized soccer field and three micro-fields
- Basketball Court
- Skate Park
- Dog Park
- Playground
- 52-stall asphalt parking lot
- Parks maintenance building
- Long-term marina trailer storage area

Accessibility Assessment: The park is fully accessible, including four designated accessible parking stalls.



Aerial view of the Sister Bay Sports Complex

Ice rink provides both competitive and free skate areas

Sports Complex concession pavilion and baseball diamond

The ice rink provides an area for a skate park during summer

5.2 SPECIAL-PURPOSE PARKS

Special-purpose parks are publicly-owned recreation and open space facilities that are designed to serve a specific purpose, which may include a public plaza, memorial, swimming area, or other discreet recreational use. The special-purpose designation also includes cultural parks, which feature historic structures or serve as interpretive facilities for tourists and residents. Sister Bay's special-purpose parks are described below.

Waterfront Park - 6.9 acres

Several special-purpose parks located adjacent to the waterfront in downtown Sister Bay have been linked together by property acquisitions in recent years to form Waterfront Park. Together with the Sister Bay Marina and Marina Park, the park provides 1,936 linear feet of contiguous public shoreline access on Lake Michigan, which is the largest expanse of public shoreline of the Northern Door County communities. The figure on this page shows the spatial relationships between Waterfront Park, Highway 42, and Sister Bay Marina.

Waterfront Park features a swimming beach and pier, which are popular destinations for residents and visitors in all seasons. The park is accessed off Bay Shore Drive and Mill Road, and is used for many events such as Concerts in the Park and annual festivals. No dogs are allowed in order to maintain beach water quality. A Veteran's monument is located near the road intersection at the park's southeast corner.

Facilities:

- Swim beach and pier
- Gazebo
- Fire ring
- Lawn/festival grounds
- Grass volleyball court
- Picnic tables and grills
- Playground
- Village Hall Community Center, which provides restrooms, large indoor gathering space, kitchen, and Teen Center
- Post Office
- Parking lots
- Paved walking paths
- Universally-accessible restroom facility

The planned addition of a concert pavilion, sand volleyball court, and the expansion of swimming and paddle launch areas on the beach in 2014-2015 will provide additional recreational opportunities for residents and tourists. Additional stormwater treatment and the relocation of outfalls away from the beach swimming area will help to improve water quality.

Accessibility Assessment: The facilities at Beach Park are moderately accessible for persons with disabilities. Reserved parking is provided, and hard surface walks allow for access into the park. However, prominent park features such as the playground, gazebo, and swim pier are not connected to the path system. The playground is not universally accessible, and also does not include appropriate equipment for young children (ages 2 to 5). Proposed enhancements to be constructed in 2014-2015 will provide universal access to the swim pier from the Highway 42 business district as well as the parking area behind the existing post office.

Waterfront Park, Sister Bay Marina, and Marina Park

The Waterfront Park swim pier, beach, and gazebo as viewed from the pier.

Sister Bay Marina and Marina Park - 1.5 acres (Land-based Facilities)

The Sister Bay Marina and Marina Park are a public boating facility and adjacent special-purpose park located just north of Waterfront Park along Bay Shore Drive. The marina was completely rebuilt in 1993 to add new breakwalls, additional slips, and the current harbormaster's building. The purchase of the Johnson retail shops expanded the public marina in 2010, and dockage improvements along the former Casperson property were completed in 2011. Commercial sight-seeing cruises and boat rentals operate out of the marina, including both sail and powerboat options.

Facilities:

- Harbormaster's Building, which provides restrooms, showers, laundry, and office space
- Public marina, with seasonal rental slips, transient slips, and commercial slips. Slip facilities include electricity, water, and wireless internet access. Fuel is available 3/4-mile north of the marina at Yacht Works, a private business.
- Boat launch
- Sanitary pump-out station
- Bicycle rentals
- Lawn/picnic area
- Paved walking paths
- Dog-walking area
- Marina parking is provided at a nearby public lot on Scandia Road, with long-term trailer storage adjacent to the Sister Bay Sports Complex on Autumn Court.

Accessibility Assessment: The marina, launch ramp and land-based facilities meet accessibility requirements.

Sister Bay Marina and Harbormaster's Building

Commercial sight-seeing cruises sail from the marina

Concert in Waterfront Park; Photo Credit: Len Villano

Gateway Park - 1.2 acres

Gateway Park is a special-purpose park located at the intersection of STH 42 and STH 57 that is currently home to the Village's Visitor Center. The building used as the tourist information center is a historic log schoolhouse that was moved to the site. A small kiosk provides information when the center is closed.

Facilities:

- Tourist information center
- Small restroom facility
- Asphalt parking lot
- Outdoor tourist kiosk

Accessibility Assessment: Although the outdoor tourist kiosk is fully accessible, the tourist information center includes a step to get into the front door and the restroom is not designed to meet current ADA codes.

Gateway Park will be redeveloped into a scenic overlook as part of the Wisconsin Department of Transportation's future expansion project along Highways 42 and 57. The park will provide views of the downtown business district, and the Visitor Center function will be relocated, likely to a location near Waterfront Park.

Tourist information center in Gateway Park

5.3 UNDEVELOPED OPEN SPACE

The Village owns two sites of undeveloped open space, as described below.

Mill Road Parcel - 7.3 acres

This heavily-wooded greenway is accessed directly off Mill Road. The site is known to contain wetland areas, and provides value for stormwater filtration and storage. No trails are provided through the site.

Mill Road Parcel

North Spring Road Parcel - 4.9 acres

This greenway parcel was donated to the Village by the developer of adjacent lots, and contains wetlands that serve a vital stormwater role for the community. The site can be accessed by the frontage along North Spring Road, but no trails are currently provided within the property.

North Spring Road Parcel

5.4 TRAILS

The Village currently has a limited trail system, shown in the figure on page 8. An off-street, multi-use trail parallels STH 42 on its south side between Country Lane and Gateway Park. An bike lane connecting to this trail is planned for 2015 as part of the Wisconsin Department of Transportation's improvements to Highway 42 / Bay Shore Drive through the Village's central business district.

A segment of the Door County snowmobile trail system passes through the Village along public streets, the multi-use trail, and off-street access points. Within the Village, the snowmobile trail is approximately 4.25 miles in length and connects the Corner of the Past to the Sports Complex. A spur along Mill Road provides access to downtown.

Accessibility Assessment: The multi-use trail along STH 42 is ADA compliant.

Multi-use trail along Highway 42

5.5 RECREATIONAL FACILITIES NOT OPERATED BY THE VILLAGE

Bay Ridge Golf Course

Bay Ridge Golf Course is a privately-owned and operated 9-hole golf course established in 1966. The course is open to the public and is accessed off STH 42. A golf shop on site serves lunch, snacks, and beverages.

Pirate's Cove Mini Golf

This commercial facility offers putting practice among a pirate-theme landscape. It is located on the north side of STH 42 and adjacent to Johnson Park Mini Golf and Go-Karts.

Johnson Park Mini Golf and Go-Karts

This commercial facility offers 18 holes of putting practice, go-karts, batting cages, and an arcade. It is located on the north side of STH 42 at Highland Road.

