



WATERFRONT OVERSIGHT COMMITTEE MEETING AGENDA

Thursday, April 7, 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

- Discussion regarding the following items which are listed on the Parks Planning Worksheet; Consider a motion(s) for action if necessary:
 - Utilization of the lower level of the Boathouse
 - Addition of playground equipment and outdoor games
 - Location of new bathrooms and showers
 - Village Hall rental policies and procedures
 - Issues associated with utilization of the Swim Dock
 - How will the Committee’s decisions affect the Sister Bay brand
- 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:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
Name _____ / _____		

1 **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**
2 **THURSDAY, MARCH 31, 2016**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
4 **(APPROVAL PENDING)**
5

6 The March 31, 2016 meeting of the Waterfront Oversight Committee was called to order by
7 Chairperson Denise Bhirdo at 4:02 P.M.

8
9 **Present:** Chairperson Bhirdo, and members Pat Duffy, Nate Bell, Rob Zoschke and Shane
10 Solomon. Tonya Crowell arrived at 4:12 P.M.

11
12 **Excused:** Chad Kodanko

13
14 **Others:** Rick Wylie and Karen McRoberts

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 Zoschke that the Agenda for the March 31, 2016*
20 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*
21 *ayes.*

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

24 **As to the March 17, 2016 meeting minutes:**

25 *A motion was made by Duffy, seconded by Bell that the minutes for the March 17, 2016*
26 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*
27 *ayes.*

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

30 Bhirdo asked if anyone wished to comment regarding a non-agenda item. Karen McRoberts
31 stated that she resides at 10626 Claflin Lane, and attended this meeting because she firmly
32 believes dogs should be allowed in the parks. McRoberts also requested that the Committee
33 consider making a recommendation that the proposed language on the park signage be revised
34 to read, "Please Pick Up After Your Pets". McRoberts stated that many people love their dogs
35 and consider them to be part of the family. In towns, cities and villages all across the country
36 dogs are allowed at outdoor venues, and people assume that that will be the case here. Bhirdo,
37 Duffy and Zoschke indicated that they can understand how McRoberts feels, but pointed out
38 that because of the close proximity of Waterfront Park to the beach and the potential for health
39 and safety issues to arise, they do not believe dogs should be allowed in that park. The
40 Committee members noted that the Dog Park was created so that people would have a safe
41 outdoor venue to take their dogs to in the Village, and they also indicated that the Marina
42 Manager does have the authority to allow dogs in a portion of Marina Park. Duffy noted that it
43 has been his experience that signs which state "No Dogs Allowed" have basically been
44 ineffective, so he does not believe the wording McRoberts is suggesting would work at all.

45
46 Jackson read an e-mail he received from Lars Johnson aloud. In that e-mail Johnson states that
47 the State of Wisconsin recently initiated an ad campaign which states that Wisconsin is "dog
48 friendly". The Wisconsin Department of Health also recently enacted regulations which state
49 that dogs can be allowed in outdoor seating areas at restaurants, subject to a number of
50 restrictions, if a variance is granted by the State Inspector.

1 Solomon stated that he takes his dogs with him as much as possible, but also believes there are
2 responsible ways for dog owners to have their dogs in public. He and his wife have obtained a
3 variance to allow dogs at outside seating areas at their restaurant, and it works very well.
4

5 Jackson pointed out that because of a number of logistical issues the current “No Dogs In The
6 Park” regulations are basically unenforceable.
7

8 After considerable discussion it was eventually the consensus that the recommendation shall be
9 made to the Parks Committee that leashed dogs be allowed in the area north of the Village Hall
10 to and including Marina Park. If this were to occur people could still have their dogs with them
11 in an outdoor area and enjoy the waterfront views, but beach contamination issues would not
12 come into play. The hope is that anyone who does bring a dog(s) into the designated area
13 would pick up after them.
14

15 *A motion was made by Solomon, seconded by Crowell that the recommendation is made to the*
16 *Parks Committee that the Municipal Code be amended in such fashion that it states that leashed*
17 *dogs shall be allowed in the area north of the Village Hall to and including Marina Park. If such*
18 *an amendment is approved, the recommendation is also made that appropriate signage which*
19 *is clear and concise be erected in those areas. Motion carried – All ayes.*
20

