

Village of Egg Harbor
Parks and Public Works Meeting Minutes
Wednesday, March 8, 2017 – 1:00 PM
Paul J. Bertschinger Community Center
7860 STH Hwy 42, Egg Harbor, WI 54209

1. Call to order and adopt agenda

Van Laanen called the meeting to order at 1:00. Those in attendance were Lisa Van Laanen, Pam Wegner, Don Helm, Kaaren Northrop, Joe Smith, Jeff Meyer, Ryan Heise, and Megan Vandermause. Also in attendance in the audience were Kathy Navis, Myles Dannhausen, Al Lohman, Dawn McGinnis, and John Heller.

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

2. Approval of Committee meeting minutes February 1st, 2017

Van Laanen moved to approve the February 1st, 2017 meeting minutes, second by Northrop, motion carried.

3. Open Session

- Bentley said that he has been coming to Door County since he was born and his family used to buy all of their products from local farmers.
- Bentley said that he supports the idea of a farmer's market in the Village and he thinks that this will help draw people to the Village.
- McGinnis asked if the bike share program would be paid for with room tax revenue, and Van Laanen explained that the program will be paid for with room tax revenue and sponsorships.
- McGinnis asked whose idea it was to put a restroom across the street from the park because the restroom will service the park and the street is so busy.
- Van Laanen stated that this location evolved through discussion and the location also offered a solution for creating a left turn lane on the highway.
- Northrop said that the bathroom downtown will not just service the people in the park.
- Navis stated that she agrees with Northrop and the bathroom has little to do with people using the park.
- Meyer stated that the high lift was sold for \$9,000.
- Meyer said that one of the Wastewater Treatment Plant workers retired and a Public Works worker moved over to the WWTP. The Public Works Department is now working on filling the open Public Works position.
- Meyer stated that the team is working on bat houses, bird houses, and duck houses.
- Meyer reported that he has been collecting proposals for the repainting of the community center.
- Van Laanen asked who will decide the color of the building and Meyer stated that the color has not been decided yet so this could be up for discussion.

- Van Laanen said that this should be an agenda item for next month.
- Meyer said that his idea was to have the building match the new building.
- Meyer reported that six new solar lights for the park are being ordered.

4. Farmer's Market

- Navis spoke to the committee about the proposed weekly farmer's market to be held at the old Lena lot taking place on Friday mornings from 8 a.m. to 12 p.m.
- Navis reported that the proposed breakdown for the market would be to 70% produce and 30% crafts.
- Navis pointed out that this would be an EHBA sponsored event, and Navis, Dannhausen, and Lohman make up the subcommittee of the EHBA that is organizing the farmer's market.
- Navis said that the farmer's market committee is suggesting not allowing food trucks.
- Navis stated that a noon ending time was agreed upon because farmer's market visitors may go to local restaurants for lunch.
- All of the products sold at the market have to be made, grown, or produced in Door County. Resale is not allowed.
- One 10x10 booth will be allowed per vendor.
- Van Laanen asked how many vendors are anticipated and Navis stated that the committee is hoping for 10 vendors for the first year.
- Navis said that the vendors would set up on the parking lot and buyers would browse on the grassy area.
- Navis stated that the farmer's market committee is hoping the Village would add some picnic tables to the lot.
- Navis said that the fee for the market would be a onetime fee of \$250.
- The Farmer's Market would start the Friday of Memorial Day and go through the first Friday in October.
- Navis said that Baileys Harbor has the same arrangement where a onetime fee is charged.
- Navis went over some benefits of farmer's markets.
- Navis said that it will be wonderful for the residents of the Village to be able to buy fresh produce right in the Village.
- Navis stated that it is the farmer's market committee's hope to get vendors that local business use to help promote the businesses in the Village as a local place to get the products.
- Navis said that the farmer's market will be a great way to draw people into the Village.
- Lohman stated that there should be port-a-potties on the site, and it would be nice to have signs letting people know about the farmer's market.
- Navis said that the fee would be split between the Village and the EHBA.
- Van Laanen asked what times other farmer's markets open and close, and Navis said that they are all different but for the most part start at 8 am or 9 am and go 3 or 4 hours.

