

**Village of Egg Harbor
Parks and Public Works Meeting Minutes
Wednesday, February 1, 2017 – 1:00 PM
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 1:00 p.m. Those in attendance were Lisa Van Laanen, Kaaren Northrop, Joe Smith, Jeff Meyer, Ryan Heise, and Megan Vandermause. In attendance from McMahon Engineering, was Mike Simon. Also in attendance in the audience were Clarence and Mary Anne Scherer, John Heller, Shane Solomon, and Jan Luser.

Van Laanen moved to approve the agenda as amended switching item 6 and item 4, second by Smith, motion carried.

2. Approval of Committee meeting minutes January 4th, 2017

Van Laanen moved to approve the January 4th, 2017 committee meeting minutes with changes, second by Northrop, motion carried.

3. Open Session

4. Disc Golf Course

- Heise reported that he met with Shane Solomon a few weeks ago about the idea of creating a disc golf course in the Village of Egg Harbor.
- Solomon said that over the past few years disc golf has really evolved and is a very cheap recreational activity.
- Solomon explained that at the bare minimal cost for the project in Egg Harbor would be about \$1,400. Land just north of the dog park would be used to create a Pitch and Putt beginner's course.
- Solomon said that the Door County Disc Golf Club could do fundraising for the project.
- Solomon stated that a disc golf course was just approved in Sister Bay and is being funded entirely with fundraising dollars.
- Meyer asked if all of the green space would be utilized, and Solomon said that there will only be about 30 ft. of green space needed around the cages.
- Solomon said that there are many courses around the state that are in multi-use areas.
- Van Laanen stated that she did some research on disc golf and noticed that most courses are in wooded areas.
- Solomon explained that the Egg Harbor course would not be a course that people would travel for, but it would be a good course for players to work on course work or teach people how to play disc golf.
- Solomon pointed out that the ecological impact of the course would be slim to none.

- Northrop asked if this area is mowed, and Meyer reported that the space is mowed because the space is currently used for festival parking.
- Solomon said that the Sister Bay cages are going to be encased in rock so that they can be moved and pointed out that Egg Harbor could use similar cages so they could be moved during festivals.
- Smith asked if the cages are taken down in winter and Solomon said that they are not.
- Solomon suggested using signs as t-markers instead of installing t-pads.
- Solomon said that the cages could be moved once a month to avoid erosion around the cages.
- Van Laanen asked how many disc golf courses are currently in Door County and Solomon said that currently 3 courses are being proposed in Door County: Sister Bay, Baileys Harbor, and Egg Harbor.
- Meyer asked what the \$2,025.00 cost includes and Solomon said that the cost includes signs, t-marker signs, and cages.
- Northrop asked who would install the course and Solomon said that the Door County Disc Golf Club would be willing to install or the Village could.

Northrop moved to recommend the scope of the disc golf project to the Village Board and to let the Village Board determine if the Village will contribute funding, second by Van Laanen, motion carried.

5. Beach Updates

- Heise reported that Smith Group JJR is working on the design for phase one of the beach project. Heise said that phase one of the project was approved for grant funding.
- Heise said that the plans should be ready to go out for bid in March and the Village should be ready to start the project in April.
- Heise said that phase 2 of the beach project will take place in summer of 2018.
- Van Laanen asked when the beach project should be on the agenda again, and Heise stated that the beach project can be back on the agenda in summer.
- Van Laanen asked if there are any other additional monies that could be available for phase 2 and Heise stated that once the design plans are ready for phase two the idea is to go back to the same grant board and ask for funding.

6. Visitor Center & Public Restrooms near Harbor View Park

- Heise stated that he needs direction from the committee on whether or not the Visitor's Center should be included in the plans for the downtown restroom building.
- Van Laanen asked how the Visitor's Center feels about being located downtown and Heise said that the EHBA Board has not yet been approached, but Alyssa Rasmusson stated that she thinks the location makes a lot of sense.
- Van Laanen asked if including the Visitor's Center in the building would increase the cost, and Heise stated that because the building cost is quite expensive it most likely would.

