

Village of Egg Harbor
Village Board Meeting Minutes
Monday, September 10, 2012 - 6:30 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

President Fisher called the meeting to order at 6:35 p.m. Those in attendance were Bob Dickson, Barbara Cammack, Bruce Hill, Paula Cashin and Nancy Fisher. Also in attendance was Mike Serpe, Josh Van Lieshout, Administrator and Tom Kispert, PE, Village Engineer. Also in attendance were members of the press and public at large.

Pledge of Allegiance

- 1) Approval of the Agenda
Hill moved to approve the agenda, Cashin second. Motion carried
- 2) Approval of Minutes: August 13, 2012 Village Board meeting minutes
Fisher moved to approve the minutes, Hill seconded. Motion carried.
- 3) Open Session (10 Minutes)
President Fisher shared an e-mail from Bonnie Cady, complimenting the Village of Egg Harbor and Marina on the operations of the Egg Harbor Marina. Hill suggested a sign be installed on the centerline of Dock Road, advising folks that Dock road is a no through street from the north.

Cammack requested that trees adjacent to South Park and on the east side of STH 42 be trimmed up and the trees to the south of the Alpine Golf Course parking be trimmed up.

Paula Cashin was pleased with the quick response to the Board's request to construct additional parking area at the five corner intersection of CTH G.

Van Lieshout reported that on Thursday August 13, 2012 Discover Wisconsin will be filming in Egg Harbor.

President Fisher reported that the Harbor Hounds have about \$90 left to donate and will be buying a metal donations box.

4) Village Officers and Committees

a. Plan Commission

i. Comments and Remarks from Committee Chair

ii. Conditional use permit report, Harbor View Grill

President Fisher reported on the recently issued conditional use permit for the first phase of improvements to Harbor View Grill.

iii. Use of public land (Harbor View Park) by private business (Harbor View Grill)

Mr. Robers presented to the Village Board a proposal for the use of public space in Harbor View Park for a separate entrance in the third unit of Harbor Square Condominium. Fisher continued to explain that the Plan Commission does not have the authority to grant such an approval for public space, and that the Board's consent is required.

Mr. Dickson expressed support for the idea but had reservations about how to deal with the improvement in the future. Mr. Dickson suggested that if this improvement were to be approved, that the tax payers should not have pay to have it removed.

Mr. Hill shared the thoughts of the Parks and Public Works Committee and summarized them as the beginning of a very slippery slope, that the Village should not proceed down. Mr. Hill shared with the Board the Parks and Public Works Committee concern that they were not brought into the discussion earlier in the process.

Mr. Hill continued that he is in support of the idea in this instance and that any future requests be considered independently and based upon their own merits.

Fisher moved to approve the use of public land as described by Mr. Robers:

An escrow amount be established and held by the Village that would recover the cost removing any unwanted improvements placed by Robers in Harbor View Park

That every future project be taken individually

Cammack second. Motion carried.

iv. Chapter 112, Business Licenses recommendation

President Fisher presented recommended changes to Chapter 112 Business Licenses requiring business to report changes in scope to the Village of Egg Harbor and require that business have signs. Discussion ensued about why a sign might be required and the Village Board didn't feel such a requirement was necessary.

The Village Board did discuss at greater length the need for businesses to report changes in activity or scope of business for which a license is issued. The discussion centered on what is a restaurant and what is not; the principal question being "If you serve food, are you a restaurant?" and "What is the difference between a restaurant and a food handler?" How do the two differ and how are they the same?

v. Resolution 2012-13 to declare Rosenberg property dilapidated

Fisher reported on the Plan Commission's request to adopt Resolution 2012-13, declaring the property dilapidated. Van Lieshout is to post haste request the building inspector for the Village of Egg Harbor to conduct an inspection of the property.

vi. Hotel and lodging ordinance changes

President Fisher reported on the Plan Commission's request to modify Chapters 152.052 and Chapter 10, of the Village Code of Ordinances. Discussion was had concerning how the changes in the code would impact Egg Harbor and unit density.

Fisher moved to approve changes to Chapter 10 definitions and Chapter 152.052 Hotels and Resorts. Cammack second. Motion carried.

b. Harbor Committee

i. Comments and remarks from Committee Chair

Dickson reported that he didn't think the committee would be able to meet her objective of seven percent reduction goals, given the committee is looking at expanding hours of operation and is still learning how most efficiently to operate the new marina.

ii. Meeting with law enforcement concerning:

1. anchored boats near the beach

Mr. Dickson reported on a recent Conservation with Warden Mike Neal concerning public use of the water adjacent to the beach. Mr. Dickson reported that Warden Neal had done substantial investigation of the matter and that there were only two solutions obviously available at hand, modify the water side corporate limits of the Village or change the laws concerning public use of navigable water.

