

Village of Egg Harbor
Minutes of the Village Board Meeting of
Monday, August 13, 2012 - 6:00 P.M.
Town and Village of Egg Harbor Fire Station Number 1
4596 Harbor School Road, Egg Harbor Wisconsin

Nancy A. Fisher, President
Barbara L. Cammack, Trustee
Robert C. Dickson, Trustee

Bruce K. Hill, Trustee
Paula D. Cashin, Trustee

Call to Order and Roll Call

President Fisher called the meeting to order at 6:00 p.m. Trustees in attendance were Nancy Fisher, Barbara Cammack, Robert Dickson, Paula Cashin and Bruce Hill. Others were Joshua Van Lieshout, Village Administrator, Tom Kispert, PE, Village Engineer and other members of the public.

Pledge of Allegiance

1) Approval of the Agenda

Hill moved to approve the agenda, Dickson second. Motion carried.

2) Approval of Minutes: July 9, 2012 Village Board Meeting and July 2, 2012 Special Board Meeting

Fisher moved to approve the minutes of July 9, 2012 and August 2, 2012, Hill second. Motion carried. (July 9 five minute recess 5dgi pg 12. Fisher moved to approve the August 2, 2012 meeting minutes, Cashin second. Motion carried.

3) Open Session (10 Minutes)

Hill discussed concerns about continued reader boards and temporary signs. Hill recommended that Van Lieshout create a form letter indicating a violation and appropriate fees, allowing one warning, after that fines start accruing.

Fisher shared correspondence from FEMA (Federal Emergency Management Agency) concerning flood studies, Government Accountability Board regarding a recent GAB accessibility audit and future notices concerning any necessary improvements. Fisher continued to share publicity from the Door County Environmental Council and Peninsula Pulse article concerning the Village and Sail Anyway. Fisher shared a recent story from August 11, in Press Gazette regarding renewal of performances at Chief Oshkosh.

Correspondence was presented from Capt. Steve Smith, regarding the Egg Harbor Sailing Program and the disposition of the sailboats. Dickson supported the effort of a sailing program in Egg Harbor for the foreseeable future.

President Fisher reminded the audience in attendance that tomorrow is fall primary election and encouraged everyone to get out an vote.

4) Village Officers and Committees

a. Utility Committee

i. Comments and remarks from Committee Chair, Paula Cashin

ii. REU Audit Report

Paula Cashin commented on a draft summary prepared by the Village Administrator comparing REU survey results and current charges. The REU audit report will be reviewed by the Utility Committee at their next meeting. Village Engineer, Tom Kispert, P.E., reviewed the process and explained how the survey was conducted. The Board of Trustees took a cursory look at the summary results and asked questions regarding total REU's gained or lost. The Board of Trustees directed the Utility Committee to review the report.

Kispert briefly commented on the industrial waste findings and the complete report will be presented to the Utility Committee on Wednesday, August 15, 2012.

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- iii. Recommendation on REU Audit frequency
Cashin reported that the Utility Committee will be making a recommendation concerning the frequency with which REU surveys are made.
- b. Parks and Public Works
 - i. Comments and remarks from Committee Chair
 - ii. Capital Project Updates

Hill reviewed the status of current capital projects.
 - iii. Capital Planning for 2013
Hill reported that the Parks and Public Works Committee had a spirited discussion concerning capital needs and priorities and will make a recommendation in September.
- c. Public Art Committee
 - i. Comments and remarks from Committee Chair
Cammack reported that the committee is actively selling the Judi Eckholm tiles and several have been sold. The Public Art Committee wants to actively engage in the 50th anniversary celebration of the Village of Egg Harbor. The Public Art Committee will be following up on press releases and publicity for the Sunset Melody piece located at the Peg Egan Performing Art Center.
- d. Plan Commission
 - i. Comments and Remarks from Committee Chair
President Fisher reviewed the recent meeting.
 - ii. MU-Downtown Planning Project recommendations
President Fisher reviewed the downtown planning project. President Fisher spoke at length about the level of community participation sought by the Plan Commission in developing this plan. Fisher pointed out that those who attended the sessions were supportive of creating a "Main Street" in Egg Harbor. Fisher expanded on some the physical improvements that could be made in the Village of Egg Harbor to create a "Main Street" type atmosphere on the STH 42 Corridor; these improvements included making certain improvements to the sidewalks and redefining the pedestrian and motor vehicle traveled way would have a positive impact on aesthetics, motor vehicle speed, and pedestrian friendliness.

