

**Village of Egg Harbor
Parks and Public Works Meeting Minutes
January 8th, 2020 – 8:30 AM
Donald & Carol Kress Pavilion – Great Hall
7845 Church 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, Coleen Bins, Ed Conlon, Don Helm, Kaaren Northrop, Jeanine Brennan, Ken Mathys, Cody DeMeuse, Ryan Heise, Bert Sawyer, and Megan Vandermause. In attendance from McMahon Engineering was Mike Simon. Also in attendance were John Heller, Jill Sommers, David, Sanks, Myles Dannhausen Jr., and Chris Heil.

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

2. Approval of December 4th, 2019 committee meeting minutes

Van Laanen moved to approve the December 4th, 2019 meeting minutes with changes, second by Helm, motion carried.

3. Open Session

- Sommers asked if there have been any updates on the speeding situation since the August discussion.
- Van Laanen said that there isn't really an update for an immediate response.
- Sommers stated that she thinks the Village has a speeding issue on the north end of town and the data from the speed radar sign should really be reviewed by the committee.
- DeMeuse stated that he did pull the data from the speed sign and it was reviewed by the State. After the State reviewed the data they are actually recommendign that the speed limit be raised.
- Sommers said that the Village has a lot of speed limit signs but the problem is, is that no one looks at the speed limit signs.
- Sommers said that she has been in contact with the Door County Sherriff's Department and they send patrols every so often.
- Sommers shared a photo of a sign that she would like to see which the Village has been told they cannot have by the WisDOT.
- Sommers said that the Door County Sherriff's Department told her to write a letter to the WisDOT to be reviewed at their upcoming meeting.
- Sommers suggested that the Village look into rerouting trucks throughout the Village.
- Sommers said that she has a friend that works for the DOJ and he told her that there is a possibility that the speed limit in the 55 mph area could be changed to 40 mph without WisDOT approval and she knows this section is in the Township.
- Sommers stated that her contact at the DOJ also stated that there is a possibility that the State would pay for a patrol.
- Brennan stated that something that the Village doesn't have is a reduced speed ahead sign and this could be added to help people know that they need to start slowing down.
- Sommers requested that the committee review the data that was pulled from the speed radar signs.
- Sanks said that the he and Sommers are meeting with their contact at the DOJ to talk about some of the things he mentioned might be a possibility.

- Heise reviewed the actionable items, which included staff looking into adding reduced speed ahead signs and a no j braking sign.
- Heise stated that the contractors are coming in January 20th to do the reroute of the sanitary sewer lines at the Village beach.
- Heise said that there is a small stone wall that is on the property and with the sanitary reroute there is a significant section of the wall that will need to come out.
- Heise said that during the public comment meetings on the project the public did express that they would like to see that wall saved.
- Heise said that the Village will do their best to keep as much of the stone as possible to incorporate the wall into some sort of other project.
- Van Laanen asked if any other work is going to start, and Heise stated that right after the sanitary sewer pipes are moved the beach project will commence.
- Van Laanen asked if the Village should put together a Q&A sheet regarding the beach project because she feels like a lot of the public has questions about the project.
- Van Laanen stated that she could put together a draft to get the staff started.
- Heise stated that this is something that could be put together but he isn't sure if people would necessarily reference this resource because staff has already included information on the project in many of the Village newsletters.

