

“Approval Pending”
Harbor Committee Meeting Minutes
Wednesday, October 24, 2007 – 9:00 A.M.
Paul J. Bertschinger Community Center
7860 Hwy 42, Egg Harbor, Wisconsin

Members Present: Acting Chair Ken Mathys, Jr., Bill Cammack, Skip Ballje, John Hurckman (left at 10:29), Steve Smith, and Josh VanLieshout

Also Present: Charity Buhr, Bruce Lunde (JJR), Christopher Boldt (JJR), Karl Klug, Rick Konetski (9:07).

1. Call meeting to order.

Acting chair Mathys called meeting to order at 9:04 A.M.

2. Approval of the September 26, 2007 Harbor Committee Meeting Minutes.

Hurckman moved, seconded by Ballje to approve the September 26, 2007 Harbor Committee meeting minutes as presented. Motion passed, Cammack abstained.

3. Open Session (Limited To Ten Minutes).

Klug questioned whether the approach to the marina is the most practical and safest approach to providing the marina the Village wants at the most reasonable cost.

Mathys explained that this would be addressed shortly.

4. Harbor Design Discussion – JJR, LLC

The committee would like better communication from the Village Board.

Mathys would like a future timeline for the remainder of the project.

A. Review of Concept Development and Approvals

Lunde explained that JJR, LLC is a consulting firm and they are here to help the Village achieve the marina they are interested in having in the end.

See timeline below.

The Committee would like JJR to try different designs with moving the harbor master building, playground, and parking.

Mathys move, seconded by Ballje to adopt a resolution stating the following consensus points as guidelines for JJR to proceed in updating the marina concept for review by the Village board:

1. Character and attitude of the marina should be similar to what the Village has now.
2. Egg Harbor residents and small boaters having services available to egg harbor residents, small boaters.
3. That the size of slips is such that it keeps the marina full and profitable
4. Get the DNR to approve the slip mix in order to get the support for a “Harbor of Refuge” status
5. Maximize parking to the extent of DNR support for stormwater management.
6. Get the fuel storage tanks placed underground.
7. Build the marina to current professional standards (40 – 50 years).
8. The Committee doesn’t want anything fancy, just a modest dock.
9. Pricing to users at market or similar above for similar facilities as a guideline.
10. Economically self-supporting from day 1 as a goal.
11. Minimize the long term maintenance costs of the project.

Motion passed unanimously.

B. Slip Configuration

JJR, LLC is going to make alterations to the existing design and come back for Committee approval on November 7, 2007.

C. Breakwater Design

This will be decided during the engineering phase.

D. Current Status of Harbor Project

JJR, LLC is making adjustments to the marina design and are coming back November 7, 2007 to present the revised marina design to the Harbor Committee.

E. Project Inventory Review

Design Discussions Today

November 7, 2007 JJR, LLC will present a new slip layout to the Harbor Committee

November 12, 2007 JJR, LLC will present a the slip layout to the Village Board for final approval

November 13, 2007 open house to present the updated marina design to the public

Modeling will begin December 1, 2007

Village Board and Harbor Committee will give any final approvals for changes required as a result of the modeling.

February 1, 2008 Permit application to DNR for review.

Final Cost Estimate from JJR

Village must secure financing, this will determine if a referendum is necessary.

July 1, 2008 the permit should be granted and the project is ready for submission to the Waterways Commission for consideration.

August 2008 JJR, LLC will present the project to the Waterways Commission

September 1, 2008 bid the project for construction.

Notice of Award and Award Contract.

Winter 2008-2009 build new breakwater

Winter 2009 demolition of existing and new piers.

5. Harbormaster Report

See attached report dated October 24, 2007.

See attached addendum.

6. Report from Village Office – Charity

Postponed to next meeting.

7. Harbor of Refuge Requirements – Village Responsibilities

The DNR told JJR that the marina would need 14 unassigned tie ups for a storm.

8. 2008 Budget

Cammack moved, seconded by Ballje to recommend to the Village Board to approve the Marina budget as presented. Motion passed unanimously.

9. Marina Procedures – Discussion and Action

Postponed to next meeting.

10. Adjournment

Ballje moved, seconded by Cammack to adjourn at 2:10 P.M. Motion passed unanimously.