21 **Business Items:**

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

24 **a. Vendors In The Park**

25 At the last meeting the Committee members agreed that RFP’s should be solicited from potential
26 vendors wishing to do business in Waterfront Park to see what type of interest there is in such a
27 concept, but they did not get an opportunity to define how many of those vendors should be
28 allowed.
29

30 *A motion was made by Zoschke, seconded by Duffy that the Waterfront Oversight Committee*
31 *is recommending that RFP’s be solicited from vendors who would be interested in doing*
32 *business in Waterfront Park, and for the first year no more than three vendors as well as Bay*
33 *Shore Outdoor be allowed. Motion carried – All ayes.*
34

35 *The Committee members are encouraging the Parks Committee to allow a few one-time special*
36 *events to be conducted in Waterfront Park this year. They also are recommending that the*
37 *organizers of those events be charged the already established commercial vendor fees.*
38

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

41 The next meeting of the Waterfront Oversight Committee was scheduled for Thursday, April 7,
42 2016 at 4:00 P.M. The following issues will be addressed at that meeting:
43

- 44 a. Discussion regarding the preferred type and placement of playground
- 45 equipment in Waterfront Park
- 46 b. Discussion regarding the new bathrooms
- 47 c. Discussion regarding potential amendments to the Village’s Facility Use Fee
- 48 Schedule
- 49 d. Discussion regarding potential ideas for utilization of the lower level of the
- 50 Boathouse at some point in time.

Minutes of the March 31, 2016 Meeting of the Waterfront Oversight Committee

1 **Adjournment:**

2 *A motion was made by Bhirdo, seconded by Zoschke that the March 31, 2016 meeting of the*
3 *Waterfront Oversight Committee be adjourned at 5:44 P.M.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Assistant Administrator

Questions for Waterfront Oversight Committee April 7th, 2016

Where would the best location be for new bathrooms and showers. A total of six stalls with outdoor showers. Approximately 500-750 sq. ft.

Do we want to add any playground equipment and other outdoor games? Such as water slides, hopscotch, shuffle board, splash pad, etc.

The boat house is rented for the next 3 years. What would we like to see happen with the lower level? How much square footage is there? What remodeling would have to be done for the space to be utilized?

How is the current village hall rental program working, and does it need an overhaul of structure and fees? (You should receive a copy of the current registration form and fee schedule in the packet)

Does the swim dock need to be addressed in any way?

Are we qualified to make any recommendations on the marina?

How have our decisions affected Sister Bays brand?



Village of Sister Bay
 2383 MAPLE DRIVE • SISTER BAY, WI 54234
 PHONE: (920) 854-4118 • FAX: (920) 854-9637
 E-MAIL: INFO@SISTERBAYWI.GOV
 WEB SITE: WWW.SISTERBAYWI.GOV

FACILITY USAGE APPLICATION

THIS AREA FOR OFFICE USE ONLY	
Deposit	Use Fee
Security Deposit Paid Date:	Use Fee Amount:
Security Deposit Check No.:	Use Fee Paid Date:

6

NAMES & MAILING ADDRESSES	FACILITY REQUESTED
Applicant (Organization)	Village Hall (Specify room)
Street Address	Fire Station (Specify room)
City - State - Zip/Code	Waterfront Park (Specify location)
Contact Person: Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.	Sports Complex (Specify building or facility)
Name:	Marina Park
Day Time Phone:	Other location (Specify building or facility)

DATE / TIME REQUESTED	PROPOSED ACTIVITY
<p align="center">Date</p> <p>From: ___ / ___ / ___ To: ___ / ___ / ___</p> <p align="center">Time</p> <p>Start at: _____ End at: _____</p>	<p>Briefly describe your event:</p> <p><input type="checkbox"/> Check box if alcoholic beverages are involved. (See note on back.)</p> <p><input type="checkbox"/> Check box if you are using a tent (See note on back.)</p>