4. CTH G temporary measures & timeline

- Mathys stated that at the last committee meeting the committee discussed that with the CTH G project being pushed back another year maybe there could be some work that could be done in the meantime.
- Mathys said that the committee discussed asking the County if they would complete the section of their project from the Alpine Clubhouse to the 5-way intersection prior to the completion of the remainder of the project.
- Mathys said that he drafted a letter to the County which pointed out the specifics of the issues that the committee discussed last meeting.
- Mathys reviewed that the issues are the potholes, the confusing markings, the dark shadows, and the overgrown canopy.
- Mathys said that what he asked for in his letter to the Door County Highway Commissioner was restriping with the paved shoulders on each side versus one side, some consideration on the speed, patching the potholes, removing the scrub trees and plants, and trimming the canopy.
- The Door County Highway Commissioner responded to the letter prepared by Mathys.
- The Door County Highway Commissioner was unavailable for the January or February meeting but can send a staff member to the February meeting.
- The Door County Highway Commissioner said that the County could start the County's project from the Alpine Clubhouse to the 5-way intersection or to the start of the Village's project just south of the Village bird trail.
- Heise stated that there has been a discussion in the past regarding the Village picking up the cost for extra shouldering on the County G.
- Van Laanen stated that she agrees that the County should start the section of the project that does not involve the Village's project.
- Van Laanen stated that she is not sure if the County should stop at the 5-way intersection or go through to the start of the Village's project.
- Heise asked Simon if he has any opinions on this.
- Simon stated that for traffic control he thinks that the County should stop at the 5-way intersection.

- Mathys asked why this would be the case.
- Simon said that the Village could do whatever they want but he was just thinking that for traffic control during the CTH G project it would make sense for the road to match from the 5-way intersection on.
- Mathys said that for the Village's safety concerns to be addressed he would suggest that the County do their repaving up to the start of the Village's project.
- Conlon said that he thinks safety trumps aesthetics on this item and he agrees with Mathys.
- Helm asked what the condition of the road is between the 5-way intersection to the start of the Village's project, and Mathys said that he thinks this section of the road is not in as bad of condition as the rest of the roadway but if the County would do that right away the shoulder would be widened.
- Northrop asked if the section in question is more open.
- Mathys stated that he thinks the negatives of doing this in two pieces is so small compared to the positives.
- Mathys said that he thinks the Village should get as much repaving done as possible.

Mathys moved to accept the Door County Highway Commissioner's offer to do repaving on County Highway G from the Alpine Clubhouse to the start of the Village's County Highway G project, second by Conlon, motion carried. Van Laanen and Northrop, nay.

- Heise stated that the timeline for the CTH G project was included in the agenda packet and the final project will be delivered in Spring/Summer of 2021.
- Simon walked the committee through the timeline for the CTH G project.
- The project will be completed by June of 2021.
- Mathys asked if by Memorial Day, Simon means by Memorial Day weekend.
- Simon said that restrictions and timelines will be built into the contract.

5. Church Street project

- McMahan put together some preliminary plans for the Church Street project.
- Simon reviewed the existing typical sections.
- The proposed typical sections include 10 ft. travel lanes, 7 ft. parking lanes, and a 5 ft. bike lane.
- Simon said that conservatively speaking there should be 150 parking stalls from Harbor School Road to CTH E.
- The right of way width on this section of Church Street is 60 ft.
- There will be an urban section starting at Harbor School Road and going to CTH E.
- There is a 3 ft. grass terrace between the back of curb and sidewalk.
- Simon stated that the project includes street lighting and there has been discussion about adding lighting to the Dog Park parking lot which he would suggest doing at the same time as the road project.
- Van Laanen asked if the Village could use the lights that they have now, and Simon said that this could be done, but in his opinion the current street lamps on Church Street are not very tall.
- Northrop asked about the grass terrace, and Simon stated that this is just an option that has been included in the preliminary plans.
- Right now, McMahan has concentrated on the section of roadway from Harbor School Road to CTH E because there were two funding deadlines for this section that McMahan needed to meet.
- There hasn't been any engineering done on the section from CTH E to STH 42 but there has been surveying done.
- The north section of Church Street only has a 50 ft. right of way instead of 60 ft.