- Van Laanen asked if the port-a-potties would be on site all season, and Navis stated that it would be ideal to have a port-a-potty there all season.
- Van Laanen asked if there is ever a problem with seller's permits and Navis said that the rules explain what permits are needed.
- Van Laanen asked if someone would be able to sell beer or wine, and Smith stated that a temporary license would not be able to be obtained for this purpose.
- Helm asked if crafts are viable to the farmer's market.
- Helm said that these vendors are coming in and taking some business away from the local business.
- Northrop said that she agrees with Helm when thinking about the issue as a big picture, but she does not support only having produce at the market.
- Wegner pointed out that crafts are a big draw for farmer's markets.
- Northrop asked who is policing the event and asked if it is the EHBA.
- Navis said that the farmer's market committee will be jurying the vendors and there will be two market managers on site at the market to make sure all vendors are in compliance with the rules.
- Wegner stated that she thinks that the farmer's market will bring a lot of people into the village because there are people that specifically look for farmer's markets to go to.
- Wegner said that she recognizes that the more events that are held in Egg Harbor the more her business grows.
- Helm said that he looks at Pumpkin Patch and how it has grown over time.
- Navis pointed out that the difference between Pumpkin Patch and the farmer's market is that Pumpkin Patch vendors come from all over and the farmer's market vendors have to be from Door County.
- Van Laanen asked if tents and tables are provided, and Navis said that nothing is supplied to the vendors and they must bring their own tables and tents.
- Van Laanen asked what the farmer's market committee was thinking for signage, and Navis stated that the committee has not decided on signage at this point.
- Van Laanen said that she likes the thought of a sandwich board.
- Northrop pointed out that the signage is not an issue for the Parks and Public Works Committee to work on.
- Northrop asked what would happen if the lot sold and Navis stated that there will be an alternate location determined if the lot sells.
- Van Laanen asked if there would be music at the market, and Navis stated that the committee has not really thought about music but the young artists from Birch Creek could possibly perform.
- Smith stated that he has never personally been in favor of the farmer's market for the same reasons that Helm and Northrop pointed out.
- Van Laanen stated that there seems to be a lot of people in favor of the farmer's market and she seems to have an issue with the sign for the farmer's market.
- Northrop pointed out that she understands Van Laanen's concern with the sign, but this is not necessarily the role of the Parks and Public Works committee.
- Navis said that she feels a sign is very important.

- Smith stated that he would be more inclined to support the farmer's market if the event were to take place on private property.
- Smith asked what the next step is for the farmer's market and Heise stated that the issue will go to the Village Board with or without the committee's support, but the Trustee's will look for the committee recommendation.
- Northrop asked if the fee will cover the costs for the port-a-potties and picnic tables.
- Van Laanen said that the Trustees will want some issues ironed out.
- Navis agreed that there are policy questions and other details that would need to be ironed out.
- Smith pointed out that there is not electricity at the proposed site.

Wegner moved to recommend the implementation of the weekly farmers market in the Village over the summer, second by Van Laanen, the committee discussed:

- Northrop pointed out that if the Village Board does approve a farmer's market there needs to be a through report done at the end of the season and it cannot be assumed that the Lena site will always be available for the farmer's market because it is for sale.

The committee voted, Van Laanen and Wegner aye, Smith and Helm nay, Northrop abstained.

5. Bike Share

- Van Laanen reported that she and Northrop have been working on the program.
- Van Laanen said that the total cost would be around \$7,700 and Van Laanen pointed out that hopefully this cost would be cut down with sponsorships.
- Van Laanen stated that she would like to send letters to businesses asking if they would like to sponsor a bike.
- Northrop said that the program would be on the honors system.
- Northrop stated that she spoke with the director of the Wisconsin Rapids program and explained how the Wisconsin Rapids program works.
- The Wisconsin Rapids program has four locations throughout the city and the bikes need to be signed in and out.
- The Wisconsin Rapids program has ended up being a successful program and it was found that the residents actually needed a bike to get around town.
- The Wisconsin Rapids program lost seven bikes the first year and one bike the second year.
- The Wisconsin Rapids program started off with 20 bikes.
- The Egg Harbor program will have 14 bikes.
- Northrop reported that the biggest problem with the program is that the bikes are not necessarily put back in the bike racks.
- Northrop said that she spoke with the marina manager to make sure that there would be a location at the marina for the bikes.

