

**Village of Egg Harbor
Parks and Public Works Meeting Minutes
Wednesday, September 6, 2017 – 8:30 AM
Village of Egg Harbor Beach Pavilion
4736 Beach Road, 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, Angela Lensch, Don Helm, Kaaren Northrop, Joe Smith, Ryan Heise, and Megan Vandermause. In attendance from the Dragonfly Agency was Terry Lundahl. In attendance from the Egg Harbor Business Association were Jeff Larson and Abigail Bluett. Also in attendance in the audience were Mike and Megan Nelson, Margie and Dale West, Leslie Lelin, Jim Rakwowski, Dorothy Scott, Steve Smith, and Mary Anne Scherer.

Smith moved to approve the agenda with the change of moving number 5 before number 4 second by Helm, motion carried.

2. Approval of Committee meeting minutes August 23, 2017

Helm moved to approve the August 23, 2017 meeting minutes, second by Smith, motion carried.

3. Open Session

- Scherer pointed out that at the last meeting it was reported that the Peg Egan receives \$80,000 from room tax revenue, but only about \$40,000 is actually received from the room tax revenue.
- Scherer stated that she believes the Peg Egan brings in a lot of good business for the Village and because the Village supports other events like Wine Fest and Ale Fest the Peg Egan should also be supported.
- Scherer stated that she believes that Plan Commission is responsible for approving the placement of memorials based on the Plan Commission's role as outlined in Chapter 32 of the Village ordinances.
- Mike Nelson explained that he came to Door County to retire and part of the reason he moved here was because of all of the events that occur all season long.
- He has attended Peg Egan for the past 6 years and spends a lot of time in the Village.
- Nelson stated that the quality of entertainment at the Peg Egan is amazing for a free concert.
- The group of people at the Peg Egan Concert Series is a good group of people.
- Margie West the sponsor for Dailey and Vincent explained that the first time Dailey and Vincent came to Door County her mother sponsored them.
- After Dailey and Vincent performed in Door County for the first time, West's mother was looking for a larger venue for the act due to a low audience turnout at a previous venue. West then found the Peg Egan PAC and offered her donation of Dailey and Vincent as a gift to the community as she is a supporter of the arts in Door County.

- Dailey and Vincent have performed at the Peg Egan for the past seven years.
- West explained that she enjoys sponsoring the group and enjoys giving something back to the community that everyone can enjoy.
- West said that she supports all of the performing arts in the county and she would like to see the Peg Egan continue the way that it currently is.
- West stated that she does not want to take anything away from the rest of the county.
- Terry Lundahl has worked very hard over the past years to make the Peg Egan a success.
- West stated that if the Peg Egan is not broken, it does not need to be fixed.
- Nelson stated that the whole community has something going with the Peg Egan.
- Nelson explained that he made it a point to meet Terry Lundahl while visiting the Peg Egan because everyone recognizes her as the face of Peg Egan.
- Dorothy Scott helps Lundahl every Sunday and explained that Lundahl is instrumental for the success of the Peg Egan.
- Lundahl stated that she would like the committee to know that her dedication is to the Village of Egg Harbor and this is made known every single Sunday at the Peg Egan.
- Lundahl explained that if the Village is successful, she is successful as a business woman.
- Lundahl explained that her job is to do her best job for the village.
- At the last concert, 800 surveys were collected and Lundahl has the written results from the surveys.
- Included in the survey was a section that allowed participants to report what they like to do in Egg Harbor besides visit the Peg Egan concerts and most participants explained that they like to have dinner or go shopping while visiting the village.
- About 1,000 people attend the concerts every Sunday.
- Lundahl stated that she speaks with a lot of people at the concerts that have gone to dinner or have gone shopping before the concerts.
- Jim Rakwowski has owned property in the Village since 1972. Rakwowski said that Peg Egan is one of the greatest gifts here in Door County and what it brings to Door County is phenomenal.
- Rakwowski explained that whenever he has visitors he brings them to Peg Egan and many of his visitors also have favorites shopping spots or restaurants that they also visit in the Village.
- Van Laanen stated that she received a phone call this morning from a woman who lives in Fish Creek and was notified that Fish Creek has begun discussing a downtown redevelopment plan.
- Van Laanen said that Fish Creek is talking about improving sidewalks and adding a bicycle trail.
- Fish Creek is also discussing extending their beach and improving entrance signs.
- Fish Creek is doing what Egg Harbor has been talking about doing. Other communities are gearing up and ready to go.