2. trespassing

Dickson reported on attempted resolution to trespassing complaints.

c. Public Art Committee

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2. Please limit your presentation to three (3) minutes.
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- i. Comments and remarks from Committee Chair

Ms. Cammack reported on the successful sale of the previously ordered 20 Egg Harbor Meadow tiles. Cammack mentioned that the Public Art Committee is planning their budget and are contemplating a request of \$7,500.

- ii. Eggstravaganza planning

The Committee is planning a special event for the Egg Harbor 50th Anniversary, the title of which would Eggstravaganza or similar. The committee will be doing the bulk of their planning work in October, November, and December.

d. Parks and Public Works

- i. Comments and remarks from Committee Chair

Hill reported that last Parks and Public Works Committee meeting was a success. Hill reported that the two remaining pocket parks have been put on hold, until time constraints free up in the administrative office.

Hill asked the Village Board to authorize the Pam Wegner to put her in charge of working towards designating Egg Harbor a "Bird City"

- ii. Capital Project Updates

Hill reported that he the Committee has completed their capital planning work for 2013 and that the results of that effort will be presented at a future meeting.

The Village Board discussed at length how proud they are that the Village looks great and that the Village has a Parks and Public Works Staff.

e. Utility Committee

- i. Comments and remarks from Committee Chair

Trustee Cashin reported on the Mariner Road Lift Station project and reviewed the time line for the improvements. Mariner Road Lift Station project is expected to be completed by December.

- ii. REU Audit report

Cashin reported on the status of the REU Audit report. She explained that steps are being taken to review the initial findings of the 2012 audit and compare them to the 2005-2007 survey results.

- iii. Recommendation to amend chapters 51.004 and 51.045 REU of the Village Code concerning audit frequency and grease interceptor cleaning

Cashin reviewed the request from the Utility Committee for modification to chapters 51.045. Cashin moved to adopt chapters 51.045 changing the frequency, this change will be implemented beginning January 1, 2013. Dickson seconded, discussion ensued concerning the frequency of grease trap cleanings and the associated expenses for some business that may only be open on weekends in the slow season. Motion carried.

Cashin reviewed the committee's request to change chapter 51.004 requiring REU audits biannually and financial audits annually. Cashin moved to approve the changes as described, Hill seconded. Motion carried.

f. Administration Committee

- i. Comments and remarks from Committee Chair

President Fisher reviewed the August 29, 2012 committee meeting.

- ii. Consultant report on new office organization—position descriptions

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President Fisher reviewed with the Village Board revised position descriptions for administrative staff, essentially vacating the deputy clerk/treasurer and clerk/treasurer, dividing responsibilities and retitling the positions Administrator/ Clerk - Treasurer and Deputy Clerk/Deputy Treasurer. The board of Trustees reviewed the cross training and reporting with special consultant Mike Serpe.

iii. Report on candidate interviews

President Fisher reported that candidate interviews were conducted.

iv. Suspension of work on some fall projects

President Fisher thanked committee chairs for suspending work until the administrative staff vacancies are filled.

v. November election preparation

Van Lieshout reported on the upcoming November elections and preparation thereof.

vi. Village contracts

Fisher reviewed the list of open contracts supplied by Van Lieshout to the Administration Committee on August 29, 2012.

g. Administrator

i. Report of code enforcement activities

Van Lieshout reported that no new enforcement activities have been commenced.

ii. Code violations

Van Lieshout reported on the ongoing action against Jeff Rosenberg concerning his dilapidated house.

iii. Report of daily operations

Van Lieshout cited his memorandum to the Village Board and asked if anyone had any questions concerning this matter. The Board did not ask any questions.

iv. Appointment of interim Clerk/Treasurer, Deputy Clerk/Treasurer

Fisher moved to approve Josh Van Lieshout as Clerk/Treasurer, Mike Serpe, Lory Deleon as Deputy Clerk/Treasurer.

v. Authorization to submit population estimate challenge to department of Administration

The Village Board declined to challenge the population estimate.

vi. Civic Systems implementation update

Van Lieshout reported on the implementation of Civic Systems.

vii. Door County Sports and Classics Car Show Saturday August 18, 2012

Van Lieshout reported that this was a wildly successful effort with a great return on investment. The car show was well received by members of the business and community.

viii. Egg Harbor Ale Fest Saturday September 22, 2012

1. Temporary Class "B" retailers license

Fisher moved to approve the Class "B" retailers license for Egg Harbor Business Association for Egg Harbor Ale Fest on Saturday 22, 2012 Hill second. Motion Carried.

ix. Pumpkin Patch

1. Temporary Class "B" retailers license

Fisher moved to approve the Temporary Class "B" retailers license for Pumpkin Patch on October 6 & 7. Hill second. Motion carried.

