



Wednesday, September 2, 2020 8:30 AM
Village Parks and Public Works Teleconference Meeting
TO CONNECT VIA COMPUTER/PERSONAL DEVICE:
Meeting Link: <https://villageofegg harbor.zoom.us/j/95010502712>
Meeting ID: 950 1050 2712

1. **CALL TO ORDER**

- a. Lisa Van Laanen called the meeting to order at 8:31am. Committee members present included Lisa VanLaanen, Mack Bonk, Kaaren Northrop, Ken Mathys, Don Helm. Others present John Heller, Ryan Heise, Cody DeMeuse, Lydia Semo, Jon Kolb, Ken Blaney, Shawn Mathys, Stuart Kolb, Sam Koyen (DCIST)
Absent: Ed Conlon, Coleen Bins
- b. Approval of Agenda
 - **VanLaanen moved to approve the Agenda after switching the order, moving Budget to 6, Road projects to 7 and Invasive Species to 3. Second by Northrop. Motion unanimously carried.**
- c. Approval of the August 5, 2020 Village Parks and Public Works Meeting Minutes
 - **VanLaanen moved to approve the August 5, 2020 Village Parks and Public Works Meeting Minutes with correction as noted. Second by Northrop.**
 - Ken Mathys: Under #8, bullet point 1, TAP grant was has been applied for but not yet awarded.
 - **Motion unanimously carried.**

2. **OPEN SESSION** - *This is an opportunity for members of the audience to bring to the committee's attention any concerns regarding items listed on or not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of ten (10) minutes for all items. Speakers may not yield their time to others.*

- Jon Kolb: I want to talk about the possibility of Egg Harbor building pickleball courts in the Village. There is interest by the residents of Point Beach and Cherry Bluff neighborhoods. There is a county wide group of players who based in Sturgeon Bay and Sister Bay. Sister Bay has two tennis courts. They painted four pickleball courts over it. I'm hoping this committee will take up the idea of Egg Harbor putting in a sports court. I would love to see three to four pickleball courts and one tennis possible tennis court with two temporary pickleball courts. We could possibly add a basketball pole at one end of it and call it the Egg Harbor Sports Complex. I think you will find a lot of the older members of our community have a lot of interest in this game. A lot of our seasonal taxpayers play it all winter long. I think they would

enjoy playing it here in the Village also. A pickleball court is roughly 44 feet by 20 feet as opposed to a tennis court which is 78 feet by 27 feet. The Village of Allouez gave me their costs for putting in courts last July. They ended up converting 2 existing tennis courts. Typically, a pickleball court project would cost between \$125,000 and \$200,000. Sports Courts estimate for a tile court is \$150,000 to \$250,000. I'm just throwing out some numbers for you so you have an idea about what this project might cost. I'm hoping this is something the parks department can get behind. I see three good ideas for a location for this: By the baseball diamond next to the WWTP. This is my least favorite but there is a nice flat area and bathrooms are already there. Next to the Library there is another flat field across from the Peg Egan. This puts it in the middle of the Village and would drive people back to Church Street. The best location that I would see is next to our dog park. There is a large rather flat large field there that would accommodate a rather large sports center. I'm pushing pickleball but I would see it as a multi-sport center that would include pickleball, tennis and basketball. I think taxpayers that are seasonal and year-round would be interested in a project like this. In our comprehensive plan we were looking for more activities to draw people to Egg Harbor. I would think the business association, hotels and short-term rental owners would be interested in adding this to our Village. I would be more than happy to share additional cost and supplier information with you. If you have any questions, please ask. Thank you.

