

**Village of Egg Harbor
Harbor Committee Meeting Minutes
Wednesday December 7th, 2016 1:00 PM
Paul J. Bertschinger Community Center
7860 STH 42
Egg Harbor, Wisconsin 54209**

1. Call meeting to order

Dickson called the meeting to order at 1:02 p.m. Those in attendance were Robert Dickson, Robert Dunworth, Karl Klug, William Freyman, Denny Philips, Ryan Heise, and Megan Vandermause. In attendance from SG Marina, were Chris Marx and the Egg Harbor marina manager Lucienne Van De Pas.

2. Approval of the Agenda

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

3. Approval of October 26th, 2016 Minutes

Freyman moved to approve the October 26th, 2016 meeting minutes second by Dunworth, motion carried.

4. Open Session (limit ten minutes)

5. SG Marina Reports

- Van De Pas reported that the marina received all of the slip deposit contracts back.
- Van De Pas said that as she is going through the waitlist she is also auditing the waitlist.
- Van De Pas started with the priority 3s that are property owners in the Village, and she will begin working on the priority 4s next.
- Van De Pas said that there was a slip owner that had purchased a new boat and needed a larger slip.
- Dickson asked what slips haven't paid their deposits, and Van De Pas stated that there were a few cases where someone needed a larger slip or someone asked for an inter-marina move and waited to hear if this could be done before sending the money.
- Van De Pas stated that all of the inter-marina move requests that were on file this year were able to be accommodated.
- Van De Pas said that there are two 25' slips available, one 30' slip available, and two 35' slips available.
- Dickson stated that it would be interesting to capture the turnover rate each year.
- Marx stated that on Lake Michigan there is almost always about a 20% turnover rate each year.
- Dunworth pointed out that a 20% turnover rate for the Egg Harbor Marina would be about 12 slips.
- Dickson had asked Van De Pas how the computer back up process works.
- Van De Pas stated that there is an external drive that saves all the information each day. Then once a week all the information is updated to the drop box which is cloud based.

- Dickson asked if there could still be some significant information lost because this only happens once a week and Marx stated that the frequency could be changed to everyday.
- Van De Pas did speak with the IT person about changing the system to back up each day during the season.
- Dickson asked if there are any credit card numbers that are stored and Marx stated that it would be within the system, but there are a series of passwords that someone would have to go through to get the card number.
- Marx stated that most of the system is cloud based.
- Marx stated that the federal government did put a hold on the FSLA requirement that was supposed to go in affect last week.
- Marx stated that the variance in the November numbers is because of payroll.
- Marx stated that the October revenues have been fairly consistent and there have not been a lot of changes since the last meeting.
- Marx stated that the other expenditures for year-end did not offer any big surprises.
- Year-end variances will be seen because of some Village related expenses such as Village labor expenses and utilities that will be coming to the marina.
- Freyman asked if the solar lights were taken off of the break wall, and Van De Pas asked if this is something that is typically done.
- Freyman stated that the solar lights have been removed in the winter so that they did not get damaged.
- Van De Pas stated that she was not aware of this, but she will get this done and add it to the shutdown check list.
- Van De Pas stated that Steve Smith brought in a shutdown check list that she reworked.
- Philips asked about the two dinghies that have been left at the marina and Van De Pas stated that she needs to call and find out who one belongs to.
- Philips also reported that the lights on the fuel pumps are on.

6. Follow up on registration and insurance

- Van De Pas had stated that the registration and insurance for Mr. Danis are in his name and not his brothers.
- Marx stated that this customer has had a slip in the marina for five years.
- Marx stated that the precedence has been set with this customer, and SG Marina's recommendation is that this issue be highlighted and noted and if this issue comes up again it will be handled according to the rules.
- Van De Pas stated that this slip owner is a very good customer of the marina, and Van De Pas stated that this is a customer that the marina would like to keep.
- Freyman had pointed out that the committee has found something that has slipped through over the years and the rule will be followed moving forward.
- Dickson asked if there is a procedure in place to catch something like this if this would happen in the future.
- Philips asked if the correct solution for this problem would be asking the slip owner to transfer the registration of the boat into his brother's name.
- Philips confirmed that the person who rents the slip must be the boat owner.
- Dunworth confirmed that the registration is required when a slip is rented.

- Philips stated that in his opinion the committee should request that the boat be registered in both his name and his brother's name or his brother's name in order to fix the issue.
- Freyman stated that because this issue has slipped through, it should be fixed by grandfathering this slip in and adding a procedure so that this situation cannot occur again.
- Freyman stated that putting a person through changing the registration and insurance on a boat to fix a marina mistake from years ago would not be right.
- The committee acknowledges that there was a mistake made and agreed that the boat owner will be grandfathered in, however the rules will be followed from here on out and a policy will be developed so that this issue does not happen in the future.
- If this slip owner would remove one or both boats this would no longer be allowed.
- The marina staff will verify that boats are registered to slip owners going forward.

