

**Village of Egg Harbor
Harbor Committee Meeting Minutes
August 25, 2021 at 10:00 AM**

Members of the committee and the public can join the meeting by video conference:

<https://villageofegg Harbor.zoom.us/j/93670246815>

Meeting ID: 936 7024 6815

Members of the public with limited internet access are encouraged to join by phone:

Phone Number: 312 626 6799 Meeting ID: 936 7024 6815

1. Call to Order
 - a. Robert Dickson called the meeting to order at 10:00 am.
 - b. Committee members present: Robert Dickson, Robert Dunworth, Bill Freyman, Carl Klug, Denny Phillips
 - c. Staff present: Ali Gibbs (F3), Matt Bauer (F3), Erika Krivitz (F3), Megan Sawyer, Tom Strong, Dylan Bozich (F3)
 - d. Audience members: John Heller, Village President.

2. Approve Agenda
 - a. **Robert Dickson moves to approve the agenda.**
 - b. **Robert Dunworth second.**
 - c. **Motion unanimously carried.**

3. Approve July 28, 2021 Meeting Minutes
 - a. Corrections: No corrections.
 - b. **Bill Freyman moves to approve the July 28, 2021 minutes as presented.**
 - c. **Denny Phillips second.**
 - d. **Motion unanimously carried.**

4. Open Session (Limit 10 minutes)
 - a. *Chair Robert Dickson opened the floor to public comment*
 - b. *Ali Gibbs: Provided an overview about the harbor light that needs repair. The Coast Guard will take a look to see if they can fix it or if we will need to find someone else to make the repair.*
 - c. *Bill Freyman: As the liaison to the Green Tier committee, Green Tier was working with Discover Wisconsin in the last week regarding the environmental efforts here in the Village. I gave Discover Wisconsin a tour of the Marina. Ali was a great help in preparing for that tour.*

5. F3 Reports

- a. *Ali Gibbs: Provided an overview of the F3 reports and recent Marina activity as presented in the packet. July was a very good month. We sold over 5,000 gallons over the July 4th weekend. We sold 20,507 gallons for the month of July, compared to 18,000 last July. We had 110 transient guests, up from 92 last July and added 105 reservations to our wait list in July. Cody met with Martel Construction to work on the concrete on the break water repairs. They probably can't get to it until next spring. He also talked with Raise Rite about raising the concrete at the start of the break water. They should be able to get that completed in the next few weeks at a cost of \$350.00. I talked with Greg UW Oshkosh. We will be getting one of the Sea Bins awarded from the grant program. The delivery date is unknown. If we wanted to purchase a second one, it would be \$5400. I am struggling to get any additional quotes for the pillars on the rest room building. Peil Construction of Baileys Harbor is booked through July or August of next year. Any quotes they would give us now wouldn't be valid next year. I still have Jeff Meyers proposal. He is still interested in doing the work for us. I've reached out to Vans and JR Builders by phone and email with no response from anyone to this point. Seasonal staff has departed for school. I have 4 who are able to work through the end of the season, so we are good on staffing.*
- b. *Erika Krivitz provided an overview of the financials as presented in the meeting packet. I need to connect with Lynn at the Village office regarding the sales tax returns. We at F3 don't have access to the Wisconsin DOR website for the Village. A few things we still need are to file an amendment for 2019 which would give the marina a credit of \$3,400. We need to pay the state \$300 for an amendment we need to file for January of 2021. We need a transfer from the Kress Pavilion to the marina for \$800.00. When we worked with Mary Horton to make these amendments, there was a mix up of those funds and a Kress Pavilion bill was paid for using Marina funds. Those three things need to be done to close this out.*
- c. *Megan Sawyer: I will follow up with Lynn to get those things completed prior to the next harbor committee meeting. I will make sure she contacts you by the end of this week.*
- d. *Denny Phillips: What is the explanation for the increase in labor costs from last year to this year? On accounts receivable, why do we have accounts with open balances? At this time of year, we should be at zero, with the few known exceptions.*

- e. *Ali Gibbs: This year we remain opened later, so we have more staff to cover those later hours. I will have to look at the accounts receivable.*
- f. *Erika Krivitz: All the outstanding balances were paid shortly after this report was generated. The report was pulled on July 31st.*
- g. *Ali Gibbs: Those accounts that have house accounts for fuel. I charge them once at the end of the month. There are four or five on that program.*
- h. *Denny Phillips: So, we are financing their fuel purchases. If I purchase fuel on July 1st, I don't get billed until August 1st? That is good to know.*
- i. *Robert Dickson: If you want to discuss this, we can add that to a future agenda for the budget discussion. Staffing might also be due to the added activity on the July 4th weekend. Last year there were no events so no additional staff was needed.*

