



## WATERFRONT OVERSIGHT COMMITTEE MEETING AGENDA

Thursday, April 14, 2016 at 4:00 p.m.  
Sister Bay Fire Station 2258 Mill Road

**For additional information check: [www.sisterbaywi.gov](http://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 regarding the following items which are listed on the Parks Planning Worksheet; Consider a motion(s) for action if necessary:
  - (a) Village Hall rental policies and procedures
  - (b) Potential revisions to the Village’s Facility Use Fee Schedule
  - (c) Location of new bathrooms and showers
  - (d) How will the Committee’s decisions affect the Sister Bay brand?
  
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](mailto: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, APRIL 7, 2016**  
3                   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4                                   **(APPROVAL PENDING)**  
5

6     The April 7, 2016 meeting of the Waterfront Oversight Committee was called to order by  
7     Chairperson Denise Bhirdo at 4:05 P.M.

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

11  
12    **Absent:** Rob Zoschke and Chad Kodanko

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

15  
16    **Others:** Rick Wylie

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18    **Approval of the agenda:**

19    *A motion was made by Duffy, seconded by Bell that the Agenda for the April 7, 2016 meeting*  
20    *of the Waterfront Oversight Committee be approved as presented. Motion carried – All ayes.*

21  
22    **Approval of minutes as published:**

23    **As to the March 31, 2016 meeting minutes:**

24    Bhirdo indicated that she would like the following paragraph to be added to the end of Page 1  
25    of the minutes for the March 31, 2016 meeting of the Waterfront Oversight Committee:

26    *“Bhirdo spoke to the fact that dogs were once allowed in Waterfront Park. Several years ago*  
27    *beach closings were necessary because high e-coli counts were realized when routine water*  
28    *quality tests were performed. Therefore, Village officials saw that studies were done to*  
29    *determine the source of contamination. There was a considerable amount of public outcry*  
30    *about the beach closings, and in light of those closings, the Village installed a Vortechincs*  
31    *system to clean the storm water. Village officials also took a number of other actions to ensure*  
32    *that the beach would remain clean, including implementation of the policy that dogs would not*  
33    *be allowed in the park.”*

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35    *A motion was made by Solomon, seconded by Duffy that the minutes for the March 31, 2016*  
36    *meeting of the Waterfront Oversight Committee be approved as amended. Motion carried – All*  
37    *ayes.*

38  
39    **Comments, correspondence and concerns from the public:**

40    Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded.  
41    She then noted that no new correspondence had been received.

42  
43    *The Parks Committee met yesterday and asked that the Waterfront Oversight Committee define*  
44    *the amount of time which will be allotted for beachfront wedding ceremonies. Discussion took*  
45    *place regarding this issue, and it was the consensus that the designated amount of time for*  
46    *beachfront wedding ceremonies shall be three hours. It was also the consensus that the Village’s*  
47    *standard “This Area Is Reserved” signage shall be erected on the perimeters of the portion of*  
48    *the beach which is reserved for weddings. The wedding parties who reserve that area will be*  
49    *allowed to cordon it off as they see fit for the designated time period.*

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**Business Items:****Item No. 1. Discussion regarding the following items which are listed on the Parks Planning Worksheet; Consider a motion(s) for action if necessary:****c. Location of new bathrooms and showers**

Discussion took place regarding the preferred location for the new bathrooms and showers, and the Committee members noted that it might be possible to construct that type of appurtenance in the following locations:

- A. In the lower level of the Boathouse. (Duffy noted that the upper level of the Boathouse has now been rented out on a long-term basis.)
- B. Behind the Village Hall. (Flooding issues could come into play if this area is utilized.)
- C. Behind the Post Office. (If this option is chosen some of the parking stalls behind the Post Office would have to be eliminated.)

Another option would be to remodel the Hendrickson Park Restrooms. (Several of the Committee members noted that they believe the Hendrickson Park Restrooms are too far away from the beach, and also noted that it could be quite costly to do the necessary remodeling work.)

*Mann and Jackson were asked to determine the square footage and elevations of the lower level of the Boathouse and the Village Hall, and they were also asked to determine the height of the ceiling in the lower level of the Boathouse. They will also determine where the high water mark is on the Boathouse property, determine the width of Post Office Lane, and see that a diagram of the area behind the Post Office is prepared. After all that data has been compiled Jackson will ask the Building Inspector to provide an opinion as to whether or not any or all of the previously mentioned suggestions would be feasible and/or practical.*

**(a) Utilization of the lower level of the Boathouse**

At one point the suggestion was made that the lower level of the Boathouse be utilized for a commercial venture, but the Marina Committee has indicated that they do not believe that would be practical, especially in light of the fact that the Boathouse has been rented out on a long-term basis.