Corner of the Past Historical Farm

The Corner of the Past is a historical farm site where the Old Anderson House Museum and other historic architectural remnants of Northern Door County have been collected, renovated, and preserved. Located at the southern edge of the Village on STH 57 and Fieldcrest Road, this facility is home to many artifacts including a post and beam barn, two log cabins, and a 100-year old saw mill. The Old Anderson House dates back to 1875, and now serves as a local history museum. The Village recently donated the park to the Sister Bay Historical Society, and that entity is now responsible for its operations.

Old Anderson House Museum at Corner of the Past

Historic barn and outbuilding structures at Corner of the Past

6.0 OUTDOOR RECREATION FACILITY NEEDS ASSESSMENT

By using different and complementary methods, recreational planners make recommendations for the quantity and types of parks that are needed for a community. Sister Bay's open space needs are influenced by the voiced needs of residents, the number and sizes of parks, and location of those parks.

6.1 PUBLIC INPUT

To be effective, a CORP must be grounded on the direct input of Village residents, staff, elected officials, and other stakeholders. This update continues the recommendations of the original CORP, which was based on significant public outreach conducted during three related planning projects.

Sister Bay Comprehensive Plan

In the preparation of the 2003 Sister Bay Comprehensive Plan, the Bay-Lake Regional Planning Commission conducted a survey and a nominal group process.

The August/September 2001 Village survey had a response rate of 39 percent. Three questions dealt with recreational facilities.

- Respondents felt strongly that the existing recreational facilities were adequate (74 percent), while 19 percent felt they were not and 7 percent had No Opinion.
- Most respondents commented that bike paths, more beach and waterfront areas, and swimming pools are needed within the Village.
- The Waterfront was identified as the best area for additional recreational development.

Participants tour the Village during the Waterfront Master Plan

Forty-five residents and members of the Village Plan Commission and Village Board participated in the June 2001 nominal group process. The following recreational desires were voiced and voted as top group concerns:

- Keep use of the waterfront public and limit the size of buildings on waterfront.
- Plan for continued development of the waterfront.
- Maintain/enhance the Village's natural beauty.

Sports Complex Master Plan

In 2005, the Village hired a consultant to create a master plan for the Sports Complex. Kickoff meetings for the project were held in September, which included a public listening session attended by approximately 20 citizens. The public expressed interest in a new adult baseball diamond, full-size and micro soccer fields, paved ice rink, dog park, expanded playground, and skate park with a bowl and street course plaza. A master plan was developed to include these elements, presented in a public meeting in July 2006 for comment, and approved in August 2006. Public meetings were again held in August 2007 and February 2008 to update the master plan. Based on these meetings, improvements were completed in Spring 2010 to implement the plan.

Waterfront District Master Plan

In 2007, the Village was presented with the opportunity to purchase the Helms Four Season Resort next to Beach and Hendrickson Parks. This acquisition met many of the community's stated goals to expand and improve public access to the waterfront. In an open public meeting, the Village Board approved an offer to purchase the property in May 2007, and hired a consultant to assist with a master planning effort that comprehensively studied the waterfront area and links to downtown. This community-based process gathered opinions from residents, business owners, tourists, and Village staff, and generated the Waterfront District Master Plan that will guide the evolution of downtown Sister Bay for years to come.

The Citizens Waterfront District Advisory Committee oversaw the planning process. All meetings throughout the process were open for public comment, and presentations and graphics were posted online for review. Citizens were encouraged to submit additional comments by e-mail, phone, and mail.

Community Parks		Special-purpose Parks		Undeveloped Open Space	
	Acres		Acres		Acres
Sports Complex	30.9	Waterfront Park	6.9	Mill Road Parcel	7.3
		Marina Park and Sister Bay Marina	1.5	North Spring Road Parcel	4.9
		Gateway Park	1.2		
Totals:	**30.9**		**9.6**		**12.2**

Current Village-owned park acreages by category

Kickoff meetings were held in August 2007, during which over 140 citizens and Village committee members shared goals and ideas for the master plan. Based on these ideas and an analysis of the natural and cultural characteristics of the study area, the consultant presented two alternative concept plans at a public meeting in September. Desired components of the alternatives were combined in a single draft consensus plan, which was presented for public review prior to the Helms property closing date in November. The draft consensus plan was forwarded to the Parks Committee by the Advisory Committee in December 2007, and was unanimously approved with minor revisions by the Village Board in February 2008.

The overwhelming majority of the comments received during the planning process supported the Village's initiative to acquire the Helms property and expand the beach. Concern was expressed that the Village owned more park land than necessary to meet citizens' needs; however, participants agreed that the Village should purchase the waterfront land and explore options to sell other underutilized parcels. Properties that were proposed for sale included Baseball and Schoolhouse Parks, which are currently in the process of changing ownership.

Since the approval of the 2008-2012 CORP, the Village Board has continued to implement the community's recommendations to expand public access to the shoreline in Waterfront Park. The Johnson Retail Shops property was purchased in 2010, completing the public ownership of the waterfront. The Board sought public comment before that purchase, and continued to seek input at meetings regarding the beach expansion, the concert pavilion redevelopment, and other parks matters. The community continues to be supportive of the parks system, and the improvements made thus far have proven to be very popular among residents and tourists alike.

6.2 NUMBER AND SIZE STANDARDS

The National Recreation and Park Association (NRPA) has established standards that serve as a general guide for the amount of recreational land based on population. The NRPA recommends the following acreages of parkland per 1,00 0 community residents:

- Mini-Parks 0.5 acres
- Neighborhood Parks 2.0 acres
- Community Parks 8.0 acres
- Total 10.5 acres / 1,000 residents

Sister Bay currently does not have any mini-parks or neighborhood parks within its system. These parks are typically smaller open spaces or playgrounds that serve a concentrated or limited population, or a specific group such as tots or senior citizens. Since these parks are intended to serve their immediate surroundings, they can be replaced by service areas of community parks.

In a 2012 estimate, Sister Bay had a population of 901 residents. Considering those parks that focus only on the needs of village residents (as opposed to those shared with tourists):

- Community Parks 30.9 acres
- Total 30.9 acres/901 residents
- Standardized Total 34.3 acres/1,000 residents

Sister Bay has over three times the acreage of resident-serving park space as recommended by NRPA standards. When considering the 9.6 acres of special-purpose parks which serve both residents and visitors, the 12.2 acres of undeveloped open space, and population projections, Sister Bay will continue to provide a sufficient amount and variety of park areas for years to come.

6.3 SPATIAL DISTRIBUTION STANDARDS

A large amount of park acreage is not effective unless it is distributed throughout a community and accessible to residents. Neighborhood parks should be within walking and biking distance, and community parks within easy driving distance.

A park's service area is its zone of influence, and is determined by the average distance users are willing to travel to reach the facility. Although expressed in terms of service mile radius, features such as arterial roads, rivers, or other disruptions to normal travel may influence the extent of the service area. NRPA standards recommend that neighborhood parks serve residents within 1/2-mile of the park and that community parks serve residents within a 1 to 2-mile radius. As community parks also serve as the neighborhood park to their immediate surroundings, they also receive a 1/2-mile radius service area under this designation. Sister Bay's current community and special-purpose parks are illustrated in the accompanying figure.

For the analysis, Waterfront Park and the Sports Complex have been assigned the smaller 1-mile radius possible for community park service areas because of the large percentage of senior citizens and young residents in the Village. Neighborhood service areas are also shown for these parks.

