

Village of Egg Harbor  
Village Board Meeting Minutes  
Monday, June 11<sup>th</sup>, 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, Tom Kispert, Clarence Scherer, Mary Ann Scherer, Larry Desotelle, Nicole Krauel, Jeff Meyer, Paul Peterson, Ann DeMeuse, Bill Bertschinger and Christine Tierney.

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

1) Approval of the Agenda

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

2) Emergency Preparedness

Fisher introduced Ann DeMeuse, Door County Emergency Management Director. Fisher stated DeMeuse is here to talk about emergency preparedness and the Village of Egg Harbor's Emergency Plan. DeMeuse pointed out the contact numbers in the plan and stated it is necessary to keep the contacts up to date. DeMeuse then pointed out the "Key Action Checklist" and suggested everyone review their respective list to be as prepared as possible. Fisher stated there will be some local shelters added to the "County Shelter List". DeMeuse talked about the NOAA Radios and stated the Village had purchased four of them. Van Lieshout reported the radios are stationed in the Administration Office, Marina, Public Works Building and Wastewater Treatment Plant. DeMeuse suggested having a couple of templates for press releases added to the plan. DeMeuse stated there are some preparedness brochures available to take home for reference. She urged everyone to be prepared with food and for at least three days.

3) Approval of Minutes: May 14, 2012 Village Board Meeting and June 4, 2012 Special Village Board Meeting Minutes

Fisher moved to approve the minutes of the May 14, 2012 Village Board meeting as amended, seconded by Cammack. Motion carried.

Fisher moved to approve the minutes of the June 4, 2012 Special Village Board meeting as presented, seconded by Dickson. Motion carried.

4) Open Session

Bill Bertschinger voiced his opinions on the decrease in the sewer connection fee. Hill stated the original fee was higher to pay down the debt incurred to start the plant.

Mary Ann Scherer asked if the art work in the Village is insured. Van Lieshout stated the art work that is valued at less than \$50,000 is insured through the Village Insurance Policy. If the piece is valued at more than \$50,000; it needs to be separately insured.

Clarence Scherer voiced his opinion on the decreased Sewer Connection Fee.

Cammack asked about the parking situation over the weekend with all the people at the beach. Van Lieshout has not heard any comments or complaints from other constituents.

Fisher thanked WDOR for a program that was hosted by them on Wednesday. She also thanked WRKU for a phone program hosted by them on Friday.

5) Village Officers and Committees

a) Village President

a. Peg Egan Performing Art Center preparation and full summer schedule

Lundahl passed out Peg Egan rack cards to the Board. Lundahl reported on the line up for this summer at Peg Egan. Lundahl talked about the new items added to the schedule. Fisher reported the Door County Auditorium will be making announcements at the Sunday night series. Lundahl reported Peg Egan also has a number of other uses booked for the summer as well.

b. Committee and Commission Citizen Appointments

Fisher moved to reappoint the following citizens as listed, seconded by Dickson. Motion carried.

Harbor Committee – Karl Klug

Plan Commission – Gail Hill

c. Community Safety

i. South Trail, speed bumps and signage

Van Lieshout reported that South Trail has been striped by the Door County Highway Department. He also found a “Speed Cushion” which is a bit more user friendly for bikers. Cashin asked about the cost of the cushion. Van Lieshout reported the cost would be about \$3,000 per cushion and we would need four of them; about \$12,000 plus another \$1,500 for labor. It was a consensus to postpone the speed cushions until budget time if needed. Hill suggested looking at the speed limit increase to 25mph in 60 days again as he feels the 15mph is impractical.

ii. Emergency Plan Adoption – Resolution 2012-10

Fisher moved to approve Resolution 2012-10 as presented, seconded by Cashin. Motion carried.

d. Second Quarter News Letter

Fisher asked the Board to have changes or additions to her by Thursday at 5pm.

e. Harbor Hounds Dog Park Grand Opening June 23, 2012

Fisher reminded the Board about the grand opening happening soon. Cammack stated she had a suggestion to have a “Dog Movie” at the Peg Egan to raise money for the Dog Park. Hill suggested purchasing a picnic table using some of the Parks and Public Works funds from the beautification project.

b) Administrator

a. Report of code enforcement activities

Van Lieshout reported on the two enforcement activities in regards to dilapidated buildings. Rosenberg sent a letter stating his intent to raze the property within the next 35-45 days. Bentley has not contacted the Village to date. Van Lieshout reported on the non-operational vehicles being stored outside.

b. Code violations

Van Lieshout reported he has not issued any citations on code violations.

c. Scenic Byways kiosk information gathering meeting June 12 at 2:00p.m.

