

Village of Egg Harbor
Administration Committee Meeting Minutes
Wednesday, July 18th, 2012 –3:00 P.M.
Paul J. Bertschinger Community Center
7860 State Hwy 42, Egg Harbor, WI

Approval Pending

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

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 June 27, 2012 Minutes

Fisher moved to approve the June 27, 2012 minutes as amended, seconded by Dickson. Motion carried.

4. Open Session

Fisher asked for an update on the dumpster request for the beach garbage. Van Lieshout reported he spoke to Krauel and Meyer to order one to be placed at the recycling center for the overflow.

Fisher asked if there have been some conversations about preparation for the Door County Triathlon this weekend. Van Lieshout has been in contact with the folks in charge of the Triathlon.

Fisher asked about thank you letters.

5. Real Estate issues and recommendation to the Board for a specialized Attorney

a. Shorewood / Marine / Glenwood Roads

i. Status and Communication to property owners by Village

Fisher asked for an update on the situation. Van Lieshout stated he met with Hurckman this past Monday. Hurckman is still pursuing the route of creating an LLC of all the neighbors on the Road. Van Lieshout reported the Village would be responsible for preparing the Quit Claim Deed. McMahan will be able to pull all the surveys from the Door County Register of Deeds and use those to construct the right-of way property. Fisher asked about a time line and cost. Van Lieshout stated his work will continue simultaneously along with Hurckman's work to get the LLC formed. It was a consensus Attorney Vande Castle will be qualified to complete the process.

b. Village Property abutting Peninsula Shores parking lot

Fisher presented an email she received from Schaefer in regards to Peninsula Shores. Van Lieshout reported he received a call about some landscape being washed out into the Peninsula Shores parking lot; he worked with the property owner to resolve the issue.

6. Village of Egg Harbor Personnel Matters

a. Resignation of Clerk/Treasurer Jessica Bongle

Fisher reported that last Wednesday, the Village Board received a letter of resignation from Clerk-Treasurer Bongle.

b. Status of Financial Records and Schenck Review Date

Bongle reported she has completed the books through May and is starting to work on June. Van Lieshout reported the review date is set for July 26-27th.

Clerk Bongle and Van Lieshout talked about the Civic Systems Software update.

c. Contingency Planning and Short-Term Solution

Van Lieshout talked about his plan for the short-term solution to handle the work in the office. He reported Popp and himself will be splitting the duties of taking the meeting minutes. He reviewed who will be taking on each of the other responsibilities. Van Lieshout reported on the task that Lory will be taking on.

Van Lieshout reported on the status of the road work being completed on Harbor School Road and White Cliff Road.

Van Lieshout reported on the status of the REU Audit and samples of the Commercial Business in the Village. Van Lieshout reported he received a letter from the Attorneys for Shipwrecked stating the inspection would not be allowed. Van Lieshout is working to obtain an Administrative Warrant to be able to complete the inspection.

d. Recommendation to Board re: Public Sector Consultant to Put Progressive Improvement into Practice

Fisher stated it may be time to look at the way the office structure is currently at and what is the best way to move forward. Fisher thought it would be good to have a sounding board from an entity working with other municipalities. This recommendation will be made to the Village Board at the August meeting.

7. Recommend motion to MOVE INTO CLOSED SESSION per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation, and then to RETURN TO OPEN SESSION to take further action of to adjourn the meeting.

Fisher moved to go into closed session at 3:45 pm, seconded by Dickson. Motion carried.

8. Return to Open Session

9. Adjournment Dickson moved to adjourn the meeting at 4:57 p.m., seconded by Fisher. Motion carried.

Reported by:
Jessica Bongle
Clerk-Treasurer