

October 2nd, 2024, 8:00 AM

Village Parks and Public Works Committee Meeting Minutes

PAUL J BERTSCHINGER COMMUNITY CENTER - 7860 STH 42, EGG HARBOR, WI 54209

Meeting Link: <https://villageofegg Harbor.zoom.us/j/95010502712>

Phone Number: 312-626-6799 Meeting ID: 950 1050 2712

1. CALL TO ORDER

- a. Call the meeting to order
 - Lisa Van Laanen called the meeting to order at 8:02 AM.
 - Committee members in attendance: Rick Kohler, Kaaren Northrop, Lisa Van Laanen, Ken Mathys (Zoom), Don Helm (Zoom)
 - Committee members absent: Ed Conlon
 - Staff members in attendance: Megan Sawyer, Cody DeMeuse, Lynn Ohnesorge (Zoom)
- b. Approval of Agenda
 - **Lisa Van Laanen motioned to approve the agenda, Kaaren Northrop seconded, motion carried.**
- c. Approval of the September 4, 2024, Parks and Public Works Committee Minutes
 - **Lisa Van Laanen motioned to approve the September 4, 2024, Parks and Public Works Committee meeting minutes, Kaaren Northrop seconded, motion carried.**

2. OPEN SESSION

- Lisa Van Laanen stated that Ed Conlon has resigned from the Committee, and she thanked him for his hard work and service throughout the years. She added that Dawn McGinnis had contacted her to thank Cody and the crew for fixing the loose steps in Harbor View Park so quickly.

3. PPW Report

- Cody reported that the crew is slowly transition into their fall work like shutting off water to the bathrooms. Currently the crew is setting up for Pumpkin Patch and putting up the fall décor.

4. Correspondence

- Megan Sawyer received two pieces of correspondence. One from the Fire Chief issuing a burn ban until further notice, which is posted on their Facebook page for review. The second correspondence was from Giz Herbst who is happy with how the Highway 42 project has turned out but had some concerns about when the benches are going to be added back as well as bicycle traffic on the sidewalks rather than the designated bike lanes. Megan mentioned that the Village was not expecting the highway project to be completed so quickly, so they are still working on putting the benches back in the corridor. The Committee agreed that they would like to see signage stating that there is no biking on sidewalks. Ken Mathys added that they purposely rerouted bicyclists to Church Street for safety reasons and to narrow the highway. Bicyclists can access the highway through the access streets. The committee would like the bike signage issue added to their next agenda.

5. Harbor View Park Redesign project update

- Megan Sawyer's executive summary: *The Tgda team will be joining our meeting next week to discuss the exercises completed during the last meeting.*
- Laura DeMink reviewed TGDA's findings from the exercise the committee completed at their last meeting. Ken Mathys mentioned that for the proposed shelter he would like it to be an open space for people to get out of the sun. The Committee agreed with Ken. Lisa Van Laanen asked if they were to add hardscape instead of a stage if it would take away from the park's greenery. Kaaren Northrop asked if it were possible to replace the old wooden benches with newer metal ones. Megan Sawyer didn't think this would be an issue, but she added that the

memorial benches needed to be maintained within the park. Kaaren asked who owned the Coastal Byways sign. Megan answered that the Village owns the sign, and she believes that if the sign won't fit the aesthetics of the park it could be moved to the Bertschinger Center.

6. Review of flagpole location at the Village Beach property

- Megan Sawyer's executive summary: *At the last meeting, the committee discussed a possible location for a flagpole at the Village beach in response to a donation request made at a previous meeting.*

The following information was shared with the committee last meeting:

In terms of selecting a location for the beach property, staff has provided an aerial view of the Village beach property. Please note that the latest GIS imaging was collected during the construction of the new lift station, so the current conditions of the site are not reflected in the attached image. Also, staff has a recommendation on the location which is in the area of the former parking area for the former "Alpine" beach. Staff has recommended this location as this area has been discussed as a green space area by the committee in the past, and it will be convenient access to the flagpole for Village staff during flag lowering orders. A location on the opposite of the beach, in the area of the existing lift station building for example, would require staff to drive through the entire beach parking lot to access the flagpole, even on a busy beach day. The flagpole location as recommended also, will allow the flagpole to be placed without impacting the current view of the bay from the Bay View Terrace.

In terms of another recommendation from staff, staff is recommending that if the flagpole project moves forward that the flagpole itself be required to incorporate a solar light for lighting the flag. This will eliminate the need for a power supply to the flagpole.

Lastly, as a review of the current flagpole locations in the Village, there are currently flagpoles at the Bertschinger Center, Kress Pavilion, and three at the marina (one near the marina office, one in the planting area by the parking lot and one at the end of the break wall). The Public Works crew takes care of addressing any flag lowering orders and flag replacements for the flags at the Bertschinger Center and Kress Pavilion. Egg Harbor Marina staff addresses flag lowering orders and flag replacements for the flags at the marina. The flags at the Egg Harbor Marina are taken down over the winter, and staff's recommendation is that this be the case for the proposed flag at the beach as well.