CERTIFICATE	
<p>I, the undersigned, hereby apply for a Facility Use Permit, certify that all the information both above and attached is true, and correct to the best of my knowledge. I affirm that the usage will be consistent with the regulations established by the Village. I agree with the fee schedule and regulations shown on the other side of this application.</p>	
Signature _____	Date _____
Daytime Contact Number (____) _____ - _____ Email Address _____	

APPROVALS

AREA BELOW THIS LINE FOR OFFICE USE ONLY	
PARKS COMMITTEE ACTION (IF REQUIRED)	
Date Of Decision _____ Decision _____ Key # ___ Date Issued: _____ Date Returned: _____	
Approvals _____ <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Inspection _____ <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE

FACILITY USAGE REGULATIONS

Please note: all reservations will be made on a "first come, first serve" basis. In order to guarantee a reservation a completed application, fees and deposit must be furnished to the Village at 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Deposits will normally be returned within 2 weeks of the conclusion of an event unless the building or property requires cleaning in which case the deposit will be withheld.

Reservations for on-going facility usage cannot be made for more than six months at a time. Reservations for single events cannot be made more than 18 months in advance.

The Village reserves the right to cancel a reservation if needs of the Village require the usage of the facility or building at any time in which case the deposit and use fee will be refunded. The Village reserves the right to request written verification of "non-profit" status.

All signage for events taking place must comply with the Village's sign regulations, which requires a permit.

Any group or individual(s) utilizing a Village facility, building or park grounds is/are expected to leave it in as good a condition as it was found. The group or individual also agree to be responsible for any damage caused to the facility, building or park grounds while he/she/they is/are utilizing it and will be billed for any damage and the associated costs of repair.

Any usage proposed for the basement of the Village Hall must have the concurrence of the Teen Center Board of Directors in writing. _____ *Approved Teen Center Board.*

If you intend to use a tent prior to the approval of the permit you must contact the Parks Department at 920-421-0273 to meet on site to stake out the location of the tent in order to protect the sprinkler and electric system from damage. Any damage caused to the sprinkler or electric system from tent stakes will be billed 100% of the total cost to the organization. _____ *Approved Location Parks Department.* Your tent supplier **MUST** schedule an appointment with the Parks Department to insure the proper placement of the tent. A Parks employee will be present during the erection of the tent to insure no damage is done to the underground systems. The time spent by Parks staff monitoring the tent location and erection will be billed out to you at the charge out rate.

If you are provided a key to use a facility and you fail to return the key when your event is over the Village reserves the right to charge you for the cost of rekeying the facility consistent with the Building Key Policy.

If any event involves the sale or distribution of alcohol an appropriate permit must be obtained from the Village Clerk. If any special services are provided by the Village as part of the permit they will be billed at the agreed upon rate.

If you or a member of your group drives across the grass in a vehicle you will lose your deposit, and be liable for the cost of repairs. Any group or individual who does not follow these and other Village facility usage regulations may be prohibited from utilizing the facility, building or park grounds in the future.

**VILLAGE OF SISTER BAY
FACILITY USAGE FEE SCHEDULE**

NAME OF FACILITY	SECURITY DEPOSIT	USE FEES – VILLAGE SERVICE/CHARITABLE ORGANIZATIONS AND “NFP” COM. INT. GROUPS	USE FEES – NON-VILLAGE SERVICE/CHARITABLE ORGANIZATIONS AND “NFP” COM. INT. GROUPS	USE FEES – VILLAGE PROPERTY OWNERS, RESIDENTS AND NON-CHARITABLE GROUPS	USE FEES – NON-PROPERTY OWNERS AND NON-CHARITABLE GROUPS
Village Hall TKH Building Sports Complex Shelter	\$100	\$0 If There Were No Issues With Prior Uses.	\$25 Per Day Set Up: \$12.50/\$6.25	\$25 Per Day Set Up: \$12.50/\$6.25	\$50 Per Day Set Up: \$25/12.50
Large Meeting Room At The Fire Station	\$100	\$0 If There Were No Issues With Prior Uses.	\$12.50 Per Day Set Up: \$6.25/\$3.25	\$12.50 Per Day Set Up: \$6.25/\$3.25	\$25 Per Day Set Up: \$12.50/\$6.25
Small Meeting Room At The Fire Station	\$100	\$0 If There Were No Issues With Prior Uses	\$5 Per Day Set-Up: \$2.50/\$1.25	\$5 Per Day Set Up: \$2.50/\$1.25	\$10 Per Day Set Up: \$5/\$2.50
W.F. Park – South, Central & North Areas Marina Park	\$200	\$0 If There Were No Issues With Prior Uses	\$50 Per Day Set-Up: \$25/\$12.50	\$50 Per Day Set Up: \$25/\$12.50	\$100 Per Day Set Up: \$50/\$25
Sports Complex	\$100	\$0 If There Were No Issues With Prior Uses	\$50 Per Day Set-Up: \$25/\$12.50	\$50 Per Day Set Up: \$25/\$12.50	\$100 Per Day Set Up: \$50/\$25
Organized Team Events At Any Village Facility	\$100	\$0, Subject to Parks Committee Review and Approval On an Annual Basis – Applications Must Be Submitted To The Administration Office At Least One Month Prior To The Start of Any Games.			

