

“APPROVAL PENDING”
HARBOR COMMITTEE MEETING MINUTES
WEDNESDAY, SEPTEMBER 26, 2007 – 9:00 A.M.
PAUL J. BERTSCHINGER COMMUNITY CENTER
7860 Hwy 42, Egg Harbor, Wisconsin

Members Present: Chair Mike Fitzgerald, Skip Ballje, Ken Mathys, John Hurckman, Steve Smith,
and Josh VanLieshout

Also Present: Charity Buhr, Karl Klug, Bill Cammack

1. Call meeting to order.

Chair Fitzgerald called meeting to order at 9:07 A.M.

2. Approval of the July 25, 2007 and August 29, 2007 Harbor Committee Meeting Minutes.

Ballje moved, seconded by Fitzgerald to approve the July 25, 2007 Harbor Committee meeting minutes as presented. Motion passed, Hurckman abstained.

Ballje moved, seconded by Fitzgerald to approve the August 29, 2007 Harbor Committee meeting minutes as presented. Motion passed, Hurckman abstained.

3. Committee Chair to discuss Robert’s Rules of Order

Just to let everyone know that the Committee will recognize Robert’s Rules of Order while conducting meetings.

4. Open Session (Limited To Ten Minutes).

Fitzgerald introduced Bill Cammack as the newest member of the Harbor Committee as of the October Board meeting. He will be replacing Rick Langdon

5. Harbormaster Report

See attached report.

See attached closing outline for the marina.

6. Report from Village Office – Charity

She is working on splitting the 35’ and 40’ wait list and contact those on the list.

7. Peder Nelson Status

He was sent a letter stating that he is not considered a slip holder for 2007 at this time.

8. Status of Harbor Project

VanLieshout explained that a rig will be taking soil samples in the next few weeks.

This will determine the type of material that the break water will need to be constructed of.

VanLieshout explained that JJR would like a design charette at 6:00 October 11, 2007.

The Committee would like to meet with JJR previous to the design charette.

Mathys suggested having JJR meet with the Committee after the borings are done and then host a design charette.

Fitzgerald would like all design changes updated before the design charette.

Josh restated that the committee would like to have the soil boring data in before a design meeting with JJR. This way JJR will be able to tell the Village what type of construction will need to be done. The Village will take the info to a local contract and ask if they can see any major issues with the job. That will be followed by a Harbor Committee meeting with JJR.

After the meeting with JJR there will be a public design charette another day once all changes are made and discussed by the Committee.

9. 2008 Budget

See attached document titled Revenue Estimate Worksheet Friday August 31, 2007.
Josh explained that the document was given to the public at the September 10 public meeting.
It is a projection of where the Village will be at if we would build the new larger marina.
See attached 2008 municipal dock budget draft.
Mathys pointed out that the transient fees have increased roughly 60% over the past two years.
He would like to commend the Harbor crew for their work.
Mathys would like a best case scenario provided to the Committee if possible.
VanLieshout will do a best case of the proposed expansion budget for the Committee to review.

10. Adjournment

Hurckman moved, seconded by Fitzgerald to adjourn at 11:20 a.m. Motion passed unanimously.

Next meeting time and date

October 24, 2007 – 9:00 A.M.

Respectfully Submitted,
Charity Buhr
Deputy Clerk-Treasurer/
Administrative Assistant



*Harbor Master
Village of Egg Harbor Municipal Dock
P.O. Box 175
Egg Harbor, WI 54209
920-868-2048*

September 26, 2007

Harbor Master Report to Harbor Committee:

1. Current status of the marina. Approximately ½ empty, largest two boats gone, reduced staff, reduced hours, sales slowing, transients slowing.
2. Closing Plan and calendar.
3. Removal of Buoys and Finger Piers (Curt) Preparation of deficiencies list.
4. Playground fence
5. Water Fountain
6. Storm Damage: Floats and Flag Pole, erosion at beach
7. Incidents: Boat off mooring
8. EHYC Labor Day Race Series and Dinner
9. Fuel Monitor System problems.
10. 2008 Budget and sales forecast

Open Items: Erosion and accretion in and around harbor, finger piers, and fuel dock

Office Foundation, repairs, etc.