Fisher continued to describe the plan, expanding on the possible uses of property and improvements to Church Street, reiterating the support from the people in attendance, some of who own property on Church Street.
 - iii. Conditional Use permit for Harbor View Grill
President Fisher informed the Village Board that the Plan Commission will be considering a conditional use permit for a restaurant in Harbor Square Condominium. The public hearing on this project will be on Tuesday August 28, 2012 at 6:00 p.m. Dickson asked if the owner (Robers) would have to come to the Board for a lease or use agreement of the improvements that will occupy Harbor View Park.
- e. Harbor Committee
 - i. Comments and remarks from Committee Chair Bob Dickson

Dickson mentioned that the marina staff has begun the budgeting process. Dickson reported on revenues and expenditures at the marina.
 - ii. Marina Day Celebration, August 25, 2012
Flyers have been distributed around the Village, the Marina Day Celebration coincides with the Historical Society Picnic in Harbor View Park. Activities will take place through out the day. Dickson reminded that it will be a small, friendly event.

Welcome to the Village Board Meeting!

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- iii. Neighbor issues
 - 1. Trespassing complaint

Dickson discussed issues that have come up since the last meeting, reporting some issues with residents and neighbors to public facilities involving nuisances, trespass, and theft.
 - 2. Correspondence concerning anchored boats near the beach

Dickson reported on correspondence from Mr. Greg Santaga via the Village Attorney, Mr. Vande Castle regarding boaters rafting up adjacent to his property. The issue isn't the use of public space, but some boaters are a nuisance and quite inconsiderate. Mr. Santaga is asking that issue resolution be investigated.

- f. Administrator
 - i. Report of code enforcement activities

Van Lieshout reported he had made contact with two violators of the Village code. Van Lieshout reported success in requesting Ms. Browning to move a an unlicensed and inoperable vehicle from her car.

 - ii. Code violations

In the last period new complaints were received concerning outdoor displays and signage. Van Lieshout is pursuing these matters. In the matter of the Rosenberg property at 7885 STH 42, the Board inquired as to when the property would be razed. Van Lieshout reiterated his conversations with Mr. Rosenberg and explained as best he could the difficulties Mr. Rosenberg is having getting approval to raze the structure. Van Lieshout explained that Mr. Rosenberg is now asking if he could correct the deficiencies noted in the Village's letter of June 1, 2012. The Board was unsure of nature of the corrections originally sought. Therefore Hill moved that a specific list of items to repaired be brought to the Plan Commission and then returned with a recommended course of action by the Village Board. Cashin seconded. Motion carried.

 - iii. Civic Systems implementation update

Civic is partially live and implemented. During the week of August 6 formal training begun. In the weeks prior, a significant amount of effort was made to transfer data and convert it to use in Civic Systems.

 - iv. Technology acquisitions and status

Van Lieshout requested the purchase of three desktop workstations to complete the technology improvements. He reported that the existing desktops in the office, while most are adequate, three of the machines currently in use do not meet in the minimum specification for use with Civic Systems. The Board of Trustees recommended purchasing more RAM instead of new computers.

 - v. Shorewood/Mariner Road

Van Lieshout reported on the status of securing formal dedication of Mariner and Glenwood Roads to the Village of Egg Harbor, as well as correspondence with and from John Hurckman.

 - vi. Overtime request through Labor Day

Van Lieshout reported that he expects overtime costs to be incurred and has outlined those expenses in his memorandum for this meeting.

 - vii. Appointment of an interim Clerk/Treasurer

Van Lieshout reported that there is no statutory requirement to immediately fill the Clerk/Treasurer's position, however the board should consider taking steps to fill this vacancy as some training will likely before the November general election.

 - viii. July 2012 and other financial reports

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Van Lieshout distributed the financial reports. They are current of July 31, 2012. He pointed out some concerns regarding account allocations that will need to be looked into. The Board of Trustees reviewed the financial reports in detail, asking several questions along the way concerning specific line items and their status as either over or under budget.

