

**Village of Egg Harbor
Parks and Public Works Meeting Minutes
March 14th, 2018 – 9:00 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 9:01 a.m. Those in attendance were Lisa Van Laanen, Kaaren Northrop, Joe Smith, Jeff Meyer, Ryan Heise, and Megan Vandermause. Absent were Angela Lensch and Don Helm. Also in attendance were Mack Bonk, Clarence Scherer, Jerry Seroka, Kirsten Jacquet, Holly Cole, and Jan Luser. Van Laanen moved to approve the agenda with changes, second by Smith, motion carried.

2. Approval of Committee meeting minutes February 7th, 2018

Smith moved to approve the February 7th, 2018 meeting minutes, second by Northrop, motion carried.

3. Open Session

4. Beach Updates

- Heise stated that the beach project is anticipating a construction start date in fall 2018.
- Smith Group JJR is currently working on the permits with the DNR.
- The committee will meet with Smith Group JJR at the next meeting to go over the final plans.
- Construction documents will be prepared to go out for bid after the plan is finalized.
- Heise reported that he went down to Madison and presented to the Coastal Management Grant group.
- While Heise was in Madison, he met another group, Fund for Lake Michigan that has \$4 million for projects on the Lake Michigan shore line.
- This group is very interested and supportive of the Village's project and Heise has submitted a grant application to this group.
- The Coastal Management Group stated that they would support the Village's project if the Village does not receiving funding from the Fund for Lake Michigan group.
- Heise doubled the ask to the Fund for Lake Michigan.
- Heise stated that it has been indicated that the Village will receive the money from the initial ask of \$60,000, but the additional ask will need to be reviewed by the Fund for Lake Michigan group.
- The major ticket items for the beach project include: mobilization and erosion control earmarked at \$45,000, demolition earmarked at \$56,000, and earthwork including the limestone earmarked at \$170,000.

- The total cost for the entire beach project came in at \$650,000 for everything.
- Heise explained that items such as picnic tables and café tables could be removed.
- The beach groomer was included in the grant application, but was already purchased as it was included in the FY 2018 budget.
- Van Laanen asked what the projected price was and Heise stated that the cost has been over all over the board, but on the original capital improvement chart the cost came in at \$500,000.
- Northrop confirmed that the beach project is the scaled back plan that the committee reviewed.

5. Staff Report

- Meyer reported that right now Martin Security is installing a fire alarm system in the Bertschinger Center.
- The Public Works crew is working on painting the inside of the Bertschinger Center.
- All of the new street signs have been installed. Some of the street sign poles are a little crooked, but they will be fixed in spring once the ground unfreezes.
- Meyer stated that that all of the street signs are high visibility and the names have been updated with the proper wording.
- Meyer stated that he is preparing some information to send out to a number of landscape designers.
- Van Laanen asked if local landscapers are going to be asked to work on the project and Meyer confirmed that this is correct.
- Meyer stated that he ordered 6 new recycling bins to be placed throughout the Village.
- Northrop asked where the recycling bins will be placed and Meyer stated that this will need to be determined.
- Northrop recommended putting the recycling bins next to the existing garbage cans.
- Van Laanen asked if the Meyer will have a plan for where the recycling bins will be placed by the next meeting and Meyer stated that he is not sure when the bins will be delivered.
- Meyer stated that Public Works is working on some updates to Vandermause's office.
- Meyer stated that a snow blower broke down and the Public Works team will need to rebuild it.
- Van Laanen asked if the Public Works staff would be okay with the EHBA's request to put up the new holiday lights they are requesting.
- Meyer stated that he is a little worried about the weight, but it would be faster to put up the proposed lights on the street poles versus the lights that are wrapped around the lamp poles now.
- The committee would like to know if the proposed snowflakes would be in addition to wrapping the lights around the poles or replace the lights being wrapped around the poles.

- The committee agreed that the decision on the lights depends on the amount of work it will cause the Public Works crew.

6. Book Nook Garden Updates

- Van Laanen stated that the Book Nook Gardens group did speak to the Village Board on Monday night and they are looking for the go ahead from the Village to apply for the capstone project with UW Madison.
- Smith asked that the Book Nook group present the possible locations for the book nooks.
- Cole stated that zone one would be the Kress Pavilion property near the pond and the Peg Egan.
- The dog park, bird trail, and beach property are also possible areas for Book Nook developments.
- Cole stated that the group would like to create a group of connecting trails that create a seamless flow throughout the Village.
- Cole stated that a photography fee could be charged for groups taking pictures with a professional photographer at the Book Nook Gardens.
- The Book Nook Gardens contains a number of elements including, the walkway element, the art element, the book element, and the botanical element.
- Smith confirmed that the next step is to ask the capstone group from UW Madison to provide landscape design assistance.
- Cole stated that the group has discussed sending an RFP out to local landscaping businesses to see if they would be willing to work with the group on a design.
- Cole stated that this would be done at the same time as the capstone application.
- Van Laanen thanked the book nook group members for all of their work on the project.
- Cole stated that the group has already been approached by a few businesses in the Village that have requested to be part of the project.
- Van Laanen stated that there is part of the library property that has been pegged for solar panels and asked that the book nook group keep this in mind while working on the design plans.