Slow signs

Lock system status

2007 Marina Closing Outline

Updated 09-24-07 (jss)

Items required to close the Marina:

A good start is to have a conversation with PW to determine when they will be able to bring down the fork lift and to generally set up an agreed to schedule for moving and storing equipment and for closing down the Marina.

Project Boat

Service trailer, check lights, tire pressures, etc.

Trailer the boat

Clean bottom and hull

Fill and stabilize both gas tanks.

Winterize both engines, include plugs, fog, cylinder oil, fuel stabilize, gear oil and gaskets change

Disconnect battery or arrange with PW to charge periodically

Clean and bag life jackets, fenders, lines, etc.

Send out items needing repair.

Load boat with marina items that need warm storage...paints, cleaning products, etc.

Deliver to PW for warm storage

Project Golf Cart

Remove supplies and clean.

Deliver to PW with charger for warm storage.

Project Parking Area

Move all barriers from center of lot and West wall. Push over to North wall.

Move South dinghy rack over to North side.

Lift dinghy dock up and out of water. Balance, chain, and lock against South Wall

Remove marina signs from posts, remove portable signs. Leave sign near fuel dock that says " Fire Department Use Only." Store all in Garage

Stack picnic tables and bike rack under pavilion

Remove, clean, and stack all trash cans. Store in garage

Store all dock carts in garage

(technique: as signs, fire extinguishers, and life rings are removed, place them on large cart and then roll cart into garage for storage, reverse in Spring)

Project Docks, Piers and Harbor

Ask Village Admin to arrange removal of piers, launch ramp, and buoys

Talk to vendor about any special requests.

Remove all but one fire extinguisher (closest to launch)

Inspect, clean, and store in garage

Remove all life rings except for one at end of breakwater and one near launch ramp

Remove blue no-slip runners from finger piers. Roll and store in garage. Secure with duct tape. Mark top end and finger pier number with waterproof marker. Retain all hardware.

Remove marine pump-out hose, clean, store in garage in plastic bag. (this requires cooperation with PW and the Sewer Departments. Clear line by drawing a large amount of lake water into hose then closing valve and turning off pump. Call Sewer Dept. and ask them to clear the line from dock to main sewer. Ask PW to pump in bio-degradable anti-freeze as a final step.)

Remove all hoses, drain, store in garage

Remove any remaining junk and dispose of...bicycles, boats, found clothing, etc.

Clear out "telephone, charge station" at the fuel dock. Store phone and credit card machine and install a 40 watt light bulb to heat fuel monitor all winter.

Call Quality States and arrange for tanks to be topped off on day of closing

Last item: Take down and store two flags

Project Service Building

Clean restrooms

Empty and store all trash cans

Remove batteries from odor control devices. Remove odor gels, liquids, etc.

Remove un-lock devices from doors

Remove and pack all no freeze products from service closet. Place in garbage bag lined cartons. Label and store at PW.

Place signs around service building...Closed for the Season

Arrange for trash dumpster to be removed for the season. (Village Administrator remind)

Project Office

Pack up radios, power supplies, telephones (include dock phone), calculators, tools, desk lamps, first aid kits, coffee maker, charge machines (include dock machine) and other valuables into small cartons for storage. Create an inventory for each carton.

Items will be stored by PW.

Pack up computer tower, keyboard, WIFI transmitter, and monitor into a carton (s), label and inventory. Store at Village Office.

Pack up business forms, office supplies, and miscellaneous into small cartons, if necessary.

Create an inventory for each carton. Store in garage on a dry shelf.

Pack up uniform items, and other soft items that can be allowed to freeze into a separate carton, label, and place into the garage on a dry shelf.

Place all keys into a separate small box... label as needed. Store at Village Office.

Chairs and stools to be bagged.. Store in place or in garage.

Empty, clean, water cooler. Store in PW Office

Empty, clean, unplug refrigerator. Prop open. Leave in place.

