

**Village of Egg Harbor  
Parks and Public Works Meeting Minutes  
November 7<sup>th</sup>, 2018 – 8:30 AM  
Donald & Carol Kress Pavilion – History Center  
7845 Church 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, Ed Conlon, Kaaren Northrop, Ken Mathys, Jeanine Brennan, Jeff Meyer, Ryan Heise, and Megan Vandermause. Absent was Don Helm. Also in attendance was Mack Bonk. Northrop moved to approve the agenda, second by Mathys, motion carried.

**2. Approval of Committee meeting minutes September 5<sup>th</sup>, 2018 and September 21<sup>st</sup>, 2018**

Van Laanen moved to approve the September 5<sup>th</sup>, 2018 and September 21<sup>st</sup>, 2018 meeting minutes, second by Northrop, motion carried.

**3. Open Session**

- Mathys stated that he spoke with a gentleman that does tree removal for his property.
- The gentleman has concerns about what the Village is doing in regard to ash trees as well as buckthorn.
- Mathys wanted to pass the concern along so that it can be on the radar when the Village begins its invasive species program.
- Northrop asked if anyone is familiar with the ash tree situation in a Liberty Grove park.
- Brennan stated that she did contact the DNR regarding an uninfected ash tree in her yard to determine if it should be removed; the DNR stated that the tree should not be removed if it is not sick.
- Mathys' contractor had an idea to do some mapping of ash trees in the Village and treating trees that may need to be treated.
- Heise stated that treating the trees requires a lot of ongoing maintenance that can become very expensive, so it may not be worth it to treat the trees.
- Conlon asked if all ash trees have the same susceptibility to bores.
- Northrop stated that she went to the dentist yesterday and noticed solar panels that were installed.
- Northrop stated that she had been told that Egg Harbor is planning on moving toward solar.
- Heise stated that efforts to add solar panels to different village properties are being explored as well as funding.
- Van Laanen asked how the Village's Green Tier program works because there is not a specific committee.

- Heise stated that there is a Green Tier group that works on different Green Tier efforts and as these efforts are identified, they will be presented to the appropriate committees to work through.
- Van Laanen stated that the Egg Bike season is over and there were no bikes lost.
- Heise stated that the Village is at max capacity as far as maintenance goes and the Village should look at upgrading bikes if more are purchased in the future.
- Van Laanen asked if there was any money included in the budget for the Egg Bike project and Vandermause stated that the same amount that was budgeted in 2018 was included in the 2019 budget.
- Van Laanen asked if anyone reports when the Egg bikes are in need of repair and Vandermause stated that she has had one call reporting egg bike maintenance since the inserts were added to the baskets.

#### **4. Public Works report**

- Because of the big wind storm that came through, the Public Works crew had a lot of trees to clean up in the Point Beach area.
- Pumpkin Patch this year went well except for some pedestrian safety issues.
- Heise stated that he doesn't know if the EHBA has ever considered shuttling people into the Village, but it may be time to explore the option.
- Brennan asked if the Village should look into getting an estimate for trolleys, and Northrop stated that this would be the EHBA's responsibility.
- The LED street light conversion is done.
- The flower baskets are down.
- Dave Burke from Dave's Tree Service has offered to donate a Christmas tree.
- There is another donor that is willing to donate Christmas trees for years to come.
- The Public Works crew completed some shouldering work and winterizing the Peg Egan bathrooms, the marina, and the beach.

#### **5. Action item list**

- Heise stated that moving forward as items are completed they will be lined out and removed after they are reviewed by the committee. Heise stated that staff will also maintain a completed list.
- Northrop recommended keeping the lined out items on the report until the report becomes longer than two pages.
- Van Laanen reviewed the top priorities on the action item list.
- Mathys clarified the County Highway G project and Heise stated that the CTH G project includes all of the components.

#### **6. Budget highlights**

- All of the budget items recommended by the committee were approved by the Trustees including the street sign replacement, the wayfinding initiative, crosswalk painting, tree trimming, invasive species program, Bertschinger Center upgrades, and the utility vehicle.
- Other items that the Parks and Public Works Committee should note that were included in the budget are the comprehensive plan update, zoning review and updates, parking study, and Wastewater Treatment Plant facility study.
- Vandermause reviewed the public participation process for the comprehensive plan update.

## **7. Beach project updates**

- The beach project was approved by the Village Trustees and the engineers are working on the construction plans so that they can be put out to bid.
- A few items came up with the review of the project with the kayak rental contractor.
- The contractor has a concern with disrupting beach patrons by having to drag kayaks across the beach.
- Heise stated that because of this staff looked into other options for storing the kayaks and paddleboards so that they do not disturb the beach goers.
- Staff looked at putting a temporary rack down on the beach on the north end of the property, but the engineer stated that the rack could be washed out during storms.
- Heise stated that a ramp could be added right in front of the rental building and a designated kayak path could be made by putting up signs.
- There is also an issue with the contractor required to have a rescue boat which is currently put in the water during the day and stored on a lift at night.
- Heise stated that the Village should also consider putting a lift for the rescue boat on the north end of the beach.
- Van Laanen asked if the contractor is satisfied with these solutions and Heise stated that they are.
- Conlon confirmed that putting in a designated walkway would not create any barriers on the beach.
- The committee was comfortable moving forward with the lift on the north end and the ramp in front of the rental building.
- Heise stated that the Village will need to communicate with the neighboring property owner regarding the lift on the north end.

