

Village of Egg Harbor, Harbor Committee Meeting Minutes
Wednesday July 27th, 2016 10:00 AM
Paul J. Bertschinger Community Center
7860 STH 42
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, 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

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

3. Approval of June 22nd, 2016 Minutes

Freyman moved to approve the June 22nd, 2016 meeting minutes, second by Dunworth, motion carried.

4. Open Session (limit ten minutes)

- Freyman asked if a thank you was sent to Steve Smith, and Heise explained that a thank you was sent.
- The marina also sent out an email to all the boaters recognizing Steve Smith's efforts.

5. Reports from SG Marina

- Marx presented the weekly operations report to the committee.
- Marx pointed out that the revenue from annual launch passes is almost double than the revenue from last year.
- Van De Pas pointed out that the price did go up this year.
- Marx stated that Van De Pas has done a nice job working with the vendor to make sure the fuel tanks are filled when they need to be.
- Dickson asked Van De Pas if the fuel tanks have ever run out, and Van De Pas said that the marina only ran out of fuel once this season and has since put a process in order to monitor the fuel levels in order to get the tanks filled before they are empty.
- Dunworth asked Van De Pas how long it takes the tanker to get to the marina after they are called, and Van De Pas explained that it takes the tanker about an hour.
- Marx stated that there were 38 transient slips in last week.
- There is a newsletter sent to all the boaters.
- Marx said that the whole fuel system and process seems to be going well.
- Marx asked Van De Pas to discuss the marina operations during the Wine Fest and 4th of July events.
- Van De Pas stated that the marina operations went well throughout both events.
- Freyman stated that the marina employees checking people into the parking lot were a little relaxed, and that there wasn't a formal check for all slip holders.
- Dickson stated that he did get a formal check when entering the marina.

- The committee agreed that the marina operations went pretty smooth during the events.
- Marx stated that the Wine Fest did affect the marina on one of the busiest weekends in summer, and stated that it is SG Marina's recommendation to move the Wine Fest to a different location in the Village that would not have such a big impact on the marina.
- Dickson asked Marx to elaborate on why this recommendation was made.
- Marx stated that the ramp was closed down and less launch passes were sold, and that there were parking issues for annual slip holders.
- Freyman pointed out that when the issue of closing the road first came before the committee, the committee decided to support the road closure and the event while knowing the marina would be affected.
- Heise stated that the general sense is to move the event to a different location so that highway 42 will not be closed.

6. Pump out machine

- Van De Pas stated that the pump out machine has been breaking down more often than in the past.
- Van De Pas explained that the machine seems to break on Saturdays and cannot be fixed until Monday.
- Van De Pas and Jeff Meyer have been talking to a number of contractors in order to determine the best option for fixing the pump out machine.
- Van De Pas said that the contractors suggested adding a lift station with a grinder pump.
- Dickson stated that the committee has discussed this issue in the past, and that it may be time to install a lift station at the marina.
- Philips stated that the hose is typically flushed.
- Van De Pas said that the line is primed and flushed during the process.
- Van De Pas brought the site plan for the location of the lift station for the committee to review.
- Philips asked if the line would be a 2-inch line, and Van De Pas confirmed that the line would be a 2-inch line.
- Van De Pas stated that a holding tank is being looked into as well so that if the equipment does break waste can be held until the equipment can be fixed.
- Van De Pas stated that the marina has called Seidl Septic to come and clean out the lines multiple times.
- Philips asked if Paul Peterson has been consulted regarding the issue.
- Heise asked Van De Pas if this will be taken care of at the end of the season, and Van De Pas stated that the marina wanted to ask the committee when to proceed with a solution.
- Van De Pas explained that there are grant opportunities that could be explored.
- Dickson said that the grants should be explored before moving forward with the project.
- Van De Pas said that the parking lot would not need to be torn up.
- Dickson asked if the DNR would be involved because the bio filters would be disturbed, and Marx explained that the DNR would be involved.
- Freyman asked if installing a lift station and grinder would be cheaper than replacing the lines.

- Philips pointed out that holding tanks are vented, and Van De Pas said that the tanks would be filtered.
- Marx stated that from an operational stand point the pump out issue is an issue that needs to be addressed as soon as possible.
- Marx said that SG Marina will try to accumulate as much information as possible and will continue exploring every possible solution.
- Van De Pas stated that one bid came in at \$12,650 including the cost of installation and the concrete tank. The other bid came in at \$4,620 not including the cost of installation or the concrete tank.

7. Parking

- Philips stated that the parking problem at the marina has continued to get worse.
- Philips stated that the marina has become a popular fishing destination.
- Philips said that putting warnings on cars, but not ticketing cars does not help regulate the parking in the marina lots.
- Dunworth asked how the parking situation would be taken care of without assigning parking spots to slip holders.
- Philips stated that he believes slip holders should have some preference to parking in the marina.
- Philips asked if the center parking lot should be for trucks and trailers or if the center parking lot should be used for cars.
- Dickson asked if there would be a value to the village in making the center parking lot available for cars instead of boat trailers.
- Dickson pointed out that the marina parking lot is a public parking lot and needs to be open to the public.
- Freyman pointed out that the launch could get backed up if all trailer parking was shifted to overflow.
- Dickson stated that other public marinas have all trailer parking in overflow areas.
- Freyman stated that he has not had issues parking at the marina.
- Dickson suggested that SG Marina conduct a survey regarding parking.
- The committee discussed adding another overflow parking lot for boat trailers.
- Marx stated that the biggest issue is trying to control the general public.
- Marx stated that SG Marina tries to guide the general public with signage and tickets.
- Marx said that the center parking lot should be utilized for parking for cars.
- The parking issue is a campaign, and the ticketing process is a tool to help manage the general public parking in the marina lot.
- SG Marina looked into labeling the first five trailer spots as boat trailer parking only.
- SG Marina also looked into having boater parking only signs put out for special events.
- Marx stated that the remote parking is not ideal.
- Philips stated that Wine Fest was very well controlled because the access to the marina was controlled.
- Freyman pointed out that not all marina users have boats and many people go down to the marina to walk on the break wall or fish from the docks therefore there needs to be general public parking available.
- Marx stated that there are public marinas that regulate parking lots for boaters only with signage.

