

**Village of Egg Harbor
Harbor Committee Meeting Minutes
September 29, 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), Erika Krivitz (F3), Megan Sawyer, Tom Strong.
 - d. Audience members: None
2. Approve Agenda
 - a. **Bill Freyman moves to approve the agenda.**
 - b. **Robert Dickson second.**
 - c. **Motion unanimously carried.**
3. Approve August 25, 2021 Meeting Minutes
 - a. Corrections: No corrections.
 - b. **Robert Dickson moves to approve the August 25, 2021, minutes as presented.**
 - c. **Bill Freyman second.**
 - d. **Motion unanimously carried.**
4. Open Session (Limit 10 minutes)
 - a. *Chair Robert Dickson opened the floor to public comment*
 - b. *Bill Freyman: The Discover Wisconsin Green Tier short video has aired. I thought it made the Village look pretty good. I was a little disappointed that they don't cover some of the Green Tier activities like the bioswale, recycling and educational aspects. Otherwise, I thought it turned out really well.*
5. F3 Reports

- a. *Ali Gibbs: Provided an overview of the F3 Reports as presented in the packet. Our pump out machine is still out of service. There is an electrical part that needs to be replaced. We ordered it two weeks ago, but we are waiting on the part. I don't have a time frame yet. Hopefully we have that repair done soon so we can get it working for end of season pump outs.*
- b. *Bill Freyman: What specifically failed? Do we know why it failed? Was it from a bad pump overheating?*
- c. *Ali Gibbs: It was one of the main wires on the outside of the unit. The electricians weren't sure if it was just the age of it or if it was struck by lightning. It was an electrical wiring issue. The pump itself is working fine. Cody tested it at the maintenance shop and confirmed it is working fine. Sea Bin's are ordered. UW Oshkosh needs a letter from the EPA and NOAA to ship. Greg from UWO will be here at the marina on October 8th to take a look at the marina and come up with recommendations for placement. Dockwa is our online transient merchant website. They are offering a new tool to issue contracts for seasonal slip renters online. Boaters can still pay by check. It would just be less paper and less postage. I asked if they could have it set up by October 15th, so we could send the 2022 contracts out. They said they could as long as we have the boater information and slip rental rates.*
- d. *Robert Dickson: Is that included in our existing subscription or is that additional? Basically, you would be moving all our boater information to that system which is online?*
- e. *Ali Gibbs: Yes, it is included in our current contract. There are not additional fees. Yes, this would include moving the boater information.*
- f. *Bill Freyman: Do they sell the information?*
- g. *Ali Gibbs: I am not positive on that.*
- h. *Robert Dickson: Ali, please confirm that they do not sell the boater information. It seems like a reasonable idea. I'm guessing once the boater information is entered, Ali, all you will need to do is update the rates to push contracts out each year and provide updates on boater rules.*
- i. *Ali Gibbs: Sure. They even let the boaters upload their insurance and registration through this platform.*
- j. *Robert Dickson: That is probably a good time for everyone to get their information updated.*

- k. *Bill Freyman: My comments are just precautionary. I wouldn't want our boater information to be available to others. There is a reason this added service is at no additional cost.*
- l. *Ali Gibbs: There are different tiers of the Dockwa platform. We are on the basic version, which costs \$1,188 per year. The next level up is \$6,000 per year.*
- m. *Robert Dickson: This allows you to do everything you need to do to manage seasonal rentals and transient reservations? All those direct reservations are managed through Dockwa?*
- n. *Ali Gibbs: We use Dockwa, but people also call the office to make reservations. They can also make reservations online. Our Scribble software is where we enter all our transient reservations.*
- o. *Robert Dickson: So, you don't manage transient reservations in Dockwa? Is there a potential for someone to double book?*
- p. *Ali Gibbs: I enter the transient reservations in Scribble. There is an option where I can enter that information in Dockwa, but Dockwa doesn't communicate with Scribble directly. Scribble is just an internal tool that we use in the office. If they book on Dockwa, then I enter that into the Scribble software. If reservations come in overnight, I update that first thing in the morning. Scribble is an internal tool only for marina staff.*
- q. *Robert Dickson: Any reason you don't standardize on one or the other system? The setup you are using is the standard F3 setup for marinas?*
- r. *Ali Gibbs: Dockwa doesn't have some of the capabilities that Scribble has. Dockwa is working towards that. Some of the F3 marinas are already working with Dockwa to include some of the capabilities of Scribble.*
- s. *Robert Dickson: When people make a reservation through Dockwa, do they pay through Dockwa?*
- t. *Ali Gibbs: Yes, they do.*
- u. *Bill Freyman: Is Scribble software that we purchased or is it a subscription service?*
- v. *Erika Krivitz: We purchased the software but then we need to have a monthly support program to continue to use the software. Each individual marina has an individual contract with Scribble.*
- w. *Robert Dickson: What is the total budget impact of these two systems?*
- x. *Ali Gibbs: \$3,000 per year.*
- y. *Robert Dickson: If Dockwa could do all the reservations under our current subscription. I didn't hear any objections to managing the*

