



WATERFRONT OVERSIGHT COMMITTEE MEETING AGENDA

Thursday, March 24 and 31, 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 Zoshke-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

1. Discussion on items 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, MARCH 17, 2016**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
4 **(APPROVAL PENDING)**
5

6 The March 17, 2016 meeting of the Waterfront Oversight Committee was called to order by
7 Chairperson Denise Bhirdo at 4:01 P.M.

8
9 **Present:** Chairperson Bhirdo, and members Pat Duffy, Nate Bell, Rob Zoschke, Tonya Crowell
10 and Shane Solomon.

11
12 **Excused:** Chad Kodanko

13
14 **Others:** Rick Wylie

15
16 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

17
18 **Approval of the agenda:**

19 *A motion was made by Duffy, seconded by Bell that the Agenda for the March 17, 2016*
20 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*
21 *eyes.*

22
23 **Approval of minutes as published:**

24 **As to the March 3, 2016 meeting minutes:**

25 *A motion was made by Duffy, seconded by Zoschke that the minutes for the March 3, 2016*
26 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*
27 *eyes.*

28
29 **Comments, correspondence and concerns from the public:**

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

31
32 **Business Items:**

33 **Item No. 1. Discussion regarding items pertaining to Waterfront Park which are listed on the**
34 **Parks Planning Worksheet; Consider appropriate motions if relevant:**

35 Duffy noted that he did some research and discovered that there is a provision in the Municipal
36 Code which states that “quiet time” in the Village is from 10:00 P.M. to 7:00 A.M. Jackson
37 responded that the regulations Duffy is referring to only pertain to certain areas of the Village,
38 and if the desire is to have them apply to the parks, applicable Municipal Code amendments
39 would be required.

40
41 Zoschke stressed that he is very concerned that if Village officials accept the Committee’s
42 recommendations from the last meeting and the parks are never closed, there is potential for
43 individuals to “hang out” and make noise in the parks at all hours of the day or night.

44
45 *The Committee members agreed that erection of signage is the best way to notify the members*
46 *of the public of park regulations, but the amount of signage which is displayed should be*
47 *minimized. They also noted that they believe that signage should be placed in strategic*
48 *locations throughout the park, and contain language which is clear and concise. Another option*
49 *would be to erect two to three information kiosks in Waterfront Park or to erect cut-out photo-*
50 *op./informational boards.*

Minutes of the March 17, 2016 Meeting of the Waterfront Oversight Committee

1 *It was eventually the consensus that any park regulation signage which is erected should only*
2 *state "No Pets", "Quiet Hours - 10:00 P.M. to 7:00 A.M." and "Swim at Your Own Risk".*

3
4 **Item No. 2. Consider a motion to discuss matters to be placed on a future agenda or referred**
5 **to a committee, official or employee:**

6 *The next meeting of the Waterfront Oversight Committee was scheduled for Thursday,*
7 *March 24, 2016 at 4:00 P.M.*

8
9 *The following issues will be addressed at that meeting:*

- 10 • *Discussion regarding allowing vendors in the park.*
11 • *Discussion regarding the preferred location for bathrooms in Waterfront Park*
12 • *Discussion regarding playground equipment.*

13
14 **Adjournment:**

15 *A motion was made by Zoschke, seconded by Solomon that the March 17, 2016 meeting of the*
16 *Waterfront Oversight Committee be adjourned at 4:59 P.M.*

17
18 Respectfully submitted,

19 

20 Janal Suppanz,
21 Assistant Administrator

Recommendations from Waterfront Oversight Committee for Exclusive Weddings & Tented Events

Marina Park:

- \$1250.00 flat fee for Friday 1:00 pm through Monday at 10:00 am
- Security deposit \$1000.00

Village Hall North (Lienau Hill)

- \$1875.00 flat fee for Friday 1:00 pm through Monday at 10:00 am
- Security deposit \$1500.00

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Beachfront

- \$3500.00 flat fee for Friday 1:00 pm through Monday at 10:00 am
- Security deposit \$3000.00
- These events will only be held in the months of May, June, September and October
- During the months of July and August a total of 2 events may be held. A flat fee of \$7,000.00 will be charged for Friday 1:00 pm through Monday at 10:00 am.
- X amount of feet will be partitioned off for beachfront wedding ceremonies by 8:00 am the morning of the ceremony, (to be determined by Facilities Manager).

General recommendations:

- Having up to three preferred tent providers. To be determined by Facilities Manager Steve Mann. Only those providers will be allowed to erect tents on Village property.
- The current fee schedule for non-profits, resident, non-resident, etc. is repealed.
- Unless exclusive use is required, all patrons, and groups shall be able to use the park for free without a permit.
- The Village does not get involved in purchasing tents, chairs, tables, etc. for rental. Leave this to the professionals.

Recommendations from Waterfront Oversight Committee

Pavilion usage

There is a mass exodus at the beach around 4 pm. Other businesses in the village schedule most music later in the evening. We suggest that weekly concerts begin at 5 pm and some special events begin at 7 pm.

Signage in park

- One panel of the new large wayfinding signage displays park rules along with a few small signs at appropriate places throughout the park (for Parks & Plan Commission to determine)
- 3 park rules
 - Quiet Hours 10 pm to 7 am
 - No pets
 - Swim at own risk
- At the large wayfinding sign, have a space for posters of events happening throughout the village, whether they are village, SBAA or private business events. Also the possibility of having poles scattered in the park for posters.

Vendors in Park

- Bayshore Outfitters utilize their current space (from cement pad west to groin) contract for 10 years.
- Bring in local restaurant & business owners to meeting to discuss vendors in the park
- Advertise for RFP's
- Limit vendors to ?

New bathroom placement

Additional playground equipment and other outdoor games

- i.e. water slides, trampolines, water games, hopscotch, chess board, shuffle board, splash pad etc.
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