



WATERFRONT OVERSIGHT COMMITTEE MEETING AGENDA

Thursday, February 18th, 25th,
Thursday March 3rd, 10th, and 17th, 2016 at 4:00 p.m.
Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

Call Meeting to Order **Deviations from the agenda order shown may occur.**

Roll Call

1	Chair – Denise Bhirdo		2	Chad Kodanko-Citizen	
3	Pat Duffy-Trustee		4	Shane Solomon-Citizen	
5	Nate Bell-Trustee		6	Rob Zoschke-Citizen	
7	Tanya Crowell-SBAA Rep			<i>Marina Manager – Nicole Krauel</i>	
	<i>Administrator – Zeke Jackson</i>			<i>Parks Director – Steve Mann</i>	

Approval of minutes as published
Comments and Correspondence
Business Items

Sub-Committee of the Village Parks, Properties and Streets Committee

These agenda items are intended to represent running items for this Committee to consider.

1. Discussion on items pertaining to Waterfront Park from Parks Planning Worksheet; consider appropriate motions if relevant.
2. Consider a motion to discuss 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 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

1 **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**
 2 **THURSDAY, FEBRUARY 11, 2016**
 3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
 4 **(APPROVAL PENDING)**
 5

6 The February 11, 2016 meeting of the Waterfront Oversight Committee was called to order by
 7 Chairperson Denise Bhirdo at 4:03 P.M.

8
 9 **Present:** Chairperson Bhirdo, and members Pat Duffy, Nate Bell, Chad Kodanko, Rob Zoschke,
 10 and Tanya Crowell.

11
 12 **Excused:** Shane Solomon

13
 14 **Others:** Rick Wylie

15
 16 **Staff Members:** Marina Manager Nicole Krauel, Facilities Manager Steve Mann, Village
 17 Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

18
 19 **Approval of the agenda:**

20 *A motion was made by Crowley, seconded by Kodanko that the Agenda for the February 11,*
 21 *2016 meeting of the Waterfront Oversight Committee be approved as presented. Motion*
 22 *carried – All ayes.*

23
 24 **Comments, correspondence and concerns from the public:**

25 Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded.
 26

27 **Business Items:**

28 **Item No. 1. Presentation by staff on Waterfront Park assets and overview of the By-Laws of**
 29 **the Waterfront Oversight Committee, which detail the responsibilities of that Committee:**

30 Basically the Waterfront Oversight Committee was created to “look at where we’ve been and
 31 where we’re going”, and has been asked to make applicable recommendations to the members
 32 of the Parks Committee and the Village Board regarding utilization of the Village’s Waterfront
 33 property. Jackson noted that a copy of the official Comprehensive Outdoor Recreation Plan
 34 (CORP) for the Village, as well as the Village of Sister Bay Committee/Commission By-Laws and
 35 Rules were included in the meeting packets. The CORP provides guidance for the maintenance
 36 and development of Sister Bay’s parks by inventorying current facilities, summarizing previous
 37 park master planning efforts, and offering recommendations for facility and programming
 38 improvements, and explores funding options to achieve those recommendations. The By-Laws
 39 indicate that the Waterfront Oversight Committee, which is a sub-committee of the Parks,
 40 Properties & Streets Committee, was created to oversee and plan all aspects of waterfront
 41 development, promotion, and project management on the Village owned property along Bay
 42 Shore Drive. The areas which are commonly referred to as “the Helms property”, “Hendrickson
 43 Park” and “Marina Park” as well as the Marina were intended to be the major areas of focus.
 44 The Committee consists of two Trustees, one SBAA representative, one business representative
 45 at large and three citizens. The Village’s Facilities Manager and the Marina Manager have been
 46 asked to attend the Waterfront Oversight Committee meetings as their input is desired.
 47

48 **Item No. 2. Review of mapped layout of Waterfront Park, DNR restrictions and other related**
 49 **laws, rules and regulations concerning the operations of the park:**

50 A mapped layout of Waterfront Park was included in the meeting packets and the Committee

1 members also reviewed that document. Because a Knowles-Nelson Grant was received for
 2 Waterfront Park improvements, unless the DNR approves of increased fees the Village will not
 3 be able to charge any more for events which utilize a large portion of parkland than those
 4 which are charged in the State Parks. At the present time the standard use fee in the State Parks
 5 is \$10.00 per person per day. The fees delineated on the current Facilities Use Fee Schedule
 6 can still be charged for events such as weddings and private parties as the entire park will not
 7 be encumbered while those events are going on.