slip renewals through Dockwa. If they are not selling boater personal information, then all bets are off.

- z. Denny Phillips: The payments need to be by check or is there a credit card option?*
- aa. Ali Gibbs: There is a credit card option. Seasonal slip payments are by check only. If we want to make it an option, there is a 3% Credit Card processing fee.*
- bb. Bill Freyman: The only way we would do that is if we charged a fee to make up for the credit card cost.*
- cc. Robert Dickson: It could be an option if the customer is paying that fee, not the Village. You are sure there is no other cost? How does money flow into our bank account?*
- dd. Erika Krivitz: We are receiving transient deposits twice per month. It is deposited directly into the bank account.*
- ee. Robert Dickson: For the amount of the slip fees, I would say checks are the way to go. That is too long*
- ff. Erika Krivitz: I can look into the frequency of the deposits to see if it can be adjusted. That is how it has been set up for transient rentals.*
- gg. Ali Gibbs: We have 25 new wait list applicants this year. Last year we had 23 at this time. In August, we had 153 transient reservations including larger boats, one 94-foot and another 85-foot boat. It is just me and two others for the rest of this season. We have four from this year that want to return next year. Yearend merchandise is on sale, so sales increased a little from that.*
- hh. Robert Dunworth: How many transient reservations do we have for Pumpkin Patch weekend?*
- ii. Ali Gibbs: I have 25 on wait list with 15 confirmed. They plan on coming but if weather isn't ideal, they might not show up. We are pretty full.*
- jj. Robert Dunworth: How does this compare to last year?*
- kk. Ali Gibbs: Last year we had only 8 boats that came up, but we didn't have the Pumpkin Patch event last year.*
- ll. Denny Phillips: How did we overdraw our bank account on three separate occasions in August? It seems we have the finances that we shouldn't be overdrawing anytime. This could impact on our reputation.*
- mm. Ali Gibbs: One of them was our annual Dockwa subscription. That comes out automatically and I forget to send an email that it was being taken out.*
- nn. Erika Krivitz: The Dockwa one was the main reason. We didn't catch that until the other two went through.*

oo. Denny Phillips: *When you write out the checks, you have a check register, you know how much the check is for, you don't check the bank account to be sure the account has sufficient funds?*

pp. Erika Krivitz: *Ali doesn't have access to the bank accounts. Those are reconciled at the end of the month. It was that one charge that was overlooked.*

qq. Denny Phillips: *We had two NSF fees. What is that for? If they get bounced, how do we recover those funds?*

rr. Erika Krivitz: *I will have to reach out to the bank to get more detail. That NSF fee is on the petty cash account. It looks like that might have been because of the overdraft. That might have been on our side.*

ss. Robert Dickson: *We obviously need to tighten up the oversight on our accounts. I'm guessing Dockwa gives you a notice about when they are going to charge you. We have to make sure that pay attention to that to be sure we are covered. I'll leave that for the two of you to work out for 2022.*

tt. Robert Dickson: *Is the sales tax issue resolved?*

uu. Erika Krivitz: *It isn't a significant amount so it will be resolved in the 2021 audit.*

