

**Village of Egg Harbor
Harbor Committee Meeting Minutes
Wednesday September 28th, 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 1:00 p.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. In attendance in the audience was Ken Ulrich.

2. Approval of the Agenda

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

3. Approval of August 24, 2016 Minutes

Dunworth moved to approve the August 24th, 2016 meeting minutes as amended, second by Klug, motion carried.

4. Open Session (limit ten minutes)

- Ulrich spoke with Klug prior to the meeting regarding the fishing rules at the marina as well as the potential security issues at the marina.
- Ulrich stated that one evening he and his wife walked down off the docks and there were a lot of fish thrown on the dock for the seagulls. There were also individuals cutting up fish and bait on the picnic tables.
- Ulrich asked if the committee would consider having quiet hours for the docks when the general public is no longer allowed.
- Ulrich also stated that a gentleman at the marina reported a broken latch on his boat.
- Dunworth asked how Ulrich would like to achieve this and Ulrich stated that this could start with signage.
- Ulrich stated that the seagulls eating the fish off the docks are a big issue.
- Freyman asked if the broken latch was reported and Van De Pas explained that the latch was reported but the gentleman did not find anything missing so he chose not to file a police report.
- Philips stated that he is not opposed to creating a secure environment on the docks.
- Philips stated that there should be a coded gated entrance to the docks that is open when the marina staff is there and locked when the marina staff goes home.
- Freyman stated that from his experience there does not seem to be a lot of walking tourists on the finger piers.
- Philips said there are a number of tourists that also walk on the finger piers.
- Freyman asked Marx how other marinas handle this sort of situation, and Marx explained that gating can be used as well as signage and education. Marx stated that gates are very effective.
- Marx stated that there are some mechanisms that the marina staff can use to guide the general public regarding marina etiquette.
- Philips stated that Quarter Deck in Sturgeon Bay has gates, but they do not use them.

- Marx stated that the Egg Harbor Marina is very public and he is not opposed to gates, but he is sensitive to the fact that the marina is very public and very special to Egg Harbor.
- Heise stated that Philips reported some information to him regarding the parking issue at the marina, and SG Marina has been working on recommendations.
- Philips reported that at the Gibraltar marina slip holders are given one parking permit and if cars are parked at the marina without a permit they are ticketed \$25.
- Philips sent Heise the Town of Gibraltar's ordinance as well as some pictures of signage.
- Freyman stated that the Town of Gibraltar has 20 slips and the Egg Harbor marina parking lot will not have the space for every slip to get one parking spot.
- Philips stated there could be a certain number of parking spaces designated for slip holders, but the spaces would be first come first serve to those with a permit.
- Dickson reported that the marina is publicly funded and needs to be available to the public.
- Freyman stated that the permit idea could be used on the weekends but not during the week.
- Freyman asked if there have been any other days this season were the parking lot has been full, and Van De Pas explained that the last time there was a parking issue was Labor Day weekend.
- Klug stated that this could start with signage and there is nothing to lose by putting up signs.
- Philips stated that the issue with signage is enforcement and the 20 minute spot is a good example.
- Philips stated that because the Egg Harbor Marina is a tourist and transient area the education never stops.
- Philips stated that signage could help, but it would need to be enforced.
- Philips reported that the Town of Gibraltar marina is also a public marina.
- Philips stated that if the parking issue is addressed the fishing issue may also be taken care of.
- Dunworth stated that opening up some or all of the trailer parking for slip holders would be a good way to start.
- Freyman stated that the marina is heavily used by people who trailer boats in.
- Heise stated that the committee should hear recommendations from SG Marina regarding the parking issue at the next meeting.
- Marx reported the monthly revenue report, Marx stated that the launch ramp is up for the season and fuel is up by about \$3,000 in both diesel and gas.
- Marx stated that the marina has surpassed in all the profit centers since last year.

5. Fishing Rules and Regulations

- Marx stated that SG Marina has some thoughts on the direction that the marina can take regarding fishing regulation.
- Designated areas on the docks could be named so that the general public knows where to fish.
- Marx said that the finger piers are SG Marina's main concern because there is equipment and mess involved.

