

Village of Egg Harbor
Administration Committee Meeting Minutes
Wednesday, August 29, 2012 – 3:00 P.M.
Paul J. Bertschinger Community Center
7860 State Hwy 42, Egg Harbor, Wisconsin

Nancy A. Fisher, President

Robert C. Dickson, Trustee

1. Call to order
President Fisher called the meeting to order at 3:00 p.m.
2. Adopt agenda
President Fisher moved to adopt the agenda, Dickson second. Motion carried.
3. Approval of Minutes of July 18, 2012
Fisher moved to approve the minutes, Dickson second. Motion carried.
4. Open Session
The Committee discussed at length the outcomes of the recent REU services audit and review process. The Administration Committee requests that the complete reviewed survey be prepared and presented at the October 2012 Village Board Meeting.

E-mails sent to former clerk/treasurer and deputy clerk/treasurer are to be forwarded to the Administrator.

5. Day to Day operations update
Van Lieshout reported the following, in his estimation, the administrative services are struggling. Quiet days are good days, but the work load remains constant. Currently the biggest threats to survival are figuring out payroll (weather to outsource and to whom) and getting payables entered into the system and checks cut. Existing staff continues to learn the new system as tasks come. Lory's involvement in the operations continue to increase on a daily basis. It is not likely that accounts will be reconciled at the end of August, as there isn't anyone here to do it, therefore Schenk will once again assist.

Zoning permits continue to come in and get processed, agendas and meetings prepared for, packets distributed, and phone calls answered and returned as promptly as possible. Attention to specific committee projects and objectives has been reduced substantially as efforts are directed on managing and conducting the critical administrative functions of the office. Van Lieshout reported the major outstanding Committee related projects are as follows:

- a. Utility Committee
 - i. REU Evaluation Analysis
Van Lieshout reported that he and Chair Paula Cashin met on this subject on Tuesday August 21, and reviewed the properties that concerned us the most. The next step is pull out the 2005/2007 evaluations done by Safe Harbor Inspections and any corresponding documentation from Robert E. Lee. Tom Prohl has offered to help in the analysis, however I must first pull out the information.
 - ii. Mariner Road Lift Station
McMahon is handling this project, advertisements for bid will go out in the next two weeks and project completion in late November or early December. We

will have some construction contracts to approve, most likely these will be ready for approval in October.

- b. Parks and Public Works
 - i. The major projects have been completed for 2012 with the exception of two more pocket parks that we would like to install with the remaining unspent 2012 Street Improvement related debt. One pocket park will go in at Nature Works on a private limited easement, Don Helm has verbally agreed to the easement, landowner participation shouldn't be a problem, however the easement will need to be executed and recorded prior to the work beginning. McMahon will be developing a site plan for this area, I expect the village will bring back Great Escapes, the firm hired to build the other pocket parks. The other pocket park will be in front of t Casey's on public right of way. No easement will be necessary. Again drawings and an outside contractor will have to be utilized if the project is to be completed after Pumpkin Patch and before freeze.
- c. Plan Commission
 - i. Van Lieshout reported that he expects the Plan Commission to settle down a bit as they gather themselves to deal with how to put the recent MU District plan into action. He sees the implementation of this plan as a really big deal, bigger than the marina in many ways and tackling it will require a lot of preplanning and preparation, critical work that must be done before the first line is drawn on and way before the first shovel is turned.
 - ii. Parking requirement review is a major project in need of completion. A major area of focus for me in the next week is to finalize the off street parking requirements for each property in the downtown area. Work has been completed to determine how to calculate the fee, once the calculation of the number of required stalls can be completed, a budget can be set and the final steps of implementation begun.
- d. Harbor Committee
 - i. For the Harbor Committee the next month will be critical as they work through their budget. Right now, the challenges they face are how to continue the high level of service, expand hours of operation and keep rates the same. There are no major marina projects on the immediate horizon (next year), so the focus is on fine tuning the operation, nailing down what hours the committee wants to be open in 2013 and determining that cost and any impacts on their operating budget.
 - ii. Submittals for policy changes from SSentinel Services are starting to come in, as expected they are thorough. I have been able to read the SSentinel reports, I have not been able to provide any meaningful comment. Marina Manager Krauel and the committee members have been filling this need.
 - iii. The last meeting of the Public Art Committee was very profitable; the committee has established a list of meetings and target outcomes in their planning effort for the upcoming public art season.

The big items on the list of things to do is develop the catalog of public art, meet with galleries and artists who showed interest in the program at the May reception and convince the galleries and artists that Egg Harbor is good place to put their brand and pieces and finally develop new and exciting retail items that can be used to promote public art and raise money. Getting in front of the

interested galleries and artists will be critical if the committee wants to keep their momentum and have new installations in 2013.