4. EHBA event set up in the parks

- Larsen explained that the EHBA puts on many different events in the village throughout the year.
- The concern is that some of the events require a day or two in advance of the event to set up.
- The Celebrations tent company needs a few extra days before the upcoming Ale Fest event to set up.
- Van Laanen stated that she personally does not have a problem with setting up early.
- She would like to see if Celebrations could have the tents out by Sunday morning.
- Celebrations would set up the frames for the tents on Wednesday night and finish tent set up on Thursday and Friday.
- From a security stand point, something would need to be set up prior to Friday as all of the merchandise will be moved to the park on Friday.
- Celebrations is short on staff due to college students returning to school and needs the early set up time.
- Northrop asked if the EHBA will need to pay more for them to come back on multiple days, and Larson stated that the company would finish the set up while they are in route to another job.
- The committee discussed that the Pumpkin Patch tents are set up in one day.
- Ale Fest requires 19 tents.
- When a park is rented the dates for the events are listed on the park rental form.
- Vandermause explained that last year she recommended that the EHBA also rent the park on their set up days, but the Village office still received complaints and concerns regarding how early and late the tents were set up and taken down.
- It would be nice to have a policy to allow some leeway. Larson explained that a lot of times when the tents are being set up the public will ask about what the tents are for and about the event.
- The committee discussed that the tents can be set up anytime on Friday.
- Helm said that for Pumpkin Patch everything is set up on Friday and gone by Monday.
- The committee discussed that the organizing committee should make sure everything is set up in the park so that there is a minimal footprint on the park as possible.

Smith moved to direct staff to allow event setup no more than one business prior to an event and to have the tents removed by the end of the next business day after the event, second by Northrop, motion carried, all aye.

5. Peg Egan discussion

- Van Laanen stated that it was never the intent to eliminate the Peg Egan concerts.
- The Village is looking at the room tax dollars which there is a lot of competition for.
- The committee wanted to discuss the Peg Egan since it has not been revisited in a number of years.

- Van Laanen reviewed a number of different programs that the room tax dollars could be used for.
- The committee has never negotiated the contract.
- It was reported at the last meeting that \$80,000 goes to the Peg Egan, but this was corrected.
- \$4,000 is included in the Peg Egan budget each year which pays for the sound technician.
- Lensch explained that within her personal experience with non-profits startup money is given to the organization to get it going and then the organization becomes self-sufficient over time.
- For the last seven years, the village has supported the Peg Egan and the committee would like to discuss how more fundraising can be done so that the Village can take on more programs funded with room tax dollars.
- The committee pointed out that the percentage of room tax dollars that goes to the Peg Egan is greater than any other program room tax dollars are used for.
- The committee asked Lundahl if it seems feasible to raise more money if the Village's contribution were to shift.
- The initial intention of the Peg Egan was for the Village Board to have something of its own.
- Lundahl was just hired by the Village to bring in the acts for the Peg Egan.
- The Peg Egan does belong to the Village.
- There is a real shortage of philanthropists that support the arts.
- There are potential grant opportunities for the Peg Egan and there is one being worked on now for \$25,000.
- Lundahl is a grant writer and is working on pursuing this grant with Village staff. Lundahl asked that the committee to give her a little bit of time to research this.
- Lundahl would ask that the Village give the Peg Egan another year before shifting any funding so that more fundraising opportunities can be explored.
- This way, the 10,000 people that come to the Peg Egan every year can be made aware that they can contribute to fundraisings for Peg Egan.
- Another option would be to let the Peg Egan go off into its own and form a 501c3 non-profit organization.
- Northrop stated that as a member of the committee for a number of years there has been a question about funding for the Peg Egan.
- There are a lot of people who have questioned where the funding is coming from.
- Previous administration did not provide the committee with enough information regarding the Peg Egan and its funding.
- Bruce Hill developed a PowerPoint presentation in past years regarding the Peg Egan that was presented to the Village Board about three years ago.
- The committee received 2010 to 2017 numbers regarding the Peg Egan.
- The room tax money is an option for some of the things that the Parks and Public Works committee wants to fund.
- The committee would like to review Lundahl's monthly report.
- There is not a donation box at the Peg Egan for patrons to donate.

- Scott stated that the audience would love to give back because this is a way that they show respect to the artists.
- Lundahl stated that she believes that there could be donations received.
- Meyer stated that at the Dog Park there is a little box that people can drop donations in and suggested something similar for the Peg Egan.
- Lundahl said that she believes that there is a great opportunity for donations.