- Marx stated that if there was a gate the cut off point for fishing would be at the gate otherwise the main walkway the t-docks would be available for fishing and the finger piers would be off limits.
- Van De Pas stated that there are some individuals that see the t-docks as finger piers because this is the only way they can get to their boats, and the t-docks seem to be the areas where there are the most fishing problems.
- Philips stated that the committee needs to discuss what public they are talking about.
- Philips stated that he is okay with letting the public fish from the parking lot and the breakwater wall but he would not support fishing on the main walk way and finger piers.

Philips moved to recommend adding gates that are operational during the hours that there is no staff on site on the docks in a location that is to be determined but is somewhere near the west end of the ramp to the Village Board, second by Klug, the committee discussed:

- Freyman stated that he would like to hear from a fisherman who fishes at the marina all the time to see if they have other recommendations to fix the problem.
- Heise stated that he did have a meeting with Steve Smith who gave him a history on fishing at the marina and found that there were no limits on regulating fishing at the marina.
- Heise stated that he also had a conversation with Jack Grey who thought that restricting fishing on the fingering piers was acceptable.
- Freyman stated that the Egg Harbor Marina does not have a lot of areas for fisherman and their activities could be directed to a specific area.
- Ulrich stated that there are two issues one being fishing and the other being security.

Philips amended his motion to state that the gate would be operational during the hours that no staff is on site, Klug amended his second the committee discussed:

- Klug asked what the staff's opinion is on a gate, and Van De Pas stated that there is a line between using a gate for fishing regulation or security.
- Freyman asked if any of the fishermen who make a mess on the dock have been confronted, and Van De Pas stated that staff asks fisherman to move if a boat is coming in to dock or to get fuel. Staff also asks fishermen not to feed the seagulls.
- Dickson stated that this may require a full-time staff member for this regulation and there could be an additional cost that comes along with this.
- Philips stated that there is a cost for cleaning up after the fisherman as well as the seagulls.

The committee voted. Klug and Phillips voted aye. Freyman, Dunworth and Dickson voted nay. Motion failed.

- Heise asked if the committee would like to take any action on SG Marina's recommendation.
- SG Marina's recommendation is to enforce restrictions on fishing on the finger piers and the primary dock system.

- Dickson stated that there needs to be time for the public to digest this.
- Philips stated the break wall is specifically designed to allow fishing.

Freyman moved to prohibit fishing from the base of the ramp where the picnic table and barbeque are outward, second by Philips, the committee discussed:

- Dunworth stated that slip holders should be allowed to fish on the finger piers.
- Philips stated that this goes back to having a gate.

Dunworth moved to table the existing motion until the next meeting, second by Freyman, motion carried. Klug and Philips voted nay.

6. Budget

- Heise shared a budget summary with the committee.
- The committee was also presented with a summary from SG Marina regarding the positive changes from 2016 as well as the goals for 2017.
- Heise stated that the marina has a very fixed revenue source; opportunities for increases in revenue come from increasing rates.
- Heise said that the operating surplus is decreasing given the new expenses.
- Heise has also looked at the financial management plan and 90% of the operating surplus should go to the operating debt.
- Heise stated that there are some capital improvements that need to be budgeted within the FY 2017 operating budget.
- Klug asked what the difference is between a fund balance and contingency fund, and Heise explained that they are essentially the same thing.
- Heise stated that the decrease in the operating surplus was expected because of the extra expense of hiring SG Marina.
- Heise stated that there will not be a significant impact on the tax payers.
- Marx shared the 2016 year in review. SG Marina was tasked with changing the face of the business in order to customize the business to a new system.
- SG Marina saw areas for improvement such as the POS system, the accounting system, and the way business is conducted which all worked very well.
- Marx said that the marina was able to efficiency process fuel sales.
- Klug asked if the implementation of the accounting system will occur next year, and Marx explained that the accounting system was a onetime cost.
- Marx stated that the overall operations of the marina improved this year.
- Using email as a source of passing along information was very well received by boaters.
- Marx said that feedback from customers was very positive.
- Marx stated that the transient system went very well this year.
- There are some opportunities for continued improvement.
- Pumpkin Patch is a great late season activity for the Egg Harbor Marina.
- Marx stated that the Egg Harbor Marina may start working on coordinating activities in order to bring more people to the marina during the shoulder seasons and this is a big initiative for 2017.
- The Egg Harbor Marina is sold out and the waiting list is growing and will continue to grow.