6. Power Pedestal Proposal update

- a. *Ali Gibbs: Provided an overview of the Power Pedestal Proposals as presented in the packet. All the pedestals are in working condition. It is more of an aesthetics issue. It would be a big project to do. We are looking at stripping them down and painting them*
- b. *Robert Dickson: Do we have any that are completely out of service?*
- c. *Ali Gibbs: There is one that is near the fuel dock that is not working. I think we would be ok if we just removed that one. There is also a second pedestal on south side of the fuel dock so I think we would be fine.*
- d. *Robert Dickson: I would think we would want to do a detailed inventory of the condition of each one of those to determine how many we can project replacing on an annual basis. Let's put together a plan to do three to five per year every year to start replacing these. That might be an easier way to budget for each year. Maybe the aesthetic update would be a good thing to tackle in the spring for fall. Maybe Public Works staff could do that in the off season to fill some hours if that is a need.*
- e. *Bill Freyman: I would agree that we should focus on the units that are in operable or about to be inoperable. For the aesthetics, I think it makes sense to even hire a painting contractor. We would be way ahead of the game compared to replacing them.*
- f. *Robert Dickson: Ali can you work in a short-term plan into the 2022 budget to get by this year? Then also build a plan that we can start to implement for future budget years. We should also look at other items in the marina as it is getting older. What are the things that we need*

to have on our radar? Let's start building that long range plan for those future years into a five-year or ten-year plan for managing the marina. We are getting closer to retiring that debt but that is still several years away.

- g. Megan Sawyer: I walked through the marina facilities. Ali and I talked about implementing an annual assessment for all of our facilities. We could possibly do this twice per year, once in the spring and fall, so we have a better idea of maintenance items to plan for in the next five or ten years.*
- h. Bill Freyman: I think we should confirm the direction we want to remove the one pedestal that isn't being used. I would be in favor of removing it.*
- i. Denny Phillips: What do we do with the electrical service if we remove it?*
- j. Robert Dickson: Ali, please take a look at that to come up with an action plan. Maybe it isn't a bad idea to have a spare pedestal in inventory in case once goes down in the middle of the season.*

7. Village View Parking Lot Update

- a. Megan Sawyer provided an overview of the construction schedule for the Village View parking lot as presented in the meeting packet. This parking lot will be closed during construction. It is expected to be completed in by Memorial Day of 2022. There are some boats up there that are permitted. We are working with the County to identify the owners of the trailers and boats parked there that are not permitted so we can get those removed. We will let them know that long term storage in that parking lot is no longer permitted so they are aware. We will look to update the signage for that parking lot next year.*
- b. Robert Dickson: So, we are already taking action on those unpermitted trailers parked there so they are moved out in time for the construction project?*
- c. Megan Sawyer: Any that are not permitted will be asked to move right away. Those that are permitted, we will be sure they are removed prior to the start of construction. As we make these contacts we will make them aware that long term parking is no longer permitted.*
- d. Ali Gibbs: When I was up there yesterday, there were 14 trailers parked but only three were permitted.*
- e. John Heller: Do we charge for parking in that parking lot?*

- f. *Megan Sawyer: The discussion last month was that we didn't want to do in that direction since there are other long term storage facilities available in the county.*
- g. *Rober Dickson: To Megan's point, do we want to get into that business, especially in light of the parking discussions at the board level.*
- h. *Bill Freyman: The original intent was for daily launchers who can't park at the lower lot at the marina, and also for parking for transient renters. This was never intended to compete with private storage.*
- i. *Ali Gibbs: I recognized a few of the boats and trailers that are parked there now. I believe at least a few live in Green Bay and they just park their boats here to pick them up for the weekend. This is what we are trying to get away from.*

8. Open Session (Limit 10 minutes)

- a. *Chair Dickson opened the floor for public comment.*
- b. *No additional open session comments.*

9. Next Meeting Time and Date

- a. Wednesday September 29, 2021 10:00 AM (Budget meeting)

10. Adjourn

- a. **Robert Dickson moved to adjourn the meeting.**
- b. **Robert Dunworth seconded.**
- c. **Motion unanimously carried.**

Meeting adjourned at 10:29 A.M.

Minutes completed by Tom Strong on August 25, 2021. Submitted for approval on September 29, 2021.

Italics – Summarized comments

Bold – Committee Action