Micro-wave: clean and unplug. Store in place

Office to be cleaned, including carpet.

Empty, clean, unplug and lock Ice Machine. Notify vendor.

Sign in the window and on bulletin board: Closed for the season!

All money to Village Office

Inventory and order forms needed for next year.
Lock all doors on your way out.
Notify Village Office that Harbor Office is closed for the season

Project Garage

Garage must be cleared out, organized and cleaned in preparation for winter storage:
Obsolete, worn out, or un-needed items should be trashed. If a replacement is needed, it should be so noted and ordered during the winter..

The garage is to be a storage space for many items. Items needing to remain dry should be placed on the shelves at the back of the building. All items that should not be frozen should be stored at PW.

Final Items

Notify PW that Harbor Office is closed, clear up any loose ends, and remind PW of items that remains to be done such as:

Blow out all lines and winterize Service Building
Shut down of electrical to Marina except for fuel monitor and light bulb
Possible removal of last fire extinguisher and last two life rings. Ask that they be placed in garage at appropriate time.
Soda Machine Servicing
Plywood shutters for Office Building (if required)
Fuel Dock enclosure to be installed (stored in garage).

Items to have on hand for closing:

Box of very large, heavy duty garbage bags (15 to 20 count)

2-4 small moving cartons

2-4 medium moving cartons

Roll of packing tape

Old newsprint for packing

Marine Spark Plugs: see page 244 of Port Supply Catalog

Marine gear lube and washers

Fuel stabilizer, Fuel dry, 2 cycle engine oil

October			<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6 Pumpkin Patch
7 Pumpkin Patch	8	9	10	11	12	13
14 Last full day of Fuel and Pump Outs	15 Take Down and Packing. Partial Ops.	16 Packing Partial Ops	17 Same	18 Same	19 Office Closed	20 No services
21	22 Dingy Racks Empty date	23	24 Harbor Committee Meeting	25	26	27
28	29	30	31 All tenants out			

Village of Egg Harbor

7860 Hwy 42, P.O. Box 175 | Egg Harbor, Wisconsin 54209
 920.868.3334 telephone | 920.868.9507 fax | www.villageofegg Harbor.org



Egg Harbor Municipal Dock
 Revenue Estimate Worksheet
 Dock Expansion
 Friday, August 31, 2007

	Current Configuration			Expanded Configuration			
	2006 Actual	2007 Year to Date	2007 Projected	2008 Proposed Budget	2009 Proposed Budget with 5 Million Debt	2010 Proposed Budget with 5 Million Debt	2010 Proposed Budget with 7 Million Debt
Revenues							
Charges for Services							
Launch Fees	15,294	15,060	15,400	15,000	15,000	15,000	15,294 *
Transient Fees	29,182	26,134	39,150	30,000	30,000	37,800	37,800 **
Seasonal Rent	89,829	103,393	103,400	103,400	103,400	282,150	282,150 ***
Gas Sales	68,106	59,595	89,250	98,175	107,993	118,792	118,792 ****
Miscellaneous	8,083	1,440	2,160	2,000	2,001	8,487	8,487 *****
Other Revenue							
Intergovernmental					2,000,000		
Debt			400,000		4,600,000		
Total Revenues	210,494	205,621	649,360	248,575	6,858,394	462,229	462,523
Expenses							
Operation & Maintenance							
General & Repairs	62,547	18,082	27,000	35,000	35,000	25,000	25,000 ^
Gas	59,626	53,117	79,650	87,615	96,377	106,014	106,014 ^^
Labor	59,522	43,403	65,100	71,559	71,559	73,706	73,706 ***
Insurance	6,919	5,414	8,100	8,100	8,100	10,000	10,000 ****
Unemployment	8,243	5,716	5,700	5,700	5,700	5,700	5,700
Miscellaneous	4,674	-	4,500	4,500	4,500	4,500	4,500 *****
Capital Outlay	40,658	-	200,000	200,000	600,000	-	-
Total Expenses	242,189	125,732	390,050	412,474	6,821,236	224,920	224,920
Revenue Over (Under) Exp.	(31,695)	79,889	237,810	(163,899)	37,158	237,309	237,603
Other Uses Requiring Cash							
Principal	-	-	-	-	105,024	105,024	146,424 #
Interest	-	-	21,500	21,500	245,712	245,712	344,616 #
Total Other Uses of Cash	-	-	21,500	21,500	350,736	350,736	491,040
Total Uses of Cash	242,189	125,732	411,550	433,974	7,171,972	575,656	715,960
Revenues Over (Under) Total Uses of Cash			237,810	(185,399)	(313,578)	(113,427)	(253,437)
Impact per thousand of assessed valuation			0.0678	0.0698	0.9605	0.3474	0.7763

