

Village of Egg Harbor
Administration Committee Meeting Minutes
Wednesday, June 27th, 2012 –3:00 P.M.
Paul J. Bertschinger Community Center
7860 State Hwy 42, Egg Harbor, WI

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

1. Call Meeting to Order

Fisher called the meeting to order at 3:15 p.m.

2. Adopt Agenda

Fisher moved to approve the agenda as presented, seconded by Dickson. Motion carried.

3. Approval of May 9, 2012 Minutes

Fisher moved to approve the May 9, 2012 minutes as presented, seconded by Dickson. Motion carried.

4. Open Session

Dickson stated he would like to talk about the Harbor Committee meeting issue. Van Lieshout stated it will be discussed under the Village Office operations.

5. Village Office operations and public input re: revised office hours

Van Lieshout reported the temporary employee has been here for about four weeks. Popp reported on the duties of the temporary employee. Popp talked about the upcoming items she would like to train the temporary employee on. Fisher asked the Clerk's if they have seen a change in the office situation since the temporary employee. Both Popp and Bongle have agreed it is running more smoothly. Bongle talked about the issue of the books not being up to date as discussed in the Harbor Committee meeting. Bongle stated the office staff has devised a plan to get things in order. Fisher stated she would like candid, honest updates going forward. The situation will definitely be brought to the entire Village Board's attention at the July Village Board meeting. An update on the status of progress or lack of is expected.

6. Expectations of excellence in Village Office

Fisher stated she would like the office staff to know the Village Board is open to listening to the employee's; however, some expectations of excellence are in order. She voiced her disappointment in the late delivery of the Administration Committee meeting packet as an example as well as accuracy of times and dates on notices.

7. Status of signage (update from May 9 meeting)

Fisher stated the signs look good at the new public parking area and are working well.

8. Emergency Plan shelter additions

Fisher stated she appreciated Ann De Meuse coming to talk about Emergency Preparedness at the last Village Board meeting. Fisher reported she is sending a confirmation letter to Stella Maris for agreeing to be an Emergency Shelter in the Village. Fisher talked about the suggestion to purchase a generator at the last Village Board meeting for the Paul J. Bertschinger Community Center; her recommendation is to hold off on the purchase as there is a generator at Fire Station #1 that could be utilized for the Emergency Shelter at Stella Maris.

9. Parking Ordinance revisited for 2013 implementation

Fisher stated she would like to revisit the implementation of the ordinance and have it apply to the grandfathered businesses as well. Van Lieshout reported he has the temporary employee working on the data base for the parking ordinance. Van Lieshout stated the REU Audit letters will go out shortly and the Audit will be starting around July 16th. Van Lieshout reported on how the parking ordinance fee schedule would work. A discussion took place on how to make the parking fair for everyone.

10. Liquor License cost recommendation to Board

Fisher talked about what the minimum price would be for the liquor license that is currently available. It was a consensus to keep the fee at a \$10,000 minimum amount.

11. SSentinel Services assignment(s)

Van Lieshout reported on the correspondence between him and SSentinel Services. Dickson reported he talked with Smith and everything seems to be moving in the right direction. A discussion took place on the lights at the Marina and the surge protector.

12. General admin items

a. Dog Park opening

Fisher reported the Dog Park opening was great fun and a great success.

b. Egan concerts begin

Fisher reported the attendance was excellence and the new sound system was great. Van Lieshout talked about the possible purchase of a trailer to store the sound system and some stage lights.

c. Viewfinder rotation at the Marina

A discussion took place on the viewfinders at the Marina. Dickson reported what was talked about at the Harbor Committee Meeting. Van Lieshout reported the contract is up for renewal in 2013.

13. Adjourn to Closed Session per Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation;

Fisher moved to go into closed session at 4:31 pm, seconded by Dickson. Motion carried.

14. Open Session

There was nothing else to report at this time.

15. Adjournment Dickson moved to adjourn the meeting at 5:43 p.m., seconded by Fisher. Motion carried.

Reported by:
Jessica Bongle
Clerk-Treasurer