6. 2022 Budget Overview

a. *Ali Gibbs provided a line-by-line review of the 2022 Marina Budget as presented in the meeting packet, highlighting both revenue and expense changes. I would like to increase the daily rate for transient rentals and pump outs.*

b. *Denny Phillips: The 2021 budget has a projected yearend of \$3,500 for transient rentals?*

c. *Ali Gibbs: Yes, that is a misprint. That should be \$53,000.*

d. *Robert Dickson: How long does it take to do a typical pump out?*

e. *Ali Gibbs: It depends on how full the tank is. Sometimes we have to do two cycles. I would say on average, 10-15 minutes including setup. Once in a while the tank is on the other side, so we have to board the boat. That can be a two-person job.*

f. *Ali Gibbs: I am proposing a 3% increase for our seasonal slip rentals. Fuel sales have been strong, so we bumped up that line item. We are priced competitively.*

g. *Robert Dickson: Can we monitor our fuel rates to maximize sales and revenue?*

h. *Ali Gibbs: Yes, I can do that. We currently have a 60-cent mark up. I could bump that up.*

- i. *Denny Phillips: It seems like your 2022 Budget is based on your 2021 budget instead of 2021 actual results. Why did you go that route?*
- j. *Erika Krivitz: We do that typically to stay conservative with the revenue side of the budget.*
- k. *Ali Gibbs: Hearing no other questions on the revenue items, we'll move on to expenses. Meals and travel expense is for the Chicago Boat Show and a fall marina conference. I increased Computer expense to \$1,000 since we need a new monitor at the marina office.*
- l. *Denny Phillips: You needed a \$750 increase for a computer or a monitor?*
- m. *Ali Gibbs: Just the monitor. We are likely to have other computer expenses. I am going to hire only six dock hands instead of seven to give them more hours per person.*
- n. *Robert Dunworth: How did you determine you had one too many this year? What is your hourly rate?*
- o. *Ali Gibbs: General scheduling. It was difficult to get everyone the hours they wanted. The rate is generally \$15.00 per hour.*
- p. *Bill Freyman: I think it is important to give dock hands enough hours and reasonable salary to make it worth their while to work for us. If you can do that with six dock hands, I think that is a wonderful idea.*
- q. *Ali Gibbs: I have had a pretty consistent staff over the last three years. They are reliable and keep coming back. I like to keep them happy.*
- r. *Robert Dunworth: Do you feel we are open late enough? How do we compare to other marinas?*
- s. *Ali Gibbs: Yes, I do. Sister Bay and Fish Creek are both open until 7:00 PM. In 2019, we were open until 7:00 PM and we didn't have much to do. Most coming off the water come in between 4:30 and 5:00 PM. We were open until 6:00 PM in June and July last year and we didn't have much activity at all.*
- t. *Robert Dickson: Regarding the EHBA membership, what is the benefit? Does that change knowing the room tax is increasing?*
- u. *Megan Sawyer: That is for Destination Door County and EHBA. A few years ago, it was understood that this membership is required since the marina is a revenue generating operation. The prior treasurer is no longer with the EHBA. We can open our conversation to review that membership to see if they might waive that fee for the marina.*
- v. *Robert Dickson: I'm going to be paying the increased room tax starting January 1, 2022. Let's have that conversation. The Village provides support in other ways for EHBA.*

- w. *Ali Gibbs: Marketing materials will be updated for the Chicago Boat Show. Electric has gone up. I would like to purchase two additional deicers.*
- x. *Robert Dickson: Meals and Milage and Meals and Travel appears to be a duplicated item.*
- y. *Ali Gibbs: Yes, those are duplicated. One of those will be eliminated.*
- z. *Denny Phillips: Why did we decide we needed \$9,000 for additional deicers?*
- aa. *Ali Gibbs: We currently have 3 deicers. Even with those, we noticed shifting in the docks due to the ice. Keeping it as open as possible will hopefully prevent damage.*
- bb. *Denny Phillips: Did we have any damage last year? We're going to spend \$9,000 plus the electric to run them. We had this conversation a year ago and decided not to buy additional deicing units.*
- cc. *Ali Gibbs: It is preventative maintenance as the docks are getting older.*
- dd. *Bill Freyman: That area that concerns me is the well. I'm wondering if the floating dock system doesn't need to be shortened to get it away from the gangway for the winter. I don't know if we can just take them out. The deicers would help in that area. Even the aluminum on the gangway is showing wear from the rubbing.*
- ee. *Ali Gibbs: I believe it would cost more to take the gangway out than it would to buy the deicers. The deicers are about \$2,000 for two deicers, plus the additional electric to run them. We have room in the 2021 budget for the purchase.*
- ff. *Carl Klug: What about the credit card fee increase? That is a large increase?*
- gg. *Ali Gibbs: That isn't much above the 2020 actual results.*
- hh. *Erika Krivitz: The 2021 projected year end might be a little low. That is from the end of august.*
- ii. *Robert Dickson: I think we ought to consider passing credit card fees on to the customer in situations that we can. We probably can't do that at the fuel dock. I'm paying more of those fees myself. That sounds good as is at \$7,000.*
- jj. *Ali Gibbs: We increased outside services mainly for the bathroom cleaning services to have them come in twice to do a deep cleaning of all the bathrooms at the marina. I will have them come in twice, once at the start of the season and once in July. That is a \$2,000 increase for the two cleanings. We didn't use them this year. We are planning to use Door County Cleaning. They are the ones we used during covid. In 2020, it was \$885 for them to clean all four bathrooms.*