After discussing the information above at the last meeting, the committee decided to allow time for the committee members to review the beach property in terms of determining an appropriate location for the flagpole and revisit the discussion at this month's meeting.

- Lisa Van Laanen asked if the Committee wanted a flagpole down at the beach. The Committee is in favor of adding a flagpole down by the beach. Discussion was tabled to the next meeting.

7. FY 2025 Draft Public Works Budget Items

- Megan Sawyer's executive summary: *Please see the FY 2025 Public Works Budget summaries attached for Public Works related items in the Village's General Fund, Special Revenue Fund, and Capital Fund. The summaries review the line-item detail as well as the adjustments that were made from FY 2024 budget to FY 2025 budget and their justification.*

The Public Works Department budgeting is unique from our other department budgets as the Public Works items are encapsulated within other Village funds, rather than standing on their own as an independent fund. Therefore, the Parks and Public Works Committee, only reviews and makes recommendations on the items relative to the Parks and Public Works Department. Therefore, after the recommendation from the Parks and Public Works Committee, it will be up to staff and the Village Board to ensure that each of these funds are able to accommodate the requests by Public Works staff and recommendation from the committee within the funds overall.

For specific, one-time purchase items, supplemental budget material, which includes quotes collected by staff for specific items in which have been incorporated as appropriate in the specific line items are attached.

One anticipated item that may seem to be missing from the budget is a budget accommodation for the beach parking lot repair now that construction of the Village's new lift station and demolition of the old lift station is complete. Staff worked with McMahon to determine a project OPC for the beach parking lot repair to return the parking lot to its original condition. The OPC came in at \$88,000 and this budget accommodation was made within the Village's Utility Fund budget. As the beach parking lot would not have been disturbed outside of the lift station project, staff felt it necessary for the Utility Fund to fund its repair. The Utility Fund budget inclusive of the parking lot repair item, has already been reviewed and recommended to the Village Board for approval by the Village Utility Committee.

- Cody DeMeuse's executive summary: *With the recent highway project now completed, we have roughly 6 miles of sidewalk to snow blow and take care during the winter months. With only 1 snowblower, I believe this will be a challenging task. I believe this is the best time to add a necessary piece of equipment for our snow removal duties. For the upcoming budget year, I would like to propose that we invest in a new utility work machine (Bobcat Tool cat UW56) with a snowblower, v-plow, and bucket.*

I strongly feel that having a second snowblower is going to be a necessity moving forward with snow removal. Not only will we have a backup if one of our machines is down, but we will be able to have 2 men working on sidewalk snow removal as opposed to 1 having to do the whole 6+ miles. Plus, in the core section we will have both the sidewalk and terrace area to remove snow from which will take additional time.

Having an additional machine will help with both snow blowing as well as the removal of piles throughout the highway corridor. With the plow and bucket attachments we will be able to have 2 men in machines moving and loading excess snow piles that we will have in both the parking lanes as well as sections of the terrace. Another benefit of the Tool cat is that it is 20" shorter than our wheel loader which will help us get under the branches of the new street trees. This will reduce the amount of branch trimming we will have to do to be able to get our machine down the sidewalk. We will also be able to put our salt/sand drop spreader on the back as well to salt/sand as we snow blow.

With the additional attachments that are available for the Tool cat (pickup broom, auger, etc.) I believe this will be a vital piece of equipment throughout the year.

The budget impact would be \$84,200 (Original Price: \$103,146 - \$18,946 municipal discount = \$84,200 total)

Equipment List:

- Bobcat Tool cat UW56
- 60" Snowblower, 62" Heavy Duty Bucket, 72" Snow V-plow

- The Committee reviewed the Parks and Public Works 2025 Fiscal Year Budget with no changes.
- **Kaaren Northrop motioned to approve the Parks and Public Works 2025 Fiscal Year Budget and recommend it to the Village Board of Trustees, Rick Kohler seconded, motion carried.**

8. Beach Break Wall Repair

- Megan Sawyer's executive summary: *As reported at the last meeting, our WI DNR permit for the break wall structure has been submitted to the WI DNR. I have not yet received an approved permit back from the WI DNR.*

As reported last month, the remaining bond funding is still available for the break wall repair project. Therefore, we do intend to move forward with scheduling the work as soon as the WI DNR permit is approved weather permitting.

As we are still waiting for WI DNR approval, I submitted a Capital Investment Fund grant to the Door County Community Foundation, which if approved will help offset the Village's overall cost of the project. The grant application was submitted on Monday, September 23rd, 2024, and is attached for the committee's review.

The cost estimates included in the grant application, were provided to me by Mike Kahr.

- Kaaren Northrop asked whose idea it was to apply for the grant. Megan Sawyer answered that she brought the idea to the Committee and the Village Board of Trustees at last months meeting, and everyone agreed to the Village applying for the grant for the beach project.