- Northrop said that there would be another location in between Design Works and Chips World.
- Northrop stated that the design of the bikes will make them very noticeable.
- Van Laanen pointed out that the bike racks will have rules on them.
- Northrop said that Ellison Bay has a program that works on the honors system.
- Smith asked when Newport started their bike program.
- Northrop said that the bikes and bike racks will stand out.
- Smith said that he wasn't big on the program when it was first discussed, but now that he has heard the details he supports it and likes the idea of having sponsorship on the bikes.
- Smith asked if the sponsorship would be for the life of the bike or renewable each year.
- Van Laanen stated that she thought the sponsorship would last for the life of the bike.
- Smith said that he thought that new license plates sponsors could be sold each year and the program could essentially pay for itself.
- Northrop said that the idea of sponsorship was to offset the initial cost.
- Van Laanen pointed out that Nor Door Cyclery will do the repairs on the bikes.
- Northrop pointed out that Nor Door rents out bikes and they do not get stolen.

Northrop moved to recommend the bike share program to the Village Board with the cost of \$4,196.00, second by Van Laanen, motion carried.

6. Bird City Ad Hoc Committee Update

- Heller the chair of the Bird City Ad Hoc Committee stated that the committee established that they need to determine what the program is going to cost, what is going to be needed to manage the program, and who will manage the program.
- Heller stated that the committee would like to do a bird survey in spring to duplicate what Tom Prestby has done in order to become more familiar with Bird View Park.
- The committee would like to identify invasive species and remove them. After the invasive species are removed, the committee would like to add plants that will attract birds to the area.
- The committee decided to move the purple martin house from the marina to the beach.
- The committee also discussed exploring the cost of building bat houses and ducks houses.
- Heise stated that he thought the first meeting went very well and the group is well rounded.
- Some members of the group have volunteered to help with some of the efforts.
- Van Laanen asked if the bird survey is reinventing the wheel and Heise said that the committee would like to better understand what kind of birds Bird View Park services.

- Heller stated that Tom Prestby refers to the beach in his report.
- Van Laanen asked if the committee is going to identify the invasive species or if they have and Heller stated that the committee will this spring.

7. County Highway G Project Updates

- Heise stated that there was an electronic newsletter sent out.
- Heise reported that the Village is waiting on two items in regards to the County Highway G project. The first being the estimate for the burying of the powerlines.
- Staff was supposed to meet with WPS yesterday, but the meeting was cancelled due to the current weather conditions.
- Heise said that the second item is Shipwrecked and at the next Trustee meeting Heise is going to recommend to the Trustees that an appraisal is completed for the property that would need to be acquired from Shipwrecked.
- Heise stated that these will be the decision making points of the project.
- Northrop asked if the committee will have this information before the next meeting and Heise stated that this information will be available at the next meeting.
- Wegner asked if it was a possibility for the sidewalk to be put in on the east side without disturbing Shipwrecked, and Heise stated that this will not be possible.
- Northrop asked if the committee already voted on not putting the sidewalk on the west side of the street.
- Wegner said that she voted on it with the thought that Shipwrecked would not be disturbed.
- Heise said that these are all things that need to be discussed.
- McGinnis said that she has a concern having parking and foot traffic on her side of the street.
- McGinnis said that in her opinion it would be safer if the sidewalk was on the same side of the street.