- Lisa Van Laanen: Thank you for all the work you put into this. This is a good blueprint. To make this happen you're doing everything just right starting with this presentation to this committee.
- Ken Mathys: I like the notion of this project and I would like to see it on our agenda at some point in the future.
- John Heller: At Eames Farms we converted two tennis courts. We turned one into a Bocce ball court. The second is two pickleball courts that is also available as a tennis court. and did the plastic tiles and it's a combo tennis and two pickleball courts. I know we didn't pay anywhere near the money that Jon was talking about, but we already had an asphalt base, so we saved money there. We put them in 2-3 years ago. Initially there was a lot of use. After a dip in activity but we've had a resurgence. We have as many as 12-14 people show up every day. Pickleball is very popular here. Feel free to stop by to take a look or even to try it out.
- Mack Bonk: It sounds good to me if we have space for it. It also depends on what it's going to cost as well.
- Kaaren Northrop: I think it should go on our agenda every month. I think the sports court theme works with the winter outdoor plan we just approved. I think that location is perfect because it already has sports activities there. I don't think it should go near the Kress Pavilion.
- Lisa Van Laanen: It will be nice when we can meet in person to look over plans. We had talked about getting an ice area one year but that was in a small area, makeshift and hard to upkeep. It would have to be budgeted. I agree let's put this on the agenda for a future meeting.
- Kaaren Northrop: We went to Sister Bay last weekend. We met at the Marina. It was incredibly beautiful. There were so many people walking on the nice wide sidewalks. It is very impressive. The parking lot at the old funeral home has been turned into public parking. There is a sign that indicates the parking is courtesy of Al Johnsons. I was sharing this story with a resident of Egg Harbor. She agreed

stating how easy it is to walk in Sister Bay and how beautiful it is. I don't think we need to worry about not being Sister Bay. There are parts of Sister Bay that are beautiful and accessible to the public.

- John Kolb: Our public beach has been very crowded all summer long. Lake Geneva has a local day for their beach. You must be a local resident to go to the beach from 9-1 on Wednesday. Since local taxpayers have paid for the beach, it would be nice if we would consider that for next year, having a time period where you must be a local resident to enjoy our beach. This would give our taxpayers something back for what they put into it. 9:00 AM to 1:00 PM isn't prime time but it would be a nice time to give our local residents access our beach. I want to ask this committee to consider it.
- Lisa Van Laanen: I see what you're saying but this was brought up once before. I believe the Village Attorney, or someone said it's hard to close a public beach to the public.
- John Heller: I've had a complaint from a resident concerning the new road construction between Alpine and 5 corners. This person felt that the sides are narrow and dangerous.
- Ken Mathys: This was much more dangerous before with a multi-purpose lane on just one side of the road. It isn't a perfect situation unless we widen the whole road. We think it's much safer with walking lanes on both sides. We trimmed back the trees to make as much room as we can. We made it safer than it was. People need to walk on the proper side of the road and be cautious. We're really constrained unless we widen the whole thing. I think we should acknowledge this person, but I don't think we should entertain any efforts to change that.
- Lisa Van Laanen: Agreed. I think we did the best we could within the constraints we had.

3. Invasive Species Update

- Sam Koyen: I am the coordinator for Door County Invasive Species Team (DCIST). DCIST started in 2000. It's a group of Natural Resource Professionals including local nonprofit groups, municipalities, and individual residents. Our focus is how to help with invasive species which sounds like a really easy topic, but it isn't unfortunately. We are surrounded by water which is fantastic it is also a source for invasive species. There are so many invasive species coming into Wisconsin and Door County that we can't focus on all of them. Door County focused in on 4 main species to focus on. Teasel, Knotweed, Phragmites and Wild Parsnip. They were selected based on their impact to local health, infrastructure, and the economy. These are not the only ones impacting Door County. DCIST aims to find funding sources to control these 4 species. We are a grant funded program so our focus stays relatively the same, but it can change if the grants change. DCIST is able to assist property owners with plant identification. We've been doing site visits this year to confirm species identification. With Covid-19 we've been doing modified visits, giving them the tools to identify these plants. We also offer control options to deal with these species. It's a good program and a great resource. This year alone DCIST was able to control 36 acres of Wild Parsnip and 2 acres of Japanese Knotweed. We operate under NR 40. The DNR has grouped invasive species into two categories: prohibited and restricted. Prohibited species illegal to own. We

were able to control three prohibited species in the county. However, with most invasive control it's typically five to seven-year effort. That is a brief idea of what DCIST does.

