Village of Egg Harbor
Village Board Meeting Minutes
Monday, May 14th, 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: Mike Thomas, Peter Devlin, Tom Kispert, and Joe Melendes.

Fisher called the meeting to order at 6:00pm.

1) Approval of the Agenda
Fisher moved to approve the agenda with moving item 4-j(d) to after item 3, seconded by Cashin. Motion carried.

2) Approval of Minutes: April 9, 2012 Village Board Meeting
Fisher moved to approve the minutes of the April 9, 2012 Village Board meeting as amended, seconded by Cammack. Motion carried.

3) Open Session
Fisher thanked Van Lieshout for participating in the Blossom Run this past weekend.

Fisher thanked Bongle for being at the office for the open book this past weekend.

Fisher thanked the EHBA for inviting herself and Josh to the Spring Dinner on May 2nd; very well attended and a nice meeting.

4-j) Clerk-Treasurer
d. Savory Spoon, Inc. d/b/a School House Artisan Cheese Class "B" Beer License
Fisher moved to approve the Class "B" Beer license as presented, seconded by Dickson. Motion carried.

4) Village Officers and Committees
a) Village President
a. Adopt Village Board Rules
Fisher moved to adopt the Village Board Rules for 2012 as presented, seconded by Cashin. Motion carried.

b. Committee and Chair Re-Appointments
Fisher reported the Committee Chairs will remain as follows:
Administration – Nancy Fisher
Harbor – Robert Dickson
Parks & Public Works – Bruce Hill
Plan Commission – Nancy Fisher
Public Art – Barb Cammack
Utility – Paula Cashin

c. Committee and Commission Citizen Appointments
Fisher moved to reappoint the following citizens as listed, seconded by Cammack. Motion carried.

Parks & Public Works: Lisa Van Laanen and Donald Helm
Plan Commission: Kathy Mand Beck and Bill Cammack
Public Art: Kathy Mand Beck
Utility: Adolph Walser and Steve Carlson
Fire Commission: Ulla Walser and Clarence Scherer

d. Class B (liquor) License request for proposals
Fisher stated this is the license surrendered by the Jersey Shore Pub. Van Lieshout reported on the memo from Attorney Vande Castle. Fisher stated the next step would be to announce that a Liquor License is currently available. Fisher asked Van Lieshout put together a request for proposal form with all the desired qualities and invite applicants to the June Village Board meeting with a decision to be made at the July Village Board meeting. He will also post a notice on the website, face book and place an ad in a local newspaper.

e. Budget 2012, 7% reduction goal for 2013
Fisher reported she would like each Committee to look at their current expenditures to locate areas where savings can be made with the exception of Public Art. Dickson asked Van Lieshout what the long term impact on the future levy limit would be if a decrease took place for 2013. Fisher had stated the 7% decrease will be a bit less than $55,000, not a huge impact at all.

f. Community Safety

i. Emergency Preparedness
Fisher stated this will be a topic of discussion for the next few meetings. She reported that once the plan is updated and completed; each Trustee will get a copy of it as they each play a role in the plan. She reported Ann DeMeuse will be in attendance at the June Village Board meeting to do a presentation.

ii. NOAA radio order program
Fisher reported DeMeuse will bring 4 NOAA Radios to the June meeting to show the Board as there a no emergency sirens in the area.

iii. Well Testing in 2013 with Door County Environmental Council
Fisher would like to see the Village move forward with the well testing for 2013. It is a great service to offer to the Village residents and it is a confidential test. Fisher suggested either the July or August dates offered by Kevin Masarik. Fisher moved the Village sign up for the well testing through UW Stevens Point for the weekend of August 17- 18th, 2013; seconded by Cashin. Motion carried.

iv. South Trail, speed bumps and signage
Van Lieshout reported the additional signage has been ordered and will be here by May 25th. Van Lieshout reported he will be meeting with Jeff Meyer and Thad Ash to talk about possible installation of speed humps. Van Lieshout illustrated the difference between a “speed bump” and a “speed hump”. Van Lieshout talked about the speed limit; keeping it at 15mph and installing a removable speed tile versus an asphalt speed hump. Dickson asked Van Lieshout to talk with the National Biking Federation at the upcoming meeting in June to be held in the County; find out what they recommend. Van Lieshout reported he could contact the Sherriff’s Department for more enforcement. He could also ask to use the Door County Sherriff’s Speed Board.

