

Administration Committee Meeting Minutes
Wednesday, June 29, 2011 –3:00 P.M.
Paul J. Bertschinger Community Center
7860 State Hwy 42, Egg Harbor, WI

Approval Pending

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

1. Call meeting to order Meeting was called to order at 3:00 p.m. by Nancy Fisher.
2. Adopt agenda Dickson moved to adopt the agenda as presented. Fisher seconded. Motion carried.
3. Minutes from May 19, 2011 meeting for Approval
Dickson moved to approve the minutes from May 19, 2011 meeting. Fisher seconded. Motion carried.
4. Open Session Gureski announced that the effective date for withholding employee contributions for the Wisconsin Retirement System will most likely begin the week of August 8 to 21 with the deduction on the August 26 payroll date. Gureski reported most of the full time staff met with Scott Schewe this morning to receive information on contributing to an IRA with the Deferred Compensation program; presented the Baylake Bank annual report for review; and suggested the Village Fire Commissioners receive individual copies of the recently adopted joint agreement.
Fisher presented a draft of a postcard to be mailed to community for the Aug 4 meeting and sent thank you's to WDOR and WBAY for their coverage of Peg Egan concerts and marina opening, respectively.
5. Consider recommendation to Village Board a resolution allowing pre-tax employee contribution to Wisconsin Retirement System Clerk Gureski brought this to the Committee's attention, and mentioned that the County board had taken action recently. Fisher moved to recommend the resolution allowing pre-tax contribution by the Village for employees be forward to the Village Board for approval, seconded Dickson.
6. Review and recommend changes to internal control policies including compliance with GASB 54 budgeting and reporting standards; Committee reviewed the document introduced (from the Village of Johnson Creek) and will look to review a draft of an internal control policy for the Village of Egg Harbor.
7. Review of Peg Egan Performing Arts Center first concert
Fisher commented on the fact that refreshment stands were not present at the concert and referenced a letter to the editor in the follow up newspaper that spoke of their absence. All in all, the concert was a great success. A tent is needed for the sound control person to see the LCD display. We suggested a pop-up tent not to exceed \$100; Fisher will call Terry Lundahl.

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8. Independence Day Celebration preparations

Josh presented a binder that was put together for the event. The sheriff's department and visitor center personnel were contacted to correlate efforts for the event. All preparations are being put in place. A map of Harbor View Park underground infrastructure will be prepared for future users.

9. Closed Session per WI 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, promotion, compensation, or performance evaluation, and to discuss personnel matters and return to open session to take further action or to adjourn the meeting

At 3: 41p.m. Fisher moved to go into closed session pertaining to the above listed matters, seconded Dickson. Motion passed unanimously.

10. Return to Open session Action on closed session items if appropriate. Motion to return to regular session made by Fisher seconded by Dickson. Motion carried.

11. Open Session

12. Adjournment Fisher moved to adjourn the meeting at 5:30pm seconded by Dickson. Motion passed unanimously.

Reported by,
Patricia C. Gureski, Clerk-Treasurer