- Ken Mathys: What are the 4 priorities again?
- Sam Koyen: Teasel, that has a thistle head. Phragmites which is the giant plum grass that you often see along water ways. Japanese Knotweed which looks like bamboo. Right now, it's flowering. It can be five to ten feet tall. Wild Parsnip gives you burns when introduced to sunlight. This is an easy one for people to get behind for control efforts. Prohibited species are those that are lacking population. These are the one-off populations that aren't widespread. You can't share these between sites without a permit, but you can have them. These are a problem but it's really hard to get early control over them. You go down to Green Bay you see Phragmites everywhere, but Door County has been able to stay on top of these.
- John Heller: What about Crown Vetch?
- Sam Koyen: Crown Vetch historically isn't one that the county has focused on but it is problematic. I believe it is a restricted species under NR 40. The county paints with a broad brush but different municipalities have different issues.
- Ryan Heise: One of the takeaways from the meeting with Sam is that we should adopt a resolution each year to focus on one or two invasive species. For example, we could select Garlic Mustard and Crown Vetch. They are a resource for us here in the village.
- Sam Koyen: I think that is a good plan. The program has a cost sharing program for municipalities but those are only for the 4 identified priority species we talked about. If those populations come up, we can share in that cost. Don't take on all of them. If you tackle a few at a time it becomes much easier to handle.
- Ryan Heise: The village did get a grant for Phragmites around the time I arrived here at the village. One of the other takeaways from the meeting is that DCIST wants to be involved with residents to be sure they aren't killing native plants and that they understand this is a multi-year process. They are going to be a great resource.
- Ken Mathys: I'm interested on how Lydia will work with Sam and DCIST. Lydia is a strong point person.
- Sam Koyen: That would be great. This is my first year as the DCIST coordinator. With everything that's been going on with Covid, many of our partners have travel bans in place.
- Lisa Van Laanen: I like the idea of focusing on one or two.
- Ryan Heise: Garlic Mustard and Crown Vetch are the two we hear most about. Sam has offered to come to the Village to do a Facebook live education session that we can push out on our social media channels and website.
- Lydia Semo: Provide a recap of the Invasive Species report provided in the packet. Highlights included steps to address Poison Ivy on the bird trail, a recap of the meeting with DCIST and the future plans for working together to educate Village residents. DCIST has a calendar for when to treat various species with the 4 priority species participating in the cost sharing program. Homeowners on the water need a DNR permit to treat with chemicals.
- Ken Mathys: That is a lot of work and substance. What's on my mind is to convert this into a flow chart for our residents that breaks down the invasive plants by type that turns into an action plan for the public to make this large amount of information

easy to understand. My other thought is can we coordinate with a contractor so when they are going to come to the village to treat public property the property owners could tap into that resource and piggyback on what the village is already doing. We could possibly also store approved chemicals for various species treatment. I would like to understand this going forward. Thank you for all the work you've done.

- Lydia Semo: Essentially our ordinance says out public works crew leader can write them a notice. If the owner doesn't address it themselves, the village is able to do it for them then the village is able to do the work for them and add a special charge to their tax bill.
- Ken Mathys: That could be confusing to the residence. Are they supposed to call the county or work with you Lydia?
- Lisa Van Laanen: We had updated our ordinances related to invasive species over the past year. I would like to see the signs at the bird trail for poison ivy right by the batches of it. There are at least two batches on this trail.
- Ken Mathys: I don't know how much room there is on the sign, but do we want to consider adding information that the village is treating it?
- Lisa Van Laanen: I would like to get that done ASAP. I don't think it would be a budget buster. Is it possible do to this?
- Ryan Heise: We have budget capacity so we can do this. The county does signs. We can work with them on producing those signs. Lydia let's consider adding a QR code.

