

**Village of Egg Harbor
Harbor Committee Meeting Minutes
Wednesday, February 27th, 2019 10:00 AM
Donald & Carol Kress Pavilion – Great Hall
7845 Church Street
Egg Harbor, Wisconsin 54209**

1. Call meeting to order

Dickson called the meeting to order at 10:00 a.m. Those in attendance were Robert Dickson, William Freyman, Denny Phillips, and Megan Vandermause. Absent were Robert Dunworth and Karl Klug. Also in attendance was the Egg Harbor Marina manager Ali Gibbs.

2. Approval of the Agenda

Phillips moved to approve the agenda, second by Freyman, motion carried.

3. Approval of December 12th, 2018 Harbor Committee Minutes

Freyman moved to approve the December 12th, 2018 meeting minutes, second by Phillips, motion carried.

4. Open session (limit ten minutes)

5. Yacht Club Leukemia race

- Gibbs stated that the Yacht Club has the Leukemia race scheduled for July 27th, 2019.
- Gibbs stated that she told the Yacht Club member that she already has reservations for this weekend and she did tell him she only has two open slips.
- Gibbs did go ahead and reserve the two open slips for the yacht club and they are expecting 15 boats to participate in the race.
- The Yacht Club member provided Gibbs with some videos regarding the race to share with the committee.
- Freyman explained that the discussion within the club was the size of the race and whether or not registration should be limited.
- The race would be run basically like the two big family races the Yacht Club has each year.
- There would be fundraising around the race and there would be outside participation because of the cause.
- The Yacht Club would be doing the fundraising they are not asking the Village to do any fundraising.
- The race is on a Saturday.
- Gibbs stated that she is concerned that some of the boats participating in the race will come in and tie up and it will be hard to monitor everyone.
- Gibbs stated that she does have a concern regarding parking at the marina.
- Dickson asked how the Yacht Club is going to address this concern.
- Dickson stated that the Yacht Club needs to help the marina staff by making sure that boats are not tying up in reserved slips.
- Freyman stated that the members were concerned about the workload as well.
- Gibbs asked if the Yacht Club has any other dates in mind that they could hold the race.

- Gibbs asked if the Yacht Club could tie this race in with the family race in September.
- Freyman stated that one of the things that he mentioned to the Yacht Club member was whether or not he had talked to the marina staff to see what weekends were open for the race.
- Dickson stated that Gibbs brings up a good point about maybe partnering the race with the family race in September because it is always a good idea to bring people into the marina during a time when the marina isn't already busy.
- The Yacht Club wouldn't take business away from the marina.
- Phillips confirmed that there will be a party after the race and stated that there would be 13 extra boats out in the water on a day that is really busy and those people would have to get from their boats to the party.
- Freyman stated that he can give the Yacht Club member a call and discuss some of the details of the race.
- Dickson stated that it is good to hear that the Yacht Club will not negatively impact the marina.
- Dickson asked that if the Yacht Club went to the September date if there are reservations open, and Gibbs stated that she thinks she could accommodate at least 10 boats in the marina with a September date.
- Phillips stated that he thinks Gibbs could also offer some late August dates.
- Freyman stated that he thinks the only thing the Yacht Club is thinking about regarding a late season date is the haul out date for sail boats.
- Dickson stated that a late August or September date seems to be better for the race.

Dickson moved that the Harbor Committee recommend that the race be held the last weekend in August or the first week in September based on the fact that the marina availability is greater on these dates, second by Phillips, motion carried.

6. Green Tier Taskforce

- Dickson stated the Village is looking for a representative from each committee to serve on the Village Green Tier taskforce.
- Vandermause stated that the Village is working on developing a Green Tier taskforce so that members from committee can take specific tasks back to their committees.
- There is a Green Tier taskforce kick off meeting scheduled for this Friday, March 1st, 2019 at 10:30 a.m. at the Kress Pavilion.
- Freyman will attend the Green Tier taskforce meeting on Friday and will report back to the committee next month to determine if he can serve on the taskforce.

7. F3 Marina Reports

- Gibbs attended the Chicago Boat show in January and she did see some Egg Harbor boaters at the show.
- Gibbs stated that she had about 200 people stop by the marina booth.
- She did speak with a cruising group from Michigan that would like to plan a trip to the Egg Harbor Marina.
- The Egg Harbor Marina booth won best display at the boat show.
- Dickson stated that it seems like Gibbs got some good exposure for the Egg Harbor Marina at the boat show.