Next meeting times and dates

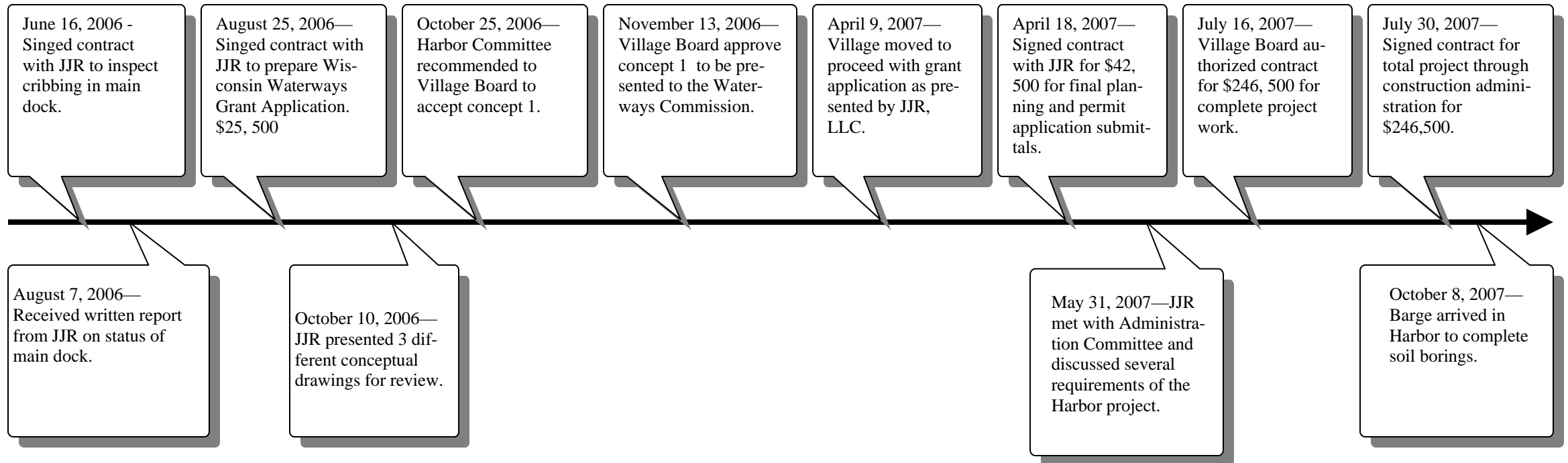
November 7 at 1:30 P.M. with JJR recommend members of Village Board attend.