**b. Addition of playground equipment and outdoor games:**

Discussion took place regarding the addition of playground equipment and making outdoor games accessible to Waterfront Park patrons, and Solomon noted that his children utilize the existing wooden playground equipment quite often but do get splinters from it. It was the consensus that the Parks Committee shall be asked to see that that equipment is replaced ASAP. It was also the consensus that the spring loaded turtle and dinosaur which are currently in storage should be returned to the playground area in Waterfront Park ASAP. Other options would be to install a hopscotch court and/or add a goat that kids could climb on. Several of the Committee members noted that older kids and adults spend a lot of time on the swim dock. The suggestion was made that a swim raft and a slide be installed in the designated swimming area.

**d. Village Hall rental policies and procedures:**

The current Facility Use Fee Schedule was included in the meeting packets, and the Committee members jointly reviewed that document. During the review process Bhirdo pointed out the fact that it is quite costly to maintain and heat/cool the Village Hall. With that fact in mind she believes the use fees for the Village Hall should definitely be adjusted. She will prepare a draft fee schedule and include it in the packets for the next meeting of the Committee.

1 **e. Issues associated with utilization of the Swim Dock:**

2 It was the consensus that this agenda item will not be addressed until a later date.

3  
4 **f. How will the Committee's decisions affect the Sister Bay brand:**

5 This agenda item was not addressed.

6  
7 **Item No. 2. Consider a motion to discuss matters to be placed on a future agenda or referred**  
8 **to a committee, official or employee:**

9 *The next meeting of the Waterfront Oversight Committee was scheduled for Thursday, April 14,*  
10 *2016 at 4:00 P.M. The following issues will be addressed at that meeting:*

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12
  - *Village Hall rental policies and procedures*
  - *Potential revisions to the Village's Facility Use Fee Schedule.*

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14  
15 ***The previously mentioned Village Hall, Boathouse and Post Office Parking Lot data***  
16 ***will be reviewed as soon as it is available.***

17  
18 **Adjournment:**

19 *A motion was made by Bhirdo, seconded by Crowley that the April 7, 2016 meeting of the*  
20 *Waterfront Oversight Committee be adjourned at 5:34 P.M.*

21  
22 Respectfully submitted,

23 

24 Janal Suppanz,  
25 Assistant Administrator

## Questions for Waterfront Oversight Committee April 7<sup>th</sup>, 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](mailto:INFO@SISTERBAYWI.GOV)  
 WEB SITE: [WWW.SISTERBAYWI.GOV](http://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:

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"><b>Date</b></p> <p>From: ___ / ___ / ___ To: ___ / ___ / ___</p> <p align="center"><b>Time</b></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	
<b>PARKS COMMITTEE ACTION (IF REQUIRED)</b>	
Date Of Decision _____ Decision _____ Key # ___ Date Issued: _____ Date Returned: _____	
<b>Approvals</b> _____ <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<b>Inspection</b> _____ <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>1,700.35</u>
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		\$ 8,590.98
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## Maintenance Expenditures for Village Hall: Acct No: 100-51305 &amp; 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>130.62</u>
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		\$ 2,353.60
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	A	B	C	D	E	F
1	FACILITY	SECURITY DEPOSIT	VILLAGE SERVICE/CHARITABLE ORGANIZATIONS & NFP	NON-VILLAGE ORGANIZATIONS & INDIVIDUALS	PROPERTY OWNERS & RESIDENTS	FOR PROFIT Ear, Drivers ED for example Miracle
2	VILLAGE HALL per day	200.00	0.00	100.00	50.00	200.00
3	TKH BUILDING & SPORTS COMPLEX SHELTER	100.00	0.00	100.00	25.00	100.00
4	LARGE MEETING ROOM FIRE STATION up to 4 hours	100.00	0.00	25.00	15.00	50.00
5	SMALL MEETING ROOM FIRE STATION up to 4 hours	100.00	0.00	10.00	5.00	25.00
6	SPORTS COMPLEX	Who utilizes this?	0.00	50.00	50.00	?
7	ORGANIZED TEAM EVENTS AT ANY VILLAGE FACILITY	Who utilizes this?				
8						
9	Any on going event may contract with the village for better rates.					
10	We should consider staff time in our rates					