v. Street signage
Fisher stated Van Lieshout mentioned there are new street signs at Hwy 42 & Orchard. Fisher would like to see the Village move forward on purchasing the new signs required by the State for 2016.

g. Village Office hours change, temporary worker (election and staff pressures)
Fisher reported this year has been very unique with the number of Elections that have taken place within a short few months. Van Lieshout asked for the Office Window to be closed to the public on Wednesday afternoons for a solid block of uninterrupted work. Van Lieshout reported on the proposal he received from ABR Employment Services. Hill entered the meeting at 6:55pm. Fisher asked if the November 16th deadline is okay or should it be extended to the end of the year. Fisher moved to authorize the Administrator to hire a temporary office assistant through December 31, 2012 at a cost not exceed $15,000; seconded by Cashin. Cammack asked about the hours of the temporary person, Van Lieshout stated it would be 40 hours a week for the start. Dickson asked if the agreement allows for the person's hours to be decreased in the future. Van Lieshout will get clarification on this. Hill asked if there are items that can be outsourced to accommodate for work load; an example being the Utility billing. Van Lieshout reported this option is being looked at. Motion carried.

h. Approval of a "Buy Local" Resolution
Fisher reported on the Buy Local presentation held at Waseda Farms last month. Fisher moved to adopt the Village of Egg Harbor "Buy Local" Resolution 2012-05 as presented, seconded by Hill. Cashin asked if the Village would be paying more. Van Lieshout reported that each construction project costing $25,000 is required to go to public bid. Hill stated the final decision will be made by the Village Board. Motion carried.

i. Parks and Public Works volunteer assistance
Fisher talked about the idea Joe Melendes proposed last year in regards to having volunteers help out with projects in the Village. Melendes suggested putting an announcement in the next News Letter to see if there is interest in the public to participate.

j. Mixed Use planning project meeting on May 21, 2012
Fisher gave a brief review of the purpose for the upcoming meeting with JJR Consultants.

k. Community Meeting August 2, 2012
Fisher reviewed the topics she came up with for the upcoming Community Meeting. She encouraged the Trustees to offer their suggestions as well.

l. Opening the Egg Harbor Dog Park
Fisher reported the Dog Park is in really good shape and she would like to have a "soft opening" take place on Memorial Day Weekend. Hill asked if the Dog Park will be open 24 hours a day. Fisher stated it will be and hopefully it will take care of itself.

b) Administrator

a. Report of code enforcement activities
Van Lieshout reported there are no new activities to report on. Van Lieshout stated he received two inquiries' last week and will follow-up on those this week.

b. Code violation – Mariner sign
The sign has been covered.

c. Parking Survey status
Van Lieshout reported the parking lot inspections and aerial footage has been completed. He will continue to work on this.

d. EHBA May 1, 2012 meeting and other committee reports
Van Lieshout reported the main topic of the meeting was upcoming events and membership status. Hill gave an update on the Egg Harbor Ale Fest.

e. Approval of an easement granted to NET-LEC, LLC at the intersection of Ball Park Rd. and STH 42 for the purposes of placing infrastructure necessary to support the existing pole and cable, power, telephone, etc. facilities
Van Lieshout stated the request for the easement is to place an anchor on the pole. Hill moved to approve the easement with the condition the Village sign is not obscured by the anchor; seconded by Dickson. Motion carried.

f. Approval of graphic design, website maintenance and public relations retainer with Boettcher Communications
Van Lieshout reported his recommendation would be to not complete the retainer with Boettcher Communications as the Village has only spent about $2,000 with Boettcher last year. Cammack reported the Public Art Committee is not happy with having to utilize Boettcher Communications and not a Committee member to complete the press releases.

c) Administration Committee

a. Comments and Remarks from Committee Chair
Fisher reported on the topics discussed at the May Administration meeting.

b. Peg Egan PAC Status (equipment, readiness, event coordination)
Fisher reported on the status of the preparation of Peg Egan for the Summer performances and events.