- ix. EHBA meeting and other committee reports
Van Lieshout shared the minutes of the last EHBA meeting and discussed with the board the upcoming event schedule. Lynn Michelson, Marketing Manager EHBA was in attendance at the meeting and gave an oral report regarding the EHBA's status.
- x. Tourism Zone Commission meeting report
Van Lieshout shared the submitted information from the prior DCTC meeting. He restated the upcoming objectives of DCTZC as they related to legislation concerning the collection of room taxes and negotiating the performance measurement criteria of the DCVB.
- xi. Pumpkin Patch Planning and STH 42 temporary closure
Van Lieshout reported that the Village has received approval for closure and detour of STH 42 for Pumpkin Patch festival.
- xii. 2013 Advertising Contract with DCVB
Van Lieshout recommended approval of the contract with DCVB for the 2013 Visitor's Guide. Dickson moved to approve the contract for a chart listing, Hill second. Motion carried.
- xiii. Street improvements for 2012
Van Lieshout reiterated his comments contained in his memorandum to the Village Board for this meeting.
- xiv. Team Leadership/Beach Concession
Van Lieshout reported that a contract had been entered into and will expire January 1, 2013. Van Lieshout, after discussion with the current vendor, recommends that the request for proposal process begin this prior to the termination of the agreement. Fisher thought and shared her concerns about contracts and asked that no contracts have auto renewals and requested a summary of current agreements in which the village is engaged.
- xv. Door County Sports and Classics Car Show Saturday August 18, 2012
Van Lieshout restated the contents of his memorandum to the Village Board. Michelson expanded on the event, updating the board on participants, and event locations (Bay Lake Bank, Cowles Lot, Harbor View Park and Signature Pieces).
- xvi. Egg Harbor Ale Fest Saturday September 22, 2012

The Village Board of Trustees heard from Lynn Michelson, representative from the Egg Harbor Business Association (EHBA). Ms. Michelson reported on the event planning efforts to date, explaining to the Board of Trustees the scope of the event including, restrooms, event activities, and event locations.

Ms. Michelson presented the summary memo, including insurance coverage. Ms. Cashin and the Board of Trustees requested that the Village be listed as an additional insured.

Michelson explained the scope of the event pointed out that some 40 beer vendors are expected to attend. She reviewed sponsorships, advertising efforts, identification efforts including: underage checks and identification checks at the time the wrist bands are issued. Ms. Michelson explained fencing and other event security. Dickson expressed serious concern about safety and security, strongly advising that

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the EHBA use their best discretion in limiting the number of tickets sold, if the property (Harbor View Park and CTH G) appears to be too crowded, that ticket sales be stopped before being sold out to avoid creating an unappealing experience.

Trustee Hill explained that this is the first year for the festival; he didn't think there was enough space anywhere in Egg Harbor for 3,000 people, but really hard to find out what we get until we get it.

Fisher moved to approve to request from Door County the closure of CTH G from STH 42 to Dock Road and open the gates on White Cliff for the event day. Hill second. Dickson requested that the Harbor Committee be brought into the loop. Motion carried.

g. Joint Fire Commission

- i. Comments and remarks from Board Representative from July 18 meeting
No meeting was held in July.
- ii. Select trustee for attendance at the August 16 meeting
Ms. Cammack volunteered to attend the August 15 meeting.
- iii. Billing for non-Egg Harbor responses
President Fisher will brief Barbara Cammack on her thoughts concerning this matter prior to the August 16 Fire Commission meeting.
- iv. Creation of a 501(C)3
President Fisher will brief Barbara Cammack on her thoughts concerning this matter prior to the August 16 Fire Commission meeting.

h. Northern Door Fire District Exploratory Committee

- i. Comments and remarks from Board Representative
President Fisher briefed the Village Board on the discussion to date including organization efforts of the committee and a timeline for further exploration. Fisher mentioned she thought that by later fall of 2012 she would be able to come back with a request for funding to hire an attorney.

