

February 9th, 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 8:02am.
 - Committee members present: Lisa Van Laanen, Kaaren Northrop, Rick Kohler
 - Committee members absent: Don Helm, Ed Conlon
 - Staff present: Megan Sawyer, Madison Dietzen, Lynn Ohnesorge (Zoom)
 - Audience present: Craig Sterrett
 - Zoom attendees: Mike Simon, David Sanks, Jill Sommers
- b. Approval of Agenda
 - **Lisa Van Laanen motioned to approve the agenda, Kaaren Northrop seconded, motion carried.**
- c. Approval of the January 3rd, 2024, Parks and Public Works Committee Minutes
 - **Lisa Van Laanen motioned to approve the January 3, 2024, Parks and Public Works Committee meeting minutes, Kaaren Northrop seconded, motion carried.**

2. OPEN SESSION

- Kaaren Northrop said she has a customer named Randy Austin who lives in Anchorage Cove. He brought up an idea of having a daily video of someone going through town, so it could be shared a people know what the construction looks like on that day and how they could get through. After he brought that idea up to me, the next day he sent me a video of a photographer who created a video. It was helpful, and I did have a customer tell me that she came to the store because she knew from the video that she could get through.
- Megan Sawyer said she had a conversation with Randy, and it doesn't sound like he doesn't want to produce the video. I believe his conversation with Kaaren was him pitching the idea. I brought the idea up at the Egg Harbor Business Association meeting and they really liked the idea. The EHBA just brought on a social media person, so Alyssa said she would reach out to her and see what her thoughts were on it. We have also talked about reaching out to Nick Freimuth from "Let's Go Door County", to see if he could pull a video together. I wouldn't think there would need to be a daily video, but a weekly video would be more beneficial. I have also had conversations with McMahon. There needs to be more conversations regarding this concept.
- Rick Kohler thinks it would be extremely helpful.

3. PPW Report

- Megan Sawyer reviewed the Parks and Public Works Supervisors report. The Crew has been working on taking Christmas decorations down, hauling snow out of the way for construction, helping with updating detour signage. Cody also has investigated the hanging baskets for spring.
- Lisa Van Laanen said that if they can't get the hanging baskets on the Highway, they could put them on Church Street. Kaaren Northrop said the Village should not put the hanging baskets on the Highway this year. She suggested that the Village focuses on Church Street and G. Incoming traffic will be taking those roads the most throughout construction.
- Lisa Van Laanen asked if the Dead-End sign on White Cliff Road going towards the Marina could be taken down. Megan Sawyer said they could temporarily cover it, so there is no confusion.

4. Correspondence

- Megan Sawyer reviewed the correspondence submitted to the Parks and Public Works Committee regarding stop signs in the Point Beach area. She recollects talking about this issue last year, so she will look at the minutes to see where the committee left off in the discussion.

5. STH 42 Project

- a. Consideration of request from David Sanks related to elimination of parking space adjacent to property at 7885 STH 42

- Megan Sawyer's executive summary: *The property owners are requesting that the committee consider eliminating one parking space adjacent to their home due to privacy concerns. After reviewing the submitted correspondence, I reviewed the project plan and discussed it with our engineering team.*

Contrary to the information reviewed in the submitted correspondence, the proposed back of curb will be about 1 ft. farther way from the house than the existing back of curb, i.e., the parking stall will be 1 ft. farther away not closer. IN general, the width of the street will be 2 ft. narrower than existing throughout the corridor. In addition, the limit of the proposed parking stalls on STH 42 at this location will be the same as existing and the location of the public right of way is not changing.