Then of course there is the planning Egg Harbor's 50th anniversary. The Public Art Committee has a burning desire to put together an "Eggstravaganza" to benefit public art, similar to Sturgeon Bay sturgeon art program that benefits the business district. This would be a new venture and as such will require time and organization to learn how to make this successful. Fortunately the committee has people who have been involved in these kinds of efforts in the past.

- e. Village Board
 - i. Hiring and training new administrative staff should be the top priority. The outcome of Wednesday's Administration Committee meeting will dictate our success in getting through the remainder of this fiscal year and planning for 2013. Time is of the essence.
 - ii. Congruent to (i) above, completing the 2013 budget will become the all-consuming project in the next week. Fortunately, the features in Civic Systems will enable me to much more efficiently extract information and place it in a ready to use format. Making use of the data export and import features will save tens of hours of time this budget year. Van Lieshout reported that he has already used some features to prepare the first draft of the Marina Operating Budget, with success.
6. Civic Systems Implementation

The implementation of Civic Systems is largely tied to the daily operations during the week of August 27, 2012 we will continue our training. This week will be utility billing. While the training is going on, he is working on preparation for changing credit card vendors from Modern Payments to Payment Services Network, a company that currently works closely with Civic. On Thursday August 23, 2012 Lory and Van Lieshout attended a telephone/internet training session that dealt specifically with marketing the online and electronic bill paying options. As we get further into Civic, Van Lieshout recommends that electronic bill payment continue be encouraged.
7. 2012 Budget
 - a. Revenue vs. Expenditures through August
 - b. Remaining major expenditures for 2012
 - c. Unspent monies from 2012 capital financing
 - d. Resolution to carry over unspent revenues to 2013
 - e. List of open contracts

President Fisher led the discussion concerning the 2012 Budget, the discussion principally focused around the remaining unspent budgeted monies. Van Lieshout distributed a budget comparison report to the committee, a report of unspent monies from capital debt and a list of open contracts.

8. 2013 Budget
 - a. Impact of equalized values

The Committee discussed the Village's statement of equalize values and assessed values on upcoming budget. In short, the village is one of a few communities whose equalized values increased for 2012. The assessed value of village is up as well, approximately one percent. The impact of relative stability is that tax rates and levy impacts are minimal.
 - b. Anticipated revenues for 2013, not including proceeds from debt

Van Lieshout reported that the 2011 levy was \$1, 031,844, for 2012 the levy could be raised to \$1,042,162, a change of about \$10,500.

- c. Seven percent reduction goal, and the impact on capital or major expenditures
Serpe reported that a seven percent reduction goal would have no effect on capital expenditures if the village fully moved to program debt financing for capital expenditures. The village though could feel the effect of a seven percent reduction in our ability to levy taxes for general operating expenses in the future given the current levy limits laws.
 - d. Egg Harbor Business Association program support
The Committee reviewed the village's current level of direct financial support for the Egg Harbor Business Association. Van Lieshout reported that the current contractual support commitment is \$10,000 per year in addition to the favorable lease terms of the visitor center, other indirect support and another \$10,000 cash contribution for the Egg Harbor Ale Fest.
9. 2014 Budget
- a. Cowles Village Center
The committee discussed and reviewed the Cowles Village Center project and the need for an additional community meeting.
 - b. Peg Egan Performing Art Center
President Fisher reported on the wild success of the 2012 Sunset Concert Series and a meeting with Kevin Egan about future plans for the Peg Egan Performing Art Center.
 - c. Multiple Use District Plan 2012
The committee discussed the need to fold the plan into the upcoming capital projects planning effort as well as the importance of the relationship between the Plan Commission and the Parks and Public Works Committee.
10. Parking Ordinance
- a. Who are the grandfathered properties
 - b. What is the fee in lieu of providing onsite parking
 - c. Complete package for September Village Board meeting
The Committee requested this be available for the November meeting.
11. 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 or to adjourn the meeting.
Fisher moved to go into closed session, Dickson second. Roll call vote, Dickson eye, Fisher eye. Motion carried.
- a. Exit Interview with Kelly Popp
Kelly responded in writing to the exit interview questions posed by the Committee. The responses are included with the closed session record.
 - b. Personnel reviews
Van Lieshout reported that personnel reviews have been completed.
 - c. Recommendations from consultant Mike Serpe concerning village department organization
Mr. Serpe presented his findings on the structure of the administrative services department. His recommendations are included with this record.
 - d. Committee recommendation to the village Board.
The Committee recommended to the village Board that the personnel descriptions be adopted and advertised as presented to the committee.
- Fisher moved to go into open session, Dickson seconded. Roll call vote, Dickson aye, Fisher aye, motion carried. The Committee returned to open session at 4:58 p.m.
12. Return to Open Session
13. Actions as a result of closed session
- a. Addition of new and/or replacement employees

The Committee recommends to the Village Board that two positions be filled as attached.

14. Open Session

15. Adjournment

Fisher moved to adjourn at 4:59 p.m., Dickson second. Motion carried.