

CITY OF PORT WASHINGTON
HARBOR COMMISSION MEETING
Monday December 14, 2009, 7:00 P.M.
City Hall, Lower Level Conference Room

Members Present

Jerry Baganz, Frank Metz, Sue Knauer, Ralph Hess, and David Larson

Others Present

Harbor Master Dennis Cherny
City Administrator Mark Grams

1. **Roll Call:** (Absent: Jerry Gruen, Pete Jushka)
2. **Approve Minutes Of Previous Meeting**
David Larson made a motion to approve minutes as written and Sue Knauer seconded. Motion carried.
3. **Monthly Financial Report**
City Administrator Mark Grams said the report shows numbers through November. He said that he isn't expecting anymore revenue for 2009, just operating expenses mainly wages, utilities, and payment to the county. As of right now the net profit is \$