

**Village of Egg Harbor
Parks and Public Works Meeting Minutes
September 5th, 2018 – 8:30 AM
Donald and Carol Kress Pavilion – Great Hall
7845 Church St. 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, Don Helm, Ken Mathys, Kaaren Northrop, Jeanine Brennan, Jeff Meyer, Ryan Heise, and Megan Vandermause. Absent were Coleen Bins and Ed Conlon. Also in attendance in the audience were Dawn McGinnis, Cambria Mueller from the Door County Visitor Bureau, John Heller, Mack Bonk, Max Farley, Laurie Cup, and Jon Kolb. Van Laanen moved to approve the agenda, second by Mathys, motion carried.

2. Approval of Committee meeting minutes August 1, 2018

Northrop moved to approve the August 1st, 2018 meeting minutes, second by Van Laanen, motion carried.

3. Open Session

- Johnson asked if the Point Beach residents can speak during the intersection discussion.
- Van Laanen said that the committee will include the residents in the discussion on that item.
- Northrop stated that she has two employees who live in different areas of the County, one in Baileys Harbor and one in Sevastopol and they are both getting their powerlines and all of the utilities buried.
- Heise stated that other municipalities in Door County have covered the cost of burring power lines for property owners.

4. Beach project update

- Heise stated that there is a contractor that came up with a plan for the Village beach and staff presented this idea to the engineer.
- Heise stated that the Village can either stick to the original plan created by the engineers or create a bid alternate with the contractor's concept.
- Heise stated that the contractor's concept would add 30 more feet of sand to the beach area.
- Van Laanen asked if the Village would go with the contractor's concept if there would be 30 additional feet of beach added to the grassy area that currently exists and Heise confirmed that this is correct.
- Boshek joined the meeting via teleconference.
- Boshek reviewed the original beach design and the contractor's design.
- Boshek stated that in the contractor's idea there is a third retaining wall that would not be necessary for the design.

- The storm water will get captured in the bio filtration area and get pulled around the walkway underneath the retaining wall.
- The sheet pile wall will be fronted with a concrete that looks like rock versus the limestone that would be a little bit more expensive.
- Another option is to move the ADA picnic table closer to the lift station building.
- The contractor's concept is pulled back further so that requires an additional wall and more grading.
- The costs for the contractor's concept have not yet been determined, but it could add about a 20% to 30% cost increase.
- Mathys asked what the slope of the furthest grassy area would be because slope makes it harder for the public to play yard games and picnic.
- Boshek explained that the furthest grassy area from the beach would be at a zero grade so that the public could comfortably picnic and play yard games.
- Northrop asked that if the larger beach design moves forward if the beach master plan would become less expensive because there is less area to work with.
- Boshek stated that the master plan would be scaled back because the larger beach does cut into some other areas.
- Heller asked if the retaining walls are being used to mitigate the storm water and asked if storm water runoff is a known problem.
- Boshek stated that it is known that there is a good amount of water running down the hill. The walls are not necessarily being implemented to mitigate storm water, but rather to hold and protect the walk paths that will provide universal access to the beach.
- Heise asked if the third retaining wall is removed if there would be some additional grading done to make the area flat.
- Boshek said that if the wall is removed the area would be brought to a zero grade.
- Mathys asked if there would be a walkway from the upper terrace down to the beach.
- Boshek stated that a walk path from the upper terrace was not included in this phase's plan.
- Boshek said that if it is desired to have access from the upper terrace there may need to be some additional grading done to make the area flat enough to provide a safe path down to the beach.
- Mathys stated that he is not interested in having a paved area just an area to safely get down to the beach.
- Boshek stated that she will take a look at this and see if there is a safe way to implement it.
- Van Laanen confirmed that there is more grassy area than what is being shown on the diagram.
- Boshek stated that the terrace and the beach picnic area will not be right next to each other.
- The existing flat area will be evened out by the beach.
- Northrop stated that she thinks this would be a lot easier to discuss if the committee was actually at the beach.

