

**Village of Egg Harbor**  
**Joint Village Board & Parks and Public Works Meeting Minutes**  
**Wednesday, December 6<sup>th</sup>, 2017 – 9:00 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 9:00 a.m. Those in attendance were Lisa Van Laanen, Angela Lensch, Don Helm, Kaaren Northrop, John Heller, Robert Dickson, Cambria Mueller, Jeff Meyer, Ryan Heise, Megan Vandermause, and Joe Smith by phone. Also in attendance from McMahon Engineering was Mike Simon. In attendance in the audience were Al Lohman, Michelle Anderson, Mary Beth Hill, Jan Luser, Casey Liber, and Lawrence Hutchinson.

**Van Laanen moved to approve the agenda, second by Northrop, discussion:**

- Smith asked why the Peg Egan Report was not included on the agenda.
- Van Laanen explained that the Trustees decided that they would review the report instead of the Parks and Public Works Committee.
- Heise stated that this can be addressed in open session.

**motion carried. Smith voted nay.**

**2. Approval of Committee meeting minutes November 1<sup>st</sup>, 2017**

Van Laanen moved to approve the November 1<sup>st</sup>, 2017 meeting minutes with changes, second by Northrop, motion carried.

**3. Open Session**

- Lensch stated that she is working on the Green Tier program and is going through the Village's history to determine what has already been established.
- Van Laanen asked if there is one project that Lensch is working on.
- Lensch stated that the first project she will begin working on is the recycling program.
- Van Laanen said that the marina is also working on a recycling program.
- Lensch pointed out that the marina was recertified as a clean marina.
- Lensch stated that she has some ideas regarding holiday decorations.
- Smith asked Van Laanen to give the committee an update on why the Peg Egan will no longer be discussed under Parks and Public Works Committee.
- Van Laanen stated that the Peg Egan contract was always under the Village Board.
- Smith stated that he was confused at the last Village Board meeting because it was pointed out that the Peg Egan PAC was assigned to the Parks and Public Works committee in October of 2013.

- The Peg Egan has two separate pieces, the management of the Peg Egan and the park grounds.
- Northrop asked if there can be some clarification on what the committee can review.
- Heise stated that he does not believe that the PEPAC is any different than any other park in the Village.
- Northrop stated that this needs to be clarified so that the issue can be resolved.
- Van Laanen stated that the committee did make a motion to install donation boxes out at the Peg Egan, and asked Meyer if the committee can help with the location of the boxes.
- Van Laanen said that she would like Lundahl to announce that the donation boxes are there.
- Helm thanked that Public Works department for the site preparation and landscaping that was done for the memorial bench in memory of their daughter.

#### **4. Farmer's Market location**

- Lohman stated that the second season of the Farmer's Market is beginning this summer, and because the Lena lot was sold a new location needs to be determined.
- Lohman said that the Farmer's Market needs to be in a visible location on the highway and there will only be an impact for four hours one day a week.
- Lohman stated that the Farmer's Market Committee is recommending that Harbor View Park be the new location.
- Lohman said that the Farmer's Market vendors did a good job cleaning up at the Lena's lot.
- The Farmer's Market would not over take the whole park.
- Northrop asked if there has been a thought on where the Farmer's Market would take place in the park, and Lohman stated that it is preferred for the market to take place on the top section of the park.
- Van Laanen asked where the cars parked when the Farmer's Market was at its past location.
- Lohman stated that some visitors parked on the road or the south end of the lot that wasn't blocked off.
- Van Laanen confirmed that the hours of the Farmer's Market will change from 8:00 a.m. to 12:00 p.m. to 9:00 a.m. to 1:00 p.m.
- Van Laanen said that she personally does not have a problem with having the market in the park.
- Lensch said that she thinks it's a great idea to have the Farmer's Market in Harbor View Park.
- Helm asked what the Farmer's Market vendors would do when the park was being set up for a festival.
- Anderson stated that the Farmer's Market would have to work around whatever festival is going on in the park.

- Heller stated that he spoke with Clarence Scherer who owns A Decorator's Gallery who said that he would offer his lawn area to be used for the Farmer's Market.
- Heller asked if parking issues could be better addressed if the Farmer's Market was held there.
- Lohman stated that the Farmer's Market committee did discuss using Scherer's property, but the property is for sale.
- Smith stated that he is on the fence about this issue because he thinks the Decorator's Gallery is a good location for the Farmer's Market, but the residents he has talked to are in favor of having the Farmer's Market in the park.
- Northrop stated that she thinks the area by the Chocolate Chicken should be used for the Farmer's Market.
- The committee asked if the Farmer's Market lived up to the expectations of the EHBA as far as vendors.
- Lohman said that the Farmer's Market committee is hoping to make the market grow.
- Anderson said that there will be some live music added to the Farmer's Market and the Farmer's Market committee would like to have some sort of prepared food brought in by an Egg Harbor vendor.
- Lohman stated that if the Farmer's Market grows and parking becomes an issue the location could be revisited.
- Northrop asked if the park is used if there will be a charge to use the park.
- Vandermause stated that the vendors do pay a transient merchant fee, but the EHBA is not charged a rental fee to use the park for events.

