

**Village of Egg Harbor  
Parks and Public Works Meeting Minutes  
Wednesday, August 2, 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 8:30 a.m. Those in attendance were Lisa Van Laanen, Angela Lensch, Don Helm, Kaaren Northrop, Joe Smith, Jeff Meyer, Ryan Heise, and Megan Vandermause. Also in attendance in the audience were John Heller, Mary Anne Scherer, and Coleen Bins.

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

**2. Approval of Committee meeting minutes July 12, 2017**

Northrop moved to approve the July 12, 2017 committee meeting minutes noting that the quotes may not be directly accurate, second by Smith, motion carried.

**3. Open Session**

- Heise reviewed the process of minute taking with the committee.
- Scherer stated that item nine is something that she wanted to bring up during a Plan Commission meeting as well because she has noticed a few spots around the Village that are problem areas.
- A bench and a landscape wall were added in Harbor View Park.
- This was a memorial that was purchased and helped pay for the improvement.
- There is another bench that is being purchased as a memorial and will be placed in Harbor View Park.
- The stone and brick were left over from another project so there really was no cost to add the hardscape.
- The committee would like to review the memorial purchases and review potential locations.
- There have been very few “Eggy” bikes at the racks and employees could be taking them home again.
- The committee would like staff to send out a mass email to remind employees not to take the bikes home overnight.
- The “Eggy” bikes get left around a lot.
- The bikes have needed a lot of repairs so far.
- The committee would like staff to send out the email to all businesses in the Village.

**4. Public Works Supervisor update**

- The Public Works crew worked on the bench project in Harbor View Park as well as the terrace project throughout the month of July.

## 5. Terrace and beach updates

- A contractor was hired to help the crew with the terrace project.
- The whole project should be credited to the Public Works crew.
- All of the original steps on the property were preserved.
- A railing will be added to the middle steps.
- The same railing on the walk path, which is a wood railing, will be added to steps.
- The committee discussed if a wood railing is the best option for the property.
- More stone was needed because the original stone ran out before all of the top walls were completed.
- Stone is quite expensive so not much was ordered, but there was some stone at the library site that was available and will be utilized.
- The project is well within budget.
- The budget for the project was \$25,000, but right now the cost is around \$12,000.
- The Master Gardeners were contacted and are interested in helping with the landscape for the terrace.
- The committee agreed that the Master Gardeners should be involved so that the landscape is well thought out and planned carefully.
- This is a project that the Master Gardeners can work on in fall.
- The Public Works Department will need to coordinate with the Master Gardeners group from a maintenance perspective.
- From a community involvement view point, it will be good to get the Master Gardeners involved.
- The Master Gardeners would like to start with some soil testing.
- The terraces are all mulched and there is fabric under the mulch.
- The bulk of the project is done, but the project is still ongoing.
- There have been a lot of compliments received from community members in regards to the project.
- Some flagstone maybe added around the bunkhouse, but this can be discussed.
- The second tier of the terrace has been included in the discussions with the engineers for the beach project and the same themes will be used for the beach expansion project.
- A cost for adding some stairs down the second terrace was discussed as part of the beach expansion project.
- Some time was spent talking with the engineers about the beach uses and activities.
- There will be a community meeting with some design charrettes that will be held sometime in August.
- Staff will reach out to the committee members and Trustees to get the meeting scheduled.
- A question arose about water runoff from the terrace down the beach, and there have been discussions about adding a retaining wall to address this issue.
- The entire hill will be surveyed for elevations.
- Some plants that help with runoff could be added to the terrace plantings.
- Potential beach uses were also discussed during the meeting with the engineers.

- The engineers were also made aware that the property should be accessible by walking and biking.

#### **6. Inspections for Village street flooding and drainage related issues, Harbor School Road Drainage, 2 Locations**

- The Village received a piece of correspondence from a property owner that had some flooding issues.
- The property owner is claiming that since the dog park was established there has been a flooding problem in their building.
- The committee discussed that the building has always had a drainage issue.
- The drainage ditch across the street has been getting very bad and is not very steep.
- The property owners in the area of the drainage ditch have all dealt with issues regarding the flooding.
- It is pretty clear that the drainage from the road goes into the ditch.
- There may be some fact checking that will need to be done with the DOT.
- This will help determine who owns what, and some documentation may need to be created.
- A record search will be completed for both the drainage on Church St. and the drainage ditch near the Landing.
- The Village engineers will need to get involved and assist with the study.
- The committee would like staff to notify the concerned property owners that the Village engineers will be getting involved and these issues are being worked on.
- The culvert that goes from Church St. to Harbor School road is filled with rocks.
- The committee discussed how the water drains through this culvert.
- The committee discussed fixing the culvert to see if this will help with the problem.
- The County would pay for half the cost of fixing the culvert.
- The Public Works Department is working with the County Highway Department to determine a cost for fixing the culvert.
- The size of the culvert will be determined by how deep the culvert is. The County Highway Department is recommending increasing the culvert size.

**Northrop moved that the Public Works Department work with the County Highway Department to come up with a solution and this solution be presented to the Trustees, second by Van Laanen, motion carried.**

- The property with the flooding issue put in some tile drainage and this may flow into the ditch.
- A backhoe could be brought in to clear out the drainage ditch by the Landing.
- The committee discussed who is responsible for clearing the drainage sediment out.
- The drainage clearance was not included in the Public Works budget for this year.
- If the drainage clearance can be determined as a public benefit, then Village funds could be used to complete the project.