As the figure illustrates, the majority of the Village is adequately served by the community parks. The area not covered by the 1-mile service areas is generally large-lot residential or rural in nature. These areas do fall within a 2-mile service radius, which is considered sufficient given the land use pattern. Therefore, the locations of community parks are acceptable to serve the Village.

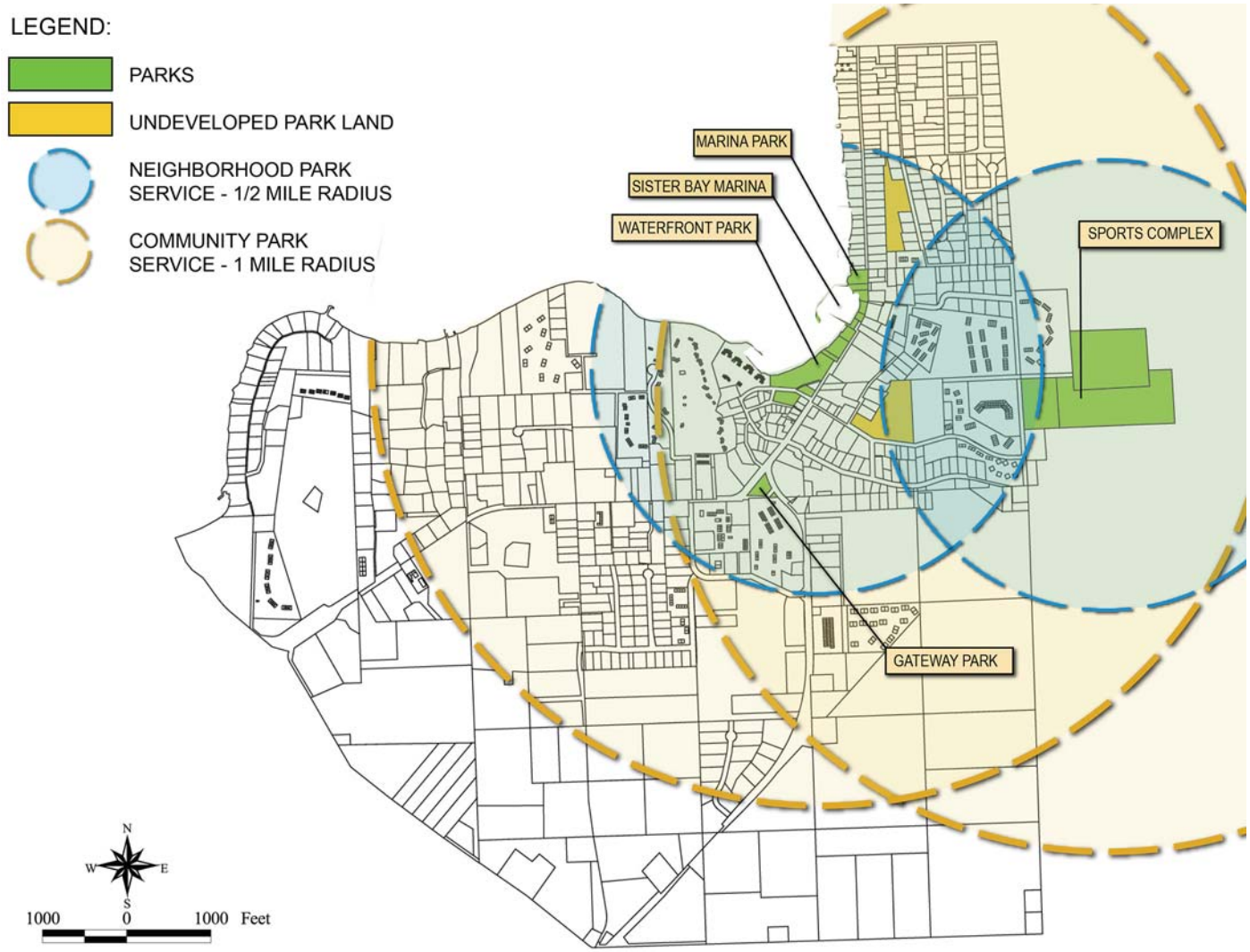
Neighborhood park service areas currently do not cover the majority of the Village. However, if the transfer of former Baseball Park to private ownership is completed, the Village may consider requiring a small play area to be incorporated into future residential development plans for this parcel to provide a local facility. Also, future development of trails in the North Spring Road Parcel would provide a park within walking distance of the residential neighborhood at the Village's northern boundary.

6.4 STATE COMPREHENSIVE OUTDOOR RECREATIONAL PLAN

Wisconsin prepares a statewide Comprehensive Outdoor Recreation Plan, which assesses recreational facilities and demand throughout the state. By comparing regional demand, regional supply, local park and recreation plans, and public comment data with recreational and population forecasts, the State CORP (2011-2016) sets several broad goals for parks in Wisconsin:

- Assess, understand, and adapt to growing recreation tourism demands and preferences.
- Improve integration of outdoor recreation interests and needs in land use and other relevant planning efforts.
- Continue to provide and enhance public access to Wisconsin recreational lands and waters.
- Conserve rural landscapes and forests through partnerships and incentives.
- Address funding challenges associated with managing Wisconsin outdoor recreation resources.
- Promote outdoor recreation as a means of improving public health among Wisconsinites.
- Establish great urban parks and community green spaces.

As discussed in the next sections, Sister Bay continues to support many of these goals with improvements to the park system, including renovations to support tourism demands, seeking Stewardship funds to effectively finance park acquisition and development, enhancement of public access to the Lake Michigan shoreline, and promotion of healthy outdoor activities with new athletic facilities.



Service areas of existing Village parks

7.0 RECOMMENDED FACILITIES AND IMPROVEMENTS

During the next five years, the Village plans to focus primarily on the continuation of development for Waterfront Park. All planned capital improvement projects are summarized in the table on page 23. To implement these improvements, the Village will pursue various state and federal grants and other sources of funding.