- Heise stated that the additional cost for the altered design would be between \$6,000 and \$8,000 for the engineering.
- The bid packet will need to include three additional pages and each page costs about \$2,500.
- The Committee agreed with moving the ADA picnic table closer to the lift station and removing the third retaining wall to maximize the green space.
- The first wall is necessary to maintain the grade of the ADA walkway down to the beach.
- Mathys stated that something he is concerned with is the balance between the sand area and the grass area.
- Farley asked about the goose droppings and if this design includes something to deter geese.
- Meyer asked if there is anything that can be done to deter the geese and Boshek said that the difficulty is that geese don't like what humans don't like and having more people around will help keep the geese away.
- Johnson said that there was a charrette that took place a year ago and asked what came out of the charrette.
- Heise stated that he feels as though the whole design came out of the charrette.
- Johnson said that parking also came out of the charrette and asked if there are plans to increase parking. There is no plan to add parking in this beach expansion location.
- Helm asked if the third wall would help deter the goose droppings from going into the water.
- Boshek explained that there will be a French drain directly behind the second retaining wall.
- The French drain will not remove the pollution in the same way as the other bio filters at the beach, but there could be some plantings added to help remove more of the pollution.
- Boshek stated that the natural filtration of the grass and the French drain should help with the filtering out pollutants.
- Northrop asked if the third wall that will be removed could be mimicked with some plantings to help with the pollution.
- Boshek stated that the stability of the natural soils needs to be maintained.
- Plantings with deep roots could be added to work kind of as rain gardens.
- Boshek stated that she will talk to the biologist on her team to see if there are other options for planting to help assist in filtration.
- Mathys stated that he does think that parking is a problem and there is no potential to add parking, but having a turnaround could be beneficial.
- Boshek stated that there isn't actually space for a turn around, but there could be space marked off to allow people to turn around.
- Boshek will put together some cross sections for the wall to explain where the walls are and why the walls are needed.
- Van Laanen asked if between now and the next meeting if the location of the wall could be marked down at the beach for the committee to visit and look at.

- Heise asked if the committee wants to move forward with the alternate that was developed by the contractor.
- Van Laanen said she personally prefers the original design.
- Northrop asked if it would be possible for the committee to review the actual location before they make a decision on whether or not to include the contractor's concept as a bid alternate.
- The committee stated that they would like to have a special meeting to review the actual location before a decision is made.
- The committee was okay with having the engineers look at creating a path to the beach from the top terrace.
- The committee would also like the image that Boshek presented sent out so that they have a visual of what is being looked at.
- The committee would like the engineers to start working on the turnaround idea and planting for additional filtration.

5. Wayfinding update

- Mueller stated that all of the community coordinators throughout the County are working towards implementing wayfinding signs in order to bring the County together as a whole.
- Mueller said that the proposal from Axia, the company selected through request for proposals to create the design for the signs, is included in the agenda packet.
- Both vehicular and pedestrian signage has been laid out in the proposal.
- Mueller stated that she feels as though the Village would have a lot more pedestrian signage.
- The way that the cost for the project for each community has been laid out is based off of the amount of community partnership dollars each community receives.
- The Door County Visitor Bureau will be covering 10% of the overall cost.
- The Village's responsibility would be \$4,286.
- Van Laanen asked if the Village can work on the project individually without the commitment of the Town of Egg Harbor.
- Mueller stated that the Village can work on the project without the commitment of the town. The only way the Town's decision would affect the Village is if each of the communities is on board with the design there will be cost savings offered.
- Northrop confirmed that the community coordinators are asking that each of the communities cover the cost for the design of the signs not the fabrication and installation of the signs.
- Axia is willing to work with the fabricators ahead of schedule to make sure that the design will not result in a high fabrication cost.
- Northrop confirmed that the funds would be reallocated if some communities are not willing to participate.
- Mueller stated that there are business associations that are paying for the design to help speed up the process. However, some business associations do not have funds available to cover the cost and have reached out to the municipalities.