7. Follow up on break wall inspection scope and timing

- Marx stated that SmithGroup JJR provided a proposal for a follow up inspection of the break wall.
- Marx pointed out that in the SmithGroup JJR proposal it was stated that the Village built the break wall lower than what was recommended.
- Dickson pointed out that the Village Board did acknowledge that there was a risk with building the break wall lower than what was recommended.
- Marx stated that because the break wall was built lower than what was recommended there is a proposal to complete an extensive inspection for about \$20,000.
- Marx said that he does not believe this is a bad thing to do because break walls do change when the water level rises.
- Marx stated that the scope of the inspection is what the committee should consider.
- There are other groups besides SmithGroup JJR that could complete the inspection.
- Marx said that the water level is down about 2 ft. from this fall and looks like it will stay that way for the winter.
- Marx stated that because of this there is an opportunity to complete a chain inspection that was not completed last year.
- Marx said that he believes it is very important to complete this inspection and it would cost about \$2,000 to \$3,000 to have every chain inspected.
- Marx stated that this was included in SmithGroup JJR's proposal so if the committee decides to approve the extensive inspection of the break wall it could be bundled.
- Dickson asked if there are many significant signs of settling on the break wall.
- Freyman stated that there are a few cracks on the break wall, and the committee needs to make sure that they protect the investment of the tax payers.
- Freyman stated that he has some concerns regarding the docks and the chains.
- Freyman asked if there should be a concern about where the final documents would lay, and asked if this is something that should be put out with request for proposals.
- Dickson stated that the benefit to having SmithGroup JJR do the inspection is that they have the history of the break wall.
- Dickson stated that he thinks that the extensive inspection could wait a few years however, he would support having a chain inspection done in spring 2017.
- Marx stated that this inspection should take place in spring so that repairs can be done before the start of the season.

- Marx stated that this is something that could take place annually depending on the winter.
- Marx stated that this inspection could be done in less than a day.
- Van De Pas stated that when the truck and trailer went into the water there was a diver that came in to move the debris, he did a quick inspection of the chains and recommended completing a formal inspection in spring.
- The committee agreed to plan on completing the chain inspection in spring and to review the SmithGroup JJR proposal.
- Dickson stated that there could be pictures of the cracks and location documented on the marina hard drive.

8. Updates on the end of year customer satisfaction survey

- Marx shared a copy of the customer satisfaction survey results with the committee.
- Marx stated that the committee should review the results and bring comments to the next meeting.
- Van De Pas reviewed some of the themes of the survey.
- Better controls on fishing and higher security were two issues that showed up in the survey.
- 12% asked for better parking control and reserved spaces.
- Klug asked if SG Marina was pleased with the survey. Marx stated that SG Marina would have liked to have received more responses and ideally would like to get 100% response.
- Marx stated that next year SG Marina may try to do a survey while the boaters are still on site.
- Dunworth pointed out that because there were only 15 responses he wonders how many conclusions can be drawn from the survey.

9. Updates on Lift Station recommendation

- Van De Pas stated that all three quotes that were received are included in the packet.
- The Harbor Construction quote would also require extra work.
- The Sabel Mechanical quote would not require any extra work, but the Sabel Mechanical quote includes a positive displacement pump.
- Van De Pas stated that each contractor was asked to quote both types of pumps, but the contractors would not do this because they all felt that the pumps they quoted would be the best for the marina.
- The Sabel Mechanical quote includes a concrete tank instead of fiberglass tank.
- Van De Pas stated that she and Jeff Meyer agree that the Sabel Mechanical quote is the best quote because they offer the most commercial equipment that would work the best with the Village's sewage system.
- Philips asked if the pump at the marina would only be used for 3 months of the year.
- Dickson stated that the pump problem needs to be solved once and for all.
- Dickson said that the Village has an engineer that works with the Wastewater Treatment Plant and asked if he should look at the quotes.
- Klug confirmed that all quotes include a grinder pump.
- Dickson asked if the Village's Wastewater engineer could review the quotes in order to validate that Sabel Mechanical offers the best quote.

- Dickson asked what the timeline is on this and Marx stated that there will need to be a March deadline for install.
- Philips confirmed that this will be going in the bio filtration area and will not disturb the parking lot.
- Marx pointed out that it was confirmed in writing from the DNR that a permit is not going to be required.
- Marx stated that the project is preferred to be completed when the ground is frozen.

10. Next meeting time and date

The next meeting is January 25th, 2016 at 10:00 a.m.

11. Adjourn

Dickson moved to adjourn, second by Philips, motion carried.

DRAFT