

Egg Harbor, Harbor Committee Meeting Minutes  
Wednesday, May 4th, 2016 10:00 AM  
Paul J. Bertschinger Community Center  
7860 STH 42  
Egg Harbor, Wisconsin 54209

**1. Call meeting to order and roll call**

Dickson called the meeting to order at 10:03 a.m. Those in attendance were Robert Dickson, Robert Dunworth, Karl Klug, William Freyman, Denny Phillips, Jeff Meyer, Ryan Heise, and Megan Vandermause. In attendance from SG Marina, was Chris Marx. Also in attendance, was TC Johnson.

**2. Approval of the Agenda**

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

**3. Approval of April 6th, 2016 Minutes**

Freyman moved to approve the April 6<sup>th</sup>, 2016 meeting minutes, second by Phillips, motion carried.

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

- Johnson stated that he enjoyed the email that was sent out to slip holders inviting them to the marina.
- Freyman pointed out that a group in Racine is also working with SG Marina. A representative from the group gave positive feedback about the staff and stated that the Egg Harbor Marina should have a great experience working with SG Marina.
- There were quite a few boats in the marina this past weekend. Since the marina is not currently open boat owners are on their honor to pay.
- The committee will need to think about how they are going to patrol the marina when staff is not present.
- Marx pointed out that since that day there has been staff at the marina and there will be staff at the marina from now on.
- The launch passes have been updated with the new launch price.
- Marx pointed out that staff will complete daily walk-throughs of the marina parking lot in order to verify that boat owners are paying the launch fee.
- SG Marina did get the annual launch stickers in and have sold a few so far.
- Johnson pointed out that there is a log floating near his property that could cause some damage. He requested that someone from the Village call the DNR in order to decide how the log may be removed.
- Marx pointed out that the DNR or the Coast Guard would need to be called if the log has presented a clear and present danger.
- Heise explained that the Village will work on calling someone in order to get the log removed from the water.

- Freyman stated that the viewers are still out at the marina and that the Committee had moved last year to remove the viewers.
- Whether this issue was approved by the Village Board needs to be researched.
- There have been a few complaints regarding the viewers from citizens that live along the shore.
- Dickson explained that there has not been a lot of money made from the viewers, but that people do seem to like to use them.
- Dickson explained that the committee should consider moving the viewers to a new location in the Village.
- The committee stated that the public works crew should have the viewers removed from the marina as soon as time allows.
- The committee would like the slip applications filled out when they are sent to the slip owners with current information and the slip owners could update information as needed.
- A check box could be added to the slip application in order for staff to determine what type of property the slip owner has and if the information changes the slip owner can report it.
- Freyman pointed out that at some point last year the committee discussed that the property type needed to be validated on the slip application.

## **5. SG Marina updates**

- Marx explained that there is a staff structure in place and a new marina manager, Lucienne Van de Pas, was hired.
- The new marina manager will be relocating to the area in the next couple of weeks and will start on a full time basis on May 14<sup>th</sup> or May 15<sup>th</sup>.
- Marx explained that seasonal staff is still being hired.
- Marx explained that until the marina is fully staffed SG Marina employees from other areas are here and running the marina.
- The marina's first field test occurred on May 3<sup>rd</sup> and everything checked out okay.
- Marx reported that the marina website is under construction right now.
- SG Marina wants to make sure that all information and forms are on the website before it goes live.
- Content is being put together right now, and the first view layout of the website should be ready within a week.
- Klug asked is SG Marina is looking for photographs to use for the website and that the Egg Harbor Yacht Club can be used as a resource for photographs.
- Marx explained that SG Marina is looking for as much content as they can find and then they will select the best items to add to the website.
- New uniforms for marina staff have been ordered and SG Marina would like to have the uniforms within the next couple of weeks so that the staff will have the shirts close to opening.
- SG Marina is working on the reservations and has started a waiting list.
- Launch ramps in the marina have been updated and are ready to be used.
- SG Marina created a contact list with all slip holders information.
- Slip revenues were due on April 30<sup>th</sup> and almost all slips have been turned in.

## 6. Financials

- SG Marina will begin putting together a monthly expense report for the committee to review.
- Phillips asked who is responsible for the payment of marina bills.
- Heise explained that SG marina is responsible for paying the marina bills and then are reimbursed by the Village.
- Freyman requested a revised budget for the committee to review.

## 7. Accounting software

- At the last committee meeting, the committee evaluated the current structure of the marina and identified SG Marina's needs.
- Marx pointed out that there was shared internet access for boaters and the marina staff. SG Marina thought it was necessary to separate the internet connection for the staff and the boaters.
- Updates to hardware took place at the marina.
- SG Marina examined the Logical Software and concluded that the biggest element the Logical system was missing was an accounting tie in. Logical has no GL system so the data has to be transferred. There is manual entry required.
- SG Marina broke down how the lack of an accounting system would affect the marina operations and concluded that another staff member would be required to enter the information. Manual entry presents the opportunity for data to get lost.
- SG Marina is looking at a system that has everything tied together and would provide a daily data summary report for the manager to review.
- Vendor and all expenses would also be tied into this system.
- Right now, all the data needs to be transferred from Logical to Civic and the new system would have all the record keeping in one place. Every component of the business would be located in this one system.
- Contracts, slip deposits, wait list management, POS, customer management, and payroll are all components that would be consolidated and managed with this new system. Audit reports could be printed directly from this system as well.
- Marx explained that this system would provide more efficiency to the marina than the Logical system.
- Marx also pointed out that there are five credit card companies that are used for processing at the marina and that four will be eliminated so that there is only one credit card processing company used.
- Klug asked Marx if the Logical update that was mentioned at the last meeting was researched. Marx explained that SG Marina met with the developer of Logical and the update would not contain an accounting tie in.
- The cost of the new system is around \$4,400 with an additional annual support cost of less than \$1,000.
- The new software company agreed to enter in a four year payment plan with the marina.
- The cost for the system will be taken from the general marina budget, and Heise will work out the contract changes with SG Marina.
- The Village will still own the Logical system so it could be utilized if needed in the future. The Logical system would not have to be repurchased.

- The Logical system is still used in other Village offices.

**Dunworth moved to approve the purchase of the new software recommended by SG Marina, second by Dickson, motion carried.**

#### **8. Wine Trail event information**

- Heise updated the committee on the Wine Trail Event, and that the Egg Harbor Business Association is moving forward with the event.
- The Village will make sure that the marina will not have a problem operating during the event.
- Access to the marina parking lot will have to be managed and the marina will have to be blocked off and marked for marina parking only.
- Freyman asked if the committee would consider making the whole process one way so that there would be a single flow through instead of having traffic coming in from both ends.
- There is going to be an inconvenience for the day, but the marina needs to be made available.
- Marx explained that SG Marina can communicate with their customer base and come up with a parking plan, but the launch ramp traffic will be harder to notify.
- Meyer pointed out that if a one-way system would be used boaters would have a longer trip to the boat dump.
- Marx explained that the main focus needs to be on the annual customers of the marina.
- Dickson pointed out the Egg Harbor Business Association may need to be responsible for some of the funding for the advertisement of the inconvenience of the marina.
- Freyman asked if there is an email list for annual slip holders and if an email could be sent out notifying slip holders of the changes for the day of the Wine Trail Event.
- Phillips asked if there is still a newsletter sent out by the Village.
- Heise explained that there is only an annual newsletter sent out and that the Village is working on an email list for the Village.

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

The next meeting is June 22, 2016 at 10:00 a.m.

#### **10. Adjourn**

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