



WISDOT INFORMATIONAL MEETING

BAY SHORE DRIVE OVERSIGHT COMMITTEE

MEETING AGENDA

Wednesday, July 16, 2013 at 2:00 p.m.

Large Meeting Room – Sister Bay Fire Station – 2258 Mill Road

For additional information check: <http://www.sisterbaywi.info>

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Roll Call

1	Dave Lienau		2	Shane Solomon	
3	Pat Duffy		4	Paige Funkhouser	
	<i>Administrator – Zeke Jackson</i>			<i>Finance Director – Juliana Neuman</i>	
	<i>Steve Jacobson – Utility Manager</i>			<i>Steve Mann – Parks Manager</i>	
	<i>Robert Kufirin – Consultant</i>				

Comments, correspondence and concerns from the public

Approval of the agenda and the minutes

Business Items:

1. Report from DOT on Colored Crosswalk options; consider a motion to act if necessary.
2. Consider a Motion to Act on a Recommendation from the Wisconsin Department of Transportation concerning pedestrian safety amenities at the intersection of N. Bay Shore Drive and Maple Drive (by Jungwirth's Ace Hardware).
3. Consider a Motion to Act on a Recommendation from the Wisconsin Department of Transportation concerning pedestrian safety amenities at the intersection of N. Bay Shore Drive and Sister Bluff Drive.
4. Report from DOT on Fence options by rock cut areas; consider a motion to act if necessary.
5. Report from DOT on Landscaping in front of Post Office; consider a motion to act if necessary.
6. Discussion with DOT on project timing; consider a motion if necessary.
7. Report on proposals from Donohue & Associates concerning electric outlet service size on decorative light poles.
8. Presentation by Wisconsin Public Service Corp. regarding burial of overhead utility lines on Bay Shore Drive.
9. Consider a motion to approve Action Electric as the Village facilitator on overhead utility line burial.
10. Consider a motion to discuss and take action if necessary regarding credits for private upgrade of utility service associated with burial of utility lines.
11. Matters to be placed on a future agenda or referred to a Committee, Official or Employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:

Administration Building
 Library
 Post Office

_____ / _____

Name
Date

BAY SHORE DRIVE OVERSIGHT COMMITTEE
MEETING MINUTES
WEDNESDAY, DECEMBER 11, 2013
(APPROVAL PENDING)

The December 11, 2013 meeting of the Bay Shore Drive Reconstruction Oversight Committee was called to order by Committee Chair Dave Lienau at 2:05 PM.

Present: Committee Chair Dave Lienau, Members Pat Duffy, Paige Funkhouser and Shane Solomon, Village Consultant Robert Kufrin, Finance Director Juliana Neuman, Utilities Manager Steve Jacobson, Donohue Engineer Tammy Kuehlmann, and Wisconsin Department of Transportation staffers Jeremy Ashauer, Alan Farrell, and Jill Hilbert.

Others present: Utility Clerk Martha Baker, Drew Bickford of On Deck Clothing and Larry Gadja until 2.55 PM.

Comments, correspondence and concerns from the public

Lienau noted that he will excuse himself from the meeting for fifteen minutes at 3:00 PM.

Approval of Minutes

Duffy moved to approve the December 10, 2013 agenda and the minutes of the November 19, 2013 Bay Shore Drive Oversight Committee meeting as corrected. Solomon seconded the motion and all voted Aye.

Business Items:

1. Discussion on the Village reconstruction project and schedule and related lingering items

DOT Project Manager Ashauer informed the committee that Highway 42 needs to have paved surface when it is open to traffic as a condition of the State permitting process. Kufrin told the committee it will be impossible to bring in asphalt given the current weather conditions. Kuehlmann of Donohue said that Dorner will close the project for the winter and that concrete would cost nearly \$225,000 and that asphalt from Green Bay is not possible in the current extreme cold. She stated that Dorner would pack up in the next week and not be back until March but would restore 2-way traffic for the winter months before they leave. Ashauer told the committee to work with Ray Drake of the DOT regarding the permitting process. Funkhouser will provide Kufrin with information from local year-round business owners related to a decrease in sales between this year and last year. Ashauer explained that the State uses a formula to determine Average Daily Traffic (ADT).

