

Village of Egg Harbor
Special Parks and Public Works Meeting Minutes
Wednesday, August 23, 2017 – 8:30 AM
Paul J. Bertschinger Community Center
7860 STH Hwy 42, Egg Harbor, WI 54209

1. Call to order and adopt agenda

Van Laanen called the meeting to order at 8:31 a.m. Those in attendance were Lisa Van Laanen, Joe Smith, Kaaren Northrop, Don Helm, Ryan Heise, and Megan Vandermause. Also in attendance in the audience were Clarence and Mary Anne Scherer, John Heller, and Dawn McGinnis.

Helm moved to approve the agenda, second by Northrop, motion carried.

2. Approval of Committee meeting minutes August 2, 2017

Van Laanen moved to approve the August 2, 2017 meeting minutes, second by Northrop, motion carried.

3. Open Session

4. Review Capital Improvement Project & Grant Opportunities

- The Village had put together a list of prioritized capital improvement projects.
- McMahon was asked to put together a proposal for completing design plans for CTH G, Enhance Egg Harbor, and the sidewalk extension project in order for the Village to apply for grants.
- The committee reviewed the capital improvement projects list and their costs.
- The cost for CTH G was updated with the cost from WPS.
- The cost for burying the utilities from STH 42 to the beginning of the bird trail on CTH G came in around \$590,000.
- New poles would need to be put in to take the wires across the highway.
- Heise was not very happy with the solution that WPS came up with in regards to burying the utilities on CTH G.
- Heise stated that he sent Simon a list of goals for today's meeting. These goals included: reviewing the list of the capital improvement projects, identifying grant opportunities for each, discussing the costs associated with completing grant submittals start to finish, discussing the structure of grants, discussing the timeline of each grant cycle, discussing the implications of being awarded said grant but not utilizing said grant, and discussing the timeline and opportunities for additional public input on the projects.
- The ranking of projects, the recommendation of prioritization, and all the grant opportunities will go to the Village Board of Trustees.
- The proposal was broken up into three projects, project one is Enhance Egg Harbor, project two is CTH G, and project three is the sidewalk extensions.
- A design study report needs to be put together for the Enhance Egg Harbor project before more work can be done on the design.
- The sidewalk project would also need a design study report that would be submitted to the DOT.

- The Village would need to get the DOT on board with everything that has been done so far.
- The design study report would be required for grant applications anyway so there would be no loss in completing it.
- The CTH G project would require a storm water analysis.
- For Enhance Egg Harbor, there are no storm water issues that need to be addressed.
- The CTH G project would require some storm water quality treatment and there are specific requirements from the DNR that would need to be met.
- The dollar value for the grant research and grant applications line item in the proposal is based on McMahon looking for grants and there are some grants that McMahon knows about already.
- The dollar value could be used to apply for the grants that McMahon knows are available.
- The proposal is a package deal and it is more efficient to do all of the project designs together.
- Would the grant opportunities help decide which projects would be completed together?
- The State budget has not been approved yet so some of the specifics regarding each grant opportunity may change.
- The TAP grant, transportation alternative program, is a grant based on improving sidewalks and bikability and all three projects would qualify for this grant.
- Some of the funding goes to MPOs, metropolitan planning organizations, and the rest of the funding goes to smaller communities like Egg Harbor.
- The minimum amount awarded is \$300,000 and there have been a few grants that were received for \$1.5 million. The grant could be an 80% to 20% split with the Village only paying 20%.
- Another project McMahon worked on that was awarded the grant received \$900,000.
- The funds can be applied to engineering costs, but it is more advisable to use the funding for actual construction costs.
- An estimate for the projects would need to be provided in the grant application.
- Anything that is needed to get the facility in is eligible for the project.
- The street lighting would not be eligible.
- The applications for the TAP grant will likely come out on October 30th, 2017 and the next cycle will not be available until 2019.
- Most communities shy away from this type of funding because of the federal requirements, and the federal requirements are easier for the Village to meet because the DOT is requiring the same requirements as STH 42 is part of the national highway system.
- The application would be due sometime between late January and early February and the approval would come out in summer of 2018.
- The funds would not be available until July 1st, 2019.
- Section 106 adds historical and archeological requirements.
- The Cupola House is on the National Historical register.

