

**Village of Egg Harbor
Parks and Public Works Meeting Minutes
Wednesday, November 1st, 2017 – 8:30 AM
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 8:30 a.m. Those in attendance were Lisa Van Laanen, Angela Lensch, Kaaren Northrop, Joe Smith, Jeff Meyer, Ryan Heise, and Megan Vandermause. Also in attendance in the audience were John Heller and Mack Bonic.

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

2. Approval of Committee meeting minutes October 4th, 2017

Smith moved to approve the October 4th, 2017 meeting minutes, second by Van Laanen, motion carried.

3. Open Session

- Bonic stated that there are markers in his front yard and asked if the Village knows what the markers are for.
- The address of the property is 7645 STH 42.
- Heise stated that the engineering firm is doing some surveying work for the sidewalk extensions in order to complete plans to apply for a grant.

4. Door County Master Bicycle Plan and request for funds

- Heise stated that he was approached by Bryan Troutman who has been working with the Door County Highway department for a number of years on developing a county wide bike plan.
- Heise stated that Mr. Troutman's letter was included in the committee's agenda packet.
- Van Laanen asked if this is something the Village would like to fund if they are able to.
- Mr. Troutman asked for a donation of \$3,000 to \$5,000.
- Van Laanen asked what the money would be used for and Heise stated that the money would be used for signage.
- Meyer asked if a bike lane would be created on CTH G.
- Smith asked if Heise spoke with Mr. Troutman or just received the letter.
- Heise stated that Mr. Troutman did stop by the office to speak with him.
- Heise said that the committee could table this item until the next meeting when someone could attend to give more information about the bike plan.

Van Laanen moved to table this issue for the next meeting pending more information from the sponsors, second by Lensch, motion carried.

5. Peg Egan Monthly Report

- Heise stated that this report is for September and October.
- Van Laanen asked about the name change for the concert series.
- Heise explained that the name change would have been a result of the Levitt grant, but this is no longer being pursued as the Village was not eligible for the grant without a non-profit partner and the deadline is up.
- Van Laanen asked if the Trustees discussed that the Parks and Public Works Committee should not review the PEPAC reports.
- Heise stated that the transition of the PEPAC to the Parks and Public Works Committee was discussed during one of the Trustees' budget meetings, but this will be discussed at the November meeting.
- Smith stated that there was a resolution or ordinance passed that delegated the PEPAC to the Parks and Public Works Committee.
- The financials were not included with the report.
- Northrop asked if this is the kind of report Heise has been getting from Lundahl and Heise stated that most of the reports he has received since he has been here have been verbal reports.
- Northrop stated that the Trustees should figure out what kind of report they would like to receive from Lundahl and she recommends this includes the financials.
- Smith stated that the financials are received by the Trustees every month in their packet, but you would have to look through it and do the math to determine the actual numbers.
- Northrop stated that there should be a detailed spreadsheet that reviews all the financial details.
- Northrop stated that the Door County Auditorium has a spreadsheet and may be willing to share the format with the Village.

Smith moved that at the next monthly meeting the committee explore a financial spreadsheet in regards to the Peg Egan Performing Arts Center, second by Lensch, motion carried.

- Van Laanen asked about the donation boxes that were discussed.
- The committee agreed to take formal action on the donation boxes.

Smith moved to direct Public Works staff to build a donation box for the PEPAC, second by Van Laanen, the committee discussed:

- Meyer suggested having two boxes.

Smith amended his motion to include two donation boxes; Van Laanen amended her second, the committee discussed:

- The committee agreed that the Peg Egan should run like a business.
- Heise stated that the Village manages all of the financials for the PEPAC and enters into the contracts with the artists directly.

- Heise stated that the Village has the expenses and revenues for the PEPAC which are presented to the Village Board every month, but to Smith's point is very extensive.

The committee voted, motion carried.

6. Eggy Bikes, alternates for next year

- Van Laanen asked Meyer what his thoughts were on the bikes that the Village purchased for the bike share program this year.
- Meyer said that there were some issues with the "Eggy" bikes.
- Van Laanen stated that she contacted someone with Milwaukee Bublr bikes about the type of bike they use for their program.
- Van Laanen explained that the bikes used for the Bublr bike program are very heavy duty.
- Northrop stated that the contact from Bublr bikes also said that the type of bike the Village selected should have worked well for what the program was designed for.
- The bikes that are used for the Bublr program cost \$799 each.
- The bikes the Village purchased for the "Eggy" bike program cost \$200 each.
- Van Laanen stated that she was thinking a sponsor would pay \$500 toward the heavy duty bikes.
- Northrop suggested finding a bike option in between what the Village purchased this year and the Bublr bikes.
- Northrop explained that she just returned from Spain and while she was there she noticed that there were bike share bikes all over the place.
- Northrop stated that even though the bikes were a little beat up, people still rode them.
- Van Laanen stated that she would like to have the bike racks painted the same color as the bikes, the signs on the bike racks, and one more bike rack.
- Northrop stated that she thinks it would be appropriate to put together a memo describing how the bike program went overall as well as what the issues were to send out to the businesses.
- Van Laanen will reach out to Nor Door.