Assumptions

- * No change in launch fees or number of launches
- ** No change in transient fees for number of transient days
- *** Increase in seasonal rent to \$110 per slip, 100% occupancy
- **** Increase of gas sales by 10% per season, more boats in harbor=more gas
- ***** Increase of 5%, percentage of increase is completely arbitrary, but assumed more slips more incidental income
- ^ Expect General and repair expenses to decrease, but is a guess
- ^^ Correlates to sales
- *** Three percent across the board, plus additional 800 hrs to deal with existing beach bathrooms
- **** More docks, more insurance, should firm this number up
- ***** More docks more miscellaneous expenses
- ***** Although new, there will likely be additional capital expense required

Taken from an online mortgage calculator, 5% interest for 25 years, P&I payments consistent through life of loan

Revenues	2006 Actual	2007 Budget	2007 Budget Year to Date 9/17/07	2007 Projected Year End	2008 Proposed Budget	Percent Change 2007- 2008
CHARGES FOR SERVICES						
Launch Fees	15,294	6,800	15,000	15,400	15,000	
Transient Fees	29,182	30,000	26,254	32,625	30,000	
Seasonal Rent	89,829	95,000	101,900	103,400	103,400	
Gas Sales	68,106	64,000	59,595	74,375	81,813	
Miscellaneous	8,083	1,900	1,600	2,160	1,900	
Total Charges for Services	210,494	197,700	207,189	227,960	232,113	
OTHER REVENUE						
Insurance Reimbursement	20,080	-	-	-	-	
Intergovernmental	-	-	-	-	-	
Transfer from Reserves	4,619	-	-	-	-	
Transfer from other Funds	6,996	-	-	-	-	
Interest Income	-	-	-	1,100	2,200	
Total Other Revenue	31,695	-	-	1,100	2,200	

Expenses									
ADMINISTRATION									
	Supplies								1,000
	Subscriptions & Dues								200
	Software/Computer Support								1,000
	Legal Services		10,000						5,000
	Accounting & Auditing Services								1,500
	Total Administration		10,000						8,700
MAINTENANCE									
	Outside Services								5,800
	Repairs	62,547	35,000	23,751		27,000			5,000
	Docks								3,750
	Buildings								2,150
	Grounds								300
	Uniforms								1,100
	Small Tools/Equipment								600
	Petroleum for Operations								1,500
	Utilities, Electricity & Gas								1,250
	Communications								650
	Vehicle Maintenance/Repair				6,009				6,500
	Insurance								3,500
	Seasonal Rent Refund								
	Total Operation & Maintenance	62,547	43,000	29,751		27,000			32,100
RETAIL PETROLEUM									
	Gas & Diesel	59,622	56,350	58,610		79,650			87,615
	Total Retail Petroleum	59,622	56,350	58,610		79,650			87,615
PERSONELL									
	Wages	59,522	60,000	42,644		65,100			59,567
	FICA								4,557
	Retirement			167					2,552
	Health/Dental Insurance								2,856
	Life Insurance								87
	Unemployment Insurance		8,000	5,716					8,000
	Total Personnel	59,522	68,000	48,527		65,100			77,619
CAPITAL OUTLAY									
	Harbor: Capital Equipment								16,000
	Harbor: Capital Improvements		41,500						
	Sub-total Harbor Capital Outlay		41,500						16,000
Revenue Over (Under) Expenses									
									12,279