



Wednesday, July 8th, 2020 1:00 PM
Village Parks and Public Works Teleconference Meeting

1. **CALL TO ORDER**

a. Approval of agenda

Suggested Action: Motion to approve the agenda.

- VanLaanen called the meeting to order at 1:01pm.
- Committee member present: Lisa VanLaanen, Don Helm, Mack Bonk, Ken Mathys, Ed Conlon, Kaaren Northrop, John Heller
- Staff members present: Cody DeMeuse, Tom Strong, Ryan Heise and Lydia Semo.
- **VanLaanen moved to approve the agenda, seconded by Don Helm. Motion unanimously carried.**

b. Approval of the April 15th, 2020 Village Parks and Public Works Meeting Minutes

Suggested Action: Motion to approve the April 15th, 2020 meeting minutes.

- **VanLaanen moved to approve the April 15th, 2020 PPW meeting minutes, seconded by Northrop. Motion unanimously carried.**

2. **OPEN SESSION** - *This is an opportunity for members of the audience to bring to the committee's attention any concerns regarding items listed on or not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of ten (10) minutes for all items. Speakers may not yield their time to others.*

- Helm asked about parks for potential festivals and what guidelines will be in place.
- Northrop stated that the EHBA sent out a survey for business input on festivals. EHBA has a meeting next Tuesday.
- Heise stated this will be addressed at the next Village Trustee meeting, and then followed-up at the EHBA meeting. Opinions are split and it will be on the Trustees agenda.
- Heise stated that large events and park use was not specifically addressed in the COVID-19 policies, the parks and restrooms are open for public use. Guidelines are mainly for indoor policies based on the County of Door and CDC guidelines. This also includes outdoor physical distancing.
- Northrop stated that this happens all the time around here. I'm looking at it right now. EHBA is not going to plan Pumpkin Patch as it's always been. I would think they would invite a lot of input on what should and should not be done.
- Heise stated that there is a timing issue here given the amount of logistics that would be involved. Alyssa has concerns with staff safety. This applies to the Village as well. I don't know that the Trustees want to put staff members into large groups.
- Mathys: Don is your question specific to covid or is it a broader sense.
- Helm stated the number of increased cases is concerning and that we need to be proactive in the decisions. This committee should set some guidelines for usage.
- The committee agreed that they would like to discuss park usage and guidelines as a future agenda item.

- Conlon stated that if the Village were to hold an event without COVID-19 guidelines in the park then that would reflect very poorly on the Village.
- Van Laanen commented that there are already guidelines for renting the park. We can wait to see what the Village Board does.
- Heise thanked Ed from Parks and Public Works for working over the 4th of July weekend. I just want to give him a shout out.
- Heise asked for the PPW committee's opinion on Zoom meetings.
- Helm was in favor of having the option of attending a meeting in person or via Zoom. Helm stated that the school board has two separate meetings for the committee meetings and for public comment.
- Northrop and Bonk were not in favor of Zoom meetings. Helm and Mathys were in favor of a hybrid in-person/zoom meeting.
- Conlon was in favor of Zoom meetings.
- Mathys prefers to meet in person but these zoom meetings are important to me.
- Heise stated that hybrid is an option but it involves more staff time. It's a more efficient use of resources to do either zoom or in person.
- Mathys would like to discuss a Village-wide trash pick-up day as a future agenda item. VanLaanen stated this was done in the 50s and 60s every spring and fall then they would meet at Casey's. That's a good idea – maybe we could revive that.

3. Action item list review

- Heise addressed priority 1 issues.
- Beach expansion project is done on time and on budget. Nice job everyone.
- Church Street road project is still slated to start in Fall 2021. The 1 million dollar grant is very helpful for that project.
- Semo gave an update on Invasive Species. Many people sent in pictures of Invasive species. I'm working on a digital map. I'm working towards refocusing on this work in July including updating the website. I have an updated list of contractors from Door County. I want to get a common message for all inquiries.
- Mathys said that's great to hear. We have a huge patch on the north shore drive that is really out of control with Garlic Mustard. It's good to know that you're getting back on top of that.
- Lydia stated that Garlic Mustard takes years to remove.
- Heise stated that PPW is working to remove poison ivy along high traffic trails. It's a never-ending battle.
- Van Laanen asked if there were any additional questions regarding the action items list. Hearing none moving back to item 1 b.

