

1                                   **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**  
2   **THURSDAY, APRIL 14, 2016**  
3   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4

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

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

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

12  
13 **Others:** Rick Wylie  
14

15 **Approval of the agenda:**

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

19  
20 **Approval of minutes as published:**

21 **As to the April 7, 2016 meeting minutes:**

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

- 24  
25       • Remove the last sentence of the paragraph which begins on Page 1 – Line 43;  
26       • Amend the sentence which begins on Page 2 – Line 22 so that it reads, “They will also  
27 determine where the high water mark is on the Boathouse property, and prepare a  
28 diagram of the area around the Post Office which depicts the width of Post Office Lane  
29 as well as the number of parking spaces which are currently available around the Post  
30 Office.”.

31  
32 *A motion was made by Duffy, seconded by Bell that the minutes for the April 7, 2016 meeting*  
33 *of the Waterfront Oversight Committee be approved as amended. Motion carried – All ayes.*  
34

35 **Comments, correspondence and concerns from the public:**

36 Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded.  
37 She then noted that no new correspondence had been received.  
38

39 **Business Items:**

40 **Item No. 1. Discussion regarding the following items which are listed on the Parks Planning**  
41 **Worksheet; Consider a motion(s) for action if necessary:**

42 **a. Village Hall rental policies and procedures:**

43 **b. Potential revisions to the Village’s Facility Use Fee Schedule:**

44 Bhirdo noted that a simplified Facility Use Fee Schedule for the Village Hall, the Sports  
45 Complex, the TKH Building and Sports Complex Pavilion, and the Large and Small Meeting  
46 Rooms at the Fire Station was included in the meeting packets, and the Committee members  
47 jointly reviewed that document. During the review process the Committee members noted that  
48 the proposed fees for use of the Village Hall were still quite low. It was eventually the  
49 consensus that the “Non-Village Organization and Individuals Village Hall Use Fee” shall be  
50 increased to \$150.00. It was also the consensus that the “For Profit Use Fee” column should be  
51 deleted in its entirety, but that the remainder of the fees on the draft are acceptable. The  
52 suggestion was made that automated self-service facility reservation software be utilized at

1 some point in time, and Jackson indicated that he will look into the options which are  
2 available.

3  
4 *A motion was made by Duffy, seconded by Solomon that the recommendation is made to the*  
5 *Parks Committee that the simplified Facility Use Fee Schedule for the Village Hall, the Sports*  
6 *Complex, the TKH Building, the Sports Complex Pavilion, and the Large and Small Meeting*  
7 *Rooms at the Fire Station which was reviewed at this meeting be approved as amended. Motion*  
8 *carried – All ayes.*

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10 **c. Location of new restrooms and outdoor showers**

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

18  
19 Discussion then turned to alternate restroom/shower locations, and Jackson noted that the  
20 maximum capacity for the sewer and water lines in the area around the Village Hall is 72  
21 REU's. He also noted that Post Office Lane is 11' wide. It was eventually the consensus that a  
22 restroom addition could be constructed on either the north or south sides of the Village Hall.

23  
24 The suggestion was made that at some point in the future an additional restroom be constructed  
25 near the area where Bay Shore Outdoor will be doing business in Waterfront Park. If this were  
26 to occur restrooms would be readily available to persons utilizing the Sister Bay Stage or  
27 attending tented events.

28  
29 **d. How will the Committee's decisions affect the Sister Bay brand:**

30 This agenda item was not addressed.

31  
32 **Item No. 2. Consider a motion to discuss matters to be placed on a future agenda or referred**  
33 **to a committee, official or employee:**

34 *The next meeting of the Waterfront Oversight Committee was scheduled for Thursday, April 21,*  
35 *2016 at 4:00 P.M. Bhirdo requested that the Committee members think about options for*  
36 *utilization of the area behind the Post Office for restrooms/outdoor showers. She also asked that*  
37 *they think about potential future locations for additional restrooms, park signage options, and*  
38 *how the Committee's decisions will affect the Sister Bay brand, and be prepared to make a*  
39 *formal recommendation and motion(s) regarding those issues at the April 21<sup>st</sup> meeting.*

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41 **Adjournment:**

42 *A motion was made by Zoschke, seconded by Solomon that the April 14, 2016 meeting of the*  
43 *Waterfront Oversight Committee be adjourned at 5:25 P.M.*

44  
45 Respectfully submitted,

46 

47 Janal Suppanz, Assistant Administrator