- Smith stated that he feels that the Visitor's Center downtown makes a lot of sense.
- Northrop stated that she feels that the downtown location would be a good location, but the Egg Harbor Business Association does not have a lot of money to contribute the building.
- Smith stated that he separates the Visitor's Center from the EHBA and the EHBA being a significant contributor to the building cost is not necessary.
- Smith said that he feels that the maintenance of the restrooms could also be monitored if the Visitor's Center was on site.
- Northrop pointed out that the EHBA uses a significant amount of their revenue staffing the Visitor's Center.
- Northrop stated that she feels that the EHBA has to put some buy in to the Visitor's Center whether it by staffing or building cost.
- Van Laanen stated that including the Visitor's Center would make the space more animated.
- Northrop suggested someone asking the EHBA Board their opinion on the location.
- Northrop suggested inviting a representative from the EHBA to attend the next Parks and Public Works meeting.
- Van Laanen stated that when the project was presented to the Village Board the cost of the project was \$300,000.
- Northrop pointed out that a lot has been added to the project since it discussed by the Trustees.
- Simon stated that the new restroom facility would cost \$270,000 to \$300,000. Simon said he explored the cost of similar projects.
- Simon presented some samples of the other projects to give the committee an idea of what is available.
- Northrop asked if these facilities are pretty much all concrete block and Simon said that the buildings are built to the last so are usually constructed with a durable material.
- Northrop asked Meyer if the beach bathroom is concrete block and Meyer confirmed that this is correct.
- Simon stated that he included the cost of the social node that would be located on the property which is around \$105,000.
- Simon stated that \$170,000 was estimated for the parking lot. Simon pointed out that there has not been a survey done of the property, but a retaining wall would most likely be necessary.
- Simon said that he included the cost of 10 lighting units which is around \$50,000.
- Van Laanen asked if 10 lighting units would be too much and Simon stated that he guessed without doing a full analysis of the area so there may be an opportunity to have less lighting.
- Simon stated that an easement would need to be purchased from Main Street Shops which would likely cost around \$7,000.
- Simon said that access rights would also need to be purchased as the road is currently a private road.

- Northrop asked if the project would still work if the Village put in a public road and Simon stated that the project would still work and access rights would not need to be purchased.
- Simon estimated the total project to cost around \$1.1 million, which includes the purchase of the property, the new restroom building, the social node, the parking lot and retaining wall, lighting, easement and access rights costs, as well as 25% contingences.
- Van Laanen asked what the next step is for this project, and Heise stated that if the committee is happy with the design staff can move forward with making refinements.
- Heise stated that the Trustees would need to discuss pursuing the project, and then Main Street Shops will be contacted.
- Van Laanen stated that she is not happy with the design, but she would be in favor of moving forward with the project.
- Van Laanen stated that in her mind she pictures the building looking more like a house or a cabin with clapboard and stone, instead of masonry.
- Van Laanen said that because the building will be right in the center of town it shouldn't look industrial.
- Northrop said that it would be useful to make the building look somewhat similar to the Village's other public restrooms.
- Meyer confirmed that there are similarities between the other public restrooms in the Village.
- Smith said that if the facility looked similar to a home or a shop it would give more character to the Village.
- Simon pointed out that IPR which is a section of McMahon could be explored as an alternative funding source for the project.
- Simon said that IPR would design the building, build it, and then lease the building back to the Village.
- Simon reported that at the last meeting the committee discussed creating a left turn lane into Main Street Shops without having to complete the Enhance Egg Harbor project.
- Simon presented a number of options to the committee regarding this issue.
- Option one requires the purchase of the Double Delites property.
- Option one includes widening the east side of the street and shifting the sidewalk to the east of the right of way line.
- With this option half of STH 42 would be milled and resurfaced and the estimated cost of this option is \$105,000.
- Simon explained that an advantage to this option is that there will be a green area in front of the business in the northwest corner of the White Cliff Rd intersection. The disadvantages of this option are the requirement to purchase the building and the requirement to remove the improvements when the entire scope of the Enhance Egg Harbor project is completed.
- Option two includes constructing all of the road improvements on the west side of STH 42 and Double Delites staying in place. The west side of STH 42 would be milled and resurfaced and the estimated cost would be \$105,000.