Van Lieshout reported on the upcoming meeting with Ron Zimmermann on June 12 at 2:00 pm at the Paul J. Bertschinger Community Center to talk about the Kiosk.

d. Street Improvements for 2012

Fisher talked about the suggested areas for road improvements, White Cliff Road and Harbor School Road. Van Lieshout reported on the project estimates he received from the Door County Highway Department. Van Lieshout first talked about Harbor School Road, his recommendation being the first option on the estimate. This option consists of pulverize, grade and compact, pave 2 ½” of compacted hot

mix asphalt, shoulder and stripe the first .17mi of Harbor School Rd. from Hwy 42 to Apple Ridge Road for an estimated cost of \$30,794. Van Lieshout suggested option 2 of the estimate for White Cliff Road. This option consists of crack fill cracks ¼” and larger with hot rubberized crack filler, wedge full width and length to reshape road, overlay with 1 ½” of compacted hot mix asphalt and stripe for the estimated cost of \$129,595. Dickson asked how the pot holes would be handled with option #2. Van Lieshout reported they would cut those areas out and repair them; this would be an extra cost. Fisher asked how the \$160,389 estimate would be paid for in this year. Van Lieshout stated it would come from Road Funds set aside from past years in the amount of \$200,651. Hill recommended having Church Street chip sealed as well with remaining under the \$200,000. Fisher moved to accept the proposal from the Door County Highway Department for Harbor School Road in the amount of \$30,794 to pulverize, grade and compact, pave 2 ½” of compacted hot mix asphalt, shoulder and stripe; White Cliff Road in the amount of \$129,595 to crack fill cracks ¼” and larger with hot rubberized crack filler, wedge full width and length to reshape road, and overlay with 1 ½” of compacted hot mix asphalt with repairing pot holes; with the addition of Chip Sealing Church Street all to not go over the amount of \$200,000; seconded by Hill. Motion carried.

e. Parking Survey status

Van Lieshout reported the field work is complete and the next step is to complete the computations; he will have this completed by August 1<sup>st</sup>. Van Lieshout reported he was able to utilize the survey earlier this month. His goal is to have an Excel data base set up in order to utilize for when properties change hands.

f. EHBA June 5, 2012 meeting and other committee reports

Van Lieshout reported that EHBA is doing fine financially. A discussion took place on the Beer Fest being held in September.

g. Tourism Zone Commission

Van Lieshout reported the Tourism Zone Commission and Door County Visitor Bureau came to an agreement on their entities working together.

h. Shorewood /Mariner Road

Van Lieshout gave an update on the status of this road. The end result is to get the tiny shares of the Road assigned to the Village for it to be public property. Mr. Hurckman is still working on this process and it is on his time schedule.

i. Office organization, temporary employee and office hours

Fisher talked about the timing of hiring the temporary employee being expedited. Van Lieshout reviewed the tasks that are priority while the temporary employee is here.

Fisher talked about her email and room key application enclosed in the packet. She asked the staff to look at ways to increase the customer service. Van Lieshout reported he asked the Temporary Employee to take on these reminders. Fisher asked for an Operating Procedure to be in place when the Temporary Employee is done.

j. Resolution 2012-11 to approve 2011 Compliance Maintenance Annual Report

A discussion took place on why there was a “B” grade on the report. Kispert reported it was due to the failure at the White Cliff Lift Station. Hill moved to approve Resolution 2012-11 as presented, seconded by Cashin. Motion carried.

k. Door County Highway Department Mowing Schedule

Van Lieshout stated the schedule is to mow the State Highway only once and not until the State asks them to do so. Dickson asked about the mowing schedule for the Village. It was a consensus to have the Village Road ditches mowed twice during the season by the Door County Highway Department.

