

**Village of Egg Harbor**  
**Parks and Public Works Meeting Minutes**  
**June 6<sup>th</sup>, 2018 – 8:30 AM**  
**Donald & Carol Kress Pavilion- Great Hall**  
**7845 Church Street, Egg Harbor, WI 54209**

**1. Call to order and adopt agenda**

Van Laanen called the meeting to order at 8:32 a.m. Those in attendance were Lisa Van Laanen, Coleen Bins, Don Helm, Kaaren Northrop, Jeff Meyer, Ryan Heise, and Megan Vandermause. Absent was Ken Mathys. Also in attendance in the audience were John Heller, Ed Conlon, Shawn Mathys, Duane Bavlnka, Dawn McGinnis, Angela Lensch, Jeanine Brennan, and Aaron Lopez.

Van Laanen moved to approve the agenda moving number thirteen after number eight, second by Northrop, motion carried.

**2. Approval of Committee meeting minutes May 2<sup>nd</sup>, 2018**

Van Laanen moved to approve the May 2<sup>nd</sup>, 2018 meeting minutes, second by Northrop, motion carried.

**3. Open Session**

- Vandermause mentioned that two new committee members have been appointed to the committee Coleen Bins and Ken Mathys.
- Helm asked about the speed signs and the calibration of when the sign reads the vehicles speed.
- Meyer stated that the signs are motion activated so he will call the company the signs were purchased from to see if there is any way to control when the sign reads the vehicles speed.

**4. Lion's Club request for signage for memorial bricks**

- Bavlnka stated that he is representing the Lion's Club for Egg Harbor and the club has a commemorative brick field in Harbor View Park.
- The Lion's Club would like to place sign for the bricks at the end of the stone work in the entrance of the park.
- The order forms would also be placed in the sign.
- The Lion's Club has room for 1,000 plus bricks and about 600 are still available.
- The Lion's Club does have bricks purchased throughout the year.
- The Lion's Club feels like if the sign is placed near the brick field in the park they will get more people interested in purchasing a brick.
- The sign would be placed in the park on occasion not all the time.
- The sign could be unattended and dropped off in the morning and picked up in the early evening weather dependent.
- The signs could just be placed in the park on Saturday or Sunday or during special events.

- Another option would be to have someone in the park with the sign to answer questions and to make sure that nothing blows away.
- The Lion's Club has not advertised the brick field at all at this point it is all word of mouth and in the brick field there is one oversized brick that has some order information on it.
- The Lion's Club reserves the right to edit the language that is placed on the brick.
- Van Laanen suggested having the signs out during a special event and having someone there manning the sign.
- Bavlnka said that a member would have to volunteer to take the sign to the park and pick it up.
- Van Laanen stated that she feels the way to go would be to have the sign be there during special events.
- Bins stated that she feels like the Lion's Club would get more donations if someone was manning the sign in the park.
- The committee suggested asking the Egg Harbor Business Association to take some forms in the Welcome Center.
- The committee stated that the sign could be placed in the park as long as the sign is manned.

**Van Laanen moved to approve the Lion's Club request for memorial bricks with the stipulation that the sign be manned when it is out, second by Helm, motion carried.**

#### **5. EHBA signage request**

- Van Laanen stated that she feels like this is a really big ask by the EHBA for information that is already around the village in brochures and businesses.
- It was brought up at the Village Board meeting that maybe the EHBA could put brochure holders out in these locations instead, but it was also pointed out that brochures are available in many locations throughout the Village.
- Van Laanen stated that she heard a suggestion from someone to put these signs in the windows of vacant businesses.
- Bins stated that she is in agreement with Van Laanen.
- Helm stated that he feels like the size of the sign is a little much.
- Helm stated that it would have been nice if there was an EHBA representative at the meeting so that the committee could ask questions and talk about possible alternatives.
- Northrop stated that the information is in plenty of private spaces and is easy to find.