4. Recycling services

- No discussion.

5. Project Updates

- CTH G Resurfacing County HWY Dept.
- Heise stated the Village is tracking towards a mid-October start date for the resurfacing and adding the sidewalk from Shipwrecked down to the off road trail. We're working through the right of way agreements. We have to finalize agreements with WPS, Charter and Frontier. We also need to get signed agreements for running electric to the homes. We also need to revisit our agreement with the County of Door since they will be putting some money into this project. We will follow up with DOT for the intersection. We have the DNR permit. We are hoping for these to go out to bids this month. It's a lot of prep work that goes into this project.

- Lisa Van Laanen: You had mentioned that you need agreements to get the electric hooked up to each residence. Do you anticipate any issues with?
- Ryan Heise: No. The village is paying for the update but the owners are responsible for any upgrades that they need to get up to code.
- Northrop: After the final bids come in do the Trustees have to approve the final contract?
- Ryan Heise: Correct -they have to approve the final contract. We'll try to time it so it's on the agenda without a special meeting.
- Northrop and VanLaanen stated they do not want to see the project delayed again.
 - Beach project update
- Ryan Heise: We are going to update some signage and stripe
- Northrop: What happened with the legal aspect of the sewer changes?
- Ryan Heise: Yes we were able to recoup some of the costs related to the engineering costs.
 - Downtown Wifi Grant
- Heise expects NSight/CellCom to get back on track in the next few months. Cellcom was going to put in some small cell technology. Public Service Commission did award the WIFI grant but pulled the small cell technology from the grant. The next step is to see if CellCom is going to still move forward with the small cell technology.

6. PPW Report

- a. Landscape and flowers
- The committee complimented the flowers and landscaping in the Village. DeMeuse stated they try to water every other day.
- b. Facility closures review
- Ryan Heise: All of our park amenities are open and facilities are open. The Berstchinger and Kress Pavilion are open with rules in place limiting groups to 10. Kress is also working with the Library System as well.
- Mathys thanked the PPW for paying attention to detail at the Bayview Terrace.
- Northrop asked about the Windward Plaque, Mathys stated it will be ordered and should take at least another month.
- Van Laanen stated that the planning commission legally needs to review some but not all signs. If something is coming up I'll try to throw it to them first so it doesn't ping pong back and forth. That really held up your sign Ken.
- Mathys stated that it's ok. They got a good result in the end.

7. New Business

- a. Little Dancer Aged Fourteen Donation offer
- Ryan Heise provided an overview of the offer. The Peg Egan is the front runner for the placement. We will work with the Public Arts Initiative on the placement.
- Northrop asked who chooses the placement of the statue, Heise stated ultimately the Village Board decides.
- Northrop stated that it should come back to the PPW Committee.
- VanLaanen stated the PPW Committee recommends placement for board approval.
- **Northrop moved to accept the Donation of the Little Dancer Aged Fourteen, delegated to Public Arts Initiative to select a location then returned to PPW committee to recommend final placement. Motion seconded by Mathys. Motion Unanimously carried.**
- b. Green Tier Taskforce Pollinator Plants