- Simon reviewed the potential schedule for the Church Street project.
- The 30% plan will be finished up by the end of March.
- Right now, McMahon is planning on temporary limited easements to do the construction.
- McMahon will need to look at storm water management because right now there are ditches on Church Street but all of these would be eliminated with the proposed project.
- Either a pond design or bio-filters will likely be used for storm water management.
- Once everyone has agreed on the total concept, McMahon will complete the right of way plat which is projected to be done by the end of August so that the right of way acquisition can be completed.
- The final plans and bidding will be done in December of 2020 and construction will start in spring of 2021.
- There are some gaps in the summer months built into the construction schedule. Simon asked if there is any issue on working on the north section of Church Street during the summer months. Simon said that there would likely be better pricing on this section if this could be done and there could be restrictions built in the contract for this.
- Simon said that the committee can get into the schedule in more detail once the entire 30% plan is completed.
- Mathys asked what the zoning of the Church Street area is, and Vandermause said that right now the zoning is Multi-use from Harbor School Road to CTH E and Recreational from CTH E to STH 42.
- Vandermause said that the Plan Commission is looking at the possibility of rezoning the section from CTH E to STH 42 from Recreational to Commercial.

6. STH 42 project

- The committee asked staff and McMahon to look into the parking situation on STH 42.
- Mathys asked if the two main issues of the STH 42 project are parking and the turn lanes.
- Heise stated that the conversation right now as he understands it is the committee would like to keep the left turn lanes but explore the potential of adding more parking either with or without the bump outs. However, it has been the committee's recommendation that the bump outs be removed from the project design concept.
- Simon said that he took a look at the STH 42 project to see where parking stalls could be added throughout the project with or without the bump outs.
- Simon reviewed a parking summary for the length of the project.
- Van Laanen suggested maybe talking to property owners that have multiple driveways to see if they would be willing to give up one of their driveways so that additional parking could be added.
- Simon stated that he doesn't know what the specifics are but because the Village code does allow property owners to have two driveways, there might be purchasing rights required for doing this.
- Sanks asked if the Village is looking at putting on street bike lanes on Church Street why they would duplicate this on STH 42, and Heise reviewed the history behind the bike lanes on STH 42.
- Heise reviewed that with all three of the Village's road projects there will be bike lanes or bike accommodations which he thinks is important because there are not a lot of safe biking routes in northern Door County.
- Northrop said that she agrees with Sanks but when the STH 42 project was started, the Village was told by the WisDOT that they need to either have on street bike lanes or a multi-use path and the public was not in favor of the multi-use path.

- Sanks said that he points this out because the Village would not be using as much space if they did not put in the on street bike lanes.
- Simon said that when the Village first started looking at the project the WisDOT was requiring either a shared use path or on street bike lanes and since then the WisDOT has relaxed a little bit and has allowed for bike accommodations instead of designated on street bike lanes.
- Simon stated that by the left turn lane section of the project there isn't enough room to add parking and it really would not be safe to add parking to this section.
- The stalls on STH 42 in front of Shipwrecked will be lost because there is a sight line issue.
- There will also be some stalls lost on STH 42 in front of Greens N Grains due to sight line issues.
- The parking numbers provided are close to what can actually be constructed but there will be some tweaks made if necessary. Simon said that he was pretty aggressive with squeezing parking in where it could be added.
- Simon reviewed the on-street parking summary table that he put together.
- Right now, there are 72 on street parking stalls on STH 42 and with the proposed STH 42 project as currently designed with bump outs there will be 87 on street parking stalls. If the bump outs are removed, there would be 99 on street parking spots on STH 42.
- Simon explained that most of the parking will be lost between Market Street and Orchard Road but there will be quite a bit of parking added south of Market Street and north of Orchard Road.
- Van Laanen stated that the committee unanimously concurred that they wanted to move forward without the bump outs.
- Heise stated that staff will bring this recommendation to the Village Trustees.
- Mathys asked if this isn't a question on no bump outs or if there are going to be bump outs by crosswalks or just no bump outs at all.
- Simon said that there are a number of encroachments and the one that cannot be avoided.
- Van Laanen asked how to approach the driveway request she mentioned.
- Simon reviewed the STH 42 project timeline for the sections from South Trail to Harbor School Road and CTH E to Church Street.
- The items marked with asterisks are marked as tasks that would be required to be done if TAP funding is received but would not need to be done if it is not.
- Simon said that the project would be completely finished in 2023 after the WisDOT comes in and does their repaving work.
- The TAP funding application is due at the end of this month and will likely be announced in August of 2020.
- Simon said that he did include a public involvement meeting in the timeline.
- The right of way acquisition for the STH 42 project does take quite a bit of time. The right of way acquisition cannot start until all of the environmental documents are approved.
- The project will likely be bid in the fall of 2022.
- If grant funding isn't received, the beginning and ending of the project will pretty much stay the same but the right of way acquisitions could be started sooner.
- Mathys asked if the Village could receive a cost comparison for burying and moving the utilities, and Simon said the utilities have done this for CTH G and STH 42 in the past so they would likely do this again for the STH 42 sidewalk extensions.
- Simon said that he is only talking about the utilities not being buried but being moved in the sidewalk extension area not the roadway section of the project.
- Simon reviewed the timeline for the STH 42 roadway section of the project.
- Again, the asterisks are for tasks that would be required if grant funding is received.
- Simon stated that on this section of the project the utility burial is quite expensive.