9. Review of Parks and Public Works Priority List

- The Committee would like staff to add Port-A-Potties in Harbor View Park next season.

10. STH 42 Project

a. Update on speed limit signs in TAP section

- Megan Sawyer's executive summary: *At last month's meeting, the committee had a discussion regarding the speed limit in the Village's TAP project sections as well as the placement of the speed limit signs.*

At the meeting, it was discussed that the WisDOT would likely require a speed study before considering a reduction in the speed limit, which had been previously discussed and the plan was to result a study be completed after completion of the Village's project.

After the meeting, Mike Simon completed a bit of research regarding this item. Mike found the attached documents, with specific reference to the highlighted sections which review a few conditions where a speed study may not have to be the basis for changing a speed limit. Mike and I will work on presenting information to the WisDOT regarding a reduction in speed limit for their review and consideration. Once an update is available, we will notify the committee.

- The Committee is in favor of moving the 30 mile per hour speed limit signs to where the 40 mile per hour signs are currently to reduce the speed traffic goes within the Village corridor.

b. Project update

- Megan Sawyer's executive summary: *Last month, we shared the punch list item listing with the committee. Contractors have been in town working on punch list items. As reported last month, the WisDOT required any remaining work that would impact travel or parking lanes to be completed post Labor Day. Any work that will impact travel lanes requires flagging.*

As reported last month, the other remaining item related to the project outside of the punch list items is the handrail installation. The latest schedule we received is that the railings will be delivered to the project subcontractor the week of November 4th. The project subcontractor will begin installation of the railings right away and if the railings are delivered per the existing schedule, all railing installation should be completed no later than November 15th.

The project will not be considered as "Final Completion" until after the punch list items are addressed and handrails are installed. The substantial completion date for all items according to the contract is November 27th.

- No discussion.

b. Tree & Landscape plan update and review of staked tree locations in TAP section

- Megan Sawyer's executive summary: *At the last meeting, the committee reviewed and discussed the tree plans for the Core and TAP project sections. The committee also reviewed and discussed the changes that were provided by McMahon due to conflicts with existing infrastructure. The committee also reviewed changes relative to feedback that was provided regarding safety concerns related to tree placement specifically in the southern TAP project section.*

At last month's meeting, it was also discussed that it would be most helpful to the committee to complete an in-field review of the proposed tree locations before any further changes were determined. Therefore, all of the proposed tree locations have been staked for the committee's review. It is suggested that the committee try to review the locations in advance of the meeting, however, the intention is to complete a field review during the meeting as well.

Also, at last month's meeting it was discussed that there was an opportunity to have trees planted in the Core project section this year as well as prepare the tree locations in the TAP project sections

before tree planting next year. Therefore, Village President, John Heller, put together the attached tree planting timeline and list of events.

As previously discussed, the WI DNR grant that I believed our project would qualify for, will be pursued for 2025 tree planting as appropriate.

Also, as reported last month, community member and Master Gardener, Shawn Mathys, is assisting the Village in determining the plant selection and plant layout for the planting beds within the Core project section. Shawn is working in conjunction with the gardener from Horseshoe Bay Farms on this initiative. Shawn has walked the project area and has taken measurements and is working on determining final plant selection, which will be reviewed with the committee at a future meeting. There is potential to complete some of this planting of perennial plants yet this year, if the planting plan can be determined, and if plants are available for purchase. Initial planting is likely to be completed as a joint effort between Village staff and volunteers.

- Lisa Van Laanen asked if the Committee could rely on the recommendations of staff. Kaaren Northrop asked who is making the decisions about the trees. John Heller stated that the Parks and Public Works Committee was concerned about sight lines, so Cody DeMeuse staked the tree plan per the Committee's request. Megan Sawyer added that no trees are being planted until next year, so the Committee still has time to make decisions about the trees. Kaaren said the excavation will be done by the next Parks and Public Works meeting. Megan said the intent for today was to do the field walkthrough and discussion and the Trustees will look to this Committee for a recommendation on the excavation that is to take place later this month. Kaaren added that she feels this Committee is being rushed to make decisions on the trees. The Committee tabled this agenda item until Friday, October 4th, 2024, at 2:00 PM.

11. OPEN SESSION

- Rick asked if Megan Sawyer could get the presentation from TGDA for the Committee to have.
- Lisa Van Laanen asked how much a Memorial Bench costs. Megan Sawyer answered that they cost \$1500.00 for the Metal Bench and Plaque.

12. Next Meeting Date & Time & Agenda Items

- Special Parks and Public Works meeting scheduled for Friday, October 4, 2024, at 2:00 PM.
- The next meeting is scheduled for Wednesday, November 6, 2024, at 8:00 AM.

13. ADJOURNMENT

- **Lisa Van Laanen motioned to adjourn the meeting, Kaaren Northrop seconded, motion carried.**
- The meeting adjourned at 9:55 AM.

The meeting minutes were completed by Madison Dietzen on October 3, 2024. Meeting minutes to be submitted for review and approval on November 6, 2024.

Bold – Official Action