

Village of Egg Harbor
Administration Committee Meeting Minutes
Friday, January 20, 2012 –3:00 P.M.
Paul J. Bertschinger Community Center
7860 State Hwy 42, Egg Harbor, WI

Present: Nancy Fisher, Bob Dickson, Jessica Bongle, and Josh Van Lieshout.

1. Call Meeting to Order Fisher called the meeting to order at 3:02 p.m.
2. Adopt Agenda Fisher moved to approve the agenda as presented, seconded by Dickson. Motion carried.
3. Approval of December 2, 2011 Minutes
Fisher moved to approve the December 2, 2011 minutes as presented, seconded by Dickson. Motion carried.
4. Open Session
Dickson discussed the possibility of a Northern Fire District being implemented.

Fisher reported that Sandy D'Amico is resigning from the Door County Tourism Zone effective immediately. Fisher will send her a thank you letter for her service.

Fisher reported on a meeting Lundahl and herself had with Kelsey and Maier, the Directors of Peninsula Players and American Folklore Theater, about the future of Peg Egan.

5. Fiscal Year 2011 year end reporting
Van Lieshout discussed the issue with overtime pay. Van Lieshout reviewed the numbers from 2011. Dickson asked that two other payroll years be reviewed to find the impact on that overtime pay. Van Lieshout stated that himself and Bongle will review a couple of more years to quantify the issue and will work with a Schenck Payroll Specialists to ensure that payroll is being done correctly via a Payroll Audit.

Van Lieshout and Bongle reported on the current payroll issues. Bongle reported that all issues have been resolved for 2011 and W-2's will be produced shortly. Monitoring will be kept up with the help of Schenck to ensure that 2012 and future years are also completed correctly.

6. Employee Health and Wellness Program
Van Lieshout reported on the YMCA offering an employee health program. Van Lieshout is asking the Village to offer \$20 per month per Employee to defray on the cost of a membership for the YMCA. Dickson asked Van Lieshout to survey the employees to see if they are interested a membership to the YMCA. Dickson inquired if the Trustees could also participate.

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7. Adjourn to Closed Session per Wisconsin Statute 19.85(1)(e) deliberating or negotiating the purchase of public properties for library/community building purposes; and 19.85(1)(c) considering employment, compensations and other personnel matters.

At 4:05 p.m. Fisher moved to go into closed session pertaining to the above listed matters, seconded by Dickson. Motion carried.

At 4:37 p.m. open session resumed.

8. Open Session

There was nothing else to report at this time.

9. Adjournment Fisher moved to adjourn the meeting at 4:38 p.m., seconded by Dickson. Motion carried.

Reported by:
Jessica Bongle
Clerk-Treasurer