**Van Laanen moved to deny the EHBA request for 3'x6' signs in public parks, second by Northrop, motion carried.**

#### **6. Farmer's Market vendor location**

- Heise stated that when the Farmer's Market was approved to take place in Harbor View Park, it was approved with the condition that the item return to the committee to determine the location for the vendor tents.
- Heise stated that after the first week of the Farmer's Market he did bring up some concerns regarding safety with the representative for the Farmer's Market because the tents were set up too close to the sidewalk.
- Vandermause stated that the discussion at the Village Board meeting was that the Farmer's Market should not take over the entire park, but there was not specific location decided on.
- Van Laanen stated that the Farmer's Market sign was put out a week before the Farmer's Market and this was never approved.
- Heise stated that staff did address the sign, which will be allowed to be placed out during the Concerts in the Park event and during the Farmer's Market.
- Van Laanen stated that she thought the music would be acoustic and there was an amp.
- Northrop stated that there needs to be a written agreement between the EHBA and the Village and guidelines need to be handed out to all of the participants.
- The committee stated that all of the guidelines seem very loose and there needs to be more documentation.
- Northrop confirmed that this is an EHBA event.
- Van Laanen confirmed that staff has gone over all of the concerns with the EHBA representative.
- The committee was okay with the tent placement as long as all of the tents stay in one section of the park.
- Helm stated that he has heard complaints regarding the parking.
- Bins asked if the Farmer's Market could take place at the new community center.
- The committee stated that this was discussed, but not well received by the Farmer's Market participants.
- Northrop suggested getting a written agreement between the Egg Harbor Business Association and the Village in regard to the Farmer's Market.
- The committee would like this item on the agenda for the rest of the summer to keep an eye on the event.

## **7. Public Works update**

- Meyer stated that benches are selling at a rapid rate.
- Concrete slabs will be poured for the benches at the Bay View Terrace.
- All of the slabs will be poured at one time.
- Meyer chose the placement for the benches.
- Meyer stated that benches for Harbor View Park are pretty much sold out.
- The donation boxes for Peg Egan have been made and Meyer is working on the signs that will go above them.
- The boxes will be located in spots were Lundahl normally stands after PEPAC concerts.
- The crew is also working on maintaining the parks.
- All of the buildings have been opened since the last meeting.

- All of the hanging baskets and pocket parks are planted.
- Northrop stated that container pots are supposed to be really full and impactful.
- Meyer stated that the baskets will fill out and if the baskets are over loaded right away they are restricted.
- Northrop stated that she thinks that the baskets should be packed full and impactful as soon as they are put out.
- Meyer stated that he had Door County Landscape design the baskets and they called for less plants.
- Meyer stated that he thinks the baskets will look good.
- The baskets have water reservoirs so there isn't a lot of room for soil.
- Heise asked if the Public Works crew could take a look at the baskets to see if they could add more plants.
- Northrop applauded the crew for working with Door Landscape and Sunnypoint.
- The committee would like the Public Works to add more plants to the existing baskets.

#### **8. Bay View Terrace signage and update**

- Meyer stated that there needs to be a new sign installed for the Bay View Terrace.
- The panel on the existing sign will be changed to read Bay View Terrace and a panel will be added under this that says public beach with an arrow.
- Staff stated that they thought public beach would be more easily understood by the public.
- Mathys stated that she is at the meeting to discuss the plantings for the terrace.
- The Village Public Works crew restored the terrace and created planting beds.
- Mathys has applied to have the site approved as an outreach site with the Master Gardens.
- The Master Gardens have given provisional approval for the project. The approval is provisional because it is larger than the typical outreach project.
- Mathys presented the planting design.
- The overall concept of the planting design will be to have the planting beds full and controlled.
- The beds will be planted with perennials and native plants.
- Very little if any annual plants will be planted.
- The design is meant not to obstruct the view at all. All of the plantings will be low.
- There is a lot of repetition within the design in terms of color and plants.
- There has been some winter interest plants included in the design.
- There will be one bed that will be strictly planted for pollinators.
- There is not a water source at the site currently, but there are plans to add a water line from one of the buildings at the beach.
- Mathys went through the list with Dan Richmond and he is going to call the plant wholesaler to get a price for ordering plants.
- Mathys stated that she thinks this will be a two day planting effort.
- Meyer stated that topsoil was added to the beds and the beds are ready to be planted.

- The Master Gardeners will assist with the planting.
- Other community volunteers might help the gardeners.
- Mathys is hoping to get some of the planting done by the 4<sup>th</sup> of July.
- Meyer stated that he will have to see what the price tag is on the plants.
- Northrop asked if it is possible to have a portion of the plantings done within the next three weeks.
- Mathys stated that the biggest issue with the plantings will be the watering schedule.
- Heise recommended getting an estimate for installation.
- Mathys stated that a combination crew could be created to get the planting done quicker.
- Staff will take a look at the budget.