2. Discussion on the status of the 6F conversion and right of way acquisition

DOT representative Jill Hilbert told the committee that her team talked about the Marina Park appraisal and the right-of-way conversion this week and will try to speed up the process. She said they need a land value before they could continue. Kufrin stated that he submitted appraisals for adjacent properties already. Hilbert said she would like to start looking at properties to replace the right-of-way land. Kufrin mentioned several parcels of land as suggestions. Hilbert pointed out that the land taken is recreational outdoor land and needs to be replaced with such. She also said the land could be located anywhere in Door County and mentioned the Peninsula State Park. Lienau asked if additional Marina parking would meet the test. Jacobson mentioned a parcel at the end of Pebble Beach Road. Several properties were discussed and Hilbert said there are 4F issues to be worked through before 6F issues can be addressed. Kufrin suggested other committees may need to be involved in determining which property would be purchased. Hilbert re-stated that the property must be the same value as land acquired. Kufrin will provide location information to the DOT. Hilbert stated the parcel would be 4,818 square feet and that the DOT will

1 need to spend the appraisal amount.

2
3 **3. Discussion on the following items requiring action:** (not in agenda order)

4 **f. Street lighting plans**

5 Kuehlmann reported the DOT has approved the preliminary lighting permit which allows the Vil-
6 lage to go ahead with the light fixtures that were chosen at the approximate placing selected. She
7 looked at the locations today and will send the final plans to Steve Mann. She also stated that the
8 DOT "went to bat" for the Village in having the plans approved and that there is now a new cate-
9 gory on the forms used in Madison, the "Sister Bay Clause," created for small towns.

10
11 **a. Finalization of crosswalk locations, colors and materials**

12 Ashauer led the discussion on the Mill Rd. intersection stating concerns regarding the crosswalk
13 there. He mentioned concerns with high intensity flashing beacons, in-pavement lighting, things
14 that can be discussed and considered during the permit processing for the sidewalk. He said to
15 keep in mind that the Village is responsible for the maintenance of what ever the system will be,
16 and failure to maintain it will cause the system to be removed and the highway restored at Village
17 cost. Kuehlmann suggested lights with a pedestrian activated push-button. Several light-
18 ing/warning systems were discussed. Duffy expressed concerns over placing any lighting at all
19 stating it conflicted with a turn of the century look. Funkhouser expressed a desire to control the
20 pedestrian traffic with a lighting system. Kufirin pointed out that a lighting system in the middle of
21 the Village would not be well received. Ashauer said his recommendation is to consider what the
22 safety issues are before moving forward. He stated that the DOT would not pay for lighting. He
23 also said a crosswalk may suffice for now but modifications could occur any time in the future.
24 There was a lengthy discussion regarding crosswalk options, ladders, colors, speed bumps, tex-
25 tures, painting, and color swatches were presented.

26
27 Ashauer presented a drawing of crosswalks in the Village and asked the committee to verify the
28 locations. The committee had a lengthy discussion regarding the crosswalk and parking in front of
29 Al Johnson's Restaurant. There was also brief discussion regarding each crosswalk. It was deter-
30 mined that the plan presented would be submitted in order to move forward with the project.

31
32 Ashauer verified colors to be used in crosswalks and there was discussion regarding color and de-
33 sign options. He presented visuals of sample colors as well as hard samples for colors in the
34 crosswalks. After discussion it was determined that the colors will be chosen at a later time.

35
36 **c. Restoration expectations for the front of the Post Office (trees and flowerbeds) and the Vil-
37 lage Hall**

38 Ashauer asked the committee to make a final decision regarding the front of the Post Office and
39 the Village Hall regarding landscaping. Kufirin commented that a sprinkler system should be in-
40 stalled. Planters and benches were suggested.

41
42 **b. Providing private storm water laterals for properties paid for by special assessments or
43 general funds**

44 Ashauer stated that the DOT would not be involved with how properties would be assessed for
45 laterals but wants locations finalized so they can be included with stormsewer plans. Jacobson
46 asked how the laterals would be assessed. Kufirin talked about three options; the Village would
47 pay, the property owners would pay, or the property owners would be assessed over time.
48 Stormwater laterals throughout the Village were discussed.