- The deadline for the design phase of the project was the middle of September, but because municipalities are working through discussions the deadline was pushed back.
- Mathys stated that he personally likes the idea of the wayfinding signs and asked if there is any potential for Door County to be rebranded through the process.
- Mathys stated that he is worried about having the design be consistent; Mueller stated that the County's brand really wouldn't be a large part of the design.
- The Door County Visitor's Bureau has been working with each of the communities to determine if they want to do a redesign of their brand.
- Van Laanen thanked Mueller for keeping the committee informed about this item and for attending the meeting to present the information.

Van Laanen moved that the Committee make a recommendation to the Village Board that appropriate funds be included in the FY 2019 budget to move forward with wayfinding signs, second by Northrop, motion carried.

6. Public Works report

- A copy of the summer projects list was included in the agenda packet.
- Dan Richmond's last project was to get the grass replanted at the top of the terrace.
- Van Laanen asked if there is a timeline for clearing out the brushy area between the terrace and the bathrooms and Meyer stated that this is on the list.
- This could be done some time between now and Pumpkin Patch.
- Brennan about the brush clearing on the highway in the bike lane going up to Meadow Ridge.
- Staff will follow up with the State on this item being that the area is located on STH 42.

7. Action item list

- Heise stated that this is an item that was requested by Mathys and it is beneficial to have a list of items that may not always appear on the agenda.
- The action items list contain the priority for each item, if the item has been budgeted, the requested completion for each item, if the item will appear on the agenda, and notes for each item.
- Staff has worked through and made recommendations for each of these categories.
- The action item list will now be included in the agenda packet every month.
- Van Laanen requested that the items be sorted by priority to make the list easier to read.
- Heise stated that the Bay View Terrace brush clearing and brush in the bike lane on STH 42 will be added to the list.

8. CMAQ grant – traffic count report

- Vandermause stated that Aaron Lopez, the summer intern did work on completing some traffic counts that will be used as supporting data for a Congestion Mitigation and Air Quality grant application in spring of 2019.
- Vandermause asked Lopez to put together a summary of his observations while completing the counts.
- Northrop asked if the committee can see some comparisons from the last traffic count that was done in 2015.
- Van Lannen reviewed some of Lopez's takeaways.
- One of the major takeaways was that it is dangerous for vehicles to exit the Fat Louie's parking lot.
- Helm stated that the main issue that makes the driveway dangerous is that the view of the oncoming traffic is being blocked by Fat Louie's open flag.
- Heise stated that if the flag is blocking the line of site the state could get involved to have the flag moved.
- Mathys asked if the Village could write Fat Louie's a letter to request that they move there open flag due to a line of site issue.

9. Invasive species removal program

- Heise stated that he included a summary on this item in the agenda packet.
- Heise explained that the Village is interested in developing a program to eliminate nuisance, noxious and invasive species within the Village limits.
- Heise recommended starting by implementing an educational campaign.
- Heise recommended separating the program into two categories: public property and private property.
- The Village has an existing ordinance in place that addresses nuisance plants on private property. Heise stated that as far as he is aware this ordinance has never been enforced.
- After an educational campaign is developed, Heise recommends a program that allows for mapping nuisance plants on private property by bringing in an outside contractor.
- After the residents have been made aware of their roles and responsibilities, the contractor can return to determine if the plants have been treated.
- If the plants have not been removed or treated, the Village can remove the plants and assess the costs to the owners on their tax bills.
- Staff has inserted a place holder in the FY 2019 budget to begin work on invasive species identification and removal on public property.
- Heise recommended hiring a consultant to map nuisance, noxious, and invasive species found on public property.
- Once the plants are mapped and the magnitude of removal is identified, the Village could work toward pursuing grants to assist in the cost of removal.
- Residual funds should be used for hiring a contractor to eliminate the noxious plants near high traffic areas.
- There will be aesthetic considerations that will need to be taken into consideration after treating.