November 13 2:00 – 6:00 open house with the public

November 28, 2007 at 9:00 A.M. Harbor Committee meeting

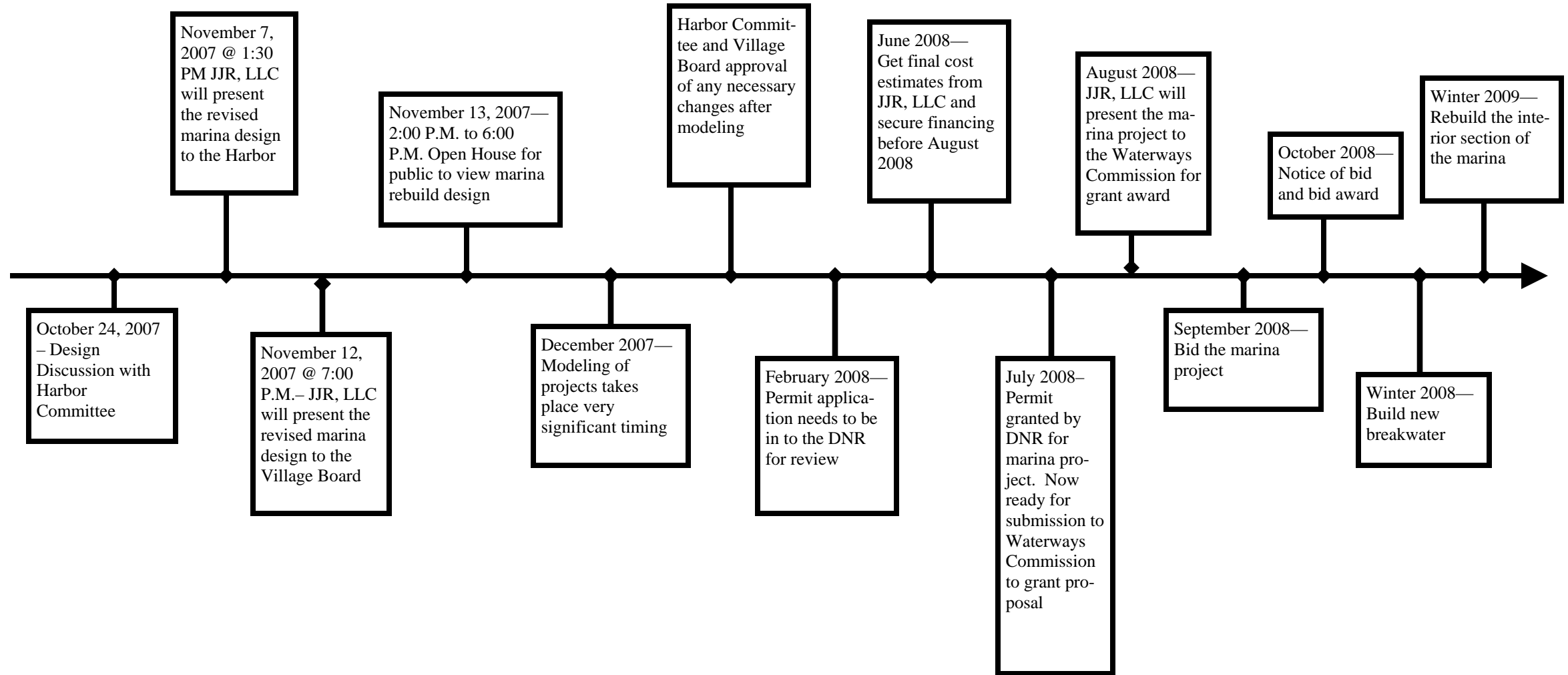
Past Actions Taken on Marina Project

Village Actions



JJR, LLC Actions

Marina Rebuild Timeline



Harbor Master Report to the Harbor Committee:

October 24, 2007

State of the Harbor:

Harbor virtually empty

Winter storage

Restrooms... marina and beach

Fuel tanks, pump out station, parking lot

Office closed Friday

PW thanks

Mid May Opening

Reservations:

Early reservations in March/April

Computer Reservation system

No shows/no pays

Manpower Planning:

Staff return and planning

Expanded Beach:

Changes due to Troup Acquisition

Plans for Next Year:

New features

New activities

Marina Rebuild/Repair Project:

Right Sizing Report"

Addendum

Parking Issue

Q and A:

Open items:

Silting in of Well, Rock fall into well area

Silting in of Gas Dock area

Office foundation

Electrical Lock System

Sand Pool, Rinse Shower at Beach

Moving Jetty , or water-sports access at the beach

Addendum to "Right Size" Study by Steve Smith

October 23, 2007

Josh asked me to do a parallel study based on the current "Wait Lists." I must say this proved to be very difficult because our wait lists have several unique features that skew the statistical results. Here is my best effort.

Some of the "unique features:"

We have multiple lists

Some names are on several lists

Some names on the wait lists already have slips. Some want larger. Some smaller.

The wait lists do not match the actual size of our current slips. 35'S and 50's

There are 74 total names on the lists (10 of these are one family)

Facts about the current "wait lists:"

"Right Size" Plan Percentages

50 Ft. List: There are 12 (16%) names on the 50 ft. list

4 have a slip currently

4ea. 5% 50's

6 of the 12 (50%) are on multiple lists.

4ea. 5% 45's

40 Ft. List: There are 16 (22%) names on the 40 ft. list.

4 have a slip currently

5 of the 16 (31%) are on multiple lists.

18ea. 25% 40's

35 Ft. List: There are 16 (22%) names on the list.

3 have a slip currently.

3 of the 16 (19%) are on multiple lists.

20ea. 28% 35's

30 Ft. List: There are 19 (26%) names on the list.

1 has a slip currently.

6 of the 19 (32%) are on multiple lists.

14ea. 20% 30's

25 Ft. List: There are 11 (15%) names on the list.

1 has a slip currently.

7 of the 11 (64%) are on multiple lists

10ea. 14% 25's.

If you remove ½ of all those on multiple lists, the percentages stay essentially the same!

If you remove ½ of all those on multiple lists, and ½ of current slip holders the results are similar. (Slight % increase for 30's and 35's, slight decrease in 50's.)

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

October 15, 2007

Josh Van Lieshout
Village Administrator
P. O. Box 175
Egg Harbor, Wisconsin 54209

Dear Josh,

As promised, I went over all of the data I could generate trying to find a proper way to "right size" our new marina. "Right Size" would mean different things to different people so I should explain my methodology. Central to the concept is that we be faithful to one of our original principles of building a new marina, namely, that any new marina should retain the "charm" of our old marina as much as possible. Our existing marina has an appeal that is hard to explain unless you sit down and really observe the place for a long time. Here are a few traits you would discover:

Our marina tenants own an unusual mix of generally smaller boats! The largest boat in the marina is a 44 foot long sailboat. The next largest is a 39 ½ foot power boat. These two boats are also the widest in the marina: 13 feet. Both occupy wall slips near the launch. We do not have a single boat over 44 feet long.