49
50 **e. Rock retaining walls and pedestrian fencing on Gateway**

51 Ashauer told the committee that he is waiting for more guidance on the fencing but wanted to

1 talk about the rock face on Gateway. He said the DOT wants to provide some type of barrier
2 there. Kufrin asked Ashauer if he could provide the committee with cross sections of how the
3 area will look after construction.
4

5 **d. Snowmobile access during the construction**

6 Ashauer stated that there are concerns regarding snowmobile crossings in the roadway. He said
7 the concerns are minor.
8

9 **g. Private utility burial**

10 Ashauer talked about the schedule change for burying private utility lines. He said the parcels
11 that they need to do appraisals on are not going to be cleared. The nominal parcels they will
12 send offers out on have a potential to be cleared. If they can clear those parcels for the buried
13 utility line, is there a potential that the Village can get easements for utility rights on private
14 property? Ashauer said the appraisal process will take six to nine months. Kufrin will find out
15 more at the Monday meeting of the DOT and report back to the committee.
16

17 **4. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee**

18 Nothing new.
19

20 **Adjournment:**

21 The next meeting of the Bay Shore Drive Oversight Committee was tentatively scheduled for De-
22 cember 11th at 4:35 PM.
23

24 *At 4:35 PM Funkhouser moved that the meeting be adjourned. Solomon seconded the motion and*
25 *all agreed.*
26

27
28 Respectfully submitted,
29

30
31 Martha Baker

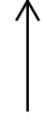
32 Utility Clerk
33

34 Name: h:\files\active\agendas\bay shore\2013\2013_12\1211/13 bsd oversight com. meeting minutes - unapproved v
35 version.doc Created: 12/11/2013 11:28 AM Printed: 7/15/2014 9:02 AM Author: Martha Baker Last Saved: Martha Baker



Approximate Location of Bump-Out

North 6



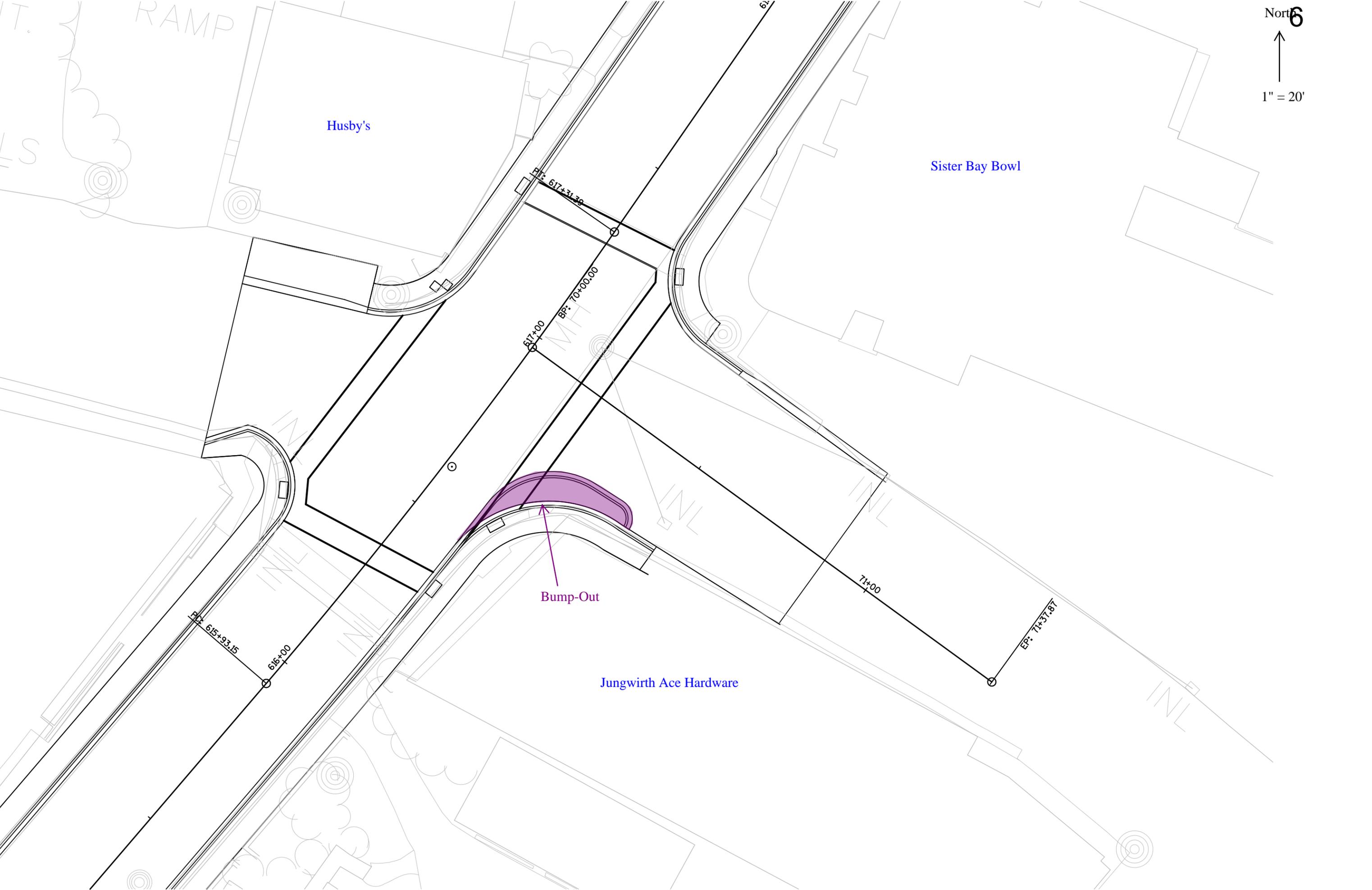
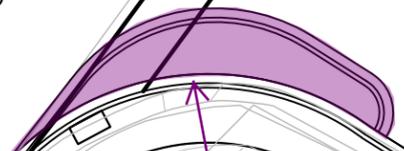
1" = 20'

