

**Village of Egg Harbor**  
**Village Board Meeting Minutes**  
**Monday, October 8, 2012 - 6:00 P.M.**  
**Paul J. Bertschinger Community Center**  
**7860 STH 42, 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**

Fisher called the meeting order at 6:00pm. Those in attendance were Nancy Fisher, Robert Dickson, Bruce Hill, Barbara Cammack, Paula Cashin, Josh VanLieshout, Lynn Ohnesorge, Michelle Anderson, Mike Serpe, Nicole Krauel and Thomas Kispert from McMahan. Also in attendance were the press and members of the public at large.

**Pledge of Allegiance**

1) **Approval of the Agenda**

Motion made by Cashin to approve the agenda and second by Hill, motion carried.

2) **Approval of Minutes: September 10, 2012 Village Board meeting minutes**

Motion made by Hill to approve the September 10, 2012 Village Board Meeting Minutes with changes as stated, second by Cammack, motion carried.

3) **Open Session (10 Minutes)**

George Gorchynsky stated that Shorewood Road Association is in the process of being created.

Thank you to EHBA for including Fisher and VanLieshout in their annual dinner/meeting.

John Nelson of Door County Publishing did a segment on the Peg Eagan Center, which Hill participated in.

Household hazardous waste press release was distributed and will be posted online. The Sister Bay collection date is November 2, 2012 from 3:30-5:30 PM at the Sister Bay Fire Station and the Sturgeon Bay collection date is November 3, 2012 from 8-10:30 AM at the Door County Highway Department.

4) **Introduction and appointment of new Deputy Admin, Clerk/Treasurer & Deputy Clerk/Deputy Treasurer**

Announcement of board member resignation

Lynn Ohnesorge and Michelle Anderson were introduced.

Barbara Cammack will be resigning her position as Trustee effective November 1<sup>st</sup>. The Board of Trustees thanked her for years of service and exemplary committee work.

5) **Village Officers and Committees**

a. **Utility Committee**

i. **Comments and remarks from Committee Chair**

Best business practices brochure will be created and sent out by the end of the year.

ii. **REU Audit report**

There is a reduction of collection dollars of around \$7100 annually, due to recent changes in businesses and usage. McMahan will prepare a letter to owners that saw an increase and they will have an opportunity to appeal. VanLieshout explained the process of Commercial REU Surveys and calculations. The surveys will be conducted every two years.

iii. **Recommendation to award a contract in amount of \$55,965 to PTS Construction of Green Bay for Mariner Road Lift Station Improvement Project**

PTS Contractors, Green Bay, were the lowest bidder. Cashin moved to award a contract in the amount of \$55,965 to PTS Contractors, Hill second, motion carried.

- iv. Certification to tax roll of utility bills more than 180 days past due  
There is a total of \$2,534.54 180 days or more in past due utility bills. Motion made by Cashin to approve rolling the past due utility bills of \$2534.54 onto the tax roll as a lien, second by Cammack, motion carried.
  
- b. Parks and Public Works
  - i. Comments and remarks from Committee Chair  
No meeting was held due to projects being completed.
  
- c. Harbor Committee
  - i. Comments and remarks from Committee Chair
    - 1. Sailing program  
Tim Pflieger is willing to continue the program next year and he was also invited to attend the next Harbor Committee meeting. Safety was a concern and Warden Neil has spoken to Pflieger regarding his program.
    - 2. Budget planning  
Budget is almost complete. Principle priorities are: Cover all operating costs, meet debt obligations outlined in 2008 financial management plan, expand service hours, and prepare capital needs for 2013 and beyond.
  - ii. Approve Operating Policies and Procedures  
Motion made by Hill to approve operating policies and procedures with changes stated, second by Cashin, motion carried.
  
- d. Public Art Committee
  - i. Comments and remarks from Committee Chair  
Pumpkins were judged in town by Cammack and there was a great deal of hard work involved in decorating the town.  
Egg-Stravaganza is in the process of being planned.  
All Ekholm tiles were sold and more were ordered.
  
- e. Plan Commission
  - i. Comments and Remarks from Committee Chair
  - ii. Conditional use permit report, Harbor Hardware  
Harbor Hardware presented a plan to obtain Conditional use permit to expand his 5,000sq.ft. store to 10,400sq.ft. to the plan commission and it will be brought up at the next plan commission meeting as well.
  - iii. Escrow demolition estimate from McMahon Associates  
\$3600 was the estimate from McMahon Associates for the demolition work associated with construction of a portico in Harbor View Park to service unit 3 Harbor Square Condominium.
  
- f. Joint Fire Commission
  - i. Comments and remarks from Board Representative from August 16 meeting
  - ii. Draft 2013 Operating Budget

Welcome to the Village Board Meeting!

To assist the Board in conducting its business, we ask that you observe the following:

1. Please register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Please limit your presentation to three (3) minutes.
3. Please do not address the Trustees during their deliberations unless requested to do so.

Table the discussion until Wednesday's joint meeting regarding the budget.

g. Northern Door Fire District Exploratory Committee

i. Comments and remarks from Board Representative

Six municipalities are included in the district talks. Stations would be rented for a dollar a year and remain in the name of the municipality. Equipment would also remain the property of each individual municipality. Member Municipalities would have to remain a member for 5 years and provide a two year notice to exit the district.