- Simon explained that the advantage of option two is that the improvements are the same as the scope of the Enhance Egg Harbor project and can remain in place when the entire scope of the Enhance Egg Harbor project is completed.
- The disadvantages for option two are that the green area in front of the business in the northwest corner of the White Cliff Road intersection would be removed.
- Simon presented an alternate option to the committee which included the improvements from option two and the purchase of the Double Delites property in order to construct a restroom facility and social node area along the east side of the highway.
- The advantage to the alternative option is that the road improvements would be constructed in their ultimate location and the street-scaping elements that are lost on the west side would be replaced with the street-scaping elements on the east side as part of the social node.
- Northrop asked if Simon is also including burying the powerlines in the options.
- Simon said that all of the options can include or not include burying the power lines.
- Heise said that all of the committee's previous discussions have included the purchase of the Double Delites property, and Simon has now presented an option to create the left turn lane without having to acquire the property.
- Smith asked how much parking would be lost if option one was used and Simon said that maybe two stalls would be lost but none would be lost in front of Greens N Grains.
- Northrop said that she feels that either the whole project should get done or nothing should get done.
- The committee agreed on pursuing the alternative option.

7. Pets in the park follow up

- Vandermause stated that she had spoken with the Village's insurance company and the insurance company explained that currently the Village would need to be proven negligent to be charged for a dog bite.
- If the Village was to implement a no dogs policy and the policy was not enforced, the Village would be more likely to be proven negligent.
- Van Laanen asked if the Village could leave this up to the Egg Harbor Business Association.
- Heise said that the Village could ask the EHBA to include no dogs in their advertisements for events.

8. Green Tier Legacy Project

- Heise stated that he will send out information to the committee for future discussion regarding the Green Tier Legacy Project.

9. County Highway G Project Updates

- Simon stated that the preliminary plans for the County Highway G project were sent to the Door County Highway Department, and the Highway Department's meeting minutes mention that the County's project is still tentatively scheduled for 2018.
- Van Laanen reported that the WPS representatives went around knocking on doors to determine relocation of service hook ups.
- Heise reported that WPS has been having some trouble contacting property owners.
- There have been challenges determining what the Village is paying for and Heise reported that in Sister Bay's project the Village paid for the upgraded service and getting the houses up to code.
- Simon said that Sister Bay's cost was about \$4,000 per property.
- Heise said that property owners are given the option to upgrade service.
- Heise stated that the Village will follow up with property owners that have not been responsive.
- Northrop asked if there are different prices per house.
- Heise said that there are different costs per property owner.
- Meyer asked why the Village would pay for the service, and Heise said that this would help make the project more palatable.
- Heise said that he would expect the Village to pay for the relocation of service, but the upgrades are a different story.
- Heise reported that Shipwrecked is not interested in selling the property necessary for the sidewalk, but said that the Village could make an offer.
- Heise said that he is hoping to sit down with the owners of Shipwrecked to go over what the project means for the Village.
- Van Laanen asked how many tables would be taken away from Shipwrecked, and Heise reported that about three tables would be taken away.

10. Downtown Corridor Sidewalk Discussion

- Simon stated that the DOT has a Transportation Alternatives Program (TAP) grant funding available.
- Simon said that the next application cycle is late 2017.
- Currently there is about \$7 million available for funding different projects around the state.
- As part of the program, connectivity is looked at so the sidewalk extensions, the sidewalk improvements, and the shared use path would all be applicable for the program.
- Simon said that there is a member of the DOT that the Village can meet with that will review the grant application.
- Northrop asked if the project needs to be completed as one big project. Simon stated that in other communities larger projects were broken into smaller sections and applied for separately.
- Simon pointed out that because the Village has already been working on a project, it makes the project more attractive for funding.