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2. Temporary Class B alcohol license

Fisher moved to approve the Class B servers licenses, Hill second. Motion carried.

x. Tourism Zone Commission Report

Van Lieshout reported that room tax revenue looks good and the Commission is continuing to be aggressive in their collections efforts.

h. Village President

i. Appointment of Rick Malkemus to Joint Fire Commission (replace Ballje)

Fisher moved to approve the appointment of Rick Malkemus to the Joint Fire Commission, Cammack second. Motion carried.

ii. Appointment of Tom Prohl to the Utility Committee

Cashin moved to approve the appointment of Tom Prohl to the Utility Committee. Dickson second. Motion carried.

iii. Set date for Cowles Center idea meeting

Fisher presented her ideas for the second of two community meetings to discuss the Cowles Center with the public. The Village Board chose Thursday October 25, 2012 from 6:00 to 7:00 p.m. for this community meeting.

iv. 4th Quarter meetings:

1. Wireless communications: Frontier, Charter, and Cellcom, in November

President Fisher requested that Village Board invite representatives from Frontier, Cellcom, Verizon, Sprint, AT&T, and Charter to come to the Village Board in November and discuss how they can expand service in the Village of Egg Harbor.

v. 2012 Budget

1. Capital Projects Year to Date.

President Fisher reviewed the capital projects year to date and noted the capital acquisitions to date. Fisher is trying to ascertain how much unspent money remains in all cash sources (proceeds from debt, designated fund balance and so forth) and then use this money to plan for 2013.

2. Financial Statements, August 31, 2012

The Village Board reviewed financial statements dated September 6, 2012. Several questions were asked concerning expenses, debt levels, and policies concerning cost placement in various funds. The Board of Trustees requested group level budget reports instead of the line item level in the future. Moving forward the board is expecting uniformity in reporting and accounting and auditing standards.

vi. 2013 Budget

1. Equalized value report and ramifications

Mr. Serpe reviewed the report equalized value report contained in the August 29, 2012 edition of the Door County Advocate.

2. Preview of committee requests

The Board decided to forgo this item.

3. 5 Year CIP Summary and Financial Management Plan 2013

Mr. Serpe discussed the purpose and value of long range capital planning. Mr. Serpe explained that in order to successfully address community needs, and to do so in an orderly open, and transparent manner, long range capital planning is critical. Competition for support of projects is critical as that provides a the best public vetting process, only the best project arise at the top. As a way building understanding and rapport for capital project planning a survey would be a very wise investment. A scientific survey can help identify issues, opportunities, strengths and weaknesses in any capital plan.

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i. Joint Fire Commission

i. Comments and remarks from Board Representative from August 16 meeting

Trustee Cammack reported from the Joint Fire Commission. Cammack reported that the Egg Harbor Volunteer Fire Department is developing a website titled www.eggharborfire.org and are looking into formulating a not for profit entity to handle donations and contributions made to the fire department.

j. Northern Door Fire District Exploratory Committee

i. Comments and remarks from Board Representative

Cammack and Fisher reported that the Commission is working towards bringing all departments to a minimum basic standard of training, thereby ensuring consistent service.

- 5) Recommend motion to MOVE INTO CLOSED SESSION per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation, 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.

Fisher Moved to go into closed session at 9:07 p.m. Dickson second. Roll call, Dickson, Cammack, Fisher, Cashin, Hill

- a. Approval of minutes August 13, 2012
- b. Administration Committee interview results and hiring recommendations
- c. Administrator, review of past 30 days
- d. 2013 staffing, wages and benefits

Dickson moved to go back into open session at 10:45 p.m., Cashin seconded. Roll Call vote Cashin, Hill, Fisher, Dickson, Cammack. All votes cast were in the affirmative.

Fisher moved that offers be extended to Lynn Ohnesorge as Deputy Administrator, Clerk/Treasurer and Michelle Anderson as Deputy Clerk/Deputy Treasurer and to offer Lynn Ohnesorge \$41,000 and Michelle Anderson \$36,000 per year salary; both positions will be classified as exempt and confidential unless review by legal counsel dictates otherwise. Dickson seconded, discussion. Motion carried

6) Open Session

7) Adjournment

Hill moved to adjourn, Cashin second. Motion carried. The meeting was adjourned at 10:48 p.m.

Respectfully submitted,

Joshua J. Van Lieshout
Administrator

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