1. Temporary Alcohol License Request – Class “B” Beer and “Class B” Liquor

Fisher moved to approve the two Temporary Class “B” Beer License for Egg Harbor Business Association on July 3<sup>rd</sup> and Egg Harbor Lions Club on July 4<sup>th</sup> as presented, seconded by Cammack. Motion carried.

c) Utility Committee

a. Comments and Remarks from Committee Chair

Cashin reported the last meeting.

b. Recommendation approve an REU inspection and geographic information system mapping of inspected properties proposal from McMahon Associates in the amount of \$9,887

Cashin reported the last REU inspection was completed in 2005. She also reported the Village Code state an REU Audit should be conducted annually. It was a consensus that Annual REU Audits are too often. This will be looked at and amended. Cashin reported the Audit will be completed by McMahon if approved and a report will be submitted to the Village as well as all commercial establishments. Cashin moved to approve the Agreement for Professional Services for a Residential Equivalent Unit (REU) Evaluation Project from McMahon in the amount of \$9,887; seconded by Hill. Motion carried. It was consensus to have McMahon send a letter to the property owners as well as the business owners of the property, in a leased or rented situation, to notify them of the upcoming inspection. Cashin reported there will be some industrial waste sampling completed along with the REU Audit. She would like a letter to be sent from McMahon to those businesses as well.

Fisher asked Kispert about the seal that needs to be replaced on a receiver pump. She asked if it would be best to replace the seal or the entire pump. It was the recommendation of Kispert to replace the seal only.

Fisher asked Kispert if it is necessary for an REU audit to be completed each year. Kispert suggested looking at it every two years.

Cammack asked about the tour of Shipwrecked. Cashin reported the tour was to look at the brewing process. Cashin reported the grease trap situation is still being looked at by the Utility Committee and Paul Peterson.

d) Public Art Committee

a. Comments and Remarks from Committee Chair

b. Public Art Reception

Cammack reported on the Public Art Reception. The attendance was a bit low; however, everyone had a nice time. There were some good press releases from the reception as well. Cammack reported there are tiles available for sale with the Ekholm piece on it. Cammack reported the committee suggested having other marketing materials such as t-shirts and coffee mugs for other Public Art projects.

Fisher asked about the status of the walking trail maps. Van Lieshout stated the maps are being printed up. The signs are also in process.

Fisher gave an update on the progress of “Sunset Melody”.

Fisher suggested inviting the Sedan’s to the next Public Art Committee meeting to discuss the “Egg-Stravaganza”.

e) Plan Commission

a. Comments and Remarks from Committee Chair

Fisher reported on the meetings with JJR Consulting from last month.

b. MU-Downtown Planning Project- Plan Presentation on July 24, 2012

Fisher stated the results of the meetings from last month with JJR Consulting were put into proposal which were presented in hard copy to the Plan Commission at their last meeting. Fisher reported the Plan Commissioners have until this Thursday to review and mark-up the proposals; they will then be sent back to JJR Consulting to rework and present at the July 24<sup>th</sup> presentation. A letter will go out to Stakeholders for this meeting as well.

A discussion took place on Conditional Use Permit Requests. Fisher reviewed the Village minutes back to 2007 and compiled a list of all CUP request processed to date. Fisher also compiled a list of business' that had a change in use within the Village without any discussion or request for a CUP. Fisher asked Van Lieshout to discuss at the next Plan Commission meeting as to when a CUP is required for a change in a business use and when it is not. Dickson asked Van Lieshout what type of checklist there is for when a business changes the use of their facilities.

c. Recommendation to adopt Ordinance 2012-05 allowing community living arrangements in the MU, REC and R1 Zoning Districts.

Fisher gave the back ground for the above Ordinance request. It was consensus of the Plan Commission to allow Community-Based Residential Facility or Community Living Arrangement as uses in the listed districts. Fisher moved to approve Ordinance 2012-05 as presented, seconded by Cashin. Dickson stated he is not in favor of allowing these uses in the residential districts. Fisher suggested changing the Ordinance to limit the uses to only the MU District. Hill agreed with limiting the uses to the MU District. Dickson asked if the Village Building code would cover these facilities or would the State Codes apply. Van Lieshout stated the State Building Codes would apply. Fisher withdrew her motion to allow everyone time to think about the Ordinance and revisit the topic at the July meeting.

d. Recommendation to adopt Ordinance 2012-06 clarifying permeability requirements and parking lot surfacing requirements.