- Marx reported that Van De Pas took in six new waitlist members this summer.
- Marx stated that a brochure or advertising tool would help the marina continue to grow.
- Freyman stated that he would like to remind Marx of the essence and spirit of the Egg Harbor Marina, and that the marina needs to be marketed for what it really is.
- Dickson stated that business partnerships could be a great asset to the marina.
- Marx stated that the events, activities, and partnerships would all be very relative to the marina.
- Dickson pointed out that the events in Egg Harbor do bring in a lot of transient revenue for the marina.
- Marx stated that the bathrooms in the marina could be improved. Dickson asked if some of this should be reflected in the Public Works budget because they are not just for marina use.
- Klug asked what the life rings with cabinets are within the budget and Marx stated that the current life rings will be replaced and will be housed in small cabinets.
- Klug asked about the fuel additive program addition, and Marx stated that a fuel additive is built in to the product itself and this is a program that is well received at other SG Marina facilities. Marx said that this is an improvement that is being looked at to improve the efficiency of the fuel system.
- Marx said that the 2015 number was overstated and unachievable. Philips stated that he would challenge that this number was overstated.
- Philips stated that the marina was built for 63 slips, but in the early seasons of operating two additional slips were identified and currently there are 65 slips. Marx stated that he will need to calculate the numbers with the 65 slips.
- Dunworth said that there must have been some misallocation in 2015.
- Ice sales will see a significant increase in 2017 reflecting the new charging and pricing structure.
- Marx discussed some marina expenses for 2017 including a small increase in allocation for advertising such as a brochure, print advertising, and welcome packets, computer repair, credit card processing fees, docks which are always contingent on winter damage, equipment maintenance and repair, general administration training, general operating supplies, grounds, internet, marina administration computer supplies, telephone, small tools and equipment, and staffing.
- Dickson stated that either Public Works or the marina staff will need to watch how the ice is moving this winter to identify possible issues.
- An underwater inspection will need to be done in spring of 2017 and has been reflected in the budget, Freyman stated that this is a good idea because he has noticed a few dock issues.
- Marx said that dock systems are amazingly resilient.
- Marx stated that the maintenance and consumable goods will mostly likely remain fairly consistent.
- Marx stated that the life rings and cabinets will fall under the small tools and equipment line item.
- Marx stated the FLSA law is going in effect on December 1st and anyone who falls into this category will need to be paid overtime or will need to be brought up to the required salary rate.
- Marx stated that there will need to be a discussion with the marina staff regarding this law change.

- SG Marina has found that full time marina managers are a very good investment.
- Marx stated that the season is dictated by what is done during the winter and having a full time manger is very critical.
- Marx said that the marina manager currently works a 40 hour work week.
- Marx stated that there is enough administrative work that can be done during the winter.
- Marx and Heise will work on the location of marina staff during the winter months.
- Marx stated that the marina manager has gained confidence throughout the summer and has a good understanding of the marina business.
- Heise explained the net gross profit and the capital outlay for the marina improvement projects.
- Heise is recommending utilizing the fund balance to pay for the capital outlay costs.
- Philips asked what is included in the capital outlay improvements besides the lift station, and Marx stated that the shower issue and the LED improvements will all be included.
- Philips asked if the fan issue in the showers has been taken care of and Marx stated that he will follow up on this.
- Philips stated that he would hate to see a lot of money spent on the interior of the bathrooms if the outlying problem is not fixed.
- Philips also reported a light fixture that is out in the men's bathroom.
- Dickson asked if Philips agrees with the budget concept that was laid out, and Philips stated that he does agree.
- Dunworth stated that there must have been a missed allocation in the 2015 budget and there is no impact on the 2017 budget.
- Heise stated that he thinks this was a misallocation and it may not be worth the time to investigate.

Freyman moved to approve the budget as presented, second by Dunworth, motion carried. Philips voted nay.

7. Next meeting time and date

The next meeting is October 26th, 2016 at 10:00 a.m.

8. Adjourn

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