

**Village of Egg Harbor
Parks and Public Works Meeting Minutes
February 5th, 2020 – 8:30 AM
Donald & Carol Kress Pavilion – Great Hall
7845 Church Egg Harbor, WI 54209**

1. Call to order and adopt agenda

As Van Laanen joined the meeting via Zoom Meetings, Northrop chaired the meeting. Northrop called the meeting to order at 8:32 a.m. Those in attendance were Don Helm, Kaaren Northrop, Ken Mathys, Jeanine Brennan, Cody DeMeuse, Ryan Heise, Megan Vandermause, and Lisa Van Laanen via Zoom Meetings. Absent was Ed Conlon and Coleen Bins. Also, in attendance in the audience were John Heller and Dawn & Jerome McGinnis.

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

2. Approval of January 8th, 2020 committee meeting minutes

Mathys moved to approve the January 8th, 2020 Parks and Public Works Committee meeting minutes with corrections, second by Helm, motion carried.

3. Open Session

- McGinnis stated she and her husband are here to apologize for planting on public property.
- McGinnis presented the committee and read the following letter: “We are here to apologize for both removing Japanese Knotweed from land adjacent to Dock Road and for planting five arborvitae, on public property. The trees were from Door Landscape and Company and Minors in Milwaukee, a retail-commercial nursery. Cory was correct in that they are slow growing compact arborvitae. They would have grown 15 feet high and 5 feet wide. Our intention was that the trees would have been for screening, erosion control, and a natural deterrent for the growth of the restricted, invasive Japanese Knotweed. We respect the Park and Public Works Department, along with the Trustee’s recommendation, to remove the trees. We want everyone to know that when we became aware that the planting of these trees was a problem, we offered to donate the trees to the village or remove them immediately. After we listened to the January Trustee minutes, it appears there will be a hold harmless document drawn up, and at that time we will be able to remove the trees. At this time, we are requesting that the Village provide screening at the top of the slope where the trees were located. Screening will not only shield our home from the headlights and nuisance behaviors we encounter but will be a natural deterrent to the knotweed growth which has spread to our property. Again, we apologize for any inconvenience this situation has caused this committee and the PPW department. Respectfully, Jerome and Dawn McGinnis”.
- McGinnis also provided the committee with some information on Japanese Knotweed.
- Northrop stated that she believes with Semo on staff the knotweed will be worked on in spring.
- Northrop said that Semo will be starting the invasive species program in the spring.
- Semo stated that this is correct, and she has a meeting with the Door County Invasive Species team this Friday.
- McGinnis stated that the reason she became aware of the knotweed near her home was because of an individual working on invasive species in the area that notified her.
- Jerome McGinnis stated that he personally liked the knotweed because it did screen the property from the Dock Road.
- Jerome McGinnis stated that he understands that it is very important that the knotweed be removed but they would like screening in this area.

- Heise stated that the committee will be working through a planting on public property policy later in the meeting.
- Brennan stated that she hasn't been on the committee for very long but with her increased work hours she doesn't feel like she is giving the committee the energy she needs to.
- Brennan stated that she will be stepping down from the committee and this will be her last meeting.
- Northrop said that the committee will miss Brennan because she has good insight.
- There will now be a vacancy on the committee, and Vandermause said that if any of the committee members have a recommendation for the vacancy, they should like Lisa Van Laanen, the Committee Chair, or John Heller, the Village President know. Vandermause said that the vacancy will need to be filled and voted on by the Village Board.

4. Review rectangular rapid flash beacon (RRFB) example video

- Vandermause stated that Van Laanen had shared a video of some rectangular rapid flash beacons (RRFB) in Palm Springs, California.
- Vandermause shared the video with the committee.
- Vandermause stated that she reached out to Mike Simon, the engineer for the STH 42 project, to determine if the RRFB's included in the video were the same or similar to the RRFB's included in the Village of Egg Harbor's project.
- Vandermause shared a photo and a video regarding the style of RRFBs that are likely to be used in the STH 42 project.
- The RRFBs can either be motion censored or can be push button activated.
- The committee agreed that they are in support of the RRFBs and will need to determine which type will be used.
- Brennan asked how many RRFBs will be included in the STH 42 project, and Heise stated that right now the RRFBs are proposed for every crosswalk but there may be some crosswalks that do not require them.
- Heise stated that these are things that will need to be decided.
- Helm asked about the crosswalk at CTH G and STH 42 and asked if there will be a RRFB at this intersection.
- Heise stated that does not believe there was a RRFB included for this intersection, but it is something that can be investigated.

5. Draft policy for vegetation planting, maintenance, and removal on public property

- Heise stated that this is something that staff put together regarding vegetation planting, maintenance, and removal on public property.
- Heise stated that the policy addresses both the destruction of plantings on public property and requests for plantings on public property.
- Heise stated that if someone makes a request for planting on public property the Village staff gets to decide if they have the staff time to do the plantings. If staff determines that they have time to complete the plantings in house, the requestor would be charged back at staff's hourly rate plus percentage of benefits. If staff does not have time to complete the plantings and a contractor is used, the requestor would pay for the cost of the contractor.
- Heise said that the policy does include a review and approval of the request for plantings by the Parks and Public Works Committee.
- Heise stated that based on the policy the Parks and Public Works Committee would have the authority to approve the requests.

- Northrop asked if it is clear in the policy that the authority lies with the Parks and Public Works Committee and suggested adding stronger language in the policy to make this clear.

Helm moved to recommend approval of the policy with the change of adding stronger language to Section 3, Paragraph 1, second by Brennan, motion carried.

