

Administration Committee Meeting Minutes
Thursday, May 19, 2011 –2:00 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.

1. Call meeting to order and adopt agenda

Meeting was called to order at 2:00 p.m. by Nancy Fisher. Dickson moved to adopt the agenda as presented. Fisher seconded. Motion carried.

3 Minutes from January 31, 2011 meeting for Approval

Dickson moved to approve the minutes from January 31, 2011 meeting. Fisher seconded. Motion carried.

4. Open Session Fisher stated from an email exchange with Kim Jensen, she learned Kim wishes to get a sign permit. Also Jensen acknowledged the recent letter from the Village regarding her payments for sewer utility charges in arrears and intends to come up to date with her payments.

5 General Discussion

Website: Fisher stated the updating of the web site calendar needs to be on a weekly basis.

IT Upgrades: Van Lieshout stated two of the 2005 computers Marina and Clerk-Treasurer have been replaced. All pc's are on MS 2010; vpn updates for the wastewater and public works has been set up to allow for nightly back up. Sensitive Administration files have been moved to a separate drive. Access restrictions are being put in place. The suggestion for next year is to upgrade the firewall to allow multiple access to the server and internet simultaneously.

Flag Replacement: The frayed flag at the PJBCC has been replaced.

Newsletter: The work on the May letter is in progress.

Summer Hiring: summer help is coming into place. One more public works employee, Robert Zettel will join us at the end of the school year. We have two promising persons who have called for the sailing instructor position. Fisher suggested a brochure for registering and sign up be made up.

Filling Committee Vacancies: Fisher stated she is still looking for candidates for vacant positions to be filled. The suggestion was made for a sign-up sheet at the summer public meeting to recruit committee member candidates.

Municipal Tax Commission account monies: Fisher stated some investigation on the status of the money needs to happen. She will check with Baylake Bank to find out who is on the signature card in an attempt to make some contacts to bring conclusion of the account.

6. Village Insurance Discussion

Healthcare and Dental - Fisher suggested mid-summer start on procuring insurance coverage and work closely with Paula Cashin for input for recommendation to the Board in September.

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Joint Operations – Paula Cashin will continue to work with Josh Van Lieshout on the insurance coverage.

7. Rules of Order revisions The committee looked at the recommendation made to the rules of order. Fisher moved to recommend to the board that the new language for inter fund transfers become a part of Item 24 as an additional sentence, seconded Dickson. Motion passed unanimously.

8. Highway 42 and County Road G Intersection Fisher referenced June, August and October 2010 board minutes concerning the traffic and pedestrian safety issues at this intersection. Fisher stated she has seen a plan description of a round-about that showed impracticality. Fisher then referenced the fall 2010 plan submitted by McMahon. Dickson stated the issue that needs to be strongly addressed is the Dock Road and Horseshoe Bay Road congestion and pedestrian issues at Horseshoe Bay Road and Hwy 42. Van Lieshout will have a new proposal plan made up by McMahon for traffic from the south off of Horseshoe Bay Road to the north is the greatest issue as well as maintain pedestrian safety. The radius of the northbound turning lane could be widened.

At 3:00 p.m. Fisher moved to go into closed session pertaining to the below listed matters, seconded Dickson. Motion passed unanimously.

9. 1. 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

2. 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

10. Return to Open session 4:20 p.m.

Consensus was to plan for the next meeting last week of June.

11. Open Session

16. Adjournment Fisher moved to adjourn the meeting at 4:21 p.m., seconded Dickson. Motion passed unanimously.

Reported by,
Patricia C. Gureski
Clerk-Treasurer