- Rick Kohler asked if this would change the project significantly and would we need DOT approval to change this. Mike Simon showed the Plan Sheet for the property. This would not significantly change the project; it would take away a parking spot. Parking is the Village's jurisdiction, so this change would not need prior DOT approval. Rick asked if this would change the project's timeline in any way. Mike answered that it would not change the project timeline.
- Kaaren Northrop said that the Committee has had many requests from this property. The Committee thought we were done with the special requests, and now that construction has started, we have received another request. Kaaren said we have made multiple changes to this property already, and she believes it needs to stay the way it is. Rick asked if this is the only house that will have parking in front of their door. Megan answered no.
- David Sanks said it is the only house that is this close to the highway. The public Right Of Way will be moved closer to his home. They believe this is a minor request compared to the overall scope of the project. Megan added that she understands the property owners request, but the house was built with existing parking spots located in front of the property, and nothing has changed. Jill Sommers said they built the house with the existing parking spots, but they couldn't ask the Village to remove them, as they were existing. People are looking into their windows, and now they have the opportunity to request the removal of the parking spots because of the road project. David added the elimination of one more parking space doesn't seem like a significant request since 25 parking spaces have been created on the other side of the highway. Lisa Van Laanen said throughout the project they have been looking out for the Village's best interest, they cannot just look at the best interest of an individual property owner. There could be a different solution the property owners could take to mitigate people looking into their windows. Jill said that it would affect the way their house looks, and they take pride in how their house looks. She just doesn't want people to look into their house. Lisa added that other property owners have asked to eliminate parking and their requests were denied.
- Kaaren asked for Megan Sawyer's recommendation. Megan said it is ultimately up to the Committee. She understands David and Jill's concern, but the parking space exists. Rick said that being a new Committee member he knows that construction has been discussed for many years. People knew the updates from looking at the plans. He is not a big believer in changing the plans at this point of the project. Rick thinks the Committee should move forward with the existing plans. Kaaren added that there have been many opportunities to refine the plans. She thinks the Committee needs to be done changing the plans. If they were to make the changes who knows if this will set a precedent for others along the highway to start asking for things to be taken out. Kaaren expressed that the decision the Committee makes is not personal, it is just time to stop

making changes. They have tried their best to be fair to everyone and keep the Village and safety in their best interest.

- **The Parks and Public Works Committee agrees to keep the plans as is, and not make any changes.**

b. STH 42 Construction Project Schedules

- Megan Sawyer's executive summary: *Staff and McMahon representatives along with project contractors Advance Construction (TAP Project Road Contractor) and MJ Electric (Wisconsin Public Service Utility Burial Contractor) held the first construction progress meeting on Thursday, February 1st, 2024.*

At the meeting, Advance Construction reviewed their project process so far, and confirmed that the attached schedule is still accurate, and they are on target.

Also, at the meeting an updated schedule regarding the utilities was discussed. The updated schedule is reviewed in the attached email from Lynn Kroll with Wisconsin Public Service to Mike Simon.

In addition to the ongoing TAP roadway construction and utility burial, after a few delays related to the approval of the right of way certification from the WisDOT, the Village's CMAQ/Core project is currently being advertised for bid. The bid opening is scheduled for Friday, February 23rd, 2024, at 10:00 AM. The Village Board will be asked to schedule a special meeting to award the project, likely on Wednesday, February 28th, 2024, and then the contract will begin to be processed.

Therefore, based on the updated bidding schedule, Mike Simon prepared and submitted the attached anticipated progress schedule for the CMAQ/Core project. As you will see after review, the schedule anticipates work to begin mid-March, with work pausing as of June 28th, 2024, and resuming in fall of 2024 starting on September 3rd, under traffic with flagging until October 11, 2024 (Friday of Fall Fest weekend), with the STH 42 detour allowed to be reimplemented if necessary from October 15th – November 27th.

The contract will require the contractor to hold a public meeting with property owners within the project limits as was the case with the TAP project. The contract also requires monthly progress meetings with Village staff.