- Van De Pas stated that there has been a lot of backlash from boaters regarding parking tickets, and SG Marina decided to put out warnings instead of tickets until the issue was discussed by the committee.
- Freyman asked why tickets are being issued.
- Marx stated that cars are parking in the trailer areas, parking in the 20 minute spot for longer than 20 minutes, or parking in no parking areas which all result in tickets.
- Philips said that the committee discussed giving slip holders parking stickers for their cars in the past.
- Freyman suggested marking down the times when the parking is full and cars are parked illegally in order to determine how often parking issues occur.
- Philips asked if the center parking area could be used for either car parking or trailer parking.
- The committee agreed that the center parking area in the marina parking lot needs to be explored.
- Philips said that on July 9th around 10:00 p.m., the garage door was left open and the golf cart was outside. Van De Pas stated that the marina has made it a point to make sure the garage is shut and locked and everything is put away at the end of the day.
- Philips pointed out that there was a Yacht Club event that night.
- Dickson asked why the Yacht Club was accessing the village garage after hours, and Freyman stated that there has been storage shared between the Yacht Club and the Village.
- Van De Pas explained that the garage is opened for the Yacht Club before the marina staff leaves and it is the Yacht Club's responsibility to close up the garage after their events.
- Klug stated that Van De Pas has tried to make the garage convenient for the Yacht Club and that there is alternative storage options that the Yacht Club could explore.
- Freyman asked what the general schedule is at the marina for picking up garbage in the water and sweeping off the wire railings, and stated that the marina seems to be a little more relaxed than in past years.
- Van De Pas explained that in the morning the marina staff clean the bathrooms and check garbage, and then go out to work on bird poop and cob webs.
- Van De Pas asked what specific areas Freyman has noticed.
- Freyman stated that the garbage in the water does not seem to get cleaned up and that there are areas of the dock that do not seem to be cleaned. A life ring is broken on the dock.
- Freyman asked what the marina hours are, and Philips stated that the hours are posted on the bulletin boards.
- Freyman pointed out that the marina hours are not posted on the website, and that when the marina office is closed the phone goes to the village answering machine system.
- Freyman stated that the marina hours should be posted on the website and in general locations in the marina so that guests are aware of the hours.
- Marx stated that the hours will be posted on the website and at the fuel station.
- Van De Pas stated that SG Marina is exploring a vendor that will set up a voicemail with the hours and an emergency number.
- Philips pointed out that if the hours are changed the current postings will need to be updated.

- Klug asked how effective the bulletin boards are at the marina. The Yacht Club uses half of the bulletin board for their posting and the rest of the bulletin board is used for advertisements.
- Dickson said that the bulletin board should be reviewed and only be used for Egg Harbor events or marina related events.
- The committee agreed that there should not be personal ads on the public side of the bulletin board.
- Philips asked about incentives for slip holders notifying the marina office when they leave the marina for trips. Van De Pas said that there is no incentive for reporting leaving, but there are options being looked into for next season.
- The committee discussed that it is required to notify the marina office when leaving the slip in the lease agreement.
- Freyman said that Fish Creek has a float plan on the website that goes to the marina office in order to notify the office when slip holders will be gone.
- Dunworth asked if this has been an issue at the marina and Van De Pas said that most of the time empty slips are reported.
- Dickson asked if the slips are rented when they are open and Van De Pas said that slips are rented.
- Freyman mentioned that he has heard many nice comments regarding the marina staff.
- Freyman asked if there is a welcome packet that is handed out to guests at the marina.
- Van De Pas said that as of right now there is not a welcome packet in place, but it is something that SG Marina is looking into for next season.

8. Peninsula Shores Condo Moorings

- Philips explained that when the marina was first built the village got into some litigation with Peninsula Shores, and after the marina was rebuilt all the Peninsula Shores moorings were removed.
- Peninsula Shores now has three moorings back in the water.
- The village removed the moorings that were in hazard to navigation.
- Freyman stated that the three moorings that are in the water are within the property owner's right to be there.
- Dickson stated that if the moorings are outside of the property owner's rights the DNR would need to issue a violation.
- Dickson said that the property owner has a right to put some moorings out.
- Philips said that in the past there were nine moorings in the water, last year there was one mooring, and this year there are three.
- Philips asked if the nine moorings are put back in the water if there will be a navigation hazard to the Egg Harbor Marina.
- Freyman looked up the DNR regulations regarding moorings and moorings can be placed within 150 ft. of the shore unless they cause a public navigational hazard.
- The committee decided that the DNR can be consulted on the issue, but no action should be taken.

9. Review Updated Budget

- The committee was not presented with an updated budget, but did review the June 2016 financial report.

- Marx stated that there is a variation in reporting compared to last year because of how the information is reported.
- Marx stated that there is more time needed to filter the information from 2015 and incorporate it into the current format for the committee to review.
- SG Marina will have this information for the next meeting.
- Van De Pas explained that the fuel credit has run out, and Marx explained that because the credit is gone the fuel will now be tracked by gallons sold.
- Philips asked if the negative accounts receivable and negative accounts payable will work them self out, and Marx said that they will.

10. Next meeting time and date

The next meeting is August 24th, 2016 at 10:00 a.m.

11. Adjourn

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