Our marina has a high percentage of sailboat tenants! 14 out of the current 32 rented slips are sailboats. 9 out of the largest 14 boats in the marina are sailboats.

We have only two boats that have a "high profile" (deck and ½ on a large boat. We have no truly high profile boats (two decks or more).

What does this all mean? Simple, really. Our marina is small and charming because it houses generally smaller boats, has a large percentage of low profile sailboats, and only two boats are high enough to block the views of folks standing elsewhere in the marina. It also does not intrude too far out into the harbor. It is about as "low profile" as a marina can be. People love it for what it is!

What is wrong with the new marina planned slip mix? As it stands now, about one half of all of the slips being planned, for the new marina, are bigger than any of our existing fleet. Worse, the very dramatic increase in the size of the slips will forever alter the smaller boat, low profile, low impact nature of our current marina. It should definitely be bigger but the growth should be only what is absolutely necessary, and not a foot more. We should stop trying to design a marina for folks who don't live here and don't pay taxes here, but happen own very large boats.

How bad is it? Consider these facts:

All of our boats, 40 ft. to 50 ft. long, would fit into 2 ea. 45 ft. slips. (Note, there are no 45 ft. slips planned but 45 ft. slips are very common in other modern marinas. There are 5 ea. 50 ft. slips planned and 31 ea. 40 ft. slips planned. If we have no 45 ft. slips we force our two biggest boats into 50 ft. slips they don't need.) 5 ea. 50 ft. slips are planned even though we, currently, do not have a single 50 ft. boat tenant.

All of our 35 ft. to 39 ft. boats would fit into only 9 ea. 40 ft. slips (Note, many of these would fit into 36 ft. slips of which none are planned. This forces many current tenants to rent a 40 ft. slip they do not need. It also plans for 31 ea. 40 ft. slips, or more than three times what we actually need, even after we force people into larger slips.)

All of our 30 ft. to 34 ft. boats could fit into 10 ea. 35 ft. slips. In the plan, 17 of these slips are planned.

All of our 25 ft. to 29 ft. boats could fit into 7 ea. 30 ft. slips. The plan calls for 21 of these.

All of our remaining boats could fit into 5 ea. 25 ft. slips. None are planned. All of our current small tenants would be forced into slips larger than they need.

Let's say we build a new marina with the slips I mention, including the two sizes that are not planned, for our existing tenants: Here is what it would look like!

Actual Present Fleet

2 ea. (6%) 45 ft. slips
 9 ea. (27%) 40 ft. slips
 10 ea. (30%) 35 ft. slips
 7 ea. (21%) 30 ft. slips
 5 ea. (15%) 25 ft. slips

33 total

Current JIR Plan

5 ea. (7%) 50 ft. slips
 31 ea. (45%) 40 ft. slips
 17 ea. (25%) 35 ft. slips
 16 ea. (23%) 30 ft. slips
 0 25 ft. slips

69 total

It is easy to see what the current plan accomplishes. It greatly favors very large, very wide, very tall boats that we currently do not have in our quaint, charming harbor. When filled. The harbor will look and feel much different. The view and the mix will never be the same.

What about Transients? Granted, a large part of our marina activity is generated by transients. It is certainly worth while to study our transient mix as well. We tabulated 270 actual overnight transient visits from the 2007 season. Here is the breakdown:

0 - 20 ft. = 22 (8%)
 20 - 25 ft. = 25 (9%)
 26 - 30 ft. = 71 (26%)
 31 - 35 ft. = 83 (30%)
 36 - 40 ft. = 39 (14%)
 41 - 45 ft. = 17 (6%)
 45 - 50 ft.+ = 13 (4%)

As you can see, we are also a "smaller" marina in terms of transients, as well.

73 % of our current transient fleet would fit in 35 ft. slips

43% of our transients would fit in 30 ft. slips.

Only 10% of our transients would not fit into a 40 ft. slip.

In other words, the percentages for the lengths of transients is closely associated with the length of our tenants. The slips currently in the JJR plan, as a cross section of those planned for tenants, that would be used for transients, dramatically tip the balance in favor of large to very large boats. These larger slips take up an enormous amount of space, require much more maneuver room, and would change the mix of our transients to bigger, higher, and much more visible boats.