7. Snowmobile trail request

- This is something that the Village receives every year.
- The snow mobile club asks all of the businesses the trail runs on for permission to use the property.

Smith moved that the committee recommend to the Trustees the continued support for the snowmobile trail on Village property, second by Northrop, the committee discussed:

- Van Laanen asked if the Village should make sure that this group contacts all of the property owners that the trail runs on.

The committee voted, motion carried. Lensch abstained.

8. Holiday tree

- The committee reviewed a picture of the tree that was donated to be used as the Village's Christmas tree this year.

9. Radar feedback signs

- Information regarding speed radar signs was included in the committee's agenda packet.
- Van Laanen stated that she has looked at the speed radar signs in Jacksonport.
- Van Laanen asked where the signs would need to be placed and Vandermause stated that there were some pages included in the packet from the traffic guidelines manual that goes over some of this detail.
- The committee discussed what speed zone the sign would be in and Heise stated that this would likely be left up to the Village's decision.
- Smith asked if the Village will now need to submit paperwork to the State for approval of the signs.
- Heise stated that he would like an official recommendation from the committee.
- The signs should be looked into for the 30 mph zone within 100 yards of the speed change.
- The signs should be placed where the signs are currently.
- Van Laanen asked who changed the speed limit when it was changed, and Smith stated that the DOT determines the speed limit.

Smith moved to direct staff to review the State regulations in regards to sign placement and present one or two proposed locations for the speed radar signs within the 30 mph zone, second by Northrop, motion carried.

10. Beach update

- Heise stated that Smith Group JJR is submitting the Coastal Management Grant this Friday for the construction cost of the beach expansion project.
- Heise said that he will be able to review the grant application before it is submitted.
- Smith Group JJR will then begin to work on the schematic design.

11. Grant update for roadway projects

- Included in the agenda packet was a series of emails from Mike Simon regarding the grants that the Village was planning on pursuing.
- Heise stated that the LRIP grant that was discussed is no longer available because the County already has these funds designated for another project.
- The TAP grant will still be pursued.
- Mike Simon sent an email to Heise on October 19th, with a series of questions.
- The TAP grant application has become available.
- McMahon has started the survey work for the sidewalk extension project.

- Simon asked if the Village would like to submit an application based on the current shared use path concept, and Heise advised Simon that the option to place a designated bike lane in the roadway should be kept open.
- For the application, options can be presented, but there needs to be a preferred option.
- Heise stated that the shared use path could be listed as the preferred option.
- Simon explained in his email that he has had discussions with Matt Halada with the DOT regarding new guidelines that present some different options for pedestrian bike plans.
- Simon is working with the DOT to review the other options.
- In his email, Simon asked if there have been discussions with Shipwrecked representatives regarding dedication of right-of-way for a sidewalk on County Highway G. Simon explained that in his opinion the Village's application would be much better if the sidewalk from STH 42 to the bird trail was constructed as one continuous connection.
- Heise stated that he did bring up the sidewalk during a Plan Commission meeting that the Pollmans were in attendance at, but the conversation was not well received by the Pollmans.
- Van Laanen asked if Shipwrecked will just need to apply for building permits.
- Heise stated that Shipwrecked applied for two permits one for the foundation and one for the actual building.
- Van Laanen asked if there will be upstairs dining and asked if there would be additional seats added.
- Smith stated that there will not be a net increase in seats.
- Smith stated that the property owners prefer the original option presented by Mike Simon, to have the sidewalk on the opposite side of the street.
- The Village still does have the option of eminent domain.
- Heise explained that the geotechnical investigation will be on the November Village Board agenda for review.
- Van Laanen stated that it is nice to see that the "Eggy" bike share program will be helpful in pursuing the grant.
- Simon requested some additional information on the background of the projects.
- Heise stated that he does have some additional information that he can get to Simon.
- The longer the projects have been on the Village's radar the better.
- Simon will attend the December committee meeting.
- Heise stated that he has stopped referring to the STH 42 project as Enhance Egg Harbor.
- The committee agreed that this is a chance to rebrand the project.

12. Open Session

- Northrop asked when the Bertschinger Center was painted.
- Smith said that the painting project started last month.
- Northrop said that the building looks nice.

- Van Laanen asked how old the Bertschinger Center is and Meyer stated that the building was built in the 1980s.
- Meyer stated the culvert along Church Street and Harbor School Road is being worked on.
- The larger culvert option was chosen because the County will cover half the cost, but the structures need to be enlarged.
- Van Laanen asked if the County needs to be aware of the sculpture that was donated for snow plowing.
- Meyer stated that the sculpture shouldn't be affected by the snow plowing.

13. Next Meeting

The next meeting is December 6th, 2017 at 9:00 a.m.

14. Adjourn

Van Laanen moved to adjourn at 9:32 a.m., second by Lensch, motion carried.

*Respectfully submitted by,
Megan Vandermause*