



Wednesday, August 5th, 2020 8:30 AM
Village Parks and Public Works Meeting Minutes
TO CONNECT VIA COMPUTER/PERSONAL DEVICE:
Meeting Link: <https://villageofegg harbor.zoom.us/j/97837969938>
Meeting ID: 978 3796 9938

1. **CALL TO ORDER**

- a. Lisa VanLaanen called the meeting to order at 8:31am. Committee members present included Lisa VanLaanen, Mack Bonk, Kaaren Northrop, Ken Mathys, Ed Conlon. Others present included John Heller, Ryan Heise, Cody DeMeuse, Lydia Semo, Mike Simon, Sean Ryan.
- b. Approval of Agenda
 - **VanLaanen moved to approve the Agenda, Seconded by Northrop. Motion unanimously carried.**
- c. Approval of the July 8th, 2020 Village Parks and Public Works Meeting Minutes
 - **VanLaanen moved to approve the July 8th, 2020 Village Parks and Public Works Meeting Minutes pending discussion, seconded by Bonk.**
 - VanLaanen detailed corrections and sent to staff.
 - **Motion unanimously carried.**

2. **OPEN SESSION** - *This is an opportunity for members of the audience to bring to the committee's attention any concerns regarding items listed on or not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of ten (10) minutes for all items. Speakers may not yield their time to others.*

- Ryan Heise: We received a lot of compliments on the striping on Hillside Road. Flowers are looking fantastic. The shade cell that you installed looks great. The Harbor Committee is working on improving the breakwater. This is both a parks and marina committee item.
- Ken Mathys: I talked to the harbor committee. We really need to get ramp dock extensions. The launching ramp docs are probably 10 feet from the pavement and are extremely slippery. It's very difficult to launch a boat single handedly. I think this is an important thing that could be solved simply by building a standalone ramp about 10' long that would lay on top of the pavement. I'm not sure if that's harbor committee or not.
- Ryan Heise: The harbor committee is discussing it. I agree with Ken. I looked at it the other day. You have to step off the loading dock to get on to the concrete dock – that's a big step. To walk through the water is dangerous because it's really slick.
- Lisa VanLaanen: Susan Nichols sent a voice mail about a garbage receptacle. She gets a lot of garbage in front of her house. Do we have any extra garbage containers?
- Cody Demeuse: No we don't have any on hand at the moment. I could order some.
- Kaaren Northrop: Maybe One Barrell could put an extra receptacle in front of their business.
- Mack Bonk: I received an email from Sean Ryan regarding the safety compliance plan they have put together. It looks like it didn't go to everybody.
- Sean Ryan: I didn't have everyone's email at the time. I did find them later and resent it to the entire committee.

3. **Fall 50 Plans October 24, 2020**

- Ryan Heise: I saw the newspaper article that the fall 50 is moving forward. They are making modifications to address Covid 19. The Village's involvement has been limited in the past, usually requests Marina bathrooms to be open with additional portable toilets they provide. Knowing the ongoing discussion regarding park usage, and in light of the Trustees action to not allow large events I recommended that Sean should make his request to this committee then go to the Board of Trustees for final approval.

- Sean Ryan: I am the owner and organizer of the Fall 50 run. This is a difficult year with 11 out of 12 events cancelled. This event is different. This event does not require any road closures and there are no special events taken out for the event except for the finish line in Sturgeon Bay. This isn't a mass start event. The runners start in waves over the course of 3.5 hours, with runners spread out over 30 miles. The places where there are crowd concerns are at the rest stations and at the finish. We're taking steps to mitigate those risks. Participants and volunteers will use masks. We're asking participants to stay in their cars unless they are the next runner or using the rest room. We made the decision to cancel the party. When people cross the finish line over 5 hours, each team will get a voucher for a pizza then they can go enjoy it where they want. The Fall 50 runners come down Whitecliff Road, up Dock Road on to Horseshoe Bay Road heading toward Murphy Park. The runner hand-off has been at the Marina. I've always sought permission for parking at Mojo Rosas and Main Street Market with a few being able to park near the Marina. I've never filled out a special event permit since we're not shutting anything down. I've mainly asked for the marina bathrooms be open, though we do provide porta potties as well.
- Lisa Van Laanen: Have you ever applied for a special event permit? I noticed you got a letter from Susan Powers saying she is satisfied with all the protocols you are taking?
- Sean Ryan: No I have not but I would be happy to do so. Susan Powers is in a difficult position as she can't endorse anything that violates large gatherings. She has been reasonable about acknowledging steps being taking to mitigate risk. Her biggest concern was about the gathering at the finish. She appreciated that we are taking steps to prevent the spread of Covid.
- Lisa Van Laanen: Ryan are the bathrooms usually open?
- Ryan Heise: No they are not but we have typically accommodating for Ryan's request. I don't want staff to have to maintain facilities during the event.
- Sean Ryan: My staff or Captain Commodores will be maintaining all our porta potties along the route anyhow. I can add that to our task list.
- Lisa Van Laanen: Your traffic doesn't shut down the marina – correct?
- Sean Ryan: Correct. We don't shut down the marina. We work with DC Silent Sports to direct traffic.
- Ken Mathys: If it's fair weather there might be a handful of boats that might launch. We need to set aside a few spaces for those trailers.
- Kaaren Northrop: This event has gone on for how many years? I don't think this has ever caused any problem. I think we should agree to allow it to happen.
- Ed Conlon: Public restrooms aren't particularly safe spaces during the pandemic. I understand why you need them. There is a notion that you don't really want people to use them. Anything that flushes aerosolizes. You flush it then about the next 10 minutes particularly if the person before you has the virus. I know may avoid public bathrooms for this very reason. I know you have to have bathrooms – perhaps you could encourage runners to not use them.
- Ken Mathys: This event lends itself to continue this year. My feeling is that this committee would approve it and send it on to the Village Board.
- **Mathys moves to approve the Fall 50 event with the plans and conditions noted (No Village Staff, No blocking marina use, set aside trailer parking, event staff is responsible for bathroom upkeep) to the Village Board. Second by VanLaanen.**
- **Motion unanimously carried.**