7.1 CAPITAL IMPROVEMENTS

Sports Complex

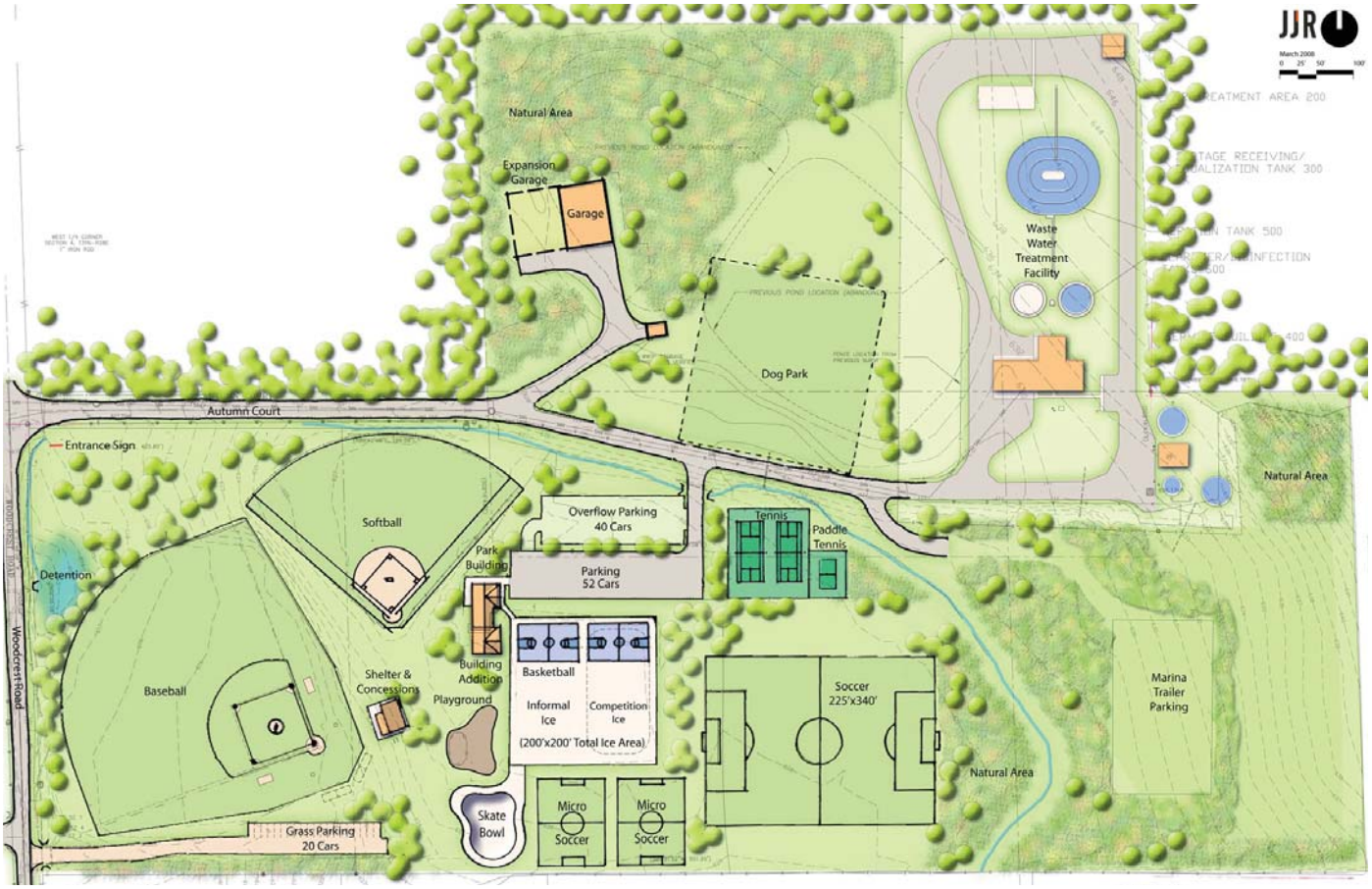
The Sports Complex Master Plan was approved in 2006 and amended in Spring 2008 to reflect modifications to facility layout during recent construction plan development. Significant construction projects were completed in 2009 and 2010 which implemented the proposed master plan improvements. The only currently planned improvement is the addition of a sledding hill, which would be completed through disposal of surplus soil from the beach and Bay Shore Drive projects.

Waterfront District Master Plan

Approved in February 2008, the Waterfront District Master Plan created a long range vision for Sister Bay's waterfront and downtown over the next 20 years, shown by the diagram on the facing page. Driven by the purchase of the Helms Four Season Resort property, the master plan made sweeping recommendations to create a public park along the shoreline which would then drive reinvestment and revitalization of the downtown central business district.

The implementation in recent years of many elements of the master plan has provided the continuous Waterfront Park along the lakefront for walking, swimming, kayaking, canoing, sailing, shore fishing, day-use picnicking, wildlife observation, outdoor concerts, cross-country skiing, and biking.

The following capital improvement projects planned for 2014 through 2015 will improve recreational opportunities



Sports Complex Master Plan, March 2008

Waterfront District Master Plan, February 2008

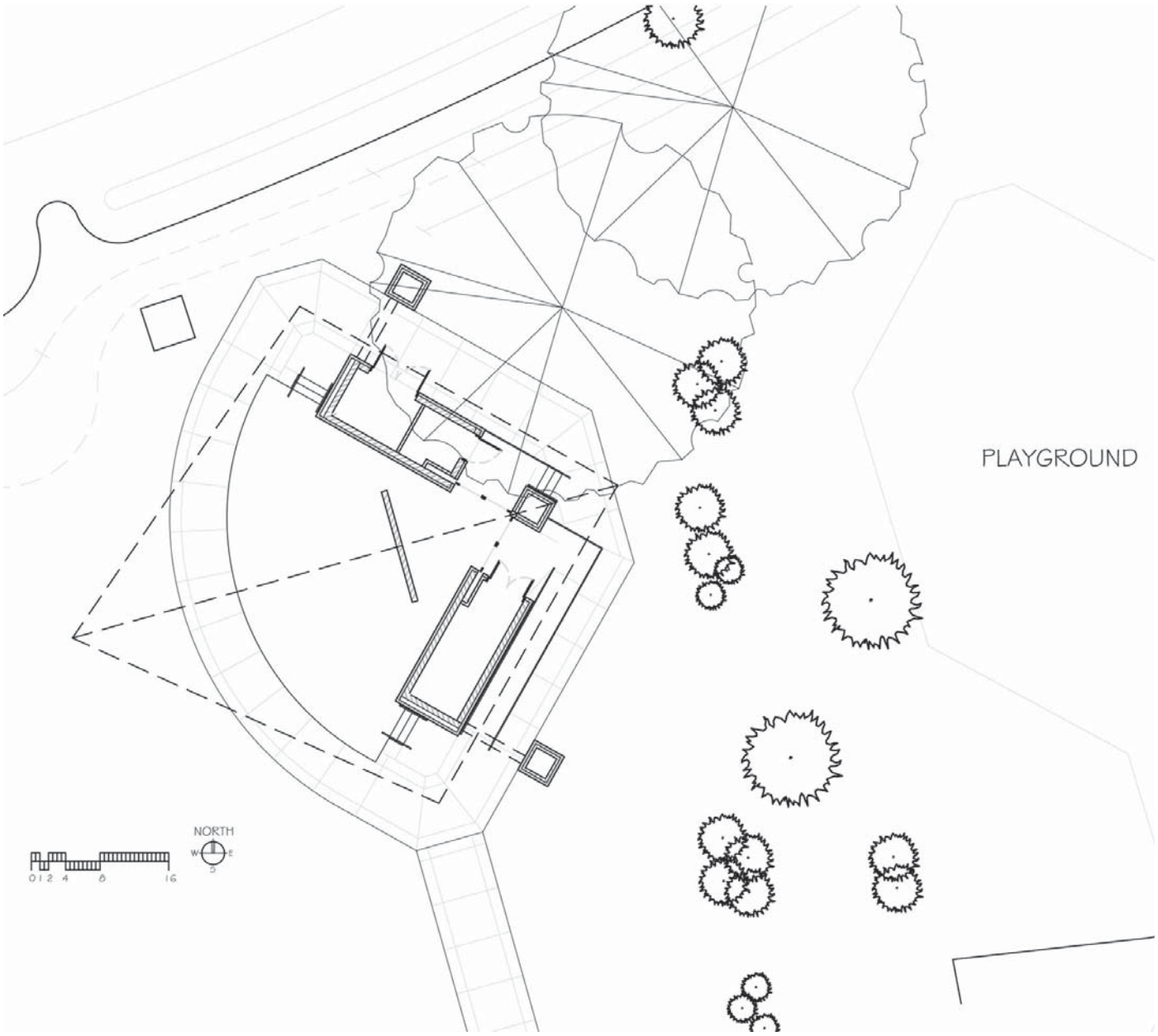
and the quality of facilities within the park:

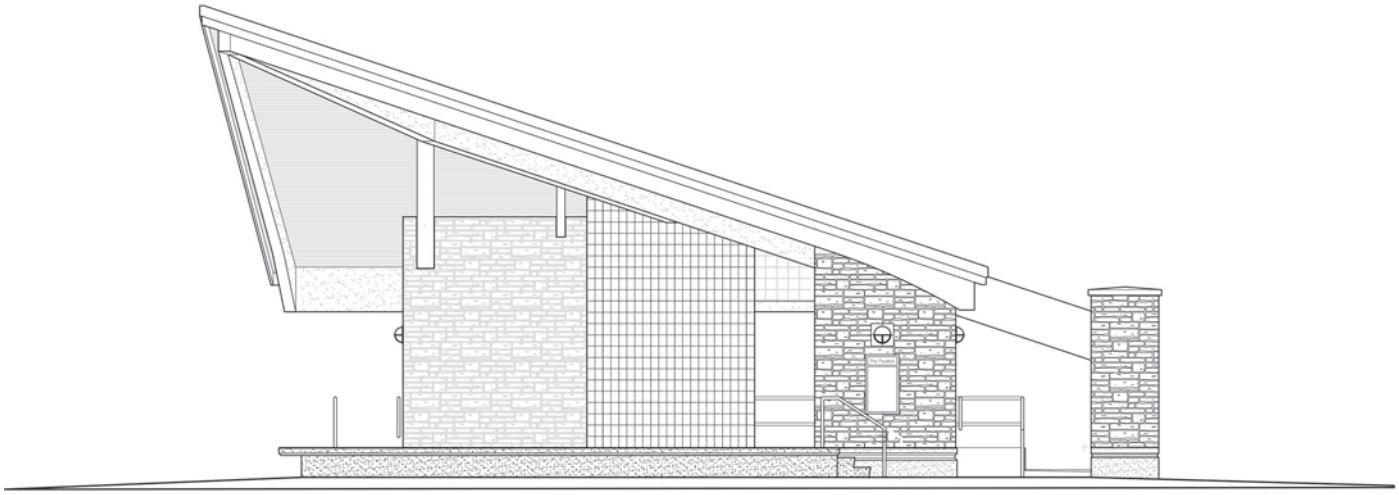
- Demolition of the remaining timber crib and steel sheetpile pier structures along the shoreline of the former Helms Resort property.
- Expansion of the beach, with areas for swimming, sand volleyball, a kayak launch, and a sailing school. This includes construction of a coastal structure between the park and the Sister Bay Yacht Club to discourage sand migration.
- Relocation of storm sewer outfalls away from the swim area.
- Creation of an accessible sidewalk connections from Bay Shore Drive to the swim pier.
- Construction of a new concert performance pavilion.
- Facilitation of an open air market to be held at the west end of the park on Wednesday evenings and Thursday mornings.

The graphics below and on the facing page show the current plans for the beach expansion, as well as the new concert performance pavilion. Project costs are summarized in the table on page 23.

Other projects currently planned for Waterfront Park include a potential change of use of the Post Office Building to a Visitor's Center and the renovation of the Village Hall to include a deck and reception venue. Upgrades to restroom facilities serving the beach and kitchen renovations would be included as part of the Village Hall project. The Village has committed $46,000 in the CIP to begin architectural planning for this project.

Waterfront Park Beach Expansion Project, April 2014





Plan and Elevation View of Proposed Concert Performance Pavilion, courtesy of Dimension IV Architects, Green Bay, WI, 2014

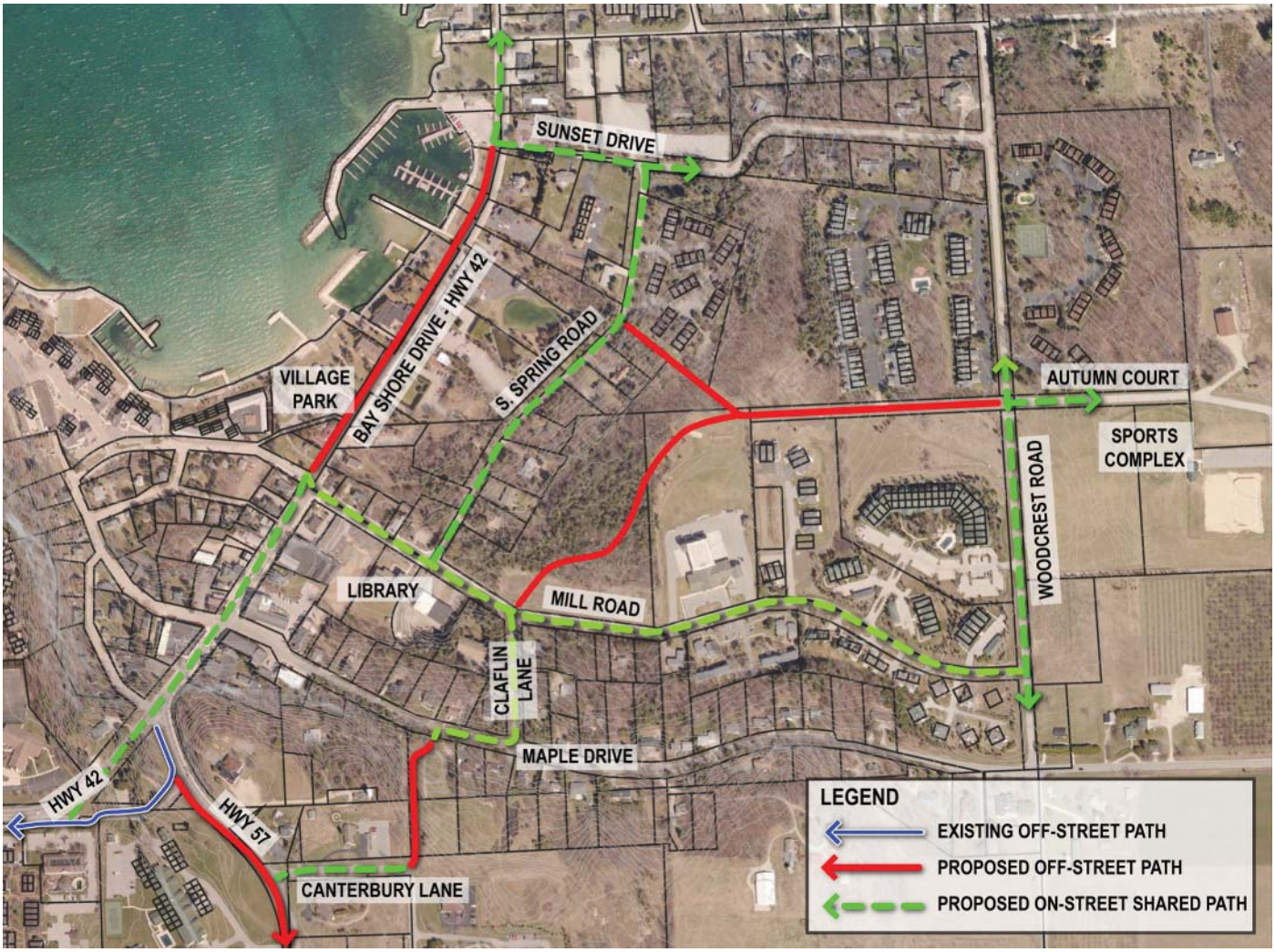
Bicycle Trail System Expansion

The 2008 Waterfront District Master Plan included recommendations on connecting the waterfront to other destinations in the Village through existing and proposed trails. The figure on this page shows proposed on-street and off-street connections between the existing multi-use trail, the lakefront, and the Sports Complex.

