

Egg Harbor, Harbor Committee Meeting Notice and Agenda  
Wednesday June 22<sup>nd</sup>, 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. Also 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 May 4th, 2016 Minutes**

Phillips moved to approve the May 4<sup>th</sup>, 2016 meeting minutes as amended, second by Klug, motion carried.

**4. Open Session (limit ten minutes)**

- Phillips stated that the TV reception at the marina seems to have a signal strength issue.
- Marx said this is an operational matter and SG Marina will work on contacting Charter to get the problem fixed.
- Marx asked Van de Pas if there have been any other issues reported. Van de Pas explained that there have been a few issues with the boxes themselves and marina staff worked with Charter to get that issue fixed.

**5. Reports from SG Marina**

- Marx discussed the weekly operations report with the committee.
- Marx stated that the new computer program has been installed and is being used at the marina.
- The program has provided all of the information that SG Marina hoped it would, and everything besides the waitlist audit has been compiled on one accounting system.
- Marx stated that the weekly report can be customized with items the committee would like to review.
- The report reflected expenses and revenues.
- Marx stated that the shower system at the marina is being fixed.
- SG Marina hired a contractor and the contractor found that the type of paint originally used in the showers is not a type of paint that can withstand a moist environment.
- The contractor reported that repainting the showers is only a temporary fix and suggested installing milk board in order to restore the showers.
- Marx stated that SG Marina will be looking into all options for a permanent fix for the showers.
- The marina will be getting quotes from contractors that work directly with milk board.

- Phillips stated that last year the committee discussed working on the ventilation in the showers and asked if the ventilation was fixed.
- Heise explained the ventilation issue was fixed.
- Phillips stated that the ventilation does not seem to be operating any better than last year.
- Dickson stated that the contractor will be able to assist marina staff in using the best solution for the showers.
- Phillips asked if the showers will be ready for this weekend, and Van de Pas stated everything will be dry and ready to go by Thursday.
- Dickson stated that he would like to see the number of transient units that come into the marina and stay during the week reflected on the weekly report.
- Freyman requested a revised budget for the committee to review.
- The committee will review the revised budget at the next meeting.

## **6. Financial Report**

- Phillips asked about the negative balances for accounts receivable and accounts payable and Heise explained that there are some balances being worked out between the Village and SG Marina.
- Phillips also asked about the prepaid expenses and Marx explained that the prepaid expense balance comes from contracted fuel.
- Dickson stated that last year there were a lot of issues with paying at the fuel dock, and that the marina seems to be operating significantly better this year.
- Dickson stated that the Village's partnership with SG Marina has been going very well so far.
- Klug asked about fuel sales in comparison to last year.
- Van de Pas explained that fuel sales have been going very well and last weekend approximately \$3,000 in fuel was sold.
- Heise stated that fuel sales are up about \$27,000 compared to this time last year.
- Freyman pointed out that one of the biggest financial concerns regarding the marina budget for 2016 was the increase in compensation for Village staff time.
- Dickson explained that the administrator is not directly overseeing the marina any longer, and that the money budgeted for Village staff time now goes to SG Marina.
- Freyman explained that seeing a revised budget will be helpful in reviewing these changes.
- The committee questioned if there is anything in the existing budget that reflects Village staff time against the marina.
- Heise will check on this issue.
- Marx explained that the marina staff attended an employee orientation and the appropriate staff is now Class C certified.
- The new marina uniforms are in place.
- Freyman pointed out that there are some operational issues that are in violation of the Marina Handbook, and asked if these violations were approved.
- The committee discussed that mountings of any kind are not allowed on slips in the marina especially if mountings interfere with the walkway.
- Marx stated that marina staff will follow up individually on each of the violations.
- The marina has a number of new tenants this year.
- The committee has considered a few slip modifications in the past.

- The committee discussed that the marina policies and procedures need to be followed by all slip holders and transient boaters.
- Van de Pas will start speaking with the slip holders that are in violation.
- Dickson asked if the garbage issue has been taken care of because during this past weekend the marina dumpster seemed to be overflowing.
- Van de Pas explained that a bigger dumpster was ordered for the marina.
- Dickson asked if there could be an additional pickup day added, and Van de Pas explained that she will look into adding an additional pick up day.
- Van de Pas stated last weekend the garbage at the beach was a problem, Van de Pas and Jeff Meyer discussed adding more garbage cans at the beach and adding garbage boxes with lids.
- Van de Pas stated that for the next couple of weekends one marina staff member will be delegated for garbage pickup at the beach.
- Klug asked about the plastic ties that were put on the lock boxes, and Marx explained that the ties are put on the lock boxes for the winter and that the ties can be cut off.

## **7. Complimentary Ice**

- Van de Pas explained that there have been a number of practices that the marina staff was not aware of such as free pump outs and complimentary ice.
- Van de Pas stated that the complimentary ice issues had created some backlash at the marina.
- Klug stated that he believes the complimentary ice service was a marina manager decision and that the committee never discussed or approved the service.
- Dickson asked if the complimentary ice service is in the slip agreement that is signed by each slip holder, and Van de Pas explained that it is not in the slip agreement.
- Klug asked how much a bag of ice costs at the marina, and Van de Pas explained that a 10 lbs. bag of ice is \$3.
- Van de Pas researched the amount of revenue that was lost in the last year from the complimentary ice service, and found that approximately \$575 was lost.
- Marx asked the committee to allow marina management to decide whether or not to keep the complimentary ice service.
- Dunworth asked what SG Marina's recommendation would be regarding the service, and Marx stated that SG Marina would like to do more research regarding how the complimentary ice service affects the marina.
- Dickson pointed out that the complimentary ice service is not a service that all marina users will benefit from and that some marina users may not have the need or want for ice.
- The committee discussed that there is the opportunity to stop the service with the new management company.
- Van de Pas explained that as of now management decided to get rid of the complimentary ice service, but continue with the free pump outs.
- Marx explained that the marina will continue without the complimentary ice service for the remainder of this season as well as moving forward.
- Only slip holders receive free pump outs, transient boaters do not.
- Freyman recommended flying the State of Wisconsin flag on one of the flag poles instead of having two banners.
- The committee agreed that a State of Wisconsin flag should replace one of the banners.

## **8. Launch Ramps during Wine Trail Event**

- Van de Pas spoke with Jeff Meyer and discussed blocking off the lower section of the marina parking lot for slip holders only, and keeping the top section open for through traffic.
- A marina staff member will verify slip holders.
- Klug asked how long the road will be closed, and Heise explained that the road will be closed from 9 a.m. to 5 p.m.
- The parking issues will be worked out at a meeting this afternoon.
- The committee discussed how parking at the marina during events was handled in the past.
- Van de Pas asked the committee about closing the ramp during the Wine Fest event.
- Freyman stated that the launches could be closed during the event and slip holders could be notified about the change in parking for the day.
- The launch would be closed during the road closure from 9 a.m. to 5 p.m.
- Dunworth asked if the barricades will be put out at the intersection of Dock Rd and Hwy G and Marx stated that the logistics will be worked out at the meeting this afternoon.
- The committee discussed that the crowd control should be handled the same at all of the events.

**Freyman moved to close the launch ramps to coincide with the road closure during the Wine Fest event, second by Dunmoth, motion carried.**

## **9. Next meeting time and date**

The next meeting is July 27<sup>th</sup>, 2016 at 10:00 a.m.

## **10. Adjourn**

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

*Respectfully submitted by,  
Megan Vandermause*