4. Action Item List Update

- Ryan Heise: Priority 1 projects: Mike Simon is on the call for the Hwy G project. Church Street has a revised schedule. Our One-Million-dollar grant was in jeopardy for about two weeks. We received notification that we will be receiving those funds. Lydia has provided an update on Invasive Species.
- Priority 2 items: Mike Simon and I talked about adding lighting to the Church Street Project.
- Priority 3 Items: Eggy Bikes need to be a future Board agenda item. The bikes are heavily utilized and are falling apart. We are constantly chasing them down from other communities.
- VanLaanen stated that some bikes are found in the middle of the sidewalk. Ideally, she would like an electronic system for the bikes, so you know the location and who is renting them if it becomes damaged. It is getting to be a drain on the staff's time. Should we take them in after Labor Day?
- Kaaren Northrop: Its unrealistic to think there won't be maintenance. We just need to figure out how to fold the maintenance in to Parks and Public Works.
- Lisa Van Laanen: We will reassess it at the end of the season. Ideally, we would have a charging station for credit cards. We wouldn't charge them, but we would know who is using that.

- Ryan Heise: Something else to think about is the quality of the bike. The higher the quality the more attractive it is to throw it in the back of your truck and leave the county. They are 3 years old now? We might start to think about replacing some of the bikes.
- Kaaren Northrop: We should keep it on the agenda. There are no bikes available right now.
- Ed Conlon: When I play golf a few times per week. The courses do everything they can to keep people from touching the flag stick. The bikes are in the same position. The question is how does the committee feel about having them out there with a very small chance that it might infect somebody.
- Kaaren Northrop: I'm fine with it. If people are worried they can wipe it down
- Lisa Van Laanen: I'm concerned about it but I think the benefits outweigh the risk.
- Ken Mathys: We're far enough into this that the education is out there. You can get wipes and sanitizers. It's up to individuals to take responsibility on this particular item.

5. PPW Report

- Lydia Semo: I'm focusing on setting up the online mapping solution. (Demo provided). Details can include confirmed reports, pending reports and you can add pictures with notes. This is the ARCGIS program that will interface with the County invasive mapping solution. I'm working with DCIT and DC Land Trust. I reviewed the ordinance about invasive species with Ryan. Someone asked me about Garlic Mustard. Right now, that doesn't fall under anything. I would like to take a deeper look at this.
- Ken Mathys: Do I need a username and password to get on that map? I can't seem to access the link.
- John Heller: We know where this stuff is. What are we doing to get rid of it?
- Lydia Semo: The ones we know of have already been treated by the public works staff once or twice. I have received photos from residents but none of them were actually invasive species. If it was an ideal summer, I would have hoped to be doing neighborhood visits to educate residents.
- John Heller: So private property is the responsibility of the property owners?
- Lydia Semo: Yes. Private property is their responsibility. I haven't received anything asking about who to contact.
- Lisa Van Laanen: Is that map complete or a work in progress?
- Lydia Semo: It is a work in progress. I just started on it last week.
- Ken Mathys: I have several different types of invasive species on a property in western Wisconsin. It seems like the treatment schedule is different for each species.
- Lydia Semo: Yes it does depend on the species. I would also like to start up an invasive calendar with treatment schedules.
- Cody DeMeuse: I received an inquiry from a resident asked about a memorial flagpole. She was open to different locations but wanted to see how you guys feel about it.
- Kaaren Northrop: This came up a couple of years ago. This is McCoys.
- Lisa VanLaanen: We talked about that before and we didn't do it. We thought it was too much. It's good at the marina but isn't a good fit for the beach.