Working towards this plan, widened bike lanes along Bay Shore Drive will be constructed under the WisDOT project scheduled for 2015. Other trail connections and on-street signage will be provided as funding permits.

Recommendations for Other Facilities

Long-term goals for other facilities in the park system include trails and other improvements such as play equipment, playfields, and picnic facilities within the undeveloped Mill and Spring Road parcels. These improvements will help to fulfill the need for additional neighborhood parks, particularly on the west side of the Village.



Proposed multi-use trail system expansion, November 2007

Summary of Capital Improvement Projects, 2014 - 2018

PARK	PROJECT	2014	2015	2016	2017	2018
Sports Complex	Sledding Hill / Winter Park, created through disposal of fill from beach and WisDOT projects. No additional cost to Village.					
Waterfront Park	Concert Pavilion	$ 580,000				
	Beach Expansion	$1,250,000	$ 550,000			
	Renovations to Village Hall	$ 46,000		$ 300,000		
	Renovations to Post Office				$ 150,000	
Gateway Park	Park will be converted to a scenic overlook as part of the WisDOT reconstruction of Bay Shore Drive.					
Sister Bay Marina and Marina Park	No improvements planned					
Mill Road Parcel	No improvements planned					
North Spring Road Parcel	No improvements planned					

* WisDOT work associated with Bay Shore Drive reconstruction not included.

7.2 RECREATIONAL PROGRAMS

Village recreational programs are primarily run on a volunteer basis by organizations associated with various athletic programs. The Village dedicates partial time of a Parks Department employee as a recreation director, to facilitate the TKH skate park, coordinate the Teen Center, and operate the open air market. This role may expand in the future to encompass wider recreation opportunities within the park system, such as an enhanced 'Concert / Movie in the Park' series; event and wedding coordination for tent, table, chair and other rentals; and controlling rental and sale of beach-related merchandise.

The Door County YMCA is currently contracted to run a summer camp. The Village may explore providing this service with Parks Department employees in the future.

7.3 OPERATION AND MAINTENANCE

The park system is maintained by the Village's parks crew. The 2014 maintenance and operations budget directly associated with parks includes the following direct costs:

- Utilities:

Parks	$2,600
Sports Complex	$12,350
Maintenance Buildings	$14,000
Telephone, Sports Complex	$500
Bike Trail Lighting	$1,400
Subtotal	$30,850

- Maintenance:

Parks	$21,000
Sports Complex	$4,500
Dog Park	$2,000
Seasonal Decorations	$9,000
Lawn Maintenance	$7,750
Parks Buildings	$1,000
Picnic Tables & Benches	$2,500
Garbage Cans	$500
Bike Trail	$200
Equipment Rental	$200
Subtotal	$48,650

The Village needs to balance the increased maintenance demands of proposed capital improvements with their commitment to existing park facilities. As such, the Village recently committed to sell surplus park land in order to reduce maintenance requirements and free up funding for other improvements.

7.4 FUNDING

There are a number of potential funding sources available to help finance land acquisition and capital improvements of recreation facilities. Funding sources specific to the improvements planned for the park system are shown in the table beginning on page 26. The matrix provides basic information on grant programs, matching requirements, application cycles, and agency contacts. Specifics for the grant opportunities that have the highest likelihood to achieve funding for waterfront or trail system projects are discussed below.

It should also be noted that in addition to the grant programs listed, the Village could pursue a direct federal appropriation for implementing large projects. To be effective with this method of funding, the Village would need to make a concerted effort to actively lobby Senators and Congressmen to earmark funds in a federal appropriations bill.

Knowles-Nelson Stewardship Program

Through the Stewardship program, the WDNR provides up to 50% funding assistance for local land acquisition or facility development for nature-based outdoor recreation purposes. Under grant restrictions, the land must be kept in outdoor recreation permanently. Competition for acquisition and park development funds are by WDNR region, meaning that the Village will only compete against other projects in the Northeast Region for funding. The Village successfully applied for Stewardship funds for the acquisition of both the Helms and Johnson property additions to Waterfront Park, securing $551,197 and $1,496,023 from the grant's Urban Green Space Program, respectively.

Recent regulations in the reauthorization of the Stewardship program added language that acquisition grants must specifically provide for "hunting, trapping, fishing, hiking, cross country skiing, and other activities where the primary focus or purpose in the appreciation or enjoyment of nature." Because of this clause, projects must allow hunting and trapping activities unless specifically prohibited by local ordinance as they are within the Village limits of Sister Bay.

For facility development, the following components of the Waterfront District Master Plan would be available to receive funding:

- Construction of the beach.
- A beach changing facility or restroom improvements, so long as any new building is kept to a small-scale structure with limited indoor gathering areas (i.e. includes restrooms and changing areas, but not a community center). An attached covered outdoor picnic facility would be acceptable.
- Walks and picnic areas.
- Utilities and lighting.
- Interpretive signs.
- Landscaping.
- Land surveys, pre-engineering and project design activities.

Active sports recreation facilities are excluded from funding, which includes sand volleyball nets and playground equipment. Marina facilities are also not eligible.

Coastal Management Grant Program

The Wisconsin Coastal Management Program sponsors several different grants targeted at the management, protection, and restoration of Wisconsin's Great Lakes. The most applicable funding categories within this program for the Sister Bay waterfront are Coastal Land Acquisition and Public Access/Historic Preservation. Land acquisition grants may be explored in the future to help purchase the Sister Bay Café property. Public Access/ Historic Preservation grants fund low-cost construction projects such as parks, walkways, trails, piers, viewing decks, removal of pilings or outdated structures, historic building restorations, and public access facilities. Projects must include an educational or resource protection component. Funds cannot be used for dredging, marinas, or breakwater construction.

The Village pursued a WCMP grant in 2011 for the beach expansion. The project was not awarded a grant, and comments stated that it was a great project in a highly competitive year.

WCMP grants in 2013 for construction projects ranged in size from $4,400 to $90,000. Informational workshops are typically held in August or September to discuss potential projects, the application process, and funding priorities.

C.D. Besadny Conservation Grant

The C.D. Besadny Conservation Grants fund small-scale conservation projects, with a typical grant size of $100 to $1,000. Grants must be fully matched with local funds or volunteer labor and/or material donations. Potential projects that could apply for these funds are:

- Installation of natural vegetation features.

Planned beach improvements, Waterfront District Master Plan

- Construction of interpretive signs which discuss natural history, stormwater treatment, or local flora/fauna.
- Construction of trails on the utility easements linking the waterfront to the Sports Complex.