- kk. Denny Phillips: *That seems like a lot of money for four bathrooms. Have you bid that out? So, it's the public works bathrooms and the marina bathrooms. Should public works be paying for two of the bathrooms? I would like to get bids.*
- ll. Ali Gibbs: *I have not yet. They did a good job.*
- mm. Megan Sawyer: *I can bring that up. The two bathrooms are exclusive to the marina. The other two also serve the marina. We can get quotes and go with the lowest. I would recommend leaving it as is.*
- nn. Robert Dickson: *I agree. Let's keep the budget item where it is the select the lowest bid to do the work. Does our Public Works department have people that could do this?*
- oo. Megan Sawyer: *The Public Works staff do the regular cleaning, but not the deep cleaning from floor to ceiling. Public works services our beach bathrooms. Marina staff services the marina bathrooms. We did get some comments about the bathrooms this summer. This is to address some of those concerns expressed this year about the lack of cleanliness.*
- pp. Denny Phillips: *There is money in the budget for painting this spring. Do you need the first cleaning if they are already going to be painted? When we get done painting, the place should be brand new.*
- qq. Megan Sawyer: *I think this could be two cleanings during the year.*
- rr. Bill Freyman: *It seems to me that if we are going to paint in the spring, we can push back the cleaning until later in the year. The condition of the restrooms was the only thing I received feedback about last summer. This was about the public bathrooms.*
- ss. Denny Phillips: *I feel like staff should be checking the restrooms twice per day, once in the morning and once in the afternoon. Maybe we should pay closer attention to the cleanliness at the end of the day.*
- tt. Ali Gibbs: *We do that already, regularly checking the rest rooms at the begging of the day and at the end of our workday.*
- uu. Bill Freyman: *I think we should try it to see how it goes. I think it shouldn't just be the lowest bidder. It should be the lowest responsible bidder.*
- vv. Robert Dickson: *Agreed. We will have to look at the public rest rooms. There are a lot of people down there at sunset who are not boaters. I don't agree that this should be a 100% marina expense.*
- ww. Bill Freyman: *I would like to see it get started. It is all coming from the same pot anyhow. We can work out a split between public works and marina if we need to later.*
- xx. Ali Gibbs: *I would like to get new uniforms for staff, so we increased that. I finally heard back from Talen's and JR builders. We are on*

their schedule to get a quote. We are splitting that cost with public works. Painting is for inside the rest rooms. Ali provided an overview of other expense line items with no questions from the committee members.

- yy. Committee members agreed on \$5,000 for capital outlay for improvements.*
- zz. Denny Phillips: I believe we should get an updated/corrected budget to review final numbers.*
- aaa. Megan Sawyer: It looks like the numbers are correct in the projected year end for revenue and transfer to other funds.*
- bbb. Robert Dunworth: That error was not in the 2022 budget. That looks correct.*
- ccc. Denny Phillips: We are saying we will have \$79,000 for the debt, compared to the \$143,000 for this year. We better perform better than what we are showing in the budget.*
- ddd. Robert Dickson: Do we want to bet that conservative on the revenue side? Should we refine the revenue numbers to be not quite that conservative? Do we want to leave it as is, so we have room in case we have a bad year?*
- eee. Erika Krivitz: Are you looking to add more to the transfer of funds at the end of the year? Regardless of what is put in the budget, any excess net income is transferred for the debt payment. In 2020 we had more net income than expected. The additional income was put toward the debt.*
- fff. Robert Dickson: I think we should try to be as accurate as possible. I think it is a good thing for people realize that the marina is performing ahead of budget. Are we happy putting down \$74,000 for the debt payment?*
- ggg. Megan Sawyer: We could bump up the transient income by \$5,000. That would cover the \$5,000 we put in the capital outlay.*
- hhh. Committee members agreed with this change.*
- iii. Denny Phillips: I think we should also increase the seasonal launch fees. We only received one letter this year. Where else are they going to go?*
- jjj. Robert Dickson: The fee schedule is next on the agenda.*
- kkk. Robert Dickson: Megan and Ali, would you please make these updates and send the final version to the committee members.*
- lll. Megan Sawyer: Sure, we can do that. If you want to approve it as discussed today. I will send out the final budget with these adjustments before it goes to the board of Trustees.*
- mmm. Robert Dickson moves to recommend the budget to the Trustees for approval as amended.**