i. Administration Committee

- i. Comments and remarks from Committee Chair President Nancy Fisher
- ii. Reinstate Off Street Parking Ordinance effective January 1, 2013
Fisher mentioned that she wanted to reinstate the off street parking rules effective January 1, 2013 and distributed a copy of the off street parking rules previously passed. Fisher restated the importance of this project, equity issues involved amongst business owners. Fisher requested that by September the stalls in excess or deficient be quantified and solution posed.

j. Village President

- i. Northern Fire District Report
Next meeting will be in Ephraim.
- ii. Village Center visioning discussion July 14, 2012
Fisher stated this was a nicely attended event, using adjectives like fabulous, fun and exciting. Fisher explained that more meetings will be coming forward. Ideas keep coming forward and there is some exciting buzz about this project in the community. She then discussed using Door County's natural features as key to the building design, function, and use.

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Cammack inquired about the start date, Cashin stated she had heard from President Fisher that ground wouldn't be broken until 2014. Dickson supported that construction not start until 2014. Hill responded that the Village has made a substantial investment in the Village Center/Library project and that the project should be funded first, then the other identified community improvements. Hill explained that we have started the library and should finish it before taking on another major project. General consensus of the Board of Trustees was that planning needs to start in 2013 so that construction can begin in 2014.

- iii. Burning Ordinance, initial discussion
The Board of Trustees discussed the issue, not hearing any strong support, the board chose not to take up the issue.
- iv. Budget 2013: Committee Goals and set date for Budget Workshop
The board chose Tuesday October 23 2012 from 2:00 pm. to 4:00 p.m.
- v. 2012 Unbudgeted Expenditures
Fisher reviewed major unbudgeted expenditures thus far in 2012. Including the purchase of Civic Systems, parking survey, temporary employee, et.al.
- vi. Joint Fire Department Revenue and Expense Report
The next meeting will be Wednesday October 10, 2012
- vii. Community Center security
Fisher shared recent door lock changes at the Paul J. Bertschinger Community Center.
- viii. Schenck presentation on mid-term financial statement reviews, September 10, 2012
Van Lieshout presented the statement prepared by Schenk SC making a midterm review of the Village's financial statements.
- ix. Compliments and Complaints
 1. Lisa Van Laanen
The Board of Trustees reviewed the request of Lisa Van Lannen regarding the area of no parking along CTH G. President Fisher moved to deny the request of Lisa Van Lannen, Dickson second. Five votes were cast, four in favor, one against. Motion carried.
 2. The Kirkhams
President Fisher shared a complaint from the Kirkhams, Point Beach neighborhood. The Board of Trustees expressed frustration their inability to effectively respond to these types of complaints.

Other complaints included speed concerns on South Trail and compliments for the aesthetic improvements in Egg Harbor. The Village Board suggested that a few additional stalls be created in the grassy area adjacent to South Trail where CTH G and South Trail come together.
- x. Community Meeting Action Items:
 1. No passing through downtown on STH 42
Fisher brought up this concern as was raised during the community meeting. The balance of the Board, the issue died because of a lack of support.
 2. Speed reduction on CTH G

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The Village Board moved to request Door County to consider the speed limit on County Highway G be reduced from 35 miles per hour to 30 miles per hour from Dock Road to East Shore Drive. Cammack Second. Motion carried.

Hill moved to request Door County to reduce the speed limit on CTH T from Division Road to STH 42 from 55 MPH to 30 MPH. Fisher second, motion carried.

- 5) 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.

The Village Board of Trustees moved into closed session by roll call vote Roll Call to move into closed session: Fisher, aye; Dickson, aye; Cammack, aye; Hill, aye; Cashin, aye. Motion carried.

- a. Approval of minutes June 11, July 2, and July 9
- b. Proposed property purchase from Peninsula Shores
- c. Administrator, review of past 30 days
- d. Former Clerk Jessica Bongle exit interview
- e. Consider hire of outside public sector consultant

The board moved to hire a public sector consultant to assist with replacing appointed administrative officials staff and reviewing the organization of the administrative department.

- 6) Open Session (10 minutes)
There were no other open session meeting notes.

- 7) Adjournment
The Village Board moved to adjourn at 10:02 p.m.

Respectfully submitted

Joshua J. Van Lieshout
Administrator

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