- Northrop asked why the funds would not be available until 2020, and Simon stated that this is the way the process works.
- There are a lot of steps that need to be gone through with the funding that wouldn't be necessary if the Village was providing the funding on its own.
- Northrop asked if it would be wise for the committee to meet with the DOT representative to see which projects would be available for funding.
- Simon said that the DOT wants a design study report of all the work on STH 42.
- Simon said that the Village is not that far away from getting this report completed.
- Heise said that he recommends that the design study report get completed so that the funding could be approved.
- Van Laanen asked when the committee would be ready to meet with the DOT representative and Simon said that it would be nice to have the report complete first.

11. Goals & Objectives for the Bird City Ad Hoc Committee

- Heise said that he is going to recommend that the Bird City Ad Hoc committee go through the report provided by Tom Prestby and put together a dollar amount for each recommendation as well as a prioritize the list.
- This will be presented back to the Parks and Public Works Committee when complete.
- Heise pointed out that there are some grant opportunities for invasive species that the Bird City Ad Hoc committee could work on.
- Van Laanen stated that she is interested in the removal of the buckthorn and honey suckle in the Village.
- Heise asked if Van Laanen is thinking about a volunteer effort, and Van Laanen stated that there have been volunteer efforts in the past.

12. Speed Radar Signs

- Heise reported that Pam Wegner requested that speed radar signs be added to the agenda for discussion.
- Heise said that he reached out to the Town of Jacksonport because they have recently received DOT approval to install speed radar signs.
- Northrop asked if the feedback signs are on regular sign posts, and Heise confirmed that they are on regular sign posts.
- Northrop asked if the DOT pays for any of the improvements and Heise said that this would need to be looked into.
- Simon stated that there could be some funding available for these types of signs with the TAP grant.
- Smith stated that the information provided is good for budget time and the committee can decide whether they want to pursue speed radar signs or not.
- Smith stated that Wegner was envisioning the signs on each end of the village.
- Northrop asked if the Town of Jacksonport is adding these signs and Heise confirmed that they are.

- Simon stated that the Village would need to receive a permit from the DOT to add the signs on STH 42.

13. Bike Share

- Van Laanen stated that she believes the best way to implement the program is to get the 20 bikes and have them available at three Village locations, the community center, the marina, and the beach.
- Northrop stated that she looked into similar programs and there is a free program that is available in Wisconsin Rapids.
- Northrop said that the Wisconsin Rapids program has taken place two years in a row.
- Van Laanen stated that she spoke with someone in Salem, Mass. about a their bike share program.
- Northrop said that there are free bike share programs in Europe.
- Northrop said that a bid needs to be put together for the entire project.
- Van Laanen said that the advantage of buying the bikes locally would be that the bikes would be serviced and repaired locally.
- Northrop stated that there needs to be a firm plan and bid developed before the project is presented to the Village Board.
- Heise stated that he was thinking about the opportunity for advertising on bikes.
- Northrop stated that one of the programs she looked into named all of the bikes.
- Northrop stated that the more the bikes are personalized the less likely they are to be stolen.
- Van Laanen asked about helmets, and Northrop stated that there seems to be some controversy regarding helmets.
- Meyer asked if the committee thinks that the bikes on the Village roads and sidewalks may be a problem because of how busy the village gets.
- Heise stated that one of the goals of the program would be to have people park their cars where parking is available and ride bikes to areas where there is less parking.

14. Open Session

15. Next Meeting

The next meeting is March 8th, 2017 at 1:00 a.m.

16. Adjourn

Smith moved to adjourn, second by Smith, motion carried.

*Respectfully submitted by,
Megan Vandermause*