- For the WisDOT to complete the paving in 2023, the curb and gutter would need to be in place prior to that as well as utility relocations.
- Environmentally, there is one property that is on the national historical register so there would be some additional approvals needed if there is any work being done on this property.
- Simon said that there are a number of historical structures on this section of roadway which are not on the Federal Historical register.
- If work is being done on the property that is registered, a Historical Archeological consultant would likely need to be involved.
- DNR permitting is much less extensive in this section compared to the north and south sections.
- Mathys said that timelines are really helpful and asked if it would make sense to incorporate the application deadlines and funding awards on the timeline.
- Heise stated that there is an agreement from McMahon included in the agenda packet which is an agreement for continuation of scope of services and the completion of the TAP grant application.
- Mathys asked if Heise has looked at the contract closely to make sure everything is in order.
- Heise said that this agreement will take the Village to full 30% plans for the STH 42 project and the Village will not want to go much further than this point until we know what grant funding has been received.

Northrop moved to recommend approval of the McMahon Agreement for continuation of services for the STH 42 project, second by Mathys, motion carried.

7. UniverCity update

- Heise stated that the committee has heard him talk about UnvierCity but he doesn't think that he has ever shared the project descriptions that were sent to UW-Madison regarding the potential Village projects with the committee.
- Heise reviewed the elements that the UniverCity will work on regarding the Village's STH 42 project which include: place making elements, street tree types and placement, artistic elements, and street lamps.
- Heise stated that he did review the project description with Simon and he does feel like the product from the UW-Madison UniverCity program could be folded into the STH 42 project.
- Heise stated that he also shared this project description with Ed Conlon as he has a lot of experience with these types of programs.
- Heise asked Conlon if he has any comments regarding the description, and Conlon said that he thinks that the project looks very doable but he thinks the key will be to have good communication between the Village and the students.
- Getting state and federal funding is very important regarding the STH 42 project.
- Heise said that the other project that the UniverCity program will be assisting the Village with is an all seasons recreational trail that would run from the Village Beach to Frank Murphy County park.
- Heise said that the UniverCity program is all over this project.
- Van Laanen said that this project is in an exciting idea stage but the Town of Egg Harbor has not been consulted with.
- Heise said that he has discussed this project with all of the property owners that would be affected by the trail.
- Heise said that almost all of the property owners are excited about the project but have not formally committed. The Alpine is hesitant to get involved as the property is for sale.
- The project lead on the recreational trail project is not the Village but Ben Nelson with the County Parks Department.