8. Potential Capital Improvement Projects Discussion

- Heise said that the library project has started and there has been a law suit filed regarding the 2008 direct legislation. The first hearing for this law suit will take place tomorrow.
- Heise said that the completion date for the library project is late November.
- Heise stated that at the next Trustee meeting he is going to present the cost and process of the first phase of the beach project which will be completed this spring.
- Heise said that phase one includes adding sand to the beach up to the permitted allowance.
- The grant funding for the physical construction of phase two will begin in July.
- Heise said that there is permitting necessary for the rock that exists at the water line.
- Wegner said that she is unsure if everyone understands the benefits of phase two of the beach project.

- Heise said that phase two includes the removal of the seawall by the kayak rental building and this will make the water more accessible for young children or elderly.
- Heise said that the engineers are always cautious to say that this part of the country does not have natural beaches.
- Van Laanen asked if phase one is in the budget and Heise said that this project has not been specifically budget for.
- Heise went over the sidewalk extensions project which includes drainage ditches and right of way acquisitions.
- Heise pointed out that the downtown bathrooms should no longer be identified as the Harbor View Park restrooms.
- There are three options for the downtown bathrooms.
- The Double Delites option would allow for the left turn lane into Main Street Shops.
- Heise stated that the building could be repurposed and shifted back out of the right of way. A restroom facility would occupy the back half of the building and the Visitor's Center would occupy the front.
- Van Laanen asked if Double Delites is not acquired if the shared use path could be put in and Heise stated that either the shared use path would need to be put in or the left hand turn lane.
- Heise stated that the second option is the previous Door County Confectionary and Artisan Schoolhouse Cheese building which could be acquired and utilized for a restroom site.
- Heise stated that the third option is to build a small restroom next to the Chicken Coop building.
- Van Laanen asked if Chocolate Chicken or Chicken Coop could be acquired for a bathroom.
- Northrop stated that this location is not as visible as Double Delites.
- Helm pointed out that the Double Delites location offers the parking lot element that no other location does.
- Heise stated that the price tag that came with acquiring Double Delites is what triggered Heise to look into alternate options.
- Northrop said that she does not think that the bathrooms can be put in a place without parking.
- Northrop said that she thinks that the property will be difficult to sell now that this has been discussed.
- Heise asked if the committee would like staff to look into repurposing the building.
- Helm agreed that parking is necessary.
- Smith said that foot traffic could increase in the Visitor's Center when the new library is built.
- Northrop said that the restrooms were the most important aspect of this project and the committee needs to determine if they are willing to have Visitor's Center added.

- The committee would like staff to look into the possibility of repurposing the Double Delites building.
- Northrop said that if the Trustees are not willing to purchase the property it is not necessary for staff to look into repurposing the building.
- Van Laanen said that the issue is a circle.
- Heise said that his general sense of things is that the committee supports the Double Delites location, but the Trustees will look to make sure the committee explored alternate options.
- Heise said that the cheapest way to complete this would be to have a local builder walk through the building to determine the cost of repurposing the building.
- Heise said that he would recommend completing the Enhance Egg Harbor plans so that they can get in quo for the TAP grant funding program.
- Van Laanen asked if the Hillside road improvements would happen only if the Landmark annexes into the Village.
- Heise said that the Landmarks board is going to vote on annexing in the fall.
- Heise said that there are three projects that could be available for TAP funding and the funding decisions for all the projects would not be made until 2018.
- The three projects include County Hwy G, sidewalk extensions, and Enhance Egg Harbor.
- Wegner asked what the match is for the TAP program, and Heise said that TAP program works on a reimbursement basis which is different for most programs.
- Heise said that the TAP funding is tricky because the program is federally funded, but the Village of Egg Harbor is in a good spot because they have been working directly with the WisDOT.
- Beach and restrooms may take precedence over the other projects because there is a potential for funding for the other projects.

9. Open Session

- McGinnis said that when she spoke with WPS they did say that it is harder for the crew to fix a line underground.
- McGinnis said that she thinks it is okay to have a farmer's market on the Village property because the lot is used for other events.
- Bentley said that some of the products sold at the farmer's market will not always be competing with local businesses and he supports the market even if it is on a trial basis.

10. Next Meeting

The next meeting is April 5th, 2017 at 8:30 a.m.

11. Adjourn

Helm moved to adjourn, second by Wegner, motion carried.