- Kaaren Northrop asked if this terrain is what they contractors expected. Megan Sawyer thinks this is what the contractors expected. She has learned the construction crew is noncommittal with everything, so they don't overpromise anything. I think they are making pretty good progress thus far. The contractors try to cut across the road in strategic ways and they try to be as quick as possible, and they don't leave them open overnight. Kaaren asked if construction is going to go all the way to June 28th. Megan said potentially yes, she doesn't necessarily think it will be in the travel lanes. We believe the repaving will happen in early June.
- Mike Simon reviewed the Construction Timeline with the Committee. Utilities will be going until almost Memorial Day. By pushing back to June 28th, the contractor will be able to get everything done, so they won't have to come back in fall, and it will hopefully not impact the DOTs repaving project. There are a lot of moving parts to make the schedule work. Kaaren said that the changing in dates is a huge deal for businesses, especially between May and June. Megan said that the contract includes the detour having to be fully taken down on the weekends from Memorial Day to the June end date, as well as some holidays. Mike added that once Memorial Day hits a part of the detour is for the DOT project, so if our contractors take the detour down for the weekend, but the DOT decides to work on the weekend the detour will be up, and that is not our project, and we don't have say in their detour. Megan said that if the TAP project is done during that time it will give the Village and advantage to have closer areas for parking, so people can get to downtown businesses.
- Lisa Van Laanen asked if construction finishes ahead of schedule if they could move the landscaping portion to Fall of 2024. Megan said they would not be able to move landscaping up because most of the landscaping plan is revolving around the street trees and they will be in the nursery until Spring of 2025.

c. Discussion and possible determination on pedestrian rest area locations

- Megan Sawyer's executive summary: *There were previously 10 pedestrian rest areas located along the STH 42 corridor which included either the pocket park "stone wall" benches or the black metal benches at the following locations: 1. Caseys seat wall, 2. Nicolet Bank (metal bench), 3. Vacant Bertschinger property (metal bench), 4. Greens N Grains, 5. DC Massage, 6. DesignWorks, 7. former Christine's property, 8. Mojo Rosa's (metal bench), 9. Maxwell House (metal bench), 10. Main Street Market (metal bench)*

With the work completed by Ken Mathys and Tom Wolfe, 14 pedestrian rest area locations were represented on the landscape roll plot. Staff recommended that three of those locations be eliminated due to likely unwillingness of property acquisition.

With the Core project currently out to bid, it is no time for there to be a final determination on pedestrian rest area locations so that plans can be made for appropriate grading of these areas during the Core construction. Grading is the only item that will be completed as part of the Core project with any additional work to be completed as part of a separate project.

Please note that metal benches were salvaged from 5 of the previous locations and are intended to be reused at "new" locations. Cody will be looking into the cost of having the benches powder coated as some of the benches do have a worn finish in lieu of needed to repurchase benches.

In preparation for the meeting, I reviewed the locations identified by Tom Wolfe and Ken Mathys as well as meeting minutes from previous PPW meeting in which this topic was discussed. I am suggesting benches in the following locations due to the fact that some property owners have already been consulted about the placement/replacement of bench locations and would be willing to work with the Village regarding ROW acquisition. Therefore, I am proposing benches in the following locations 1. Village Hall site, 2. Main Street Shops, 3. DesignWorks 4. Main Street Market 5. Hatch 6. Maxwell House 7. CTH G/STH 42 Intersection Corner 8. Green N Grains 9. Parador/Bertschinger Vacant Lot 10. Available existing ROW location on north end of project on west side of roadway.

This recommendation includes 5 locations up and down the STH 42 Core project corridor on both the east and west side of the roadway. Tom Wolfe and Ken Mathy's preliminary layout also included bench locations at Nicolet Bank and The Landing, however, I thought these locations were in close proximity to other identified locations and may not be needed however, the committee should discuss if they would like to have benches in these areas.

A couple of the proposed location property owners will need to be reconsulted about final locations however most of the property owners have been preliminary briefed on a possible bench location. If the committee agrees with the proposed locations, staff will work on coordinating meetings with each of the property owners as needed to determine exact placement.