6. CTH G Project Update

- Ken Mathys: These drawings are very detailed. Let us know where we might want to focus our efforts.
- Mike Simon: HWY G project is progressing. Right of Way will be completed by August 24th. He just needs checks from the Village by August 17th. WPS Utility Agreement costs went down about \$65,000 due to not going up HWY 42 to White Cliff Road. WPS Agreement did not include electric service from transformer to base of each building. Action Electric will complete the conversions.
- Frontier wants cash up front. Their costs went down \$11,000.
- Charter went up about \$5,000. There are some issues with negotiating tax.
- Action Electric proposal was \$11,500 to complete the conversions of electrical service.
- Permit and agreement with Door County which documents their share of the project.
- Permit from the DOT which approves the detour route plans is being sent in.
- DNR Permit is in place.
- Utility Start Date: WPS is looking to start October 12th.
- I'm assuming this will be acted on at the Board meeting on August 10th. The notice for public bids will be ready to go on the 14th.
- All we're planning on doing is the storm sewer this fall. All utilities will be buried this fall. The rest will be completed in the spring. We're matching the poles that are on HWY 42 for the lights.

- Mack Bonk: The Action Electric agreement is \$11,500? Is that per property? Is this project going to impact the Fall 50?
- Mike Simon: The road won't be closed this fall. When they start, they can close it to through traffic but it will be open to local traffic. That might be better for the runners.
- Mike Simon walked the committee through the plan details in the packet.
- Kaaren Northrop asked if the Dock Road gate will be open, VanLaanen stated it is usually opened after the Marina closes.

7. Church Street Project Update

- Mike Simon: The project does have the funding under a different program now. The State is sending a different SMA for approval because of the different requirements. It's not a big difference. There are certain design standards that need to be followed but we're doing that anyway so it's not going to be an issue. The biggest change in the schedule is to stop the next project at E and not do the section to the north. South side of Church Street which will be prioritized with the HWY 42 project. We'll submit a 30% plan. We will submit another one to finish up the project. We talked about having a public information meeting. We'll have to make some decisions on lighting and related items.
- Lisa Van Laanen: Maybe we can put a summary on our website or include a flyer in our sewer bills.
- Kaaren Northrop: There isn't a lot of discussion at this point. Make sure the property owners know what is going on.
- Mike Simon: This is a lot less intrusive for right of way acquisition. The Village is the largest land owner on that area. ROW acquisition will be much quicker on this one. This project will start in the Fall of 2021. No decisions need to be made at this point but you probably want to start thinking about lighting and getting power to those areas.

8. HWY 42 Project Timeline Recommendations

- Mike Simon: Regarding the Transportation Alternatives Program (TAP) program, the schedule for announcements was pretty vague when it came out. It was July or August before Covid stuff happened. I'm assuming there will be an agreement in August.
- Ryan Heise: We applied for 2 different grants for the Hwy 42 project. One was for congestion mitigation which we did not receive. The other one is the TAP grant. Mike what is the amount of the TAP grant?
- Mike Simon: \$1,700,000 is the amount of the Village's project. That is based on doing it at the same time as the DOT project in 2023. The DOT is taking care of the center line to 16 feet out which includes the bike lanes. We're estimating for the bike lanes, but they are paving that so there is a lot of savings. The last I talked to the DOT, as long as the Village is committing to doing this project with or without federal funding, they are going to hang tight.
- Mack Bonk: If the federal funding doesn't come through, what are we doing? This is for the sidewalk extensions?
- Ryan Heise: Then we have to regroup. I envision the scope largely stays the same, but it is an expensive project. The 1.7 million would help out tremendously.
- Mike Simon: This is from south trail to harbor school road. This is the sidewalk extensions. The TAP grant is just for the sidewalks. There is nothing out there for the Core. We should hear about this in August. Everything on the timeline is focused on the DOT proceeding in 2023. For the CORE of the 42 project, everything is based on that left turn lane and having bike lanes. That isn't all going to fit. Something will have to happen with the Double Delights property, at least the porch portion of it. This is a critical thing.
- Ryan Heise: We met with the prospective new owner regarding this building. They are aware that that the porch will need to be removed. They want to do some renovations so they may be approaching the village sooner rather than later so they can get all the work done at once.
- Ken Mathys: Is it feasible to move the building back 15 feet?
- Ryan Heise: There is room behind the building so that is an option but really depends on what the new owner wants to do.
- Lisa Van Laanen: We had talked about having the Village help to pay for the costs. That might be worth it in the long run.
- Ryan Heise: We did not go through that with the new owner.
- Kaaren Northrop: Why would the village a new owner to move their property?