#### **9. Increasing committee size from 5 members to 7 members**

- Heller stated that after the last Trustee meeting when the committees were reviewed there were a number of people who were willing to step forward and get involved.
- Heller stated that after the meeting Van Laanen sent him an email suggesting that Parks and Public Works be expanded to 7 members.
- Heller stated that he felt as though the committee needed some more geographical representation.
- Heller stated that Ed Conlon and Jeanine Brennan are interested in serving on the Parks and Public Works Committee.
- Heller said that he wants to accommodate involvement by the residents.
- Northrop stated that she thinks that there are many ways for the public to give input at committee meetings.
- Bins stated that she thinks the idea of having a wider range of input.
- Van Laanen stated that when the committee meets the members should represent the whole village not necessarily a neighborhood.
- Helm stated that the committee makes a recommendation to the Village Board.
- Brennan stated that she is new to Egg Harbor, but she has visited Door County many times with her own family.
- Brennan said that she works here at the library and is looking to get involved in the community.
- Brennan stated that she has always been a volunteer and she would like to serve the community.
- Conlon said that he and his wife have been coming to Door County since 1986. Conlon stated that since then he and his wife built a house in Apple Ridge.
- Conlon said that he was a college professor and is now retired. Conlon stated that he has spent half of his life on committees.
- Conlon would love to get involved with Egg Harbor and said that anything he can do to help out the community he will do.
- The committee discussed that four members would constitute as a quorum if the committee is increased to seven members.

**Bins moved to increase the committee from five members to seven members, second by Van Laanen, motion failed. Van Laanen and Bins aye. Northrop and Helm nay.**

#### **10. Wayfinding sign efforts Door County wide**

- The community associations in each of the municipalities got together to try and implement some wayfinding signage throughout the county.
- Overall the signs would be uniform, but each community could have their own logo and branding.
- Heise stated that the concept is good and the Village already has some resources through the Green Tier Legacy community program.
- So far the community associations have received one proposal and the Village's cost came in around \$13,000.
- Heise recommend that the community associations receive proposals from multiple vendors.
- Heise stated that the Village is already using resources that are available.
- Northrop asked if the DCVB is on board with this and asked if they would have some funding available through those room tax dollars.

#### **11. Public Works assisting with mulch loading a few weekends in spring**

- Heise stated that this was a resident request that was made at a Village Trustee meeting.
- The request is that in spring the Public Works crew would make available a skid steer to load mulch in to trucks.
- Meyer stated that Hatala is not very comfortable driving the skid steer and he feels like there are liability issues.
- Meyer stated that another issue is the availability of mulch because certain years there is extra mulch and other years the village has to buy more mulch.

#### **12. Congestion Mitigation and Air Quality grant**

- Heise stated that staff will be pursuing another grant for the sidewalk extension projects.
- Door County is one of ten counties in the State that has air quality issues and that is why the Village qualifies for this grant.

#### **13. Bike rack update**

- Van Laanen stated that bike racks were going to be ordered, but then staff noticed that the Village already has some bike racks available.
- Vandermause stated that she was going to order an 8-ft. rack and a 4-ft. rack, but Meyer stated that he had some bike racks at the shop.
- Public Works will paint the racks blue to match the other racks.
- Van Laanen stated that she will order two more Eggy bike signs.
- Public Works did zip tie all of the baskets to the bikes.
- The total bike count is now 17.

#### **14. Open Session**

- Lensch asked who someone should contact if they are interested in purchasing an Egg bike and Vandermause stated they can contact the Village office.
- Lensch asked if Public works is hiring summer help because she might have someone who is interested.
- Vandermause stated that Aaron Lopez is the summer intern for the administration office this summer.
- Lopez stated that he graduated from the University of Green Bay in 2017 with a degree in Public Administration and Political Science and is very excited to be working with the Village this summer.

**15. Next Meeting**

The next meeting is July 11<sup>th</sup>, 2018 at 8:30 a.m. in the Great Hall at the Donald and Carol Kress Pavilion.

**16. Adjourn**

Van Lannen moved to adjourn, second by Helm, motion carried.