

Administration Committee Meeting Minutes  
Monday, January 31, 2011 –4:00 P.M.  
Paul J. Bertschinger Community Center  
7860 State Hwy 42, Egg Harbor, WI

Approval Pending

Present: Nancy Fisher, Bob Dickson, Pat Gureski, Josh Van Lieshout. Also present: Alan McAfee and Crystal of Baylake Bank.

1. Call meeting to order and adopt agenda

Meeting was called to order at 4:01 p.m. by Nancy Fisher. Dickson moved to adopt the agenda as presented. Fisher seconded. Motion carried.

3 Minutes from October 18, 2010 meeting for Approval

Dickson moved to approve the minutes from October 18, 2010 as amended, Fisher seconded. Motion carried.

4. Open Session Fisher stated she submitted draft of the newsletter this morning and the expected publishing date is mid month.

5 Financial Matters

a. Banking and Investment Strategy

Josh informed Fisher and Dickson of Baylake Bank proposal. Alan McAfee introduced himself and Crystal of Cash Management. Spoke of the Village's cash structure and FDIC insuring for different programs for investment. McAfee explained the options the Village may look at for investing; can cap the money market to \$250,000 FDIC insurance and leave the rest in checking if the Village is concerned to have invested monies fully insured.

Possible other option bank could pledge collateral for a set amount where the Village would realize interest bearing but the rate of return would be reduced by 25 basis points.

Village would receive a monthly collateral statement.

We could do a combination with CDARs or American Deposit Management (more liquid than CDARs. Last month was a .57 return with the American Deposit Management charge .30 percent for a fee.

Consensus of the committee was that the administrator and clerk will work up some figures and make recommendation.

b. 2010 Year-end close and funds carried over or applied to debt service

Josh stated he had a conversation with Todd Taves and presented the financial advisors recommendations.

We had to spend the \$3.6 million on the marina. This money is spent.

The \$4.3 million is refunding the 2007 Nans; and grants of \$290,000 for other than marina is still coming in. The estimated undesignated capital balance will be \$100,000.

Josh showed how the marina operations budget for 2011 works through December 2011.

Discussion resulted that excess revenues from Marina operations should support the prepayment of marina debt.

c. Mike Fitzgerald letter re: capital expenditures

After reviewing the projected 2010 year-end fund balance, Committee determined the capital fund excess is not sufficient to support new capital projects beyond those in the current five year plan.

6. Public Meeting Summer 2011

Fisher suggested an open meeting informing the public marina cost to date, what we started with, and what we're committed to at this time.

7. Room Tax Self-Audit After review of the document, it was apparent this audit tool is directed to municipalities that are administering their own room tax program and that the Door County Tourism Zone Commission is being audited separately.

8. Personnel

- a. Announcement of Assistant Harbormaster – Nicole Krauel will be announced this month.
- b. Office Operations and Summer Hiring – Fisher inquired how summer hiring plans were happening. With Nicole on board full time, other staff may be lessened for marina operations. Public Works may go with Larry, Jodi and Robert for the current year. The marina hours will expand in the heavy summer months to possibly start at 7:00 a.m.
- c. Election Inspectors compensation for 2012 - Committee recommends increasing Election inspectors compensation to \$9.50 effective with the first election in 2011, seconded Dickson.

9. Technology

a. Village government web site & new Marina web site

Josh demonstrated the current Village website. The pictures at the home page need to be changed. Josh went to GOVoffice, the web site manager, and showed the web site.

Committee recommended to up date the photos with pictures of the new marina, the beach, the new Harbor View sign, and Peg Egan Performing Arts Center. Another suggestion was to have an events page with a picture gallery.

b. Schedule for IT Upgrades

Fisher stated a change for Outlook 2003 to a newer version is recommended. Josh stated our plan is to replace Pat's work station and the marina work station and put the rest of the budget amount into updating the server and Josh's lap top.

10. Administration

a. Door Peninsula Consulting proposal for Egg Harbor Fire Department review

Fisher referenced the Door County Peninsula Consulting proposal for review of Fire

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Department reporting. Bob would like to see the Fire Commission more active in reviewing the department activities. The decision at the January 24 meeting at which the joint boards scheduled meetings following each quarter to get more up-to-date information from operations may help this issue.

The suggestion was made to give the reports provided to Nancy Fisher from the department in January for review to Bruce Hill, Door County Peninsula Consulting to look for ways to be smarter about the management.

Another suggestion is to inquire of Emergency Services Director, Dick Burress for consultation on what might be helpful.

b. Re-name Public Works Committee Bob Dickson suggested to rename the existing Committee as “Parks and Public Works”.

c. Committee Make Up Fisher stated that with Mike Fitzgerald’s resignation effective April 1 there will be need for committee reorganization. Fisher stated Bob Dickson has agreed to serve as Harbor Committee Chair. Fisher will ask Committee chairs to summarize where their committees are and look for continuity improvements.

Josh stated that Village attendance rules may amended to require trustees only have an absence not more than one month. The aim might be to require trustees to be physically present for eleven of twelve meetings.

d. Litigation results. Josh reported that Mojo Rosas and her lawyer failed to attend the January 24 trial. So a default judgment was granted. The judge awarded the Village legal fees. The attorney has since filed for relief of judgment.

At 6:19 Fisher moved to go into closed session for the following three items, seconded Dickson. Motion passed.

11. Closed Session per WI Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation, and to discuss personnel matters and return to open session to take further action or to adjourn the meeting

12. Recommend motion to MOVE INTO CLOSED SESSION per State Statute 19.85(1)(e) For deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

13. Recommend motion to MOVE INTO CLOSED SESSION per State Statute 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; and then to RETURN TO OPEN SESSION to take further action or to adjourn the meeting.

14. Return to Open session

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Josh stated the beacon light on the end of the breakwater is solar. There have been complaints from the neighbors from the start for glare. It will cost some to install a landside shield to not disturb those residents on the land side.

Nancy Fisher stated she had a conversation with Bill Bertschinger of the Alpine Resort about the parking at the beach and has drafted a letter to the Alpine addressing their concerns and let them know what the Village's plans are specifically to provide parking at the beach.

15. Next Meeting date There was no date set as the Committee meets on an as needed basis.

16. Adjournment Dickson moved to adjourn the meeting at 7:04 p.m.

Reported by,  
Patricia C. Gureski  
Clerk-Treasurer