- Lisa Van Laanen mentioned that Angela Lensch would like a bench on her property. Megan Sawyer said the rest areas are for the Core areas, but we could work with her in the future for a possible bench location on her property.
- **The Parks and Public Works Committee is in consensus to finalize all the locations discussed.**

6. Beach Parking Lot & Break Wall Remediation

- Megan Sawyer's executive summary: *After last month's meeting I received the attached site sketch from Mike Kahr. Mike Kahr is currently traveling out of state, so he was not available for this month's meeting. I did let him know after last month's meeting that the committee was generally happy with the design, but wanted some input from the WIDNR on what may or may not be allowed before moving forward with any formal design recommendation to the Village Board.*

In addition to the break wall remediation, the parking area will need to be explored in terms of repair from the lift station project as well as what the committee would like to see as a replacement in the area where the old lift station was located. The idea of a possible turnaround/unloading area was previously discussed.

The old lift station is anticipated to be removed in early June so the contractor is looking for guidance on what will need to be completed from a grading/finishing standpoint.

- Kaaren Northrop said that she doesn't think Mike Kahr would preliminarily draw out these plans if it wasn't compliant with the DNR. Megan said that she thinks he has a level of confidence that this would work, but she doesn't know for sure. Once Mike Kahr has those discussions, there may be a Special PPW meeting later this month if needed.

7. Public Arts Initiative/Parks & Public Works Collaborations

- Megan Sawyer's executive summary: *Committee Chair, Lisa Van Laanen, met with a representative of the Public Arts Initiative to discuss collaboration ideas between the two groups. These ideas include the following:*
 - 1- Harbor View Park Design – PAI is listed as a Village partner to be collaborated with via the Harbor View Park entrance redesign process
 - 2- Bird Trail – incorporation of kiosks – interactive or historical, potentially pursue Door Community Investment Fund grant with Village's existing improvement plans with kiosks incorporated
 - 3- Main Street shops Connector Walkway
 - 4- Indigenous Tribes Tribute
 - 5- In collaboration with Stella Maris Parish, create meditation paths on church property that abuts the "snowmobile trail."
- Lisa Van Laanen reviewed her phone discussion with Ken Mathys, regarding PAI involvement.
- Rick Kohler asked about the PPW Committees prior discussions revolving public restrooms. Lisa said that should be added to the Capital Improvement Project list.
- Kaaren Northrop asked if the PAI had financials set aside from the last Eggstravaganza for Harbor View Park still. Megan said that the PAI presented a plan to the Village Board of Trustees in 2023. They are currently ramping up for Eggstravaganza in 2025, and she can't speak on the financials they previously set aside, but she thinks they still are planning for that. She added that the PAI and EHBA will be a big part of the Harbor View Park redesign.

8. Review of Parks and Public Works Priority List and discussion of updating Village Capital Improvement Plan

- Megan Sawyer's executive summary: *As discussed at the last meeting, the committee will need to start working on identifying items for the Village's next round of capital improvement planning. After the last meeting, Committee Chair, Lisa Van Laanen pulled together a list of items previously discussed by the committee. The committee will now need to continue to develop the list and then start to prioritize it. After the committee review, this list will be shared with the Village Board for their own prioritization and incorporation of other capital improvement projects from other committees/departments.*
- The committee reviewed their 2024 priority list and the draft Village Capital Improvement Plan. They started ranking the draft Capital Improvement Projects.

9. OPEN SESSION

- Megan Sawyer mentioned there will be a public meeting for the Core Project scheduled for some time in March. There will be letters sent out to the property owners in the Core. Hopefully we can have that meeting prior to the beginning of construction.

10. Next Meeting Date & Time & Agenda Items

- The next meeting is scheduled for March 6, 2024, at 8:00am.

11. ADJOURNMENT

- **Lisa Van Laanen motioned to adjourn the meeting, Rick Kohler seconded, motion carried.**
- The meeting adjourned at 10:00am.

Meeting minutes completed by Madison Dietzen on February 9, 2024. Submitted for review and approval on March 6, 2024.

Bold – Official Action