Husby's

Sister Bay Bowl

Jungwirth Ace Hardware

Bump-Out



North



1" = 20'

Sister Bluff Drive

BP: 20+00.00

Additional sidewalk to provide access to crosswalk from Sister Bluff Drive.

WALLS

WALLS

SIGN

WIS 42

602+00

BP: 10+00.00

603+00

EP: 20+72.83

604+00

MH

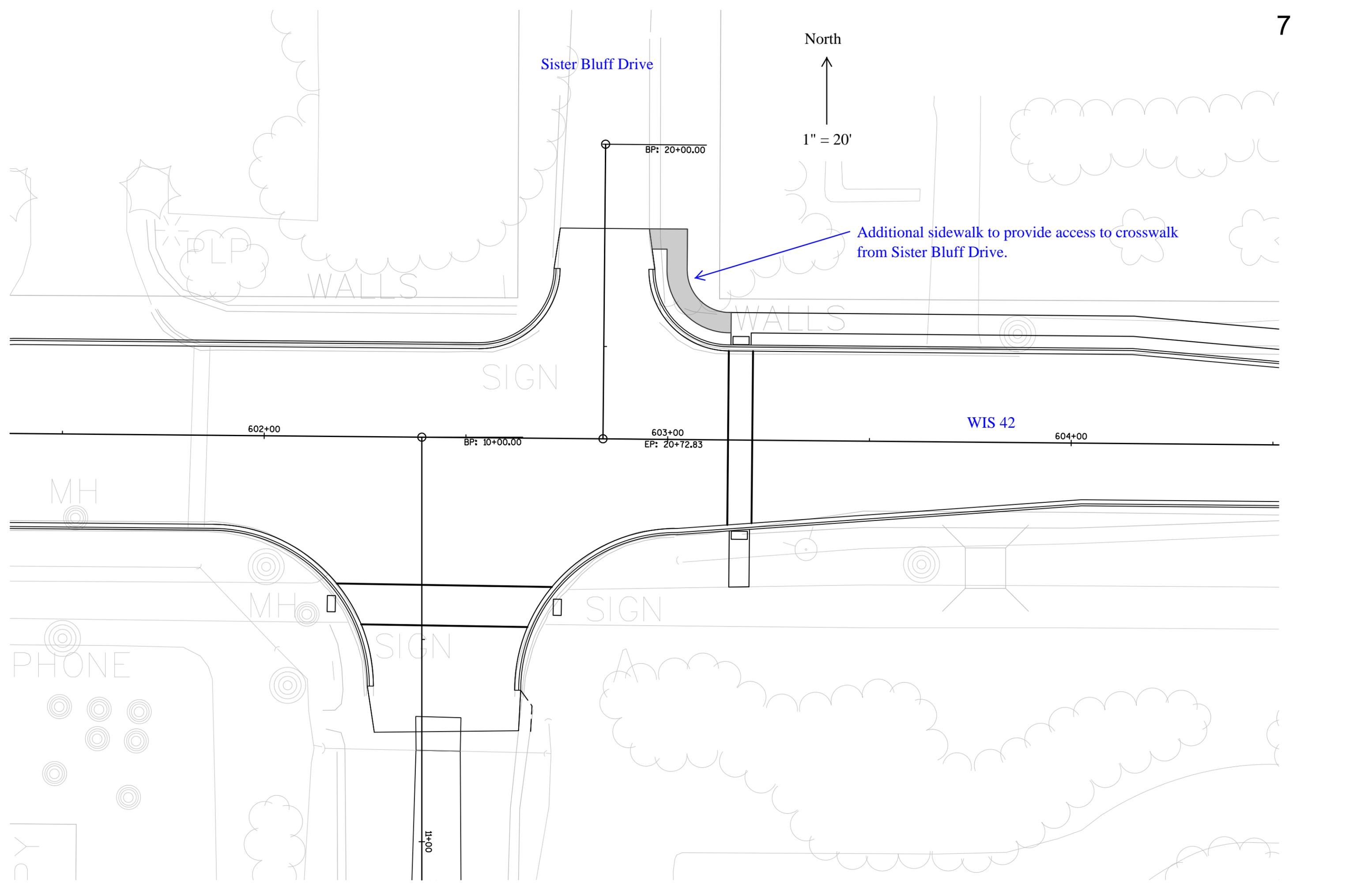
MH

SIGN

SIGN

PHONE

11+00



From: Tammy Kuehlmann, PE

From our electrical engineer:
Copper cost for wiring the receptacles is as follows
1.5 amps per receptacle, \$46,000
3 amps per receptacle \$75,000
6 amps per receptacle \$130,000

The 6 amp option was available if you wanted to install a receptacle on the top and bottom of the poles. You had decided to stick with the top receptacle only.

Tammy Kuehlmann, PE
Direct (920) 803-7364

From: Steve Jacobson [<mailto:Steve.Jacobson@sisterbaywi.gov>]
Sent: Tuesday, July 01, 2014 10:02 AM
To: Kuehlmann, Tammy; Zeke Jackson
Cc: Dave Lienau
Subject: RE: Street Lighting

Good morning. Just talked to Dave Lienau. We see no problems with where the new location for the poles are as, but we wondered about the lighting at the intersection of Maple and Hwy. 42. Your map appears to say the lighting is moving south. Could you verify that the intersection is covered? Dave also felt that 3 amp maybe more advisable for the poles because a 150 string of lights may pull close to 1.5 amps. If so how much can it cost to increase from 1.5 amp to a 3 amp outlet. Steve J.

From: Kuehlmann, Tammy [<mailto:tkuehlmann@donohue-associates.com>]
Sent: Monday, June 30, 2014 9:35 AM
To: Steve Jacobson; Zeke Jackson
Subject: RE: Street Lighting

To help with the lighting locations, I have a suggestion.

Because we cannot put a light south of Door Co Ice Cream due to the historic property, we are creating a big dark spot. I would suggest that we shift things around and add a pole. The new locations on the west would be:

1. South of Husby's driveway in the current landscape area.
2. Between Door Co Ice Cream and Drink coffee, about 7' north of the current utility pole.
3. Between Door County Creamery and Points North, about 25' south of the big utility pole.

