WATERFRONT OVERSIGHT COMMITTEE MEETING AGENDA

Thursday, April 28, 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			*Marina Manager – Nicole Krauel*	
	Administrator – Zeke Jackson			*Parks Director – Steve Mann*	

Approval of minutes as published
Comments and Correspondence
Business Items

Sub-Committee of the Parks Committee

1. Discussion regarding the following items which are listed on the Parks Planning Worksheet; Consider a motion(s) for action if necessary:
   (a) Review of the Revised Proposed Facility Use Fee Schedule;
   (b) The preferred location for new bathrooms and showers;
   (c) Options for utilization of the area behind the Post Office;
   (d) Potential future locations for additional restrooms;
   (e) Park signage;
   (f) 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.

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

WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES
THURSDAY, APRIL 14, 2016
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
(APPROVAL PENDING)

The April 14, 2016 meeting of the Waterfront Oversight Committee was called to order by Chairperson Denise Bhirdo at 4:03 P.M.

Present: Chairperson Bhirdo, and members Pat Duffy, Rob Zoschke, Chad Kodanko, Tonya Crowell, and Nate Bell. Shane Solomon arrived at 4:09 P.M.

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

Others: Rick Wylie

Approval of the agenda:
A motion was made by Duffy, seconded by Crowley that the Agenda for the April 14, 2016 meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All ayes.

Approval of minutes as published:
As to the April 7, 2016 meeting minutes:
Bhirdo indicated that she would like to see the following revisions made to the minutes for the April 7, 2016 meeting of the Waterfront Oversight Committee:

- Remove the last sentence of the paragraph which begins on Page 1 – Line 43;
- Amend the sentence which begins on Page 2 – Line 22 so that it reads, "They will also determine where the high water mark is on the Boathouse property, and prepare a diagram of the area around the Post Office which depicts the width of Post Office Lane as well as the number of parking spaces which are currently available around the Post Office.".

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

Comments, correspondence and concerns from the public:
Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded. She then noted that no new correspondence had been received.

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:
a. Village Hall rental policies and procedures:
b. Potential revisions to the Village's Facility Use Fee Schedule:
Bhirdo noted that a simplified Facility Use Fee Schedule for the Village Hall, the Sports Complex, the TKH Building and Sports Complex Pavilion, and the Large and Small Meeting Rooms at the Fire Station was included in the meeting packets, and the Committee members jointly reviewed that document. During the review process the Committee members noted that the proposed fees for use of the Village Hall were still quite low. It was eventually the consensus that the "Non-Village Organization and Individuals Village Hall Use Fee" shall be increased to $150.00. It was also the consensus that the "For Profit Use Fee" column should be deleted in its entirety, but that the remainder of the fees on the draft are acceptable. The

suggestion was made that automated self-service facility reservation software be utilized at some point in time, and Jackson indicated that he will look into the options which are available.

A motion was made by Duffy, seconded by Solomon that the recommendation is made to the Parks Committee that the simplified Facility Use Fee Schedule for the Village Hall, the Sports Complex, the TKH Building, the Sports Complex Pavilion, and the Large and Small Meeting Rooms at the Fire Station which was reviewed at this meeting be approved as amended at this meeting. Motion carried – All ayes.

c. Location of new restrooms and outdoor showers

As requested Steve Mann determined the square footage, ceiling height and elevations of the lower level of the Boathouse and saw that a floor plan for that building was prepared. The Committee members jointly reviewed the previously mentioned document, and it was eventually the consensus that the lower level of the Boathouse simply will not be a viable option for construction of restrooms or outdoor showers. It was also the consensus that it would not make sense to remodel the Hendrickson Park restrooms as they are too far away from the beach.

Discussion then turned to alternate restroom/shower locations, and Jackson noted that the maximum capacity for the sewer and water lines in the area around the Village Hall is 72 REU's. He also noted that Post Office Lane is 11′ wide. It was eventually the consensus that a restroom addition could be constructed on either the north or south sides of the Village Hall.