- Dickson asked if Gibbs can track what kind of ROI she gets from the boat show exposure and Gibbs stated that she will try to track the reservations she receives from the boat show.
- Freyman stated that the exposure is one of the advantages the marina has from having a professional management company running operations.
- Gibbs stated that some people thought that F|3 Marina was one big marina so next boat show there is plans to have a map of all of the F|3 Marinas around the country.
- The marina did have a four page spread in the Great Lakes Scuttlebutt magazine.
- Gibbs did get another quote from Carlson & Erickson for the replacement of the pillars on the bathroom and pavilion buildings and their quote came in \$33,327.44.
- Gibbs is still waiting a quote from Tielen's Construction.
- The quote from Van's came in around \$17,000.
- The committee recommended getting a quote from Portside Builders.
- Vandermause asked if the quotes received from each builder are quoted for the same material and Gibbs stated that the materials quoted are the same.
- The committee discussed whether the project should wait until the fall for construction.
- Gibbs will continue to collect bids and determine if the work can be done in spring.
- Gibbs met with Northern Electrical and received a quote installing heat lamps in the shower area of the bathrooms.
- Gibbs also met with the Village's Public Works Director and his concern regarding the heat lamps is that the lamps would need to be put in next to the exhaust and the heat would be pulled outside.
- The committee stated that because the marina only received one compliant about the heating of the bathroom the marina should keep track of this item and determine if this is really an issue.
- Gibbs stated that she is starting to advertise for seasonal help and she has two people that are very promising and could work the entire season.
- Gibbs said that she is not sure how many returning employees she will have from last year.
- She has an ad out in the Pulse, Indeed, Jobs in Door County, and WI Tech Connect.
- Gibbs stated that she did have Heartland visit the marina to evaluate the WIFI situation and Heartland could install 20 ft. poles with a solar panel that will power the adapter to increase WIFI connectivity.
- Freyman asked if the power on the docks could be utilized instead of a solar panel and Gibbs stated that if there is power on the docks for the WIFI then the solar panels would not be needed.
- The quote from Heartland came in at \$3,631.02.
- The committee recommended that Gibbs call Harv's Electrical to see if the power on the docks could accommodate the WIFI.
- Freyman asked if Heartland could put the adaptor in halfway up the flagpole on the break wall so that there is not an additional pole that needs to be added.
- Gibbs stated that she did talk to Heartland about this and they were concerned that only half of the marina would be serviced.

- The committee suggested Gibbs share the Heartland quote with Harv's and see if they can add power to the docks to accommodate it.
- Phillips stated that Gibbs should also look into putting the poles in by the circuit breaker panels.

8. Profit Year End Discussion

- Phillips stated that he would like to discuss the \$22,000 profit and the increase in slip fees.
- The committee discussed that the intent was to be able to put a larger payment toward the debt service.
- Phillips stated that the rates are not being raised because they need to be but because they can be.
- Dickson stated that the goal would be to limit the profit to cover the debt service.
- The debt service payment is different every year.
- Dickson stated that the goal is to contribute as much as possible to the debt service and retain the profit.
- The primary objective is to pay down the debt and still be a competitive and full marina.
- Freyman stated that the boaters would look to the committee to make sure that there is money put aside to maintain the facility.
- Debt service payment is part of the marina's responsibility and the slip revenue will decline as more resident boaters fill up the slips.
- The committee discussed whether or not the marina has a reserve fund.
- Phillips' concern is that the revenue will be double because of the increase in rates and the expenses have declined.
- Phillips stated that he agrees that the profit should either be put toward paying down the marina debt or put in the reserves for marina capital improvements. Phillips wants to be included in the conversation about this.
- The committee discussed that the marina's original financing plan had a built in rate increase, but this was not followed.
- The rates were kept as low as they could be kept while contributing to the debt service.
- Phillips stated that the budget is an important document because it is the basis of the additional profit received by F|3 marina.
- The committee discussed that last year the marina adopted a reasonable budget and managed to stay under the budget.
- The budget has been narrowed and tightened over the past few years.
- Freyman stated that the budget is not off in very many places at all.
- The committee discussed where the marina ended up at the end of 2017 financially.
- Phillips stated that accrual accounting is not done and the way we budget for insurance creates a discrepancy because of the timing of the budget development and the insurance figure determination.
- The committee discussed that the renewal date for insurance should be reviewed in regard to the budget timeline.
- Phillips stated that insurance shouldn't be a number that has to be predicted.
- Phillips stated that he also thinks the marina should have an operating budget and a reserve budget.

- Dickson stated that a reserve fund should only be funded after the debt is paid back because the marina still owes the debt service.
- Freyman asked if Gibbs knows if any other marinas have reserve funds.
- Phillips stated that his main concern is how the profit is distributed.
- Freyman stated that the discussion will change when the debt is paid.

9. Mooring field discussion

- Gibbs stated that the marina would have to get written consent from each of the condo owners at Peninsula Shore as well as some additional home owners in order to move forward with a mooring field.
- Gibbs did get in touch with Herb from DC Docks and they are the main buoy installer for moorings.
- The buoys would cost \$1,000 each and the additional equipment would be about \$3,000 each.
- Gibbs did a cost comparison with Ephraim.
- The cost would be about \$12,000 to install mooring field for this year.
- There would be six moorings and she found the old mooring field layout.
- Gibbs would need a better idea on allowable boat size for the mooring field.
- The marina would be responsible for installation and removal of the mooring equipment, but mooring owners would be responsible for the maintenance and installation of the mooring ball.
- Once the boater has a mooring then they are responsible for installation and removal.
- After five years the marina would lose \$6,000, but eventually the mooring field would pay for itself.
- Dickson stated that he doesn't think that the installation of the mooring field would be worth it.
- Phillips stated that he doesn't think that the lack of the mooring field after the marina was reconstructed was not noticed, and he thinks that the committee is looking at something that there isn't a demand for.
- Gibbs stated that she does have a concern with the accessibility to the fuel dock if a mooring field is put in.
- The committee has done the research and the mooring field could be added if there is more demand for it.
- The committee agreed that the negatives of the mooring field outweigh the positives.

Dickson moved that the mooring discussion be tabled for the time being pending further interest in mooring field, second by Phillips, motion carried.

10. Printed packets

- Vandermause explained that packets will now be printed double sided in order to save paper.
- Vandermause stated that she will not print a packet for those would like to view the packet digitally.

11. Next meeting time and date

The next meeting is March 27th, 2019 at 10:00 a.m.

12. Adjourn

Phillips moved to adjourn, second by Freyman, motion carried

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