Smith moved to add a standing agenda item of “report from the Peg Egan PAC” for the Parks and Public Works committee’s monthly agenda, second by Helm, the committee discussed:

- Smith stated that the monthly report should include the following: the status of event scheduling, the agency’s promotional and marketing activities, center usage and operations including maintenance needs and issues, post-event wrap-ups including performance reviews, number of attendees, audience feedback and any production or facilities and operational issues or concerns, updates to information provided under prior monthly reports, and informing Village Administrator about physical condition of Center; equipment upgrades and equipment replacement needs.
- Lundahl stated that she will put together a report with information that will be beneficial to the committee.

The committee voted, all aye, motion carried.

6. Discuss memorial policy and placement of accepted donation types

- Last month there was discussion on bringing specific donations and locations to the committee.
- Heise reviewed that specific locations for memorials are outlined in the memorial policy. Public Works staff is very savvy with all the nuances of the parks and will be able to determine appropriate locations within the parks for memorials.
- The donations do not have to be brought back to the committee.
- If there is a donation that doesn’t fall under the policy or if Meyer would have questions regarding a specific memorial, it would come before the committee.

Northrop moved to adhere to the existing memorial policy for donations, second by Helm, all aye, motion carried.

7. Overnight parking signs in Village parks

- There may be some signs popping up in Village parks regarding overnight parking.
- There have been some issues in the Village with people sleeping in their cars.
- The Door County Sheriff’s Department will be able to enforce no overnight parking if signs are put in place.

8. Beach project discussion

- Last week there was a beach design charrette that the public was invited to attend.
- It was interesting how many people came to the meeting but did not participate in the exercise at the end.
- Smith group JJR is going to work on the design based on what they heard at the meeting.
- The committee has the opportunity to provide Smith group JJR with some direction.
- The committee verified that the kayak rental building is the Village's responsibility to maintain.
- The seawall along the north end of the property near the water would be removed.
- The seawall does not connect to the neighboring property.
- Lensch pointed out that the biggest potential problem with the beach expansion could be the geese.
- Lensch stated that she spoke with someone who told her that the best thing to do is to create something that blocks the geese's view of the grass.
- Concept A that was presented at the design charrette would help with this and concept B that was presented at the design charrette would have a greater potential for geese.
- Ultimately, the committee needs to discuss what is going to be beach and how the beach is going to transition into the grassy area.
- The committee preferred option A that was presented at the design charrette.
- The committee would like the design to focus on goose control.
- The committee discussed that the kayak rental building should be moved from the middle of the beach.
- The committee would like to keep the rock wall divider and the cedars on the grassy area.
- The committee discussed what could be done with the lift station building.
- The building could be added on to, but the lift station section would need to be completely separate from any addition.
- The committee discussed the placement of the kayak rental building and discussed the possibility of moving the building next to the lift station.
- Meyer confirmed that the kayak rental building can be modified and/or moved.

9. Open Session

- Northrop suggested that the committee recommend to the Village Board that some funds be allocated in next year's budget for some professional landscape services to aid the Public Works Department who does a great job.
- This is something that has never been done, but something that could be very beneficial and important for the Village.
- Northrop spoke with a landscape company that she has worked with and the company did not think that there would be a very big cost for designing the landscape in front of the Bertschinger Center and Bay View Terrace.
- Heise stated that staff will be asking the committee to schedule a special meeting to go over budget items.
- Meyer is working on his budget.

- Bluett returned to the meeting and stated that she went to make some phone calls about scheduling the tent setup for Friday.
- Bluett reported that if the tent company will be limited to setup on Friday, they will need to respectfully decline the job and they would not be able to get all of the tents up in one day due to their current workload.
- Bluett checked with other tent companies and every company is booked due to many events taking place.
- Smith stated that the committee is a recommending body so Village staff or the Village Board could advise the EHBA accordingly.
- The issue will be brought up to the Village Board at their meeting next week.
- Van Laanen pointed out that the event is taking place in the middle of September so there are not a ton of people out in the Village.
- The committee would like Bluett to keep trying other vendors but if worse comes to worse the tents could be setup on Thursday.
- The committee discussed allowing early tent setup for the remaining 2017 events and then moving forward with the precedence that has been set.

10. Next Meeting

A special committee meeting will be called for budget review and is to be announced.

11. Adjourn

Smith moved to adjourn at 10:07 a.m., second by Helm, motion carried.

*Respectfully submitted by,
Megan Vandermause*