- Heise also included the Village ordinance, the Town of Jacksonport's ordinance, the City of Green Bay's ordinance, a policy from Lakewood Ranch, FL, and minutes from previous Parks and Public Works meeting in the agenda packet.
- The first step is to budget for the program, then work with Door County Water and Soil and the Green Tier Communities to work on policies.
- Northrop asked if the Village should not focus on areas that could be under construction in the coming years and Heise stated that he doesn't think he would comingle these two items.
- Mathys stated that he thinks that the Village needs to make it clear that private property owners are responsible for their private property and the Village is only responsible for public property.
- Mathys stated that he thinks all of the guidelines need to be laid out for the private property owners.
- Northrop asked if there is a way for the Village to clear all of the noxious weeds and then charge the property owners.
- Johnson stated that there are two major noxious weeds that he would like eliminated from his neighborhood, garlic mustard and poison ivy.
- Heise stated that he thinks the Village should give the property owners the opportunity to hire a contractor on their own to remove the noxious weeds first.
- Johnson stated that a lot of the noxious weeds take more than one year to eliminate.
- Brennan asked if the next village newsletter could include some information on identifying noxious weeds.
- Brennan also suggesting contacting the DNR or the County to see if there is a publication already developed that could be sent out.
- The committee agreed with the recommendation presented by Heise.
- Heise reviewed the current ordinance for removing noxious weeds.

Van Laanen moved to move forward with the nuisance, noxious, and invasive species program based on Heise's recommendation, second by Mathys, motion carried.

10. Intersections line of site

- Johnson presented a map of the point beach area and stated that there are 85 intersections that need trimming.
- Johnson stated that some of the intersections are very dangerous.
- Johnson said that there has been some trimming done by the Village.
- Johnson stated that if the Village wants the property owners to do this the Village needs to inform the property owners and fine them if they do not clear the intersections.
- The current ordinance says intersections need to be cleared 35 ft. back.
- Mathys stated that the distance is a function on what roads intersect.
- Mathys said that he would be in favor of updating the ordinance.
- The current ordinance says that anything over 3ft. and anything below 10 ft. has to be removed.
- Van Laanen asked if the County could be contracted to do the work.

- The committee would like the intersections cut back between Sunset Lane and East Shore Drive.
- Helm asked if the Village has a document that addresses different item requirements based on speed limits.
- Heise stated that there is the uniform traffic code that could be referenced for this.
- Heise stated that he thinks that the first step is to notify the property owners.
- Meyer stated that the trees really need to be looked at in the summer time.
- Mathys stated that he thinks the Village should photograph all of the corners to have the pictures to reference.

11. FY 2019 budget review

- Heise stated that Mathys reached out to him asking some questions about the budget process.
- Heise stated the budget process goes as follows: committees review recommended budgets presented by staff in September, a draft budget based on the committee recommendations is presented to the Village Board in October (typically at a special meeting), final adoption of the budget takes place in November and includes a public hearing.
- Supervisors submit recommendations through the preparation and presentation of account detail forms.
- Some items are contracted out based on the effect projects may have on staff time. For example, a landscape designer was hired to complete the planting in some of the Village's main areas in 2018.
- Needs determine staff recommendations.
- Staff recommendations are reviewed by the Administrative Committee.
- Meyer put together a summary of budget requests.
- The committee reviewed the budget spreadsheets for the general fund, special revenue fund, and capital fund. The committee reviewed account detail forms for the general fund line items.
- Van Laanen suggested adding why the snowplowing takes so long to the next newsletter.
- Vandermause stated that she did reach out to the group that would like to install a small disc golf course behind the dog park. Vandermause said that the group is hoping to have the Village allocate some funding to the project, but would like the Village to donate whatever they are comfortable with. The rest of the expense would be covered by private donations.
- Van Laanen asked if the Village had included some funds in a previous budget for disc golf but they were never used.
- Vandermause stated that the donation boxes at Peg Egan worked well this year and staff is recommending a \$4,000 place holder in the budget for this item for next year.
- Van Laanen asked if an additional sign could be added for the donation boxes at Peg Egan so patrons can be reminded about donations on their way out.

Mathys moved to approve the FY 2019 budget as recommended, second by Brennan, motion carried.

12. Open Session

- McGinnis stated that Shipwrecked has developed a lot more traffic and she thinks people are getting frustrated with the situation.
- McGinnis stated that the Sherriff's department can write tickets for cars that are obstructing traffic.

13. Next Meeting

The next meeting is October 3rd, 2018 at 8:30 a.m.

14. Adjourn

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

DRAFT