- The sunset date for the funding would be July 1st, 2024.
- The Village has an advantage because a lot of the leg work has been done already, and it would be even better if the DOT would sign off on the design.
- The Village would be required to budget 20% upfront and then the Village would be reimbursed as the project was completed.
- If the Village would get the funding, the Village would have to go to referendum to be able to dedicate the 20% upfront.
- The funding is usually spread out amongst communities, but it does depend on how many communities apply.
- If Parks and Public Works committee recommends to the Trustees that they accept the McMahon proposal, McMahon could finish the designs and get the application complete by January.
- Costs to go through the grant applications would be approximately \$52,000.
- The LRIP grant, local road improvement program, would be another grant the CTH G project would be eligible for.
- The Village could receive both grants for CTH G.
- None of the grants would cover burying the utility lines and the price of that would not be included in the grant application.
- If the Village would receive the grant funding for CTH G, it is advisable to bury the utility lines right away so that none of the work would have to be dug up to bury the lines.
- Heise stated that the committee should think about the debt limit capacity when discussing these projects.
- The committee discussed that the debt limit capacity is self-imposed.
- The Landmark could have a significant effect on the projects, but before the Village spends any more money on engineering related to the Landmark they need a definite commitment from them in regards to annexing.
- The County would have to be the sponsor for the project and the Village would need to work out who would pay for what with the County.
- The Village would need to work with the county as part of the grant application process.
- Projects must cost over \$250,000 and there is \$11 million dollars available for County roads.
- Burying utility lines would not be included in this grant.
- The County decides which projects get submitted to the State so the project would first need to be presented to the County, and then submitted by the County to the State.
- The County would need to sign off on the design plans for CTH G.
- A lot of the information that will be needed for the TAP grant will also be needed for the LRIP grant.

Northrop moved that the committee recommend to the Trustees the authorization for procuring the design services and studies that McMahon needs to complete in order to apply for grants in an amount tabulated by staff, second by Smith, motion carried, all aye.

- The left turn lane near Main Street Shops would need to be worked out prior to the grant applications.
- Before the design study report is submitted, there may need to be a community meeting regarding the Enhance Egg Harbor design.
- The committee discussed having actual documentation from a community that has a similar shared use path to what is being proposed for Enhance Egg Harbor.
- The committee discussed setting up a street scape so that the community can visualize the project.
- The design can be changed after the grant application is submitted for the TAP grant.
- The LRIP grant would not allow the design to be changed after the grant was received.
- The committee discussed whether or not the LRIP funds are more competitive than the TAP funds.
- The LRIP is more competitive than the TAP funds.
- The committee asked if the grants would be applied for separately for all three projects.
- The applications would be submitted for three separate projects and then the projects would be prioritized.
- There is more of a time constraint associated with LRIP grant because it needs to be approved by the County.
- The County can be contacted at any time.
- The proposal from McMahon will go to the Village Board of Trustees at their next meeting.
- The employee with the DOT that handles grants is willing to come up to the Village at any time to go over the grant requirements.
- Simon stated that it wouldn't hurt to have them come to a meeting.

5. Open Session

- McGinnis stated that there is a multi-use trail that goes through the Village of Sussex that includes stop signs.
- McGinnis has a concern with cars going too fast and not being able to stop in time.
- McGinnis explained that if the Village of Sussex had a choice they would not have put the trail through the Village.
- Scherer asked about the possibility of WPS burying the utilities on CTH G, but not making them active until the utilities on STH 42 are buried.
- Heise stated that he did talk to WPS about putting conduit in without connecting it.
- The committee is interested in reviewing if this is something that could be done.

6. Next Meeting

The next meeting is September 6th, 2017 at 8:30 a.m. at the Village of Egg Harbor Beach Pavilion.

7. Adjourn

Northrop moved to adjourn at 9:36 a.m., second by Helm, motion carried, all aye.

*Respectfully submitted by,
Megan Vandermause*

DRAFT