c. SSentinel Services assignments
Fisher reported on the list of assignments for SSentinel Services prepared by Van Lieshout, Dickson and Krauel.

d. Cowles Village Center next steps: site usage, signage, visioning committee meeting
Fisher talked about a visioning committee, there are volunteers already. Fisher suggested some dates in June for the first meeting of the committee. It was a consensus to have the kickoff meeting Saturday, June 23rd at 10AM.

d) Plan Commission

a. Comments and Remarks from Committee Chair
Fisher reported on the last meeting.

b. MU-Downtown Planning Project
Fisher reported this will take place next week, May 21st and 22nd.

e) Joint Fire Commission Report

a. Comments and Remarks from Board Representative on the April 11, 2012 meeting
Hill reported on the April 11th meeting.

b. Select Trustee for attendance at the next meeting June 21, 2012
Cammack volunteered to attend this meeting.

f) Harbor Committee

a. Comments and Remarks from Committee Chair
Dickson talked about the assignments for SSentinel Services.

b. Operations
Dickson reported the Marina is in good shape. Dickson thanked the crew that worked on the building, an exceptional job.

c. Slip lease status
Dickson reported there is one slip available for lease.

d. Sailing program update
Van Lieshout reported on the new sailing program. Van Lieshout reported a Kayaking program will be offered as well. Fisher asked if the Marina will be staffed on the weekends. Van Lieshout reported staff will be there starting with this weekend.

g) Public Art Committee

a. Comments and Remarks from Committee Chair

i. Public Art Reception
Cammack reported the Art Reception is set for this Thursday.

ii. Public Art Installations
Cammack reported the Ekholm piece will be reviled this Thursday. The Mariner piece has been installed at the Marina.
Cammack reported the Art Committee is looking at an "Eggstravaganza" project for 2013.

h) Parks and Public Works Committee

a. Comments and Remarks from Committee Chair
Hill reported Jersey Shores is gone and the lot is shaping up nicely.

b. Project Updates

i. STH 42 Beautification Project
Hill reported the pocket parks are moving along. Hill reported the original plan was for five, this has been reduced to four. The materials for the fifth one have been ordered with the intention of Public Works completing it this fall.

ii. Beach Restrooms
Hill reported the restrooms are moving along nicely.

ii. Trail Mapping and signage
Hill reported the trail signs are on order.

Fisher asked about the pager situation. Van Lieshout reported there are two pagers in the Village.

Fisher asked about the cost of the Public Works building going over budget a bit. Hill reported the overage was for excavating needed to make the building usable.

c. Roads, Annual tour revival
Fisher stated there are a few roads in the Village that need attention; one location being White Cliff Road. Fisher is asking the Board to take some time to look at the roads before the June meeting to discuss the topic further. Van Lieshout reported there are some funds available. Fisher would like Van Lieshout to obtain some information on costs and such.

i) Utility Committee

a. Comments and Remarks from Committee Chair
Cashin reported the White Cliff Lift Station upgrade is complete.

b. Recommendation to Adopt Ordinance 2012-04 Amending Chapter 50.02, 51.033 and 51.063 Sewer Connection
Cashin reported the committee recommended decreasing the connection fee from $3,067 per REU to$1,800 per REU. Cashin moved to approve Ordinance 2012-04 as presented, seconded by Fisher. Motion carried.

Cashin reported Van Lieshout will be looking at REU Audit.

j) Clerk/Treasurer

a. April 2012 and other financial reports
All questions were answered.

b. Election Report
Bongle reviewed the results of the May 8th Recall Primary election.

c. Civic Systems implementation update
Bongle reported this will get scheduled now that the server upgrade is complete.

A five minute Break took place.

Fisher moved to go into closed session at 8:21 pm; seconded by Hill. Motion carried.

k) Recommend motion to MOVE INTO CLOSED SESSION per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation, then REUTRN TO OPEN SESSION to take further action of to adjourn the meeting.
Open session resumed at 9:04pm.

5) Compliments and Complaints

6) Open Session (10 minutes)

7) Adjournment
Fisher moved to adjourn at 9:05 pm, seconded by Hill. Motion carried.

Recorded by:
Jessica Bongle
Clerk-Treasurer