

Administration Committee Meeting Minutes
Tuesday, October 18, 2011 –12:00 P.M.
Paul J. Bertschinger Community Center
7860 State Hwy 42, Egg Harbor, WI

Approval Pending

Present: Nancy Fisher, Bob Dickson, Pat Gureski, Jess Bongle, and Josh Van Lieshout.

1. Call meeting to order Meeting was called to order at 12:00 p.m. by Nancy Fisher.
2. Adopt agenda Dickson moved to adopt the agenda as presented. Fisher seconded.
Motion carried.

3. Minutes from September 1, 2011 meeting for Approval
Fisher moved to approve the minutes from September 1, 2011 meeting. Dickson seconded.
Motion carried.

4. Open Session Fisher brought a letter from the City of Delafield regarding a resolution opposing Assembly bill 260 which makes the municipalities' comprehensive plan and the County's plan optional. The City asked the municipalities to adopt a similar resolution. Fisher brought up the report from Fire Chief showing the Fire Department runs and specifically referenced three calls in the same week to the same entity for smoke detectors. Fisher stated consideration should be made for false alarms after a certain number to that location in a given period the property owner should be billed. Jess stated Southern Door has a protocol whereby on calls such as that, one person is called to respond versus multiples from the department. General discussion how the fire department could provide better reports and that the fire commission could make more detailed analyses of the data.

Fisher shared the Egg Harbor Business Association letter requesting funds from the 2012 budget. The letter offered proposals of expanding business relationships between the Association and the Village for design and marketing services. Van Lieshout reported the Association had long term planning strategy sessions earlier that morning. A survey was generated by the Association for improving business development in the Town and Village as well as making the downtown more pleasing to the public, much of what mirrors the planning strategies implemented by the Village.

5. Review Multi Fund Revenue and Expense Allocations
Gureski presented a review of accounting allocations that are currently in practice. Consensus was to continue in the same manner.

6. 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, compensation, and other personnel matters;

At 12:34 p.m. Fisher moved to go into closed session pertaining to the above listed matters, seconded Dickson. Motion passed unanimously.

a. Return to Open Session 1:43 p.m.

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7. Organization of Departments

Van Lieshout asked the committee to discuss Village department reorganization and referenced a drawing on the white board on which he has outlined merging the marina operations into the Parks and Public Works department.

8. Planning for Village Board Meetings October 24 and November 14. Fisher asked for a special board meeting on October 24 to approve the bids for the White Cliff Lift Station work and a backup generator at the main lift station; no open session; and a separate agenda for the budget workshop with an open session.

9. Open Session Fisher stated the Door County Coastal Byways Commission has made a request for funds in the 2012 budget as has the Egg Harbor Historical Society, Door County Humane Society and the Egg Harbor Business Association. Fisher is suggesting electronic tablets for all board members to replace large meeting packets in an effort to reduce the use of paper. Brand names are Motorola Zooms or I Pads. An FTP server could be used to relay the packets to the board members.

10. Adjournment Dickson moved to adjourn the meeting at 1:57 p.m., seconded by Fisher. Motion passed unanimously.

Reported by,
Patricia C. Gureski, Clerk-Treasurer