**Van Lannen moved that the committee approve the location of the Farmer's Market in Harbor View Park, second by Lensch, the committee discussed:**

- Northrop asked who will decide where the Farmer's Market will be located in the park.
- Van Lannen said that this could be discussed in the spring.
- Dickson stated that another thing to consider regarding having the market in the park how the loading and unloading will effect boat traffic as Fridays are busy boating days.
- Dickson stated that he thinks this is not a good space for the market if the amount of vendors significantly grows.
- Helm stated that he would still like to see an alternate plan for how the Farmer's Market would work around festivals.
- Lensch stated that the committee needs to give the Farmer's Market a location confirmation so that more vendors can be found.

**Motion carried, Smith voted nay.**

## **5. Door County Master Bicycle Plan**

- Dickson stated that the County did adopt a Master Bicycle Plan and Bryan Troutman is taking the lead on funding to provide signage along the bike routes.
- Dickson stated that there are twelve bike routes that run through Door County and one runs through the Village of Egg Harbor.
- Dickson said that he knows that this request came in after the Village's budget was adopted, but there could be some funds found for a donation.
- Van Laanen said that she does like the silent sport aspect.
- Dickson said that the route that runs through the Village could be changed, but he believes the route runs along STH 42.
- Van Laanen asked if Dickson has seen the signs, and Dickson said that the exact sign has not been chosen but he has seen examples.
- Dickson stated that the signs serve both purposes to notify drivers and bikers of the bike route.
- Heller confirmed that this is a county wide endeavor.
- Dickson stated that the Village's donation could be determined by the number of signs that will go in Egg Harbor or the Village could simply chose an amount to donate.
- Dickson said that this goes into the Village's branding of being a leadership community.
- Helm asked if the signs would be at a higher level than the scenic byways sign.
- Heller asked if Dickson is looking for a verbal commitment of funding.
- Dickson said that money available for a donation would need to be verified.
- Northrop asked if all of these routes will be designated and signed all at once.
- Dickson explained that the Door County Master Bike Plan Committee is hoping to get two routes established to start off and one runs through the Village of Egg Harbor.
- Van Laanen pointed out that there is a bike rescue station installed at the marina.
- CTH G as it comes into the Village of Egg Harbor only has a wide shoulder on one side of the road.
- Dickson said that the centerline should be centered on CTH G so that there can be a wide shoulder on both sides of the road.
- Meyer asked if the county plans to add a wider shoulder on more roads.
- Dickson said that he thinks that the County Highway Commissioner is planning to put in wide shoulders on county roads where they make sense.
- Dickson said that wide shoulders are better for walkers, bikers, and even drivers.
- Mueller asked if the wider shoulders will be paved, and Dickson said that more gravel is added when roads are widened because it makes it easier to plow.
- Northrop asked what the Village would get if \$3,000 was donated verses \$5,000.
- Dickson stated that the donation would go towards funding for the entire route, but the Village of Egg Harbor will receive the same amount of signage no matter the amount of the donation.
- Simon stated that as part of the TAP applications the Door County Pedestrian and Bicycle Plan will be referenced.

**Northrop moved that the Parks and Public Works Committee recommend to the Village of Egg Harbor to make a minimum donation of \$3,000 to the Door County Master Bicycle Plan, second by Lensch, motion carried.**

- Heise stated that the Trustees will review this item at the next Village Board meeting.

#### **6. TAP Grant update**

- The Village has reviewed four projects: the STH 42 sidewalk extensions on the south end of the Village, the downtown corridor project, the CTH G project, and the STH 42 sidewalk extensions on the north end of the Village.
- Preliminary plans were prepared for the CTH G project and the downtown area.
- There were no plans previous to the grant application for the sidewalk extension projects.
- Simon said that what is included in the grant applications must be done if the grant money is received.
- McMahan has been working with the DOT regarding the bike lane accommodation.
- For the STH 42 sidewalk extensions on the south end of the Village there will be a five foot concrete sidewalk and a three foot wide terrace between the sidewalk and the face of the curb.
- Van Laanen asked if the sidewalk would go past Chief Oshkosh and Simon said that the curb and gutter would go to the end of curb.
- Northrop confirmed that the sidewalk is only on one side of the road.
- Storm sewer would be installed with this sidewalk.
- Northrop confirmed that the plan for this project is to start where the current asphalt sidewalk ends.
- There are no right of way issues in this area.
- There would be a steady terrace width along the entire section of sidewalk.
- Meyer stated that the terrace is important for snow removal.
- Lensch stated that she thinks that the terrace should be wider if it is beneficial to the public works department.
- Simon stated that the bikes would be on the roadway as they currently are.
- Simon said that he would like the ranking of the projects to be determined for the grant application.
- Storm sewer will be included in this project.
- A DNR issue that has been identified is that the storm sewer would need to be treated wherever ditches are eliminated. This would be accomplished by adding bio filter areas.
- Lensch stated that the sidewalk should curve around onto South Trail.
- Heller confirmed that there is no consideration for adding trees or street lighting at this time.
- Simon said that these costs could be added into the grant application.
- It was agreed that the cost of trees and street lighting should be added to the grant application.