October 23<sup>rd</sup> is the next Northern Door Fire District Exploratory meeting.

ii. Estimated startup cost and spreadsheet

All involved communities are being asked to contribute \$5,000 to move forward in the planning process.

h. Administrator

i. Report of code enforcement activities

None

ii. Code violations

None

iii. Report of daily operations and office management update

1. Civic Systems implementation

Ohnesorge is making steady progress with the accounting. July is fully reconciled and we are working on August journal entries. Ohnesorge has access to contact our accountants anytime she has a question. Hill requested office be caught up by December 31, 2012 and by First quarter of 2013 the rest of the administrative tasks be handled and caught up to date as well. VanLieshout agreed that was obtainable. Office temp will be working until December.

iv. Election preparation

There are currently four certified election officials in the office, elections are expected to go smoothly.

v. Pumpkin Patch and street closure

It was a success despite it being the first year of the Highway closure. Many participants, Sheriff's Deputies, and retailers felt the closure was a success.

vi. Egg Harbor Ale Fest Saturday September 22, 2012

Ale Fest was a success in regards to attendance and filling hotels.

vii. Newsletter

It is time for the fourth quarter newsletter and Nicole will be helping Josh with it. Deadline for committee chairs to get articles to Josh is October 26, 2012.

viii. Village contracts

McMahon Associates, General Engineering Agreement

- Fisher moved to approve the McMahon Associates, general engineering agreement with an end date of December 31, 2013, second by Cammack, motion carried.

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Action Appraisers, Property Assessment Services

- Motion made to approve the Action Appraisers & Consultants agreement made by Fisher, second by Dickson, motion carried.

Request/Invoice from Door County Humane Society for Animal Care

- Put in budget file for discussion at the budget workshop meeting.

Renewal of Joint Ball Field and Cemetery Agreement

- The renewal of Joint Ball Field and Cemetery Agreement was tabled for Joint meeting on Wednesday.

ix. South Trail speed analysis

Data states that most people want to travel 25 miles per hour. VanLieshout will bring an ordinance to the board to change to 25 miles per hour to the next meeting.

x. Disposal of assets

1. White X Boat and trailer (Hull JBW-10666)

Fisher moved to Sell to Steve Smith for \$100 the white X Boat (Hull JBW-10666) and trailer, second by Dickson, motion carried.

2. Golf cart

Fisher moved to dispose of the electric golf cart by the most profitable way possible, second by Cammack, motion carried.

xi. Tourism Zone Commission Report

Information was provided in the Board meeting packet.

xii. EHBA Report

Detailed trial balance sheet will be available in the Village office, for anyone that is interested.

i. Village President

i. Resolutions 2012-12 and 2012-13 accepting donations from

1. Door County Memorial Hospital-Ministry Health Care, \$5000 towards 2013 Sunset Concert Series

Motion made by Fisher to accept the resolution with deep gratitude of 2012-12 from Door County Memorial Hospital-Ministry Health Care for \$5000 towards 2012 Sunset concert series, second by Hill, motion carried.

2. Dawn Foxx, in the name of Mariam Erickson towards the Cowles Village Center

Fisher moved to approve the resolution 2012-13 for donations to the Cowles Village Center in Mariam Erickson's name, Dickson second, motion carried.

ii. Appointment of Carol Ballje to the Plan Commission

Fisher moved to approve Carol Ballje as a Plan Commission member, second by Cammack, motion carried.

iii. Cowles Village Center—Community meeting October 25, 2012

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- iv. 2013 Letter with tax bill  
Discuss during budget workshop
- v. November and December meeting planning
  - 1. Telecommunications providers
  - 2. Contracts list and approvals
  - 3. Plan Commission: requiring a conditional use permit for all food handling enterprises
- j. Deputy Administrator, Clerk/Treasurer
  - i. August and September audited financial statements  
July is fully reconciled.
- k. 2013 Budget
  - i. Trustee comments and summaries of committee budget forecasts  
Marina Budget is almost complete  
Public Arts Committee would like a budget of \$7500 to support the Egg-Stravaganza project.  
Utility budget is in progress and will be submitted with the others.  
Parks and Public Works Department is requesting an additional seasonal employee and also including beautification projects in their budget.  
Fisher presented items she was approached on and are attached to the minutes.
  - ii. Five year capital improvement plan
  - iii. Joint Village/Town meeting on October 10, 2012 6PM in Carlsville
  - iv. Budget workshop on October 23, 2012

6) Correspondence

7) Open Session (10 minutes)

Sheerer commented on Pumpkin Patch parking.

Board Vacancy – Will let people know of the opening and have them submit their information.

8) Adjournment

Fisher moved to adjourn at 7:42pm, second by Hill, motion carried.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jessica Bongle, Clerk, at P.O. Box 175, Egg Harbor, WI 54209, Tel. 868-3334

Lynn Ohnesorge, Deputy Administrator Clerk/Treasurer	Date Posted: _____ Time Posted: _____ _____ Post Office _____ Paul J. Bertschinger Com. Center _____ Mueller’s Mini Mart _____ Main Street Market _____ Media _____ Village Website <a href="http://www.villageofeggharbor.org">www.villageofeggharbor.org</a>
Michelle Anderson, Deputy Clerk/ Deputy Treasurer	

Agenda can also be found at [www.villageofeggharbor.org](http://www.villageofeggharbor.org)

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