## **8. TAP grant update**

- The Village's TAP grant application for the CTH G project and the sidewalks extensions was denied.

- Unfortunately, the Village's grant application was ranked as number 17 and only the top 15 projects were awarded the grant.
- In the scoring, the amount of the ask will be addressed and the Village will have to be sensitive to this fact moving forward.
- The Village can reapply for the grant during the next grant cycle.
- The applications will be out again in 2019, and the selections will be made in 2020.
- If the grant is successful next time, the Village would get the funds in 2023 or 2024.
- The DOT is looking at moving up the schedule to do a resurfacing of the highway which could happen anytime between 2020 and 2023.
- Mike Simon, with McMahon Engineering stated in an email that one of the scoring points for the TAP application is combing improvements with another entity's project. In the last application, the Village used the County's resurfacing on CTH G, but using the state's resurfacing of STH 42 for the next application cycle should increase the Village's scoring.
- The Village was looking into applying for the CMAQ grant and these grants are likely not to be able to be combined.
- The CMAQ communities with higher pollution are ranked higher than those with less so the Village is not as confident about the CMAQ grant as the TAP grant.
- If the Village applies for either grant, the timing will still work out with the STH 42 resurfacing.
- CTH G would not be part of the DOT improvements so it is Mike Simon's recommendation to eliminate CTH G from future TAP grant applications.
- Heise stated that the Village should move forward assuming that there will need to be a referendum for the STH 42 project.
- Van Laanen stated that she would be interested to hear the committee's thoughts about moving forward with the CTH G project and the STH 42 project separately.
- Conlon stated that he thinks both projects are important.
- Mathys agreed that both projects are important, but he would like to be cautious about the fact that if the residents are not happy with the CTH G project this could have a negative effect when there is a referendum for the STH 42 project.
- Bins stated that she agrees that CTH G has a safety problem.
- Northrop stated that she thinks both projects need to be looked separately, and the plans for CTH G need to be finalized so that the project can move forward.
- Van Laanen stated that if both the sidewalk extensions and the CTH G project would go through both ends of South Trail would be delineated.
- Brennan stated that she completely avoided CTH G in the summer because of the congestion.

- Brennan said that the parking situation encouraged her to ride her bike into the Village so that she didn't have to worry about parking.
- The committee agreed that moving forward CTH G and STH 42 should be looked at as separate projects.
- Northrop stated that she thinks that the public perception is better for CTH G than the state highway project.
- Mathys stated that if the Village has a good communication plan it will be a huge plus.
- The County is waiting for the Village to finalize plans before they move forward with their resurfacing of the Village section of CTH G.

**Mathys moved that the committee recommend to the Village Board of Trustees that the Village move ahead with CTH G as a standalone project and move ahead with finishing the construction plans and collecting costs, second by Northrop, motion carried.**

- The committee was very enthusiastic about moving forward with CTH G as a separate project.

#### **9. Snowmobile trail request**

- Heise explained that this is the request that comes in every year and asked that the committee allow staff to approve the request moving forward.

**Northrop moved to allow staff to approve the snowmobile request moving forward, second by Van Laanen, motion carried.**

#### **10. Holiday decorations**

- The flower baskets will be converted into holiday baskets and will be filled with evergreen, pine cones, and Christmas bulbs.
- Christmas planters will be added by the Village entrance signs and these planters will have lights.
- The light poles will be wrapped with lights.
- Heise said that there could be some dainty lights added to the baskets.
- There is also a plan for custom banner hangers to be hung in the Village.
- Meyer received a price for the banner design from High Tech Fabrication in Sturgeon Bay and the cost is \$2,460 for 20 banner hangers.
- The banner holders would be removable, but the idea is to use them all year round and display different banners for different events.
- The banner holders are adjustable to accommodate different banner sizes.

#### **11. Terrace updates**

- The Public Works crew removed a lot of the scrub material from the terrace property and the view has really increased.

- The old benches will be replaced with the iron benches through donations for memorials.

## **12. Open Session**

- A new employee was hired for the Public Works Department and is already signed up for the Master Gardener class in January.
- Mathys stated that he would like to think about adding a marker to the terrace that identifies the design and the effort of the art piece.
- Van Laanen stated that it was also discussed to add a historical marker for the history of the property itself.
- The committee agreed that some sort of plaque or marker should be added to the property.
- Staff will connect with Ann Morgan and the Historical Society for the historical side of the plaque.
- Mathys will write up a summary for the art piece.
- Northrop discussed having some review sessions for the CTH G project and the STH 42 project being that there are new members on the committee.
- Vandermause suggested the committee select a day and time for a workshop to review the design of both project.
- Staff will invite Mike Simon with McMahon Engineering to attend and present the project plans.
- The committee agreed to hold the workshop on November 30<sup>th</sup>, 2018 at 8:30 a.m. to 11:30 a.m. and possibly extend the December 5<sup>th</sup> meeting if more time is needed.

## **13. Next Meeting**

The next regular meeting is December 5<sup>th</sup>, 2018 at 8:30 a.m.

## **14. Adjourn**

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