What is my conclusion? We are about to build a marina that is not what we asked for. It is not "right sized" for our current or future needs unless we wish to have a marina with virtually none of the current characteristics of the present marina.

The current plan has a large surplus of large and very large slips.

The current plan does not have sufficient small slips.

The planned slip numbers and sizes are way out of proportion to the needs of existing tenants and transients. This is true even if we bump most of our current tenants and transients into larger slips than they require now.

Many current slip holders will be forced into larger and more expensive slips that they do not need or worse, forced to leave altogether. (Yes, this is a real problem and one that should not be ignored. Many of our current tenants have waited a long time for a new marina and have supported the Village along the way. Many are residents or taxpayers. We should treat their needs sensibly.)

How should we "right size" the new marina? We should plan to accommodate our current fleet of tenants and transients into the proper mix of slips. We should anticipate some natural migration of our current slip holders and transients into longer, wider boats, but not force them into slips they don't need and don't want to pay for. We should provide some larger slips for tenants and transients that we don't currently have but in a much lower number than planned by JJR. We should use the "saved" dock space and maneuvering room for still more slips of the sizes we use the most of currently. We should be mindful of the "view" of our harbor. The biggest boats should be placed in such a way that they block the fewest views, especially toward the sunset as seen from the main part of the marina. We should actually "pre-place" a few of our existing boats and see how they fit instead of designing a marina and then hoping they fit.

Do you have an idea of a "right sized" marina based on all of the data above and the other concerns you raise? You betcha, Captain Aubrey! Here is what I would suggest as a starting point.

"Right Sized Slip Plan"

- 4 ea. (5%) 50 ft. slips
- 4 ea. (5%) 45 ft. slips
- 18 ea. (25%) 40 ft. slips
- 20 ea. (28%) 35 ft. slips
- 14 ea. (20%) 30 ft. slips
- 10 ea. (14%) 25 ft. slips

70 total (Note: by going smaller, in the correct proportions, reducing the width of some slips, and eliminating some added space for maneuvering, I believe we could have a total of near 80 slips, in a smaller overall area. This plan does not tackle the "contingency slips" at all. If we did enter into an agreement with Penn Shores, the resulting slips should also follow the size percentages shown above.)

Here are the Actual Present Fleet and JJR Planned slips and sizes again.

Actual Present Fleet

- 2 ea. (6%) 45 ft. slips
- 9 ea. (27%) 40 ft. slips
- 10 ea. (30%) 35 ft. slips
- 7 ea. (21%) 30 ft. slips
- 5 ea. (15%) 25 ft. slips

33 total

Current JJR Plan

- 5 ea. (7%) 50 ft. slips
- 31 ea. (45%) 40 ft. slips
- 17 ea. (25%) 35 ft. slips
- 16 ea. (23%) 30 ft. slips
- 0 25 ft. slips

69 total

Explanation:

4 ea. (5%) 50 ft. slips (Note: I am not convinced we need 4 of these in addition to the existing gas dock and the two long slips next to the launch ramp (*Rompin Rose* and *Airborne*). On weekends and holidays we could probably fill them all but during the week, it might prove difficult.)

4 ea. (5%) 45 ft. slips (Note: Same as above. Currently we have only the gas dock, which will take two very large boats, and the two spaces near the launch ramp. Even in this modest proposal, 4 additional 45 ft. slips plus 4 additional 50 ft. slips, above, is a big jump to the biggest size boats we don't currently cater too. This does not mention the very long space out next to the break wall which is currently said to be for ferry use. This is the worst place to dock a tall, large boat or group of large boats. If we really need a "ferry dock," in the future, convert the existing gas wall. It is more useable for the purpose and saves a very long walk or haul out to the end of the pier. Not to mention the view pollution a ferry boat would cause way out there.)

18 ea. (25%) 40 ft. slips (twice what we have now and some of our 40 ft. slips contain smaller boats)

20 ea. (28%) 35 ft. slips (Note: I am uneasy about this, as well. I would much rather have 10 ea. 35 ft. slips and 10 ea. 36 ft. slips. 10 + 10 would be much better for our current tenants.)

14 ea. (20%) 30 ft. slips


10 ea. (14%) 25 ft. slips (Note: None of these appear in the JJR plan. I was told "they are not economical," Perhaps, but we need a few. They represent a lot of our clients who have small boats and expect a seat at the table in the new marina.)