- Lydia Semo stated that Angela Lensch wanted to know if we have specific pollinator plants in the Village.
 - Mathys stated that we do have a shortage of these kinds of plants in the Village.
 - DeMeuse was tasked with looking into what pollinator plants we have in the village and work with volunteers to add pollinator plants to the terrace.
- c. Dog waste and cigarette receptacles
- VanLaanen stated that she frequently runs into dog waste and she would like to see dog waste receptacles down dock road and by the bird trail.
 - Mathys would prefer if bags would be attached to the signs. Some residents in point beach have put out their own dog waste stations with bags supplied.
 - **VanLaanen moved to approve placement of dog waste signs throughout village park property at the discretion of PPW director. Motion seconded by Mathys.**
 - Mathys suggested to order extra signs if other neighborhoods would like to add signs.
 - VanLaanen: I think that's a good idea. I looked under our ordinances (91.6). There is only a penalty for letting your dog run loose. It requires both leashing your dog and picking up dog waste. However there is only a penalty for letting your dog run loose. There is no penalty for not picking up dog waste. We should ask the village to address that. Ryan is that something that the Village board would need to do?
 - Heise stated that the Village Board would need to address that.
 - Heise asked if the dog waste baggies should be attached to the sign and if there will be a receptacle near by. What do you do with the bags if there is no receptacle in the area?
 - Van Laanen: I suppose we could have one under each of the signs.
 - Northrop asked who will be refilling the bags and emptying the garbage cans.
 - Van Laanen: Garbage cans are already by the park, the marina, the beach, the bird trail.
 - Ryan Heise: That would be my recommendation up to Cody's discretion.
 - The committee agreed that they would be fine with just the signs and no bags.
 - **Motion unanimously carried.**
 - VanLaanen stated the cigarette receptacles did not seem to be as big of an issue as it used to be.
- d. Hillside Trail Striping
- Ryan Heise summarized that the request came from a condo association. Heise reminded the committee that if this striping is approved, the committee will be hard pressed to deny requests from other areas of the village. Just make sure you have a good justification for this case.
 - Ed Conlon asked if this would be on the twisty hill leading up to landmark.
 - Northrop stated it is hugely unsafe not to be striped.
 - Conlon stated that this seem to be a very reasonable thing to do in this particular context. That doesn't mean that all roads need to be striped.
 - Lisa Van Laanen: Is this just down the middle?
 - Mack Bonk: That's the same question I have. If this is just down the middle or also on the roadway edge?
 - Heise stated that their request included potential roadside striping as well. We have to look into the standards for how far those lines would need to be from the edge of the pavement.
 - The consensus of the committee was to do the striping, if able, for safety purposes.
 - Don Helm indicated that the Town or Gibraltar just put did the middle stripe.
 - Ryan Heise recommended working with the county to put the center stripe in place to be sure we're meeting traffic code.
 - Committee consensus is to proceed.
- e. Eggy Bikes Status
- Ryan Heise provided an overview that the bikes have not been put out yet.

- Code DeMeuse indicated that the bike racks would need to be put out but that doesn't take very long. Bike racks by main street, the marina, the Kress and the Community Center. The bikes are in good shape and ready to go if needed.
 - Ed Conlon recommended a temporary sign reminding riders to wipe down their bike.
 - Lisa Van Laanen said we can put them out.
8. **OPEN SESSION** - *This is an opportunity for members of the audience to bring to the committee's attention any concerns regarding items listed on or not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of ten (10) minutes for all items. Speakers may not yield their time to others.*
- Ken Mathys asked about the timeline for the HWY 42 project. It feels like a lot of time has gone by since we last discussed this.
 - Ryan Heise stated the last discussion was with the video and adjustment of the crosswalks. We were going to reveal the video this summer in public meetings but that won't happen any time soon. I will circle back with the engineer and get it on the next agenda.
 - Mathys stated the committee should be focusing on the developing the messaging to present it property to the public.
 - Northrop stated we should have more specifics now to get our ducks in a row. People are asking and I don't know what to tell them. This should be on the agenda for the next meeting.
 - Heise stated they are waiting to heard back that we did not receive one grant for congestion relief. We are waiting to hear about a grant from the transportation alternatives group.
 - Ken Mathys said he's trying to take a step back and look at the big picture. We want to do a really good job on presenting this project.
 - Mack Bonk said I was going up 42 and noticed a lot of updates in Ephriam and Sister Bay. I'm curious about why there is no screening in place there. Is it a limitation of what the power company allows you to do?
 - Ryan Heise indicated that there are some guidelines that have WPS provided for screening utilities our Hwy G project.
 - VanLaanen asked if everyone will be available to meet in August.
 - Kaaren Northrop indicated we should meet to get an update on Hwy G and to plan for Hwy 42 plus we should get an update on the pending grant.
 - Lisa Van Laanen indicated the next meeting will be August 5th. Should we have a hybrid meeting? If we do all meet in person I don't know if we can meet in the Kress.
 - Ken Mathys: I'm fine with Zoom. To me this was fine.
 - Lisa Van Laanen said ok. We'll get updates for the August agenda. Hwy 42 what comes next. Church Street update and see what else comes up.
 - Ken Mathys: For that meeting could Ryan recommend a timeline for the Hwy 42 project?
 - Ryan Heise: I can do that.
 - Van Laanen asked to not include the email conversations in the packet and to go back to double spaced agendas.
9. **ADJOURNMENT**
- **Van Laanen moved to adjourn, seconded by Helm. Motion unanimously carried.**
 - **Meeting adjourned at 2:19 PM.**