Boating Infrastructure Grant Program (BIG)

The BIG is a U.S. Fish and Wildlife Service program that provides up to a 75% match for transient recreational boating facilities, including slips, breakwaters, restrooms, utilities, and fueling stations. State agencies must apply to the USFWS for funding, which is given in both nationally competitive and non-competitive formats. Each state can apply for up to $100,000 in non-competitive (Tier 1) funds per year for eligible projects. After awarding the non-competitive funds, approximately $6-9 million remains to be distributed in a nationally competitive (Tier 2) application program. Grants under the Tier 2 program typically range from $30,000 to $1.5 million. There are no maximum or minimum limits set on project construction costs; however, all applications must go through the WDNR. Any future transient dockage improvements within the marina would be ideally suited to pursue funds through this program.

Transportation Alternatives Program

The Transportation Enhancement Program (TE), Safe Routes to School (SFTS), and Bicycle and Pedestrian Facilities Program (BPFP) are federal reimbursement programs administered through the Wisconsin Department of Transportation (WisDOT). These monies could be used to fund shared-use trails throughout the Village. Grants can also be used to fund design for future construction projects. Competition is high for these funds, and up to 80% of the cost of the project is covered. Infrastructure projects must cost at least $300,000, and non-infrastructure projects must cost at least $50,000 to be considered for funding. If awarded a grant, the Village would have to finance the entire project and then submit forms for reimbursement. Applications are due on a biannual basis.

Program Name	Administered By	Applies To	Matching Requirements	Application Cycle	Contact
Boating Infrastructure Grant Program (BIG)	U.S. Fish and Wildlife Service and Wisconsin Department of Natural Resources	Development of facilities for transient recreational boaters (26' length or greater), including slips, breakwaters, restrooms, utilities, fueling stations, and pumpout stations.	Up to 75% Federal Match	Yearly Next Application October 2014	Carol Bentzler WI Department of Natural Resources P.O. Box 7921 Madison, WI 53707-7921 (608) 266-5687 carol.bentzler@wisconsin.gov
C.D. Besadny Conservation Grant	Natural Resources Foundation of Wisconsin	Local conservation projects including kiosks and interpretive signs, installation of natural vegetation, trail construction, and other projects that benefit the public.	50% State 50% Local (cash or volunteer effort), Grants of $100 to $1,000	Yearly Next Application September 6, 2014	Natural Resources Foundation of Wisconsin PO Box 2317 Madison, WI 53701-2317 (866) 264-4096 http://www.wisconservation.org/
Coastal Management Grant Program	Wisconsin Department of Administration, WI Coastal Management Program (WCMP)	Coastal land acquisition, wetland protection, habitat restoration, nonpoint source pollution control, coastal resource and community planning, education, public access, and historic preservation.	50-60% match, depending on project size Grants in 2013 ranged from $4,400 to $90,000	Yearly Next Application for 2015-2016 Grants November 2014, pre-submittal workshops August-September 2014	Wisconsin Coastal Management Program PO Box 8944 Madison, WI 53708-8944 (608) 267-7982 coastal@wisconsin.gov
Knowles-Nelson Stewardship Program	Wisconsin Department of Natural Resources	Acquiring land for conservation and recreation purposes and developing and improving outdoor recreational facilities. Includes engineering design services, which may be incurred prior to grant award.	Up to 50% State Match	Yearly Next Application May 1, 2015	Chris Halbur WI Department of Natural Resources 2984 Shawano Avenue Green Bay, WI 54313-6727 (920) 662-5121 christine.halbur@wisconsin.gov
Land and Water Conservation Fund (LWCF)	Wisconsin Department of Natural Resources	Federal appropriation program that applies to the planning, acquiring, and developing of State and local recreation areas.	50% State 50% Local	Yearly Next Application May 1, 2015 (same application form as Stewardship)	Chris Halbur WI Department of Natural Resources 2984 Shawano Avenue Green Bay, WI 54313-6727 (920) 662-5121 christine.halbur@wisconsin.gov

Program Name	Administered By	Applies To	Matching Requirements	Application Cycle	Contact
Recreational Boating Facilities Program	Wisconsin Department of Natural Resources, WI Waterways Commission	Construction of water and land-based facilities for recreational power boat users (ramps, breakwaters, channel dreding, etc.). Also funds engineering costs for construction documents. Maintenance dredging and finger pier construction are not eligible.	Up to 50% State Match	Quarterly Rolling application process	Chris Halbur WI Department of Natural Resources 2984 Shawano Avenue Green Bay, WI 54313-6727 (920) 662-5121 christine.halbur@wisconsin.gov
Recreational Trails Act	Wisconsin Department of Natural Resources	Funded by Federal gas excise taxes to develop and maintain recreational trails and trail-related facilities.	20%-50% Local Match	Yearly Next Application May 1, 2015 (same application form as Stewardship)	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us
Transportation Alternatives Program including Transportation Enhancements Program (TE), Safe Routes to School (SRTS), and Bicycle and Pedestrian Facilities Program (BPFP)	Wisconsin Department of Transportation	Providing facilities for pedestrians and bicycles and streetscaping / landscaping.	80% State 20% Local	Yearly Pre-Scoping Applications December 2014	Northeast Regional Coordinator Sandy Carpenter (920) 492-5681 sandra.carpenter@dot.wi.gov
Urban Forestry Assistance Grants	Wisconsin Department of Natural Resources	Urban forestry plans, inventories, public awareness programs or materials, and tree planting, maintenance or removal.	50% Local Match	Yearly Next Application October 2014	Tracy Salisbury 2984 Shawano Ave., P.O. Box 10448 Green Bay, WI 54307 (920) 662-5450 salist@dnr.state.wi.us
Urban Nonpoint Source Grant Program	Wisconsin Department of Natural Resources	Construction projects designed to control storm water discharge quality such as detention ponds, filtration, and infiltration practices.	Up to 50% State Match	Yearly Next Application April 2015	Erin Hanson 2984 Shawano Ave. Green Bay WI 54313-6727 (920) 662-5419 ErinE.Hanson@wisconsin.gov

Resolution for Outdoor Recreation Aids

RESOLUTION NO. 286--042514

WHEREAS, The Village of Sister Gay is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, Financial Aid is required; and

NOW, THEREFORE, Let it be resolved that the Village of Sister Bay has budgeted a sum sufficient to carry out the project and,

HEREBY AUTORIZES Zeke Jackson, Village Administrator to act on behalf of the Village of Sister Bay to:
Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
Submit signed documents; and
Take necessary action to undertake, direct, and complete the approved project.

BE IT FURTHER RESOLVED THAT The Village of Sister Bay will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this 25th day of April, 2014

I hereby certify that the foregoing resolution was duly adopted by the Village of Sister Bay at a legal meeting on the 25th day of April, 2014.