On the east side we would move the pole at 618+86.02 south to a point about 10' north of the big utility pole.

A marked up plan is attached to this email. How does that look to you?

Tammy Kuehlmann, PE
Direct (920) 803-7364

From: Kuehlmann, Tammy
Sent: Monday, June 30, 2014 8:48 AM
To: Steve Jacobson (steve.jacobson@sisterbaywi.gov); 'Zeke Jackson'
Subject: Street Lightign

Can either of you give me a call when you have a few minutes? I have a few questions on the lighting so that I can get the plans finished. They questions have been hanging out there for a while and we just need to make a decision.

First – we need a location for the light near Husby's / historic gas pumps.

Second – service load for the design. Electrical code requires a minimum of 1.5 amp. Some communities go to 3 amps based on whatever lighting they want to add (typically seasonal decorations). We already know that we don't need 6 amps because we aren't putting a receptacle at the base of the poles, but there is some flexibility on the 1.5 versus 3 amp. I will forward a previous email as a refresher so that you can see the comments from our electrical engineer.

Tammy Kuehlmann, PE
Donohue & Associates, Inc.
3311 Weeden Creek Road, Sheboygan, WI 53081
Direct (920) 803-7364
General Office (920) 208-0296
tkuehlmann@donohue-associates.com

From: Tammy Kuehlmann, PE

The following is the comments from our electrical engineer.

Tammy Kuehlmann, PE
Direct (920) 803-7364

Copper cost for wiring the receptacles is as follows

1.5 amps per receptacle, \$46,000

3 amps per receptacle \$75,000

6 amps per receptacle \$130,000

Wisconsin DOT requires 1.5 amps per festoon receptacle. They also say to consult with local agency for anticipated load. I think 6 amps is excessive. Even if a contractor plugs in a drill or extension cord into a receptacle located at the top of the pole, that would only happen at one, maybe two locations, not all locations at once. That being said, if you provide a receptacle at the base of the pole, you may have multiple businesses using the receptacle in which case I could easily see 6 amps per if not more which would cause major issues.

My recommendation is a receptacle at the top of the pole at 1.5 amps per receptacle. That is consistent with the national electric code requirements.

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July 9, 2014

Dear

It is my understanding that for close to 40 years the citizens of the Village of Sister Bay have contemplated and discussed the burial of the downtown overhead utility lines. A citizen recently recounted a story to me about this very issue. Apparently, when "Big Dave" Anderson was Village President in the 1970's, the Village received a quote of \$78,000 for the burial of the overhead lines. That was an incredible sum of money in those days, and citizens discussing the potential project around a table at Al Johnson's couldn't believe that it would cost so much.

Times have certainly changed, and the Village has been moving forward with the Bay Shore Drive Reconstruction Project. Over the last several years Sister Bay has been transformed into a waterfront destination that is second to none in Door County. Our Waterfront Master Plan has served us well, and we are almost finished with turning the vision outlined in that plan into reality.

The Village looks forward to working with affected property owners in order to create as seamless a transition in overhead utility service as possible. The Village has retained Action Electric to identify the issues associated with converting your overhead electric service to underground service. Action Electric employees will be visiting in the next month in order to assess services, as well as to work with property owners to complete the necessary paperwork. If you would like to meet with an Action Electric representative please let me know.

A tentative schedule of events follows:

August 2014

- Electrician Completes Assessment.
- Service Applications/Site Sketch Waivers completed.

September 2014

- WPS to produce site sketch for public info meeting
- Hold public information meeting

Fall 2014

- Customers will work with electricians to make necessary upgrades (ongoing)
- WPS will develop final plans

Winter 2014

- Bay Shore Dr. Committee will review final plans
- WPS to make any necessary adjustments
- Project let for bids

Spring 2015

- WPS and other contractors bury overhead utilities; to be completed prior to Memorial Day.

Our elected officials and staff look forward to working with you and serving you as this project moves forward. Please feel free to contact my office if you should have any questions.

At your service, I am,

Zeke Jackson
Village Administrator
Village of Sister Bay, WI