4. Action Item List Update

- Ryan Heise: Most of the action items updates are related to road projects which is on the agenda later. I will highlight of the Hwy G project is that we received a lawsuit from the owners of Shipwrecked, challenging the Village's right to condemn property for the purpose of a sidewalk. This is something the Village has been discussion for the better part of a year. How does this Our position remains the same that the village has the right. How does this impact the project? It really doesn't. Our position remains the same in that the Village has the right to condemn the property for the sidewalk. We don't need this property until the spring. We don't need the property until the spring. The project starts with utility burials this fall so we have the winter to work through the lawsuit. Typically, we don't publicly discuss strategy and we handle these types of cases in closed session. I don't think there is a need to do that in this case. We are going to be transparent and vocal about our position on this case. The Department of Transportation will have strong interest in this case. If they can't condemn property for a road project to include sidewalks, that is going to cause them huge issues across the state. There will be a lot of interest by both the DOT and League of Wisconsin Municipalities as well.
- Ken Mathys: I agree. I would like to take a public stand on this issue. I'm glad to hear you say that.
- Kaaren Northrop: When you say we are going to be transparent we're not going to hide this? We are going to make it well known that the Pollman family is suing the village?

- Ryan Heise: Correct. John and I have talked about the fact that on our agenda we typically go into closed session. We will still do that, but we will have the same item in open session, what effect this has on the village and the time and resources we have to put into fighting this. We see the benefit being so mutual for Shipwrecked to have a sidewalk to their parking lot. We're fighting on behalf of parents with strollers, people in wheelchairs and the elderly. We will be transparent and vocal on it.
- Lisa Van Laanen: This is very disappointing. This has been coming for years. This business more than any property will benefit so much from this project. It goes against the interest of the Village, themselves, every person in our village and our visitors. It is a benefit to them so it's disappointing to have this crop up. We have better things to do than to try to fight this, but this is where it's at. If they have a point to make, I hope they are making it. I hope they will reconsider this lawsuit and withdraw it.
- Ryan Heise: Our first action will be to file a motion to dismiss as they are interpreting the language incorrectly. Hopefully, that will take care of it.
- Kaaren Northrop: I thought that happened last year?
- Ryan Heise: I think you're referring to a memo we received from the DOT that clarified the legislative language that referred to pedestrian paths was not intended for sidewalks. There is some case law out of Neenah about a recreational project. Hopefully, the judge will just dismiss the case.
- Lisa Van Laanen: One more thing about discussing this publicly. This is a public document, so it is fair game to discuss in public.
- Kaaren: When will the project start?
- Ryan Heise: We do not have a start date. We will get the bids on Sept 9th and it's on the agenda for the trustees on Sept 14th. We will have a firm date based on those bids. We already have 8 bidders so that is good. It is a competitive market so hopefully the pricing is good. We will present that to the trustees on the 14th.
- Lisa Van Laanen: Based on the number of bidders they should be able to start the day after Pumpkin Patch, burying the lines and the wires.
- Ryan Heise: Correct. We included our timeline in the bid specifications. They have to adhere to when they have to have the project completed. We expect a mid-October start date.
- Lisa Van Laanen: The sidewalks and the gutters will be done in the spring. We're hoping to be done by Memorial Day.
- Ryan Heise: That is the plan. The rest of the action item list includes Church Street, invasive species, the dog park parking lighting modifications, and the Eggy Bikes.
- Lisa Van Laanen: The Eggy Bikes is a grand experiment. It has been successful for 3 years. They are widely used but the bikes are getting old. If we get more expensive bikes, they will subject to being taken away. Any cheaper bikes will frequently break down. The ones we have are breaking down. The Public Works crew is spending a lot of time on them. We will have to buy more. They are a lot of work and I don't think it can continue as is. We need to rethink the program.
- Ryan Heise: Yes, people love them, but they are becoming more difficult to maintain and track down. We will have to pump some more money into it if we want to continue the program. We had sponsorships previously. I think it would be unfair to ask the sponsors to renew their sponsorship. The Village would have to kick in the

money and possibly use room tax dollars. It's a great program but it's also a lot of work.