- nnn. **Robert Dunworth second**
ooo. *Denny Phillips: Just to confirm, the resident slip fees are going up 3%?*
ppp. *Ali Gibbs: Correct. Both resident and nonresident fees are going up 3%*
qqq. **Motion unanimously carried**

7. 2022 Fee Schedule recommendation

- a. *Megan Sawyer and Ali Gibbs provided an overview of the fee schedule. The seasonal launch fee for residents and slip owners, the fee is \$110. For nonresidents the fee is \$140. Fish Creek and Sister Bay are both \$100. Our daily launch fee is \$12. Others are in the \$6 to \$8 range. We have about 40 seasonal launch pass holders.*
- b. *Committee members agreed to leave the daily and seasonal launch fees the same.*
- c. **Robert Dickson moves to recommend to the Trustees increasing slip rates by 3%, transient rates to \$2.30 per foot, pump outs for slip owners at \$10, \$20 for non-slip owners, courtesy docking getting a \$20 deposit, and the seasonal launch passes remain the same, on the 2022 fee schedule.**
- d. **Bill Freyman second**
- e. **Motion unanimously carried**

8. Open Session (Limit 10 minutes)

- a. *Chair Dickson opened the floor for public comment.*
- b. *Bill Freyman: What is the general feeling among the trustees about the financial performance at the marina?*
- c. *Robert Dickson: I think everyone is happy with the operations. We continue to perform well and contribute to the debt payment for the breakwater. We will pass on to the trustees that the marina is getting older. An increase in capital costs is a trend that is likely to continue.*
- d. *Megan Sawyer: I agree with that assessment. I think the trustees are happy with the financial status as long as the debt payment remains consistent.*
- e. *Bill Freyman: Roughly what percentage of the debt payment is covered by marina operations?*
- f. *Megan Sawyer: I will check with Lynn on that. I will send it out with the updated budget spread sheets.*

- g. Denny Phillips: I think something should be communicated out about our price per foot relative to the other marinas in the area. That will drive the discussion relative to the debt payments.*
- h. Bill Freyman: Important to compare to other municipalities. Private can offer things we can't at our facility. People look at both price and amenities. That may not be comparing apples to apples.*
- i. Denny Phillips: We should know the numbers for public and private anyhow.*
- j. Ali Gibbs: In past years we were right in line with Sister Bay. We are now about \$5 to \$10 cheaper than Sister Bay for seasonal slip rates. Don't know what their rates are for 2022. We have been a little more expensive than some other municipal marinas.*
- k. Robert Dickson: Location, Location, Location. We are full and have no problem filling slips. That is a good indicator that our pricing isn't out of line.*
- l. Ali Gibbs: The past three years, we have received at least 20 new wait list applicants for a seasonal slip. We have 85 wait list people. We added 25 new ones in 2021.*
- m. Bill Freyman: That is a healthy position.*
- n. Robert Dickson: We have to be very happy with the consistency of our staff. That is huge especially in today's market. Kudos to Ali and her staff. That is a big plus for Egg Harbor.*
- o. Megan Sawyer: The Village board budget workshop is scheduled for October 13th. The budget will be officially adopted by the trustees at their November meeting.*
- p. Robert Dickson: Megan will get the updated spreadsheet out to everyone. Please take one more look through it. Let's hear any additional comments before October 13th.*

9. Next Meeting Time and Date

- a. Wednesday October 27, 2021, 10:00 AM

10. Adjourn

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

Meeting adjourned at 11:36 A.M.

Minutes completed by Tom Strong on October 4, 2021. Submitted for approval on October 27, 2021.

Italics – Summarized comments

Bold – Committee Action