

Village of Egg Harbor  
Special Village Board Meeting Minutes  
Monday, July 2<sup>nd</sup>, 2012 at 3:00 PM  
Paul J. Bertschinger Community Center  
7860 Hwy 42, Egg Harbor, WI

Present: President Nancy Fisher, Barbara Cammack, Bob Dickson, Paula Cashin, Joshua Van Lieshout, Kelly Popp and Jessica Bongle

Also present: Peter Devlin.

Fisher called the meeting to order at 3:00 PM.

1) Approval of the Agenda

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

2) Adopt agenda - See above

3) Status of Village of Egg Harbor financial reports

a. Ramifications of delayed reporting to Village Board

Fisher asked Dickson to recap what took place at the June 27<sup>th</sup> Harbor Committee meeting for the Board to understand the premise for this meeting. Dickson reported that Phillips at the Harbor Committee meeting asked about the accuracy of the Marina fund report. Dickson reported that Bongle was candid and stated the revenue side of the fund has not been updated since January 31<sup>st</sup>, 2012. Fisher reported the same message was stated at the Administration Committee meeting that afternoon. Cashin stated she recalled that at the January and February Village Board meeting she questioned the expenses exceeding the revenue; it was agreed it was not a concern at that time. Fisher stated we are now in July and seriously behind and need a strategy plan to get caught up. Fisher asked Bongle to report on a plan to get the books up to date and ready for the conversion to the Civic Systems software.

Jess stated Josh, Kelly and she met on Thursday morning to discuss updating the books. Lory has been given several of the responsibilities from Kelly, freeing up time for Kelly to help Jess. Bongle reported January is balanced. A balance check will be done on the February accounting. Kelly has been assisting Jess in finding more efficient reports to balance the bank statement with Jayhawk utilities. The fees are Jess' responsibilities to post. Bongle reported that she is ¾ of the way through with entering February. Nancy asked for a confident answer on the date of final updates on the books. Bongle stated March, April and May should go a bit quicker, June may take a bit longer with the marina revenues. Bongle felt she that early the week of the 16<sup>th</sup> of July should be the completion of accounting work to begin implementation for Civic Systems. Paul Dennis has been contacted by Josh to find out the status of the Chart of Accounts and a message was left as he is on vacation. Dickson asked about being prepared for the budget in regards to the accounting. Dickson asked that Chad be contacted to begin the installation. The board felt mid-August the Civic system program should be ready for testing. Fisher stated Schenck has been contacted to confirm after completion the balances. Credibility needs to be rebuilt with committee members and the board members. Fisher stated by the board meeting next week, March and April should be well underway to be entered and posted. Fisher stated the assistance has been given and the board has supported the administration staff with the tools needed. Cammack asked Popp if she has not been able to help Bongle out. Popp reported that all of her work is current and up to date. Bongle stated that Popp has kept her work up to date. Fisher stated the leadership should have formulated a plan to get everyone working together. Popp replied that she has passed along a lot of her task to the temporary employee and is now able to help Bongle. Fisher stated that she is having Scheck come in and complete another mid-term audit.

b. Steps to be taken week of 7/2 prior to 7/9 Board meeting

Bongle will keep working on the books and will report an update at the July 9<sup>th</sup> Village Board Meeting.

- c. Recommend motion to MOVE INTO CLOSED SESSION per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation, and then to RETURN TO OPEN SESSION to take further action or to adjourn the meeting.

Fisher moved to go into closed session at 3:35PM, seconded by Cammack. Motion carried.

4) Return to open session

Fisher moved to return to open session at 4:05PM, seconded by Dickson. Motion carried.

5) Adjournment

Fisher moved to adjourn at 4:05PM, seconded by Dickson. Motion carried.