Fisher reported this Ordinance came about because of a business wanting to expand their driveway, but did not want to pave it. Fisher moved to approve Ordinance 2012-06 as presented, seconded by Dickson. Motion carried.

e. Unit 3 Harbor Square Condominium – Harbor View Grill

Fisher reported there is a Business Plan Proposal in the packet in regards to a proposed restaurant to be open in May of 2013.

i. Harbor View Grill Class B Alcohol License

Fisher reported that Mr. Robers has shown interest in the available "Class B" Liquor license.

f) Joint Fire Commission Report

a. Comments and Remarks from Board Representative from the May meeting

Fisher reported there was not a meeting in May.

b. Select Trustee for attendance at the next meeting June 21, 2012

Cammack volunteered to attend this meeting.

g) Harbor Committee

a. Comments and Remarks from Committee Chair

Dickson reported on the Harbor Committees disliking of the placement of the "Mariner" Piece. The Committee will be taking walking out on the pier at the June 27<sup>th</sup> meeting to look at this.

Dickson reported the View Finders are being looked at and the Committee will be continued to review this topic.

Dickson reported the Marina Day Celebration date changed from August 11<sup>th</sup> to August 25<sup>th</sup> in order to accommodate the Egg Harbor Yacht Club as they will be helping with the food for that day. Fisher reported the Egg Harbor Historical Society (EHHS) is having an event in Harborview Park that same day. She asked that there be communication with EHHS so they are aware of the Marina Day Celebration and possibly the two events would harmonize nicely with one another.

h) Parks and Public Works Committee

a. Comments and Remarks from Committee Chair

Hill reported the Beach Bathrooms and the Public Works Building were slightly under budget.

b. Capital Project Updates

Hill reported on the Pocket Parks and updates being done with the remaining money available. Four bike racks have been ordered. There will be a planter placed by Double Delite's to help keep the traffic off the edge of the pavers when making a left turn into Fat Louie's. Hill reported there are hanging baskets for five of the street lights on order. The pocket park at Christine's will get some new grates with trees planted in them on each of the corners of the park where the planters currently stand. The fence will also be incorporated into the pocket park at Christine's as it is at Shipwrecked. Hill reported there will be two iron grates purchased and placed in the pocket park on each corner where the existing planters are. Trees will then be planted in the grates.

The remaining funds will be used for additional purchases such as planters that will be placed at the various pocket parks. Fisher asked about the cost of the labor and time for Public Works to maintain the additional planters. Hill stated the cost will not be much more than what already exists.

Fisher asked Christine Tierney her opinion on the discussions of the pocket park in front of her store. She commended the Village for handling her complaint very professionally and promptly.

Hill reported the strategic plan discussion will be started at the next Parks and Public Works Committee meeting.

Tierney asked about having the Village blow the snow on the sidewalks for the winter versus each property owner being responsible for their portion. Fisher asked to have this on the July agenda.

i) Administration Committee

a. Comments and Remarks from Committee Chair

Fisher reported on the next meeting will be June 27<sup>th</sup>. The primary purpose of the meeting will be the review of the Village Administrator.

j) Clerk/Treasurer

a. April 2012 and other financial reports

All questions were answered.

b. Election Report

Bongle stated that Popp prepared the Election report of the June 5th Recall election.

c. Civic Systems implementation update

Bongle reported the SQL server has been installed and the program has been installed on each individual computer of the office staff whom will be working with it. There is a demo company on the software that the staff can work in to get familiar with the program prior to implementation and conversion. The next step is to contact Civic Systems to set up the conversion meeting, resulting in a time line for the process. Paul Dennis has taken on the project of completing a revised chart of accounts for the new system.

d. Consent Agenda for Alcohol, Tobacco & Operator's License Renewals

Fisher moved to approve the Alcohol, Tobacco and Operator's License as presented, seconded by Dickson. Dickson inquired about the process last year with receiving a copy of the License request to review. Clerk Bongle will make a note of this for next year. Fisher amended her motion to approve the Alcohol, Tobacco and Operator's License as presented conditional to review of all request by both the Clerk and Administrator and to report back if any changes have taken place, seconded by Dickson. Motion carried.

A five minute Break took place.

Fisher moved to go into closed session at 8:50 pm; seconded by Cammack. Motion carried.

k) Recommend motion to MOVE INTO CLOSED SESSION per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation, and 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, then to RETURN TO OPEN SESSION to take further action or to adjourn the meeting.

Open session resumed at 9:29 pm.

5) Compliments and Complaints

Fisher commented on the compliments received about the pocket parks. A discussion took place on American Flags.

6) Open Session (10 minutes)

Hill commented on the Harbor View Grill development.

Cammack asked about protocol for the future key issues.

7) Adjournment

Fisher moved to adjourn at 9:36 pm, seconded by Cashin. Motion carried.

Recorded by:  
Jessica Bongle  
Clerk-Treasurer