- A lot of the Village's road drainage comes into this area.
- Another property owner with a flooding issue stated that she also has experienced flooding due to a drainage issue.
- South Trail also seems to have drainage issues.
- Ground up asphalt has been used for road shouldering lately.
- The committee discussed if this issue is something that needs a comprehensive plan so that all of the drainage issues can be corrected at one time.

**Northrop moved to hire an engineer to investigate the known problem areas for drainage around the Village, second by Helm, motion carried.**

#### **7. Requested budget items for 2018**

- The Public Works Department is not requesting any new equipment purchases for 2018.
- The Public Works Department found that there was some money available in this year's budget to hire a few new employees for the summer.
- For next year's budget the Public Works budget will include more money for extra staffing.

#### **8. Sidewalk repairs**

- Staff received a quote for fixing the sidewalks and two options were quoted.
- The committee discussed completing the minimum option for sidewalk repairs and just filling in the cracks, like described in option one.

**Northrop moved to recommend to the Village Board the approval of option one and to spend \$1,800 to fill the cracks on the sidewalk, second by Smith, the committee discussed:**

- This item will be included for next year's budget.

**The committee voted, all aye, motion carried.**

- The committee discussed if the sidewalk issue was already addressed near the new house if this would cut the quoted cost in half.
- The committee would like to receive a new bid for option two.
- The committee would like staff to look at the budget to see if option one could be completed this year instead of next year.
- By the new house on STH 42, the Public Works Department is working with the property owner's contractor to fix the sidewalk because the contractor is already completing work there for the homeowner.
- The committee agreed that if the money is available in the 2017 budget option one should be completed this year.
- Staff will look at the budget and determine if the project can be completed in 2017 as well as receive and present an accurate cost for option two at the next meeting.

## **9. Update on Noxious Weeds Ordinance**

- Vandermause stated that section §92.01 of Chapter 92 Health and Sanitation; Nuisances addresses noxious weeds and noxious weed removal.
- The committee discussed the section of the ordinance that requires property owners to maintain and cut their lawns.

## **10. Review of Parks and Public Works projects that might be eligible for room tax funds**

- The committee discussed that some room tax dollars could be used for the disc golf course to get the project kick started.
- The committee discussed that the income and expenses have not been updated on the spread sheet included in the packet since August 2016.
- The committee discussed possible uses for room tax dollars and what possible uses could be for room tax dollars for 2018.
- The committee discussed how the room tax dollars are used for the Peg Egan Performing Arts Center.
- The Peg Egan Performing Arts Center is funded with room tax dollars and fundraising dollars.
- The committee will need to discuss if the Peg Egan Performing Arts Center needs to be continued to the scale that it currently is.
- The committee does not feel like they have been provided with enough information regarding the Peg Egan Performing Arts Center and its operation.
- The committee would like to include “Direction of Peg Egan Performing Arts Center Programing” on next month’s agenda.
- The committee would also like to review the contract with Dragonfly Agency as well as the budget numbers for next year.
- The committee would like to make a base number recommendation for the Peg Egan Performing Arts Center.

**Van Laanen moved to review the direction of the Peg Egan Performing Arts Center and the Dragonfly Agency contract at the next regular meeting, second by Lensch, motion carried.**

## **11. Capital improvement projects and grant opportunities discussion**

- Included in the packet was a cost and proposal agreement from McMahon Engineering.
- Staff is still working under the direction from the committee to do nothing, but some project designs need to be completed in order to apply for grant opportunities for some of the capital improvement projects.
- There is no bidding services included for project one.
- Staff will look into why bidding services was not included for project one.
- The design study report includes completing designs in order to explore grant opportunities.
- The design study report would put the Village in the position to start exploring grants.

- The committee is interested in doing this and would like to have a special meeting with Mike Simon for him to come back and explain the designs and grant opportunities.
- Multiple grants can be applied to the same project, and some of the grants work differently.
- McMahon Engineering will actually help submit the grant applications.
- Staff will clarify whether or not McMahon's cost for time and materials is included for actually submitting the grants and if there is any additional cost for this if it is not included.
- Staff will check with Mike Simon to determine when the special meeting regarding this item needs to be and what the exact timeline is for the grant applications.
- This proposal will need to be presented to the Village Board because money will need to be borrowed for engineering services.

## **12. Correspondence**

- Vandermause read a piece of correspondence that was received from Myles Dannhausen, Sr. regarding the one-way road exit from Main Street Shops.
- This correspondence will also be presented to the Village Board.
- The committee discussed if road is under DOT regulations and if this is something that is the Village's responsibility or Main Street Shops responsibility.
- The committee would like to recommend that the Village Board send a letter to the Main Street Shops asking them to add a larger "one-way" sign as well as forward Myles Dannhausen's letter to them.

## **13. Open Session**

## **14. Next Meeting**

The next regular meeting is September 6<sup>th</sup>, 2017 at 8:30 a.m.

## **15. Adjourn**

Van Laanen moved to adjourn at 10:05 a.m., second by Northrop, motion carried.

*Respectfully submitted by,  
Megan Vandermause*