With the space left over we should increase the numbers proportionately. The big boats/slips should be placed in the far South West part of the marina facing East. (Ask me to show you and tell you why.)

Another item: The current JJR plan seems to have a very large distance (beam spacing) between the finger piers. This too eats up a large amount of space and could also be "right sized" to our current and future needs. We should discuss this at length.

Lastly, I don't have the benefit of a proper CAD for marinas but it seems to me that "right sizing" the marina will provide more proper sized slips and also allow the marina break wall to be moved closer in towards the shoreline. This will, in turn, make the footprint more reasonable and cut the cost of construction. It will please a lot of people who think the current plan is way over the top in size and cost at this point.

Respectfully submitted,



Steve Smith
Harbor Master

Egg Harbor Municipal Dock
 2008 Municipal Dock Budget
 Wednesday, September 26, 2007

	2006 Actual	2007 Budget	2007 Budget Year to Date 9/17/07	2007 Projected Year End	2008 Proposed Budget	Percent Change 2007- 2008	Notes
Revenues							
CHARGES FOR SERVICES							
Launch Fees	15,294	14,000	15,000	15,400	15,000	7%	No rate change planned
Transient Fees	29,182	30,000	26,254	32,625	30,000	0%	No rate change planned
Shoreside Fees	-	5,350	5,350	5,350	5,350	0%	No rate change planned
Seasonal Rent	89,829	95,000	101,900	103,400	103,400	9%	No rate change planned
Gas Sales	68,106	65,000	59,595	65,000	71,500	10%	10% Projected year end multiplied by
Miscellaneous	8,083	2,000	1,440	2,160	1,900	-5%	
Total Charges for Services	210,494	211,350	209,539	223,935	227,150	7%	
OTHER INCOME							
Interest	-	-	-	-	2,200		#DIV/0!
Insurance Reimbursement	20,080	-	-	-	-		
Total Other Income	20,080	-	-	-	2,200		#DIV/0!

DRAFT

Expenses	2006 Actual	2007 Budget	2007 Budget Year to Date 9/17/07	2007 Projected Year End	2008 Proposed Budget	Percent Change 2007- 2008	Notes
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	-13%	Previously a single line item in budget
MAINTENANCE							
General & Repairs	62,547	35,000	23,751	27,000	-		Previously a broad category, brokend down for 2008
Outside Services					5,800		
Docks					5,000		Previously part of General & Repairs
Buildings					3,750		Previously part of General & Repairs
Grounds					2,150		Previously part of General & Repairs
Uniforms					300		Previously part of General & Repairs
Small Tools/Equipment					1,100		Previously part of General & Repairs
Petroleum for Operations					600		Previously part of General & Repairs
Utilities, Electricity & Gas					1,500		Previously part of General & Repairs
Communications					1,250		Previously part of General & Repairs
Vehicle Maintenance/Repair					650		Previously part of General & Repairs
Insurance	6,919	5,000	6,009	6,009	7,500	50%	
Seasonal Rent Refund		3,500	-	-	-	-100%	
Miscellaneous	4,674	-	-	-	-		
Total Operation & Maintenance	74,140	43,500	29,760	33,009	29,600	-32%	
RETAIL PETROLEUM							
Gas & Diesel	59,626	56,350	58,610	60,000	66,000	17%	Presumes no change in purchasing ability
Total Retail Petroleum	59,626	56,350	58,610	60,000	66,000	17%	
PERSONNEL							
Wages	59,522	60,000	42,644	65,100	59,887	0%	
FICA					4,581		
Retirement				251	2,586		
Health/Dental Insurance					2,886		
Life Insurance					40		
Unemployment Insurance	8,243	-	5,716	8,574	8,000		
Total Personnel	67,765	60,000	48,360	73,925	77,991	30%	
CAPITAL OUTLAY							
Equipment					16,000		Replacement golf cart & outboard for whaler
Improvements	40,658	41,500	-	-	-	-100%	going forward will be shown in cap proj fund
Sub-total Harbor Capital Outlay	40,658	41,500	-	-	16,000	-61%	
Transfers to other funds							
Principal & Interest	-	-	-	-	21,060		to debt service for harbor engineering
Sub-total Debt Service	-	-	-	-	21,060		
FUND BALANCE (DEFICIT)-JANUA							
	4,619	(6,996)		(6,996)	50,006		
FUND BALANCE (DEFICIT)-DECEN							
	(6,996)	(6,996)		50,006	60,015		Would be good policy to establish a minimum undesignated fund balance for each fund. Recommend 15 to 25% of estimated annual revenues