- Lisa Van Laanen: We had been discussing that with the current owner instead of buying the property. We wouldn't pay for all of it but if they move it back because the Village is imposing on them as an incentive they could move it back.
- Kaaren Northrop: That was previous owners. Now you have new owners who know the porch is in the right of way. I assume this was taken under consideration when they bought the property.
- Ken Mathys: I agree with Kaaren.
- Ryan Heise: This is one of the few buildings that the footprint is within the right of way. Moving forward we will probably have a letter of retroactivity if something were to happen to that building, they couldn't build it back in place. We designed this project with the building in place, understanding that the porch would likely need to go.
- Mike Simon: The current cost for the CORE project is just under \$2,000,000 with construction savings from doing it at the same time as DOT. There is currently no grant for this project so it is 100% Village cost at this point. That pricing includes parking sidewalk and lighting. It does not include buried power lines. It's been a while since we got an estimate on that. That was in range of \$2 million. That decision will have to be made fairly soon.
- Lisa Van Laanen: This committee is on record that we want the wires buried so we have our work cut out for us.
- Ryan Heise: The Parks and Public Works will need to make decisions on cross walk locations, right of way choices with the terrace. UW Civil Engineering will help us study this. They will start on this in the fall semester and present us with 3 options. I will give you updates along the way. There will also be an updated video in the future once the details are hammered out. We have public involvement slated for October 2021. That might shift depending on where we're at with Covid.

9. Comprehensive Outdoor Recreation Plan Review

- **VanLaanen moved to approve the final review of the Comprehensive Outdoor Recreation Plan, Seconded by Mathys. Motion unanimously carried.**

10. Park Usage Covid 19 Guidelines

- Ryan Heise: The Village covid policy touched on park usage. The village took action to not allow the business association to conduct their large events:

11. Covid Entrance Signs

- Ryan Heise: Door County is launching a marketing campaign with basic COVID-19 advisories. The Village can borrow Destination Door County's graphic designs. I do not know when they are going to launch. The idea is to join the county in the messaging.
- Kaaren Northrop: I am opposed to this. It hits people in the face everywhere they go in the Village and in Door County.
- The committee consensus was to not move forward with the Village entrance sign. No action taken.

12. Three Dancers and Little Dancer Aged Fourteen Donation Update

- Ryan Heise: The PAI decided to recommend Three Dancers at the Peg Egan. The PAI felt that the Little Dancer Aged Fourteen would be a better fit in the village if it was left unpainted. What if we used this piece at the trailhead on to bird path. It would make a nice book end to Windward. The Plan Commission will take this up in 2 weeks.
- Lisa Van Laanen: I concur with the PAI.
- Mack Bonk: What input does our committee have that the plan commission needs to take into account? Is it their decision, is it our decision?
- Ryan Heise: The Public Arts group took the lead. The PPW and Plan commissions can also make recommendations but they just that – a recommendation to the board. Ultimately it is the Trustees decision.
- **Kaaren Northrop moved to recommend to the Trustees to approve the location of the Three Dancers Sculpture at the Peg Egan and the Little Dancer Age Fourteen at the north end of the bird trail. Second by Lisa Van Laanen.**

- Ken Mathys: Just to clarify, the Three Dancers will be in front of the Peg Egan, and the Little Dancer would be stripped of its paint and located at the North end of the Bird Trail?
- **Motion unanimously carried.**

13. Village Wide Trash Pickup Day Discussion and Consideration

- Ken Mathys: I don't have a formal presentation. I recommended to choose a day in Early spring when foliage is not yet growing. I would be happy to lead a coordinated effort to walk the village and pick up as much trash as they can. The Village would provide trash bags with the village staff picking up the bags.
- Lisa Van Laanen: This was done in the past so I think it's a good idea. I hope we can get this together.
- Lydia Semo: I will put this on the Green Tier Taskforce agenda. We did city wide trash day pickups on earth day. We had to sign waivers and wear reflective vests.

14. Public Correspondence

- Dawn McGinnis comments regarding Egggy Bikes covered.

15. **OPEN SESSION** - *This is an opportunity for members of the audience to bring to the committee's attention any concerns regarding items listed on or not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of ten (10) minutes for all items. Speakers may not yield their time to others.*

- Ken Mathys: I want to compliment Cody's group on the terrace gardening. They really look nice.
- VanLaanen asked if the grass by the beach can be re-seeded.

16. **ADJOURNMENT**

- Next meeting will be September 2nd, 2020 at 8:30am.
- **VanLaanen moved to adjourn. Second by Mack Bonk. Motion unanimously carried.**