

VILLAGE OF EPHRAIM

FOUNDED 1853



Marinas and Moorings Committee Meeting Minutes

Wednesday, October 3, 2018 - 8:00 AM

Present: Tim Nelson-Chair, Bruce Nelson, Paul Wilson

Absent: John Held, Bob Plansky

Staff: Brent Bristol-Administrator

1. **Call to order:** Meeting called to order by Tim Nelson – Chair at 8:02 AM.
2. **Changes in agenda:** None
3. **Visitors' comments:** None
4. **Minutes from 9/5/2018**

Motion per Bruce Nelson to approve the minutes from 9/5/2018 as written, seconded by Wilson, and motion carried.

5. **Harbormaster's Report**

Bristol reported that Marinas and Moorings Department sits in a very solid financial position. With current fund balance of \$208,000 the department is in a position; when forecasting out 20 years; of not having to overhaul our capital planning because unattainable financial liabilities and goals. Annually approximately \$45,000 is contributed to the capital outlay account within the budget, which for the most part as seen on the schedule is covering the annual forecast. Some of the liabilities require proper capitalization while others can be undertaken on an as needed basis, with proper planning, within the annual budget.

Every Year - Re-deck 2 worst finger piers - an annual maintenance project that will/can be taken out of the operating budget each year.

Every 5 years – Replacement of worst finger pier – committee plan is to replace the worst every 5 years. Capital improvement that requires annual contribution planning.

2022 – Re-Roof Office/Replace Windows – capital improvement that requires annual contribution planning.

2022 – Re-Surface Parking Lot/Marking - small enough of a maintenance project that will/can be taken out of the operating budget as needed.

2023 – Dredging – with higher water this likely/hopefully will not be a realized liability for many years however the committee is planning to forecast on order to build the reserve in the next 5 years so that it is funded and ready when needed.

2026 – Re-Sheet & Re-Deck Firehouse Docks - capital improvement that requires annual contribution planning.

2026 – Siding/Painting of Dock Building - small enough of a maintenance project that will/can be taken out of the operating budget as needed.

2028 – Purchase of Additional Waterfront – committee has discussed and expressed strong support for the consideration of purchase of property adjacent to Village Marina facilities if and when it should become available. Capital expense that is planned for additional funding if advantageous.

2028 – Silent Sports/Green Facility Upgrades – capital line item laying out the possibility for

improvement/creation of existing and new silent sport facilities in the Village.

2028 – Anderson Dock Sheeting Repair/Replacement – the largest known liability for the committee. Currently working on a short term repair of the sheeting with the knowledge that within the next 10 years a major project will be required. Upon completion of this work we will be looking at the Anderson decking project as well.

2028 – Anderson Decking – expense hard to estimate and cost likely would be shared between the Marina and Physical Facilities group for the re-decking of the concrete portion of Anderson Dock. We will be getting core samples done of the concrete in the near future but in truth we will not know with 100% certainty what the cost will be until we excavate what is there. Depending on the level of fund balance at the time of needed construction as well as the sheeting repair could be looking at a loan for the expenditure.

Bristol also reported that he provided Dockwa, reservation transient software, information to build models. Robert Sitte took some drone photos for marketing and other purposes. Bristol informed the committee that cost for mooring tackle including labor is \$1,500.

6. **Discussion and consideration regarding 2019 budget**

Bristol would like to discuss 2019 budget at the same time as 2019 fee schedule. The committee had a discussion about budget line items. Bristol mentioned that insurance numbers would be adjusted once he receives them.

Motion per Bruce Nelson to approve 2019 Marinas and Moorings Budget as presented and discussed to include the adjustments to insurance and pass it onto the Board Committee, seconded by Wilson, and motion carried.

7. **Discussion and consideration regarding 2019 fees**

Bristol believes that from the conservative standpoint it is better to anticipate less revenue than more. Bruce Nelson presented the committee with fee schedules from neighboring marinas. After the short discussion the committee agreed to maintain 2018 fees.

Motion per Bruce Nelson to approve 2019 Marinas and Moorings Fees as presented and pass it onto the Board Committee, seconded by Wilson, and motion carried.

8. **Discussion and consideration regarding marina management**

Item will be discussed at a later meeting.

9. **Discussion and consideration of 2019 purchases (green launch pad, security cameras)**

Tim Nelson pointed out that these are modern age necessities that provide better customer service. Item will be discussed in detail at a future meeting.

10. **Discussion and consideration of Fall/winter projects (forms/contracts, signage, Hockers)**

Item will be discussed at the next meeting with all the committee members present. Forms/contracts should go out before Christmas.

11. **Discussion and consideration of fall on-site meeting**

Bristol mentioned that Held suggested meeting on-site while a few boats are still in the water. The committee members decided to postpone on-site meeting for a later date.

12. **Visitors' comments:** None

13. **New business for next meeting:** Discussion and consideration regarding marina management. Discussion and consideration of 2019 purchases. Discussion and consideration of Fall/Winter projects.

14. **Next meeting date:** Next meeting Wednesday, November 7th, 2018 at 8:00 AM.

15. **Adjournment**

Motion per Tim Nelson put to adjourn the meeting of the Marinas & Moorings Committee at 10:24 A.M., seconded by Bruce Nelson, and motion carried.

Recorded by,
Andrea Collak – Clerk/Treasurer

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