- Mathys said that there are a number of places in Wisconsin that have a trail system for bicyclists to use.
- Mathys said that really there is not a trail system for people to get from Town to Town in Door County and he thinks that this trail could be a start of something bigger.
- Van Laanen said that the County does have a map of bicycle routes throughout the County.
- Heise said that the Ahnapee Trail runs into Sturgeon Bay and Southern Door County but there isn't anything like this in Northern Door.
- Heise said that he thinks this is a big opportunity in the County and even the Visitor Bureau is tracking toward this concept as well.
- Heise said that as far as he can tell the County's bicycle system is a bit of a hot potato and there has been a lot of transfer of the responsibility of this task between County departments.
- Dannhausen said that Traverse City has a 27 mile bike path that connects a bunch of Towns together.
- Dannhausen reviewed some of the aspects of Traverse City building their trail system and suggested the Village look to this for some guidance on development of a similar trail.
- Heise stated that in his original proposal he also asked UniverCity to work on helping the Village identify parking solutions as well as provide some assistance to the BookNook Gardens group.

8. Plantings along Dock Road

- Van Laanen stated that this is an issue that was brought to the attention of the Village.
- There were some plantings that were knowingly planted on Village property without authorization.
- Heise said that when this issue was first explored, staff talked about getting the area surveyed to verify if the plantings were actually on Village property. When the adjacent property owners were approached about the issue they said that they knew they planted on Village property.
- Heise said that after this was known, staff took a look at the plantings and determined that since they are already in the ground, the benefit of the plantings to the Village should be analyzed.
- Staff is recommending that the plantings remain as they do provide a benefit to the Village and the Village would not advise the property owners to come back on Village property for removal which would take up staff's time to remove the plants.
- Van Laanen said that she sees this as an issue regardless of who the property owner might be and she thinks it is wrong that these property owners knowingly planted plants without authorization on the property of the people of the Village of Egg Harbor.
- Van Laanen said that she has an issue with the type of trees that were planted and feels as though the property owners should have went through the proper channels to request screening and the proper plantings could have been selected for the area.
- Van Laanen said that she feels when people put things on public property that are not supposed to be there, they should be removed.
- Heise stated that the Village will not allow the adjacent property owner to go back on to the property to take the trees out so Village staff would need to remove the trees, bring the trees to the property owner, and replant some sort of vegetation.
- Heise said that he would be willing to take this issue to the Village Board if necessary.
- Van Laanen said that she doesn't think the issue needs to be brought to the Village Board and she's not sure if the issue even needed to be brought before the committee.
- Northrop stated that he agrees with Van Laanen.
- Mathys said that he doesn't think that people should be adding or removing things from public property without authorization from the Village.

- Helm said that the property owner should have made a formal request to the Village and he knows that it is easy to ask forgiveness rather than permission which seems to be what is happening here.
- The committee discussed that the property owners should be responsible for removal of the plantings, and Heise stated that because the Village would not allow the property owner back on the property to perform the work they would need to work with a contractor.

Van Laanen moved that the Village require the trees that were planted without authorization to be removed no later than May 1st, second by Northrop, motion carried.

9. Public Works report

- DeMeuse stated that the report is included in the agenda packet.
- Van Laanen asked how many full time staff are on this year, and DeMeuse stated that there are three full time staff members.

10. Action item list

- The action item list was included in the agenda packet.
- Heise stated that the invasive species project is going to move forward and the full newsletter will be sent out with the spring utility billing.
- Van Laanen asked if the wayfinding item could be removed, and Heise suggested moving it to a lower priority.
- Heise stated that the Village can look toward Sturgeon Bay's wayfinding system as an example to see if it is something the Village might want to continue to explore.
- Van Laanen asked about the development of goat paths throughout the Village, and Vandermause will determine if this was on the action item list at one point and add it back on if necessary.

11. Open Session

- Mathys said that in the past the committee had discussed putting an informational marker at the Bay View Terrace and said that he put a draft together for staff to look at.

12. Next Meeting

The next meeting is February 5th, 2020 starting at 8:30 a.m.

13. Adjourn

Van Laanen moved to adjourn at 10:23 a.m., second by Helm, motion carried.