- Heise stated that now that the McGinnis' have made a request for screening, this will be handled based on the new policy.
- Heise said that the situation with the existing plantings will be handled at the Trustee level and the new screening request will be handled based on the new policy.
- Dawn McGinnis asked if they will have to explain their request again, and Heise stated that the formal request will be reviewed by the committee after the policy has been approved by the Trustees.
- Heise stated that the request that the McGinnis' made regarding the Village paying for the plantings versus the property owner would need to go to the Trustees as it would become a cost of the Village.
- Northrop stated that in this situation, first the trees that were planted without permission need to be removed. Then, the knotweed in the area will need to be removed and the area will need to be treated. After the knotweed has been treated, new plantings can be added to fulfill the screening request.
- Northrop said that she thinks this is the process that needs to be followed because she doesn't think it makes sense to plant something that will not survive due to the knotweed in the area.
- Heise stated that there are plantings that have a root system that deter other plantings, but given the aggressive nature of the knotweed, he agrees the knotweed should be removed and treated prior to any new plantings in the area.

6. Public Works report

- DeMeuse stated that the report was included in the agenda packet.
- Helm stated that he does not think that the speed radar sign on the north end of the Village is working consistently.
- DeMeuse will look at the speed radar sign.
- Northrop said that even though there has not been a lot of snow this month it is very nice that the Public Works crew has been clearing out the snow piles along the highway.
- Brennan reported that the County is doing some cutting of trees on CTH G.

7. Action item list

- The committee reviewed the action item list.
- The rerouting of the sanitary sewer pipes at the beach has been completed and the remainder of the beach project will be started next week.
- Heise stated that there will be a new construction schedule put together and can be shared with the committee at the next meeting.
- Mathys asked if the grant for the beach project is new news, and Heise stated that the grant is an existing grant.
- Northrop asked when the grant appears in the Village's coffers and Heise stated that there is a withdrawal schedule for the grant.
- Northrop asked about the Eggy Bike racks being painted, and DeMeuse stated that the racks will be painted before spring.

8. Open Session

- Mathys said that the County is working on CTH G. The committee had requested that the County do some trimming on CTH G from Alpine Clubhouse to the Village as a safety measure.
- Mathys stated that the County crew started trimming trees way south of the Village's request near Bluff Pass. From Bluff Pass to the Alpine Clubhouse the trees have been cut pretty far back and they look pretty rough.
- Mathys said that these trees have been cut back, but the trees are going to fill in over time.
- Mathys said that the area from the Alpine Clubhouse toward the Village will be trimmed so that the trees are not encroaching into the roadway.
- Mathys said that he stopped and spoke with the County's crew about why the trimming is being done which is to improve the safety of the roadway.
- Mathys said that he thinks this is a good thing that the County is doing the trimming.
- Mathys did flag one property in his mind that had added some new plantings which may not need to be cut back.
- Mathys said that if the Village gets questions regarding the trimming, it needs to be explained that the trimming is being done to address safety.
- Northrop asked if there should be a representative from the County Highway Department at the next meeting to explain everything that they are doing.
- Mathys said that when the committee made the request to have someone from the County come to the meeting, the County came back and agreed to the items the Village asked for.
- Mathys said that he doesn't think there needs to be a representative at the meeting because the County is just doing what the Village asked for.
- Heise said that he will send a thank you to the County for coordinating the requests of the Village.
- Heise said that DeMeuse is working on getting Hillside Road repaved as well.
- DeMeuse said that the County is still working on their road repaving schedule so he is not sure exactly when the repaving of Hillside Road will be done.
- Northrop stated that she has a comment regarding the last Trustee meeting. Northrop said that when the STH 42 project was discussed by the Trustees, the Trustees decided to include bump outs at crosswalks.
- Northrop stated that Van Laanen voiced that this was not the recommendation of the committee.
- Northrop said that if this is the case, she thinks it is a bit disrespectful of the Village Board to make a decision that was opposite of the committee's recommendation as the committee has studied the plans and other communities very closely.
- Northrop said that if committee members see Village Trustees she would encourage committee members to ask the Trustees to go to the other communities and review their crosswalks which do not have bump outs.
- Helm asked why the Trustees requested bump outs at crosswalks, and Heise said that he thinks this is a balance between safety and traffic calming measures.
- Helm asked if there is scientific data that proves that bump outs at crosswalks are safer, and Heise stated that there is.
- Northrop asked if this is the case even with the proposed RRFBs and pointed out that none of the other Northern Door County communities have bump outs at their crosswalks.
- Heise stated that he thinks that the Trustees have a very challenging job and they need to make decisions based on the information they receive from all stakeholders.
- Northrop said that she can see parking in the center of the village coming up as an issue and she would encourage the committee members to keep an open mind regarding how this issue could be addressed.

- Northrop said that the Plan Commission has approved the idea of the fee in the lieu of parking and this still needs to be brought to the Trustees but she thinks that revenue generated from this fee can help address some of the issue.
- Mathys asked if the Church Street project will address the parking issue, and Northrop said that this will help tremendously.
- McGinnis stated that she thought that she mentioned a faded “no parking” sign to DeMeuse but it has not been replaced. McGinnis asked if this is a request, should be made to DeMeuse or the committee.
- McGinnis said that the asphalt in front of her home is completely chopped up and needs to be replaced.
- McGinnis said that this section needs to be replaced prior to the entire CTH G project being completed. McGinnis asked if this is something that should be brought to DeMeuse first or the committee.
- Heise stated that McGinnis can go to DeMeuse first with these requests.
- DeMeuse said that he did contact the County about the faded sign and he will follow up with the County about the status of the sign.

9. Next Meeting

The next meeting is Wednesday, March 4th, 2020 starting at 8:30 a.m. Helm will not be available for the March 4th meeting. Vandermause will confirm a quorum or reach out with an alternative meeting date if necessary.

10. Adjourn

Helm moved to adjourn at 9:26 a.m., second by Mathys, motion carried.