- Kaaren Northrop: I'm not sure you couldn't get more sponsorships. I think most of us see the value of it. I do think there should be a program for replacing 6 bikes a year so there could be sponsorships for that. I wouldn't put more bikes out. I think the number of bikes we have is adequate. If we have a few spare bikes in the shop for spare parts or possibly sell them at the end of the season. I think there should be a program for replacing them every year. That way they hopefully won't require as much maintenance.
- Lisa Van Laanen: A lot of the bikes don't have guidelines and instructions on them so we could do a better job on that. I'm still in favor of painting the bike racks a similar color to the bike color and have a map where they can place them when done. We need to devote some time to this in the winter. We will need some money for the program.
- Ken Mathys: I agree. Let's keep this on the agenda. I'd want to know more about the costs including our labor. If we do go out for sponsorships, we know what we're asking for. I'm in favor of the bikes in general. Let's keep this on future agendas.
- Kaaren Northrop: There is a huge shortage of bikes now. We don't want to wait until March to order new bikes if we feel like we need them. We might not get them in time.
- Mack Bonk: If you do a replacement program to replace bikes every year. At the end of the year you have something that is sellable. Are these bikes insured for theft?
- Ryan Heise: I have not looked into that. We've always been able to recover the bikes. I would think they are insured but it's never crossed my mind. I would have to check into it.
- Kaaren Northrop: If we do decide to sell some of the bikes, we'll have to mark them so people know they are not the Eggy Bikes since they are all the same color.

5. PPW Report

- Cody DeMeuse: Provide an overview of the PPW report outlined in the packet.
- Ken Mathys: Do we have a job cost time tracking system for where PPW staff spends their time?
- Cody DeMeuse: Yes. We have daily timesheets that is broken down by categories including parks, roads, marina, and community center. We break down our hours into those categories. I also have a sheet that we use to track how much time we've spent on Eggy Bikes.
- Ryan Heise: I authorized a nearly \$5,000 spend to make improvements on the boat launch. Ali and Cody are working on that.

6. Road Projects

- Ryan Heise: Provide an overview on the Church Street project as outlined in the packet. This is a fall 2021 project. We are at 30% design. We will be getting back to that project this winter. We have a few minor decisions to work through over the winter with this committee. Hwy 42 timeline is unchanged since August. We have

- the public engagement planned for Summer 2021. We have to make some minor changes to the video over the winter. The university program is in progress to work on street scape options. These options will be available late fall near the end of their semester. They are looking at street tree types, installation suggestions, terrace material type and locations, storm water improvement and public art support structures. I met with the professor a month ago. He has a good idea of the assistance we could use. They will present 3 options for us near the end of the fall.
- Lisa Van Laanen: Our first public sessions will be in early spring?
 - Ryan Heise: We will need to determine timing. It's best to have that when our seasonal residents return. The video is a great tool and we have a few refinements to the tool. Ken is helping with the financial aspects. We have the winter to discuss the timing of the public engagement plans. This is a 2023-2024 project timeline. We need to get prepared for a summer launch in 2021.

7. 2021 Budget

- Ryan Heise: The PPW committee gets 2 chances to review the 2021 budget. This is a preliminary review with some high-level information. In prior years we went through it in a level of detail that wasn't a productive use of your time. There are a few items that will require more detailed attention including the road projects, entrance signs and the new sports court item you could commit time to. Page 15 has a summary of line item increases/decreases. We have no increases to line items and a few line items that will decrease. We presented the account detail forms and would be happy to entertain any questions.
- Lisa Van Laanen: It looks like it's pretty much in order. I don't know if we need to dive into the details. Do we need to add anything for Egg Bikes or the Sports Court concept? That might have to wait for the next year.
- Ryan Heise: This is brand new and it will take a while to work through it. The Sports Court won't make it into this budget. I did include a list of capital costs for our next bond issuance. I can provide that to you in your next meeting.
- Lisa Van Laanen: Agreed. The sports court project won't be in this year's budget.
- Ken Mathys: Do we have any funds for invasive species?
- Ryan Heise: Yes. We kept that unchanged at \$10,000 for 2021. We also have 2020 funds remaining so Cody and I talked about doing some treatments this fall. The Village entrance signs at the north and south on HWY 42. We talked about budgeting \$40,000 for it. The only question we have in our mind is do we wait for the highway project to ensure continuity plus you are likely to save money as well since contractors will already be on sight.
- Kaaren Northrop: I would say we should wait
- Lisa Van Laanen: Kathy Beck offered when the time comes to put out a call to artists to come up with a design for the Village. Didn't we already have money budgeted for the sign at the Bertschinger Community Center? Should we wait until the other signs get done?
- Ryan Heise: That didn't make the cut in 2020. We shifted those funds to an HVAC update. Recommend waiting also for the entrance signs. I would recommend we wait to update the Community Center Sign when we do the other ones for continuity.
- Ken Mathys: I agree with waiting.

