

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

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

7
8 **Present:** Chairperson Bhirdo, and members Pat Duffy, Nate Bell, Chad Kodanko, Rob Zoschke,
9 and Tanya Crowell.

10
11 **Excused:** Shane Solomon

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13 **Others:** Rick Wylie

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

17
18 **Approval of the agenda:**

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

22
23 **Comments, correspondence and concerns from the public:**

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

26 **Business Items:**

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

29 Basically the Waterfront Oversight Committee was created to “look at where we’ve been and
30 where we’re going”, and has been asked to make applicable recommendations to the members
31 of the Parks Committee and the Village Board regarding utilization of the Village’s Waterfront
32 property. Jackson noted that a copy of the official Comprehensive Outdoor Recreation Plan
33 (CORP) for the Village, as well as the Village of Sister Bay Committee/Commission By-Laws and
34 Rules were included in the meeting packets. The CORP provides guidance for the maintenance
35 and development of Sister Bay’s parks by inventorying current facilities, summarizing previous
36 park master planning efforts, and offering recommendations for facility and programming
37 improvements, and explores funding options to achieve those recommendations. Bhirdo noted
38 that the Waterfront Oversight Committee, which is a sub-committee of the Parks, Properties &
39 Streets Committee, was charged with making recommendations as to how the Village’s
40 waterfront should be utilized. The Committee was also asked to formulate applicable policies
41 and procedures as well as a proposed fee schedule. The areas which are commonly referred to
42 as “the Helms property”, “Hendrickson Park” and “Marina Park” as well as the Marina were
43 intended to be the major areas of focus. The Committee consists of two Trustees, one SBAA
44 representative, one business representative at large and three citizens. The Village’s Facilities
45 Manager and the Marina Manager have been asked to attend the Waterfront Oversight
46 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, the Village will need to impose the same use fees for events
3 which utilize a large portion of parkland as those which are enforced in the State Parks. The
4 fees delineated on the current Facilities Use Fee Schedule can still be charged for events such
5 as weddings and private parties as the entire park will not be encumbered while those events
6 are going on.

7
8 **Item No. 3. Discussion regarding the items listed on the Waterfront Oversight Committee**
9 **Worksheet; Consider appropriate motions if relevant:**

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

22
23 **Item No. 4. Consider a motion to discuss matters to be placed on a future agenda or**
24 **referred to a committee, official or employee:**

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

30
31 It was the consensus that the following issues shall be addressed at the next meeting of the
32 Waterfront Oversight Committee:

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

35
36 **Adjournment:**

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

39
40 Respectfully submitted,

41 

42 Janal Suppanz,
43 Assistant Administrator