Smith moved that the Parks and Public Works committee support the book nook gardens group's plans for phase one of their project, second by Northrop motion carried.

7. Recycle bin update

- Meyer covered this update in his report.

8. Green Tier update in health in all policies

- Smith stated that representatives from the Health in All Policies program came up to the Village and presented an introduction to the program.
- Smith said that the goal of the group is to help the Village deal with public health in all aspects.
- Smith stated that this group can offer resources, but not funding.

- Vandermause stated that the Health in All Policies program is available to the Village through Green Tier Legacy Communities.
- The Village would work with Health in All Policies to develop a community health project.
- Vandermause reported that she, Jeff Meyer, John Heller and Angela Lensch attended health in all policies training in Oshkosh yesterday.
- The group that attended training decided that the Village's project should focus on walkability.
- The health in all policies group could help redesign the Village's walking trail map to create one universal map.
- The group could also offer assistance with putting together a narrative for the highway redevelopment project.
- Examples of resources offer by the health in all policies group include: health impact assessments, GIS mapping, and design and layout assistance.

9. Radar feedback signs update

- All of the information that Meyer received from the WisDOT regarding the radar feedback signs was included in the packet.
- The south end sign will be attached to one of the Village's light poles.
- The north end sign will be located where the existing CTH E sign is.
- The CTH E sign will be moved.
- Meyer reported that Ephraim has one hard wired speed radar signs.
- The speed radar sign information was already reviewed and approved by the Village Board.

10. Terrace Project

- Vandermause stated that the sculpture is on track to be complete and installed a few days before Memorial Day. There will be a dedication ceremony the Saturday of Memorial Day.
- Meyer stated that the artist needs the degree for the horizon so that the bird on the sculpture can be lined up correctly. The Public Works staff will assist with this.
- Meyer stated that the Public Works crew will be assisting with the installation.
- Van Laanen asked about the trees that need to be trimmed and Meyer stated that this might have been done already, but he will look into this.
- Van Laanen stated that she noticed that some trees were leaning right over the bunkhouse on the terrace property. Meyer will take a look at this.

11. Eggy Bikes

- Van Laanen stated that there was \$1,500 included in the FY 2018 budget for the Eggy bike program and she would like to get some more bike racks.
- Van Laanen said that she would like to develop a bike volunteer program to get people to help move the bikes around.

- Northrop stated that now that the project is in its second year it would be beneficial to put out a press release that reviews the project and locations of the bike racks.
- Van Laanen stated that the EHBA is looking at displaying a bike at the new Visitor Center
- The two additional racks will cost \$359 each.
- Van Laanen asked what kind of repairs the Village completes and what repairs are completed by Nor Door.
- Meyer stated that it depends on how busy the public works crew is. If the Public Works crew has time to complete the repairs they are done in house otherwise the repairs are completed by Nor Door.
- The committee agreed that the baskets on the bike should be stationary.
- Northrop asked if the Village is going to solicit more bikes.
- Meyer asked if the committee would like to purchase a different kind of bike for future bikes.
- The committee agreed that more sponsorship could be pursued.
- Van Laanen will look into the different bike options.
- Smith suggested bringing up the bike sponsorship at the next EHBA round table.
- Northrop suggested saving some of the sponsorship money for repairs on the existing bikes.
- Van Laanen stated that a friend of hers designed the license plates for the bike and asked if the committee would be okay with paying this individual for his work.
- The committee agreed that the license plate designer could be paid.

12. No Passing in the Village

- Van Laanen stated that this concern came from a Village resident regarding implementing a no passing zone in the Village.
- The Village discussed this issue in the past and voted against it.

Smith moved to recommend that the Village Board direct staff to pursue gaining a no passing zone throughout the Village center, second by Northrop, motion carried.

13. Holiday lights update

- Northrop stated that the EHBA will be getting a sample and Meyer will be inspecting the snowflake and determining the amount of work it would cause the Public Works staff.
- The EHBA would like to order 20 snowflakes to start off on.

14. Open Session

- Luser stated that as she drove through Ephraim the speed radar sign really got her attention.
- Scherer stated that the last 40 mph sign coming into the Village could have a 30 mph caution sign by it.
- Meyer stated that he can check into this.

- Bonk asked if Heise was successful in getting a drawing of the south end sidewalk extension, and Vandermause will follow up on this.

15. Next Meeting

The next meeting is April 11th, 2018 at 9:00 a.m.

16. Adjourn

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

DRAFT