Dated this _____ day of _____, 2014

Village of Sister Bay

By: _____
Village President

Attest: _____
Village Clerk

ORDINANCE 227-042514

AN ORDINANCE TO ADOPT A COMPREHENSIVE OUTDOOR RECREATION PLAN PURSUANT TO CHAPTER NR50, WISCONSIN ADMINISTRATIVE CODE, 5 YEAR PLAN FROM 2014

WHEREAS, the Wisconsin Administrative Code Chapter NR 50 requires the Village to adopt a Comprehensive Outdoor Recreation Plan (CORP) approved by the Wisconsin Department of Natural Resources in order to participate in outdoor recreation grant programs; and,

WHEREAS, On March 11, 2014 the Village Board of the Village of Sister Bay approved a contract with JJR, LLC of Madison Wisconsin to prepare a Comprehensive Outdoor Recreation Plan for the Village of Sister Bay under the guidelines for the Development of Local Comprehensive Outdoor Recreation Plans published by the Wisconsin Department of Natural Resources; and,

WHEREAS, on April 25, 2014 The Village of Sister Bay Parks, Properties, and Streets Committee recommended to the Village Board in a joint public meeting that the Board adopt the Comprehensive Outdoor Recreation Plan by motion which passed by a majority vote of the entire membership of the Committee, which vote is recorded in the official minutes; and,

WHEREAS, the Village Board of the Village of Sister Bay, has carefully reviewed the recommendation of the Village Parks, Properties and Streets Committee, has given the matter due consideration, including Plan components relating to existing park and recreation facilities, outdoor recreation facility needs assessment, and recommended facilities improvements, and has determined that the Comprehensive Outdoor Recreation Plan will serve the general purposes of guiding acquisition and development of public outdoor park and recreation facilities within the Village of Sister Bay for a period of 5 years beginning in 2014.

NOW, THEREFORE, the Village Board of Trustees of the Village of Sister Bay, Door County, Wisconsin, does hereby ordain as follows:

Section 1. The Comprehensive Outdoor Recreation Plan recommended by the Village of Sister Bay Parks, Properties and Streets Committee to the Village of Sister Bay Village Board, attached hereto as Exhibit A, is hereby adopted.

Section 2. The Village Clerk is directed to file a copy of the attached Comprehensive Outdoor Recreation Plan for the Village of Sister Bay with the following entities:

a. Wisconsin Department of Natural Resources
b. Bay Lake Regional Plan Commission
c. Door County Planning Department
d. Town of Liberty Grove

Section 3. Ordinances in Conflict

All other ordinances in conflict herewith are hereby repealed.

Section 4-Effective Date

This ordinance shall take effect and be in full force from and after its passage and publication according to law.

Section 5-Severability

If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of this chapter shall not be affected thereby.

Adopted this 25th day of April, 2014

I hereby certify that the foregoing resolution was duly adopted by the Village of Sister Bay at a legal meeting on the 25th day of April, 2014.

Dated this 25th day of April, 2014

Village of Sister Bay

By: _____
Village President

Attest: _____
Village Clerk

DONOHUE & ASSOCIATES

www.donohue-associates.com

3311 WEEDEN CREEK ROAD

SHEBOYGAN, WI 53081

PHONE 920-208-0296

FAX 920-208-0402

March 10, 2014

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

Re: **Contract Amendment No. 2 (revised)**
Bay Shore Drive Utility and Roadway Improvements
Village of Sister Bay, Wisconsin

Dear Zeke:

Let me first thank you for the opportunity to work with the Village on this project. We understand that this is a big project for the village. This is also a big project for Donohue. It is definitely exciting to see years' worth of work coming to fruition.

Attached is a contract amendment to cover the additional on-site observation during utility construction. Our original contract called for up to ten weeks of on-site observation (400 hours). To date we have provided 464 hours of observation. Based on the rates and expenses actually charged to the project, we are able to cover an additional 24 hours of observation under the initial budget; 88 hours (two weeks) more than we originally anticipated. At this time, the contractor, Dorner, has prepared a schedule to complete the work in a maximum of eight weeks. The following break-down outlines additional costs for providing an additional construction observation.

Task	*Time*	*Rate*	*Subtotal*
Observation (full weeks)	90 hours	$100 per hour	$9,000
Observation (partial weeks)	40 hours	$100 per hour	$4,000
Observation Expenses	2 weeks	$600 per week	$1,200
Observation Expenses (shorten weeks)	4 weeks	$300 per week	$1,200
Administration	24 hours	$145 per hour	$3,480
TOTAL Amendment No. 2			$18,880

The budget is based on actual time and expenses. It assumes that the Village will provide most of the observation time for site restoration after the utility installations are complete. Donohue has budgeted 1 field day per week for 4 weeks after the completion of utility installation.

I am available to discuss this contract amendment at your convenience. I can be reached at (920) 803-7364, tkuehlmann@donohue-associates.com, or on my cellular telephone at (920) 912-4104. If everything is acceptable, you only need to return one signed copy of the amendment to Donohue. The second copy is for your records.

Sincerely,

Tammy Kuehlmann, PE
Project Manager

Enclosures: As noted

DONOHUE & ASSOCIATES

www.donohue-associates.com

3311 WEEDEN CREEK ROAD

SHEBOYGAN, WI 53081

PHONE 920-208-0296

FAX 920-208-0402

April 18, 2014

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

Re: **Cost Justification**
Contract Amendment No. 2
Bay Shore Drive Utility and Roadway Improvements
Village of Sister Bay, Wisconsin

Dear Zeke:

As requested, the following provides additional information on the construction oversight services for Sister Bay, Bay Short Drive Utility and Roadway Improvements.

The budget for site visit and observation of construction is developed at the time of initial contracting. At that time, we can only approximate the amount of sewer or watermain that will be included in the project and the production rates of construction crews. We use that information to predict the amount of time we will need in the field. While we try to be conservative but realistic, we do not have detailed information on the design or the site conditions that the contractor may encounter.

Items that have slowed the productivity of the contractor primarily include:

- Severe winter conditions that started much sooner than expected and lasted longer than expected
- Slower production on the installation of sanitary and water main laterals
- Traffic control complications

This amendment is approximately $20,000 less than our original amendment estimate because Dorner had up to three crews on site at one time, Sister Bay will provide observations during site restoration, and Donohue has been generous in the number of hours that we didn't bill to the project.

At this point, it is critical that the amendment issues are resolved so that we can stay on-site during construction.

Sincerely,

Tammy Kuehlmann

Tammy Kuehlmann, PE
Project Manager

Enclosures: As noted

www.donohue-associates.com

AMENDMENT NO. 2 to
ENGINEERING SERVICES AGREEMENT
Bay Shore Drive Utility and Roadway Improvements (Project)
Executed May 19, 2011

This Amendment is by and between:

Village of Sister Bay (Owner)
2383 Maple Drive
PO Box 769
Sister Bay, WI 54234

and

Donohue & Associates, Inc. (Donohue)
3311 Weeden Creek Road
Sheboygan, WI 53081

Who agree to amend the original Agreement, as follows:

PART I – B. SCOPE OF SERVICES

The services have been modified to include the following additional activities:

18. General administration of construction contracts and visits to Site and Observations of Construction: Provide up to two additional weeks of 'on-site' observation (90 hours plus expenses) and four additional weeks of partial observation (4 days at 10 hours per day plus expenses) to document as an experienced and qualified design professional the progress and quality of the Work and general administration of construction contracts (24 hours).

PART III – A. COMPENSATION

Compensation for the services set forth in Part I shall be increased $18,880, resulting in a revised total contract amount of $322,880 (original Agreement, Amendment 1, and Amendment 2).

The total contracted compensation does not include the per diem costs for additional meetings and additional design services that have been previously authorized and billed based on actual time and expenses and detailed on invoices, and paid by the Village of Sister Bay.

APPROVED FOR OWNER	**APPROVED FOR DONOHUE**
By: _____	By: _____
Printed Name: _____	Printed Name: David Froh, PE
Title: _____	Title: Vice President
Date: _____	Date: _____