8. Fall Decorations and Porta-Potties for October 10-12

- Lisa Van Laanen: This is the Pumpkin Patch weekend. There is nothing that is going to happen in the park or other public spaces. We still anticipate will still be here. I'm not sure what individual business owners might be planning. One thing we discussed is we may still need to get porta potties in the park and other parts of the Village.
- Kaaren Northrop: The only reason we would potentially need those if individual businesses might be doing something outside their business. I think it's up to them to provide porta potties. It isn't up to the Village to provide porta potties. Since there is nothing general going on, I think this sets a bad precedence for the Village. There is no EHBA event. If anything happens it will be private. If we decide to do something outside, that is us and I have to provide the bathrooms. I'm not going to ask the Village to provide a bathroom for me.
- Ryan Heise: EHBA did request the Village participate in the cost for the Porta Potties. The predict there will be a lot of people here. Even without an event they predict a lot of the stores will host outdoor sales.
- Lisa Van Laanen: I don't want to see the Village being caught off guard in a bad situation with a lot of people and we don't have facilities to provide for them. We had 30 in the past.
- John Heller: Last year there were 21 porta potties at a cost of \$1,500. Perhaps we could get by with ten to twelve. The business association is asking for some assistance with the cost.
- Kaaren Northrop: That still makes no sense to me.
- Don Helm: We're thinking about half the number. \$500 each. I don't know what they are anticipating for the turnout. For \$500, I don't see what the harm is. It's better to have than not. I understand Kaaren's point but I think it is a good show of faith in these times that the Village supports our businesses any way we can.
- Lisa Van Laanen: Kaaren and Don, are you planning on doing a pumpkin display this year?
- Don Helm: I think we'll probably will do a scare crow or pumpkin patch display.
- Kaaren Northrop: Yes. I have ideas two months ahead of time.
- Mack Bonk: I don't think the Village should pay for porta potties. That's just my opinion since I don't have a business here.
- Ken Mathys: I would rather be on the safe side. I agree with the notion of support for the business association as long as it's thought out and scaled back. I would rather have more in the Village than less.
- Lisa Van Laanen: I'm thinking eight to ten would be sufficient.
- Kaaren Northrop: Let's use this as a starting point to say that we need permanent public restrooms in our village in a central location.
- **Lisa van Laanen moves to recommend to the Village Trustees to approve the Village shares in the cost of the porta potties for October 10th through 12th, to not exceed \$500. Second by Don Helm.**
- **Lisa Van Laanen, Don Helm, Ken Mathys aye. Kaaren Northrop, Mack Bonk nay. Motion carried.**

9. **Eggy Bikes Future Direction**

- Kaaren Northrop: That isn't in the budget at all. Correct?
- Ryan Heise: We will be sure get something in the budget for Eggy Bikes.
- Lisa Van Laanen: The Trustees get a huge budget packet. There is usually something in there for Eggy Bikes. They haven't spent much of the budget amount the last few years. We'll be sure it's substantial this year. We can be working on sponsorships. We can get an inventory and assess over the late fall and winter.

10. **OPEN SESSION** - *This is an opportunity for members of the audience to bring to the committee's attention any concerns regarding items listed on or not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of ten (10) minutes for all items. Speakers may not yield their time to others.*

11. **Next Meeting**

- October 7, 2020 8:30 AM

12. **ADJOURNMENT**

- **VanLaanen moved to adjourn. Second by Don Helm. Motion unanimously carried.**
- **Meeting adjourned at 10:00 AM**

Minutes Submitted by Tom Strong on September 3, 2020 for approval on October 7, 2020.