- Northrop asked who decides the distance between lights.
- Dickson asked if there was a lighting plan done, and Meyer said that during the original highway project there was a lighting distance determined.
- Simon said that the DOT will weigh in on the street lighting requirements.
- The placing of the light poles depends on the height of the poles.
- Simon explained that the DOT may require all of the light poles to be updated along the highway.
- Burying power lines would not be included in the eligible costs for the grant application.
- Northrop said that lately more lines have been requested to be buried.
- Dickson said that the burying lines to assist with power outages and burying lines for ascetics are two different things.
- Northrop asked if the DOT requires all of the lights to be updated throughout the Village if all of the lights would need to be updated at one time.
- Simon said that it is his hope that all of the lights could be updated over time, but this would need to be looked into.
- The same sidewalk width is being proposed for the STH 42 sidewalk extensions on the north end of the Village.
- Storm sewer and bio filters will need to be added to the north end as well.
- The sidewalk on the north end of village is on the east side of the road.
- Van Laanen asked if the center line of the highway is going to stay the same.
- Simon confirmed that the center line will not be moved, but the road will be made slightly narrower with the terrace between the sidewalk and the curb.
- The sidewalk would wrap around to Church St.
- Dickson asked if the highway would need to be cut, and Simon confirmed that it would.
- Mueller asked what would happen if the bio filters overflow and Simon said that there would be basin around them to retain the access water.
- Meyer asked about the maintenance of the bio filters and Simon said that he has been told that the life span is about 20 years before the sand needs to be replaced.
- Lensch asked if crosswalks need to be added where the sidewalks are installed.
- Simon said that it is tricky to add in a crosswalk where there is only sidewalk on one side of the road.
- Dickson asked if lighting was included in this estimate and Simon said that this could be added.
- Van Laanen pointed out that there are a lot of lodging establishments on the north end of the Village so having lighting is important.
- Northrop asked what the difference is between the cost of the two estimates, and Simon said that there is more storm sewer that needs to be added on the north end of the Village.
- Northrop confirmed that all of the projects are included in the TAP grant, but there were no plans for the sidewalk extensions.
- Simon said that he needs the committee and the Trustees to determine the priorities for the projects.

- Funding is not available until state fiscal year 2021 which begins July of 2020 so this is the earliest start date for the work that will fall under the grant.
- The Village will not know if the grant was awarded until fall of 2018.
- In order for a project to qualify for TAP funding, the minimum cost of the project must be \$300,000.
- The projects need to be ranked with the priority of when they would actually be completed.
- Simon reviewed how all of the projects would score based on the grant application criteria.
- Simon explained that the sidewalk extension projects and the CTH G project would be the highest scoring project.
- The downtown project includes a lot of right of way issues which the other projects do not have.
- There was a discussion on whether or not it would be beneficial to lump the south end sidewalk extensions, north end sidewalk extensions, and CTH G project as one project.
- There's \$15 million available stated wide through the TAP grant and half of that is available to communities like Egg Harbor.
- It is a plus that the Village has never been awarded this funding before.
- The grant is offers an 80% 20% split of eligible cost items, meaning that the Village would only be responsible for 20% of these costs.
- Parking is not included as an eligible cost so the parking lane on one side of G would not be included.
- There has been a sticking point regarding the CTH G project, because of the situation with Shipwrecked.
- Heise stated that after this meeting, he and Simon are going to map out the location of the sidewalk on CTH G next to Shipwrecked which will be compared to a survey that is being done. This is being done at the Pollmans request.
- The committee and the Trustees agreed that the three projects should be grouped.
- Simon said that these are the Village's highest scoring projects.

**Northrop moved to group projects one, three, and four as one project for the TAP grant application, second by Lensch, motion carried.**

#### **7. Beach update**

- Heise stated that he received an update from Smith Group JJR regarding the beach project.
- The Coastal Management Grant was submitted.
- Supplemental information was submitted to support the project.
- The Village will receive the drawings for review.
- Heise has asked for timeline and he will send out this information when he receives it.
- The project will not start before fall of 2018.

#### **8. Open Session**

- Meyer stated that the Public Works Department is working on the order for the new Village street signs.
- The department has been working on spreadsheets to identify the hardware for all of the signs.
- Van Laanen asked if the Shipwrecked hole will be filled in before the New Year's Day Parade.
- Meyer stated that some barricades could be put up against the fence.
- Mueller said that the committee should keep in mind that in regards to the sidewalk extension projects a wider terrace is beneficial for congestion on the sidewalks.
- Simon asked when the bird trail was installed.
- Meyer stated that he thinks this was completed in 2007.
- Simon confirmed that this was a Village funded project.
- Lensch stated that she is hoping to have a Green Tier tab added to the Village website.

**9. Next Meeting**

The next meeting is January 3<sup>rd</sup>, 2017 at 9:00 a.m.

**10. Adjourn**

Van Lannen moved to adjourn at 10:44 a.m., second by Northrop, motion carried.

*Respectfully submitted by,  
Megan Vandermause*