TENTED EVENTS FEE SCHEDULE

NAME OF FACILITY	SECURITY DEPOSIT	USE FEES – VILLAGE COM. INT. GROUPS AND SERVICE/CHARITABLE ORGANIZATIONS	USE FEES – NON-PROFIT ORGANIZATIONS	USE FEES – VILLAGE PROPERTY OWNERS, RESIDENTS & GROUPS	USE FEES – NON-PROPERTY OWNERS & GROUPS
Private Parties And For Profit Events	\$500	N.A.	N.A.	\$250 Per Day Set Up: \$125/\$62.50	\$500 Per Day Set Up: \$250/\$125
Events Conducted By “NFP” Organizations, Com. Int. Groups And Service/Charitable Org.	\$500	\$150 Per Day Set Up: \$75/\$37.50	\$300 Per Day Set Up: \$150/\$75	N.A.	N.A.

The Village’s park and facility usage rules and regulations are outlined on the Facility Usage Application, and in some instances additional rules will be attached to the Use Permit. As long as all the rules are complied with and the facility which was utilized is cleaned up and left in the condition it was found the security deposit will be refunded in its entirety. **If any of the rules are violated or the facility is not cleaned up by 10:00 A.M. on the day following an event the Village will retain the entire security deposit.** Further, if Village employees are required to provide any custom services, including set-up or take down of equipment, the user(s) will be charged for those services at the applicable regular or over-time “charge out” rates.

The larger of the two set-up/clean-up fees will be charged if a facility is utilized *before* 6:00 P.M. on the day prior to an event.

In order to qualify for the “Village Service or Charitable Organization/Village Not-For-Profit (“NFP”) Community Interest Group” rate a member of the group who actually owns property or resides in the Village must complete and submit the application on its behalf.

Village of Sister Bay

2015 Financial Information

Revenue:

Village Hall Building Rental	Acct No: 100-48220	\$ 2,952.89
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Utility Expenditures for Village Hall:

Acct No: 100-51305

Quality State Oil	\$ 3,879.35
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WI Public Service	3,011.28
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Sewer & Water	1,700.35
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<u>\$ 8,590.98</u>

Maintenance Expenditures for Village Hall: Acct No: 100-51305 & 100-51642

Plumbing	\$ 293.00
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Insulation	300.00
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Elevator	934.05
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Misc Maintenance	695.93
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Heating	130.62
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<u>\$ 2,353.60</u>

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

-

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.

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, before and after RFP's are sent out.
- Advertise for RFP's
- Limit vendors to 4 including Bayshore Outfitters, (3 new)

Dogs in Park

- Dogs not allowed south of village hall where beach is. Dogs allowed north of village hall and Marina Park. Signage to be placed on boardwalk on north edge of village hall, (No dogs allowed past this point).

New bathroom placement

Additional playground equipment and other outdoor games

Lower level of boat house

Village hall rental structure and fees

What did the utilities cost the village last year?

How much income was produced by rentals last year?

Swim dock

Marina

How have our decisions affected Sister Bays brand?