The suggestion was made that at some point in the future an additional restroom be constructed near the area where Bay Shore Outdoor will be doing business in Waterfront Park. If this were to occur restrooms would be readily available to persons utilizing the Sister Bay Stage or attending tented events.

d. How will the Committee's decisions affect the Sister Bay brand:

This agenda item was not addressed.

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

The next meeting of the Waterfront Oversight Committee was scheduled for Thursday, April 21, 2016 at 4:00 P.M. Bhirdo requested that the Committee members think about options for utilization of the area behind the Post Office for restrooms/outdoor showers. She also asked that they think about potential future locations for additional restrooms, park signage options, and how the Committee's decisions will affect the Sister Bay brand, and be prepared to make a formal recommendation and motion(s) regarding those issues at the April 21st meeting.

Adjournment:

A motion was made by Zoschke, seconded by Solomon that the meeting of the Waterfront Oversight Committee be adjourned at 5:25 P.M.

Respectfully submitted,

Janal Suppanz, Assistant Administrator

VILLAGE OF SISTER BAY FACILITY USAGE FEE SCHEDULE

	A	B	C	D	E
1	**FACILITY**	**SECURITY DEPOSIT**	**VILLAGE SERVICE/CHARITABLE ORGANIZATIONS & NFP**	**NON-VILLAGE ORGANIZATIONS & INDIVIDUALS**	**PROPERTY OWNERS & RESIDENTS**
2	VILLAGE HALL per day	200.00	0.00	150.00	50.00
3	TKH BUILDING & SPORTS COMPLEX SHELTER	100.00	0.00	100.00	25.00
4	LARGE MEETING ROOM FIRE STATION up to 4 hours	100.00	0.00	25.00	15.00
5	SMALL MEETING ROOM FIRE STATION up to 4 hours	100.00	0.00	10.00	5.00
6	SPORTS COMPLEX		0.00	50.00	50.00
7	ORGANIZED TEAM EVENTS AT ANY VILLAGE FACILITY				
8		Any on going event may contract with the village for better rates.			

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?

WELCOME TO
BEACH PARK
PARK HOURS:6:00 AM TO 10:00 PM
NO LIFEGUARD ON DUTY.
SWIM AT YOUR OWN RISK.
NO BOATS WITHIN THE SWIMMING AREA.
NO:CAMPING
FEEDING WATERFOWL
FISHING
OPEN FIRES
OVERNIGHT BOAT TRAILER PARKING
PETS IN SWIMMING AREA BETWEEN
MAY 15TH AND OCT. 15TH
CHAPTER 93, VILLAGE CODE OF ORDINANCES
PETS SHALL BE RESTRAINED. OWNERS
SHALL PICK UP AFTER THEIR PETS.
CHAPTER 91, VILLAGE CODE OF ORDINANCES
CALL VILLAGE OFFICE AT 868-3334
RE:RESERVATION OF PAVILION

PARK
REGULATIONS
OPEN ½ HR. BEFORE
SUNRISE TO 11 P.M.
THE FOLLOWING IS
PROHIBITED IN COUNTY PARKS:
CAMPING
OVERNIGHT PARKING
AFTER HOURS OCCUPANCY
UNLEASHED DOGS
GLASS CONTAINERS
PEDDLING & SOLICITING
HUNTING WITHOUT A PERMIT
QUESTIONS OR CONCERNS
CONTACT:
DOOR COUNTY PARKS DEPT.
3538 PARK DRIVE
STURGEON BAY, WI 54235
920-746-9959
http://map.co.door.wi.us/parks

Village of Ephraim
Public Beach
Please...
No Oversized Vehicles.
Swim at your own risk.
No alcohol allowed.
No glass containers.
Keep watercraft out of swim area.
No pets allowed.
Do not feed the birds.
Dispose of trash properly.
Remove all personal property at
the end of each day.
Thank you!

NO
PETS, FIRES,
PICNICKING,
LITTERING
ALLOWED
ON BEACH
ORD 95 - 5
PLEASE DON'T
FEED WILDLIFE