8
 9 **Item No. 3. Discussion regarding the items listed on the Waterfront Oversight Committee**
 10 **Worksheet; Consider appropriate motions if relevant:**

11 A worksheet which includes "talking points" was included in the meeting packets, and the
 12 Committee members briefly discussed each of the items listed on that document. It was the
 13 consensus that the needs and wants of year-round residents as well as visitors to the area
 14 should be balanced when plans are made for utilization of the waterfront. Discussion took
 15 place regarding the extent to which the Performance Pavilion and the new beach are actually
 16 utilized at the present time and how those appurtenances could be utilized in the future, and
 17 several of the Committee members pointed out that if the beach and Performance Pavilion were
 18 to be utilized more, foot traffic at local establishments should increase as many more people
 19 would be drawn to the Village on a regular basis. Weddings and large events also draw a
 20 number of people to the Village, but there are some disadvantages associated with those type of
 21 events as parking is limited downtown and large tents have to be erected, which can become
 22 labor intensive for the Parks Department employees.

23
 24 **Item No. 4. Consider a motion to discuss matters to be placed on a future agenda or**
 25 **referred to a committee, official or employee:**

26 Bhirdo stated that she believes the Waterfront Oversight Committee should meet on a weekly
 27 basis during the "off season", and it was the consensus that this would be a good idea.
 28 Thursdays at 4:00 P.M. was the preferred day of the week and time. For now weekly meetings
 29 were scheduled for Thursday, February 18, 2016, Thursday, February 25, 2016, Thursday,
 30 March 3, 2016, Thursday, March 10, 2016 and Thursday, March 17, 2016.

31
 32 It was the consensus that the following issues shall be addressed at the next meeting of the
 33 Waterfront Oversight Committee:

- 34 • **Utilization of the Performance Pavilion;**
- 35 • **Discussion regarding weddings and other tented events.**

36
 37 **Adjournment:**

38 *A motion was made by Zoschke, seconded by Duffy that the February 11, 2016 meeting of the*
 39 *Waterfront Oversight Committee be adjourned at 5:15 P.M.*

40
 41 Respectfully submitted,

42 

43 Janal Suppanz,
 44 Assistant Administrator

Waterfront Oversight Committee

Denise: Chairman, business owner	920-421-0461
Pat Duffy: Trustee	920-421-2967
Nate Bell: Trustee	920-368-6283
Chad Kodanko: Citizen	920-279-0191
Shane Solomon: Citizen	920-421-3335
Rob Zoschke: Citizen	920-421-4855
Tonya Crowell: SBAA rep	920-493-3992

Who What When Where How ?

Waterfront

Beach

Swim dock

Boat house & lower level boat house

Pavillon

Mill Road West

Parking lots

Marina & Marina Park

Village hall

Talking points:

How will portions of the park be used?

- How much space will be utilized per event?
- Will ___ amount of feet of beach be included?
- Exclusive or non-exclusive use depending on event?
- Will parking lots be exclusive or non-exclusive?
- Do we allow outside commercial vendors for food, drink, sundries?
- **How much space do we want to take up with outside vendors?**
- Festival & events; Village operated, SBAA, private festivals, private events i.e. Weddings
- Should the Village purchase chairs, umbrellas, tents, etc. for rental, or allow vendors?
- Should all music venues use the band shelter, and what is the cut off time for entertainment?
- What type of internal park signage should be used?

- If Mill Road West is blocked off where will the detours be?
- The Village & a private developer will be constructing new bathrooms, where should they be placed? Six stalls total, with outdoor showers. Approximately 500-750 sq ft.
- Do we want to add playground equipment and other outdoor games? What about water slides, trampolines, water games, hopscotch, chess board, shuffle board, splash pad, etc?
- Do we allow animals in the park?
- What hours should the park be open?
- Do we need to address Bayshore Outfitters agreement?
- Design rental application and fee policy based on DNR regulations.
- How do we utilize the park and be respectful of the neighbors?
- How have our decisions affected Sister Bays brand?

Weddings & Tented Events

Where will they be held?

- Waterfront Park over 100 people?
- Marina Park under 100 people?

How much space will be allocated?

Will any portion of the beach be included?

Will there be exclusive parking?

Should the Village purchase tents, chairs, tables, etc to rent out for these events?

- Does the Village have the staff and time to deliver and set up these rentals?

Is there any exclusion of dates?

What should the rental fee be on a per day basis?

Pavilion/ Band Shell

How often should we plan to use the pavilion?

What are the best times of day or night to book venues?

What other music venues are in the Village and should we schedule around those private businesses for maximum impact.

Should there be large venues that are ticketed and how often should they be held?

How often should small venues be booked?

Should the waterfront and Mill road be closed for certain venues?

- If so, where will the detours be, and how will pedestrian and vehicular traffic flow?

What will be the cut off time for music in the park?

What genre is best to bring to the pavilion? Local, Regional, State, National bands?

- According to previous bookings, what groups brought the most people to the park?
- Wednesday afternoon concerts in the park, do not bring money into the local businesses. But it does create an experience for our citizens and visitors.