

Village of Egg Harbor
Village Board Meeting Minutes
Monday, January 9, 2012 at 6:00 PM
Paul J. Bertschinger Community Center
7860 Hwy 42, Egg Harbor, WI

Present: President Nancy Fisher, Barbara Cammack, Bob Dickson, Bruce Hill, Paula Cashin, Joshua Van Lieshout and Jessica Bongle
Also present: Peter Devlin, Terry Lundahl, Sam Perlman, and others.

Pledge of Allegiance to the Flag

1) Approval of the Agenda

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

2) Approval of Minutes: December 12, 2011 Village Board Meeting

Fisher moved to approve the minutes of the December 12, 2011 board meeting as amended, seconded by Hill. Motion passed unanimously.

3) Open Session

Cammack asked to have a notice sent to the Municipality about the hiring of Bongle.

Fisher mentioned the December 22 pot luck, thanked the trustees and village employees at the pot luck.

Fisher thanked Van Lieshout and Bongle for the voting brochures.

Fisher thanked Nicole Krauel for the Marina Christmas card.

Van Lieshout announced that the Village of Egg Harbor has received another award for excellence, this time from the Wisconsin Masonry Association for the 2011 Parking Lot Improvement Project.

Fisher mentioned her e-mail to the Wisconsin Water Ways Commission, letting them know about the Wisconsin Clean Marina Award.

4) Village Officers and Committees

a) Village President

a. Sam Perlman, Door County Economic Development Corporation – Scenic Byway Program

Perlman explained the Scenic Byways Program. He reported the largest reason to do this is because there are Federal grant dollars available to help with projects to maintain the corridors. Mr. Perlman highlighted several recent efforts from Scenic Byways member communities and urged the Village to submit a project in the next grant application cycle.

b. Terry Lundahl Peg Egan Performing Art Center, Sunset Concert Series

Fisher introduced Terry Lundahl. Lundahl reported the Peg Egan PAC has a face book page. Lundahl commented on the amount of community involvement with the Peg Egan

PAC. She reported there are 10 concerts for this year. She reviewed the lineup for the 2012 season, which will begin the third week in June and run through August. She then highlighted her efforts to bring or develop other programming at the Peg Egan Performing Arts Center.

c. Dragonfly Agency, LLC Agreement

Fisher presented the contract; she recommended a few minor changes. Fisher moved to approve the agreement between Dragonfly Agency, LLC and Village of Egg Harbor as amended, seconded by Hill. Motion passed unanimously.

d. The Village Brand

No action was taken on this issue.

e. Appointment of Kaaren Northup to Parks and Public Works Committee

Hill moved to approve the appointment of Kaaren Northup to the Public Works Committee, seconded by Fisher. Motion passed unanimously.

f. EHBA Agreement

Van Lieshout reported he will present the agreement to tomorrow's meeting for approval. Fisher asked Van Lieshout to mention the joint meeting.

e. Resolution to Adopt 2012 Fee Schedule

Hill suggested a billing rate for Parks and Public Works employees of \$35 per hour, equipment \$50 per hour. Fisher moved to approve Resolution 2012-01 as amended, seconded by Cammack. Motion passed unanimously.

h. Preparation for Joint Village and Town Board Meeting on February 1, 2012

Fisher reported when the meeting will be. If the Trustees would like items on the agenda, please let Fisher know.

i. Select Date for community Meeting, Thursday August 2, 2012

Fisher reported the meeting went well last year with the only suggestion being to have it be more open and free.

j. Joint EHBA/Village Board Meeting 5:00 pm on February 13, 2012

Van Lieshout reported that he will bring this request to the Egg Harbor Business Association board meeting on January 13, 2012.

b) Administrator

a. Report of code enforcement activities

Van Lieshout reported that code enforcement activities have been slow. He reported that the Mariner Resort transaction has not gone through. Follow up to bring the signage for Mariner Resort into compliance with Village Code will be forthcoming.

b. Personnel organization chart, explanation of titles and direct reports

Van Lieshout presented two principal organizational charts, one dealing with legislative and policy matters, another with operations management. Trustees reviewed the charts, suggested changes and asked that they be returned at the February meeting.

Van Lieshout next presented revised position descriptions for Dock Hands and Parks and Public Works Summer Labor to better reflect the Village's desire to pool labor resources and removed departmental parochialism. Van Lieshout also presented a positions description for the position of Marina Manager, which will replace the Harbor Master position. The new description reflects more closely the Board's desire to take a customer focused and hospitality approach to the marina operation. The Board suggested a few changes and directed that the descriptions be returned to February board meeting.

c. Review and approval of a contract with SSentinel Services, LLC for Marina consulting services

Van Lieshout reported the contract has been reviewed by Attorney Vande Castle. Fisher reported that when Captain Smith returns for the season, there will be a meeting with Smith. Fisher moved to approve Resolution 2012-02, seconded by Dickson. Motion passed by roll call vote, 5 ayes, 0 noes.

d. Village Facebook presence

Van Lieshout reported that Egg Harbor now has a Facebook page for both the governmental unit and the Marina; these pages are in addition to that established for the Peg Egan Performing Arts Center.

e. Shorewood Road

Fisher inquired about the status of Shorewood Road. Van Lieshout reported that Hurkman wants to resolve the ownership of Shorewood Road permanently. Hurkman has asked Van Lieshout to contact the owners and set up a meeting for Hurkman to lead for some time in early June.

c) Administration Committee

a. Comments and Remarks from Committee Chair

Fisher reported there was a meeting prior to the December board meeting and that the committee will be getting together to review several matters.

d) Plan Commission

a. Comments and Remarks from Committee Chair

Fisher reported there will be a rep from JJR to talk about the plan's MU district.

e) Joint Fire Commission Report

a. Comments and Remarks from Board Representative

Fisher thanked Dickson for attending the meeting.

b. Select Trustee for attendance at the next meeting January 9, 2012

Dickson reported he will attend this meeting as there will be more discussion on the grievance policy.

f) Ad Hoc Committee on Joint Fire Station

a. Comments and Remarks from Committee Representative

b. Report on Construction status

Van Lieshout reported the final construction cost will be about \$280,000 and, that including professional services, the project can be expected to be under the \$300,000 allotted budget.

g) Harbor Committee

a. Comments and Remarks from Committee Chair

Dickson reported on the yearend report.

b. Marina Year-end Report

Dickson presented the Marina Year-end Report. Dickson felt it was definitely a worthwhile effort, as the effort revealed several areas of business operations that would benefit from better data collection. Discussion ensued about establishing consistent metrics or benchmarks on which future operations could be measured. Fisher inquired about how many seasonal customers have booked for the year. Van Lieshout reported that 5 have declined and Krauel is contacting the last two slip leasees. Dickson led the discussion into a brief conversation about ways to improve the Marina's competitiveness. Fisher stated the Board will look for more information on this topic in the future.

c. Marina Management building improvements

Van Lieshout reported that in the 2012 operating budget, the board approved an expenditure of \$10,000 for building improvements. Hill reported on the changes that are being made.

d. National Marina Day (observance in August)

Dickson reported this will need to be placed on the Harbor Committees agenda. Possibly make it a bit more low key. Cammack suggested talking to the Yacht Club. Fisher asked Cammack to have an announcement made at the Yacht Club dinner.

h) Public Art Committee

a. Comments and Remarks from Committee Chair

Cammack reported on the announcement of the Eckholm piece.

i) Parks and Public Works Committee

a. Comments and Remarks from Committee Chair

Hill reported the dump truck has been ordered and the man lift has been ordered. Hill reported he found a brand new lift in Florida for \$15,000 and he reported on the specs of the lift. Hill reported we are waiting on state approved plans for the PW building, once obtained; the building will be put up.

b. Approval of contracts for design services for Beach Park restrooms and trails and walkways improvements

Hill moved to approve the agreement for professional services from McMahon for the Beach Park Facility to not exceed \$3,000, seconded by Cammack. Motion passed unanimously.

Hill presented the Parks and Public Works Committee's effort to date on the STH 42 Beautification Project. Hill elaborated on the architectural elements the Committee felt would have the most aesthetic and functional impact on the STH 42 corridor. Fisher moved to approve \$6,150 for professional services with McMahon for Trail and Walkway improvement project, seconded by Cashin. Motion passed unanimously.

c. Entrance signs on STH 42

Hill briefly described the new Village entrance sign design. Hill commented on how invaluable of a resource we have in our employees.

d. Speed Bumps on South Trail

Fisher stated we are going to put speed bumps on South Trail, restore the 25 miles per hour speed limit and signage reminding motorists to obey the speed limit.

e. Replacement street lights

Van Lieshout reported that approximately eight new street lights will be ordered soon, and erected in spring.

f. Dog Park planning

Fisher reported that the dog park planning starts with fence ordering. It will be a topic at the joint meeting to place one order for the Dog Park, Little League and the Men's club. Cashin asked Fisher to put on the agenda for the joint meeting the playground equipment and building updates.

j) Utility Committee

a. Comments and Remarks from Committee Chair

Cashin reported there was not a meeting in December.

b. Significant outstanding customer balances

As requested from the Village Board, Van Lieshout reported on outstanding utility customer balances. The outstanding balances are not inconsistent with prior years. It is not uncommon to see a rise in past due balances in the winter, especially in the restaurant and lodging sectors.

c. Outstanding special assessments

Van Lieshout reported on outstanding special assessments. Van Lieshout explained that there are approximately \$400,000 in total outstanding special assessments, the principal debtor is the development known as Meadow Ridge

d. Approval of an amendment to Ordinance 2012-01 allowing sanitary sewer service to be extended to properties beyond the corporate limits

Cashin moved to defer the Ordinance to the Utility Committee, seconded by Cammack. Motion passed unanimously.

e. Adoption of policies guiding sanitary sewer extensions beyond the corporate limits

No action was taken on this item. It will be referred to the Utility Committee.

k) Clerk/Treasurer

a. Budget year to date and other financial reports

The financial reports were accepted as presented.

b. Resolution Amending Employee Manual

Van Lieshout reported the Village of Egg Harbor Personnel Manual has been updated to reflect the changes required by Wisconsin Act 10, the most substantial changes were made to the grievance policy. Fisher moved to approve Resolution 2012-03 as presented, seconded by Hill. Motion carried unanimously.

5) Adjourn to Closed Session per WI Statutes 19.85(1)(e) deliberating or negotiating the purchase of public properties for library/community building purposes

Fisher moved to go into closed session as noted above at 8:01 pm, seconded by Cashin. Motion passed unanimously.

Open session resumed at 9:24 pm.

6) Compliments and Complaints

Fisher reported a positive and supportive e-mail she had received from Erin Bosman regarding the future dog park and its importance as an amenity to both residents and tourists alike.

7) Open Session

Van Lieshout reported the New Year's Day festivities went well even with the lack of snow.

8) Adjournment

Fisher moved to adjourn at 9:27 pm, seconded by Cammack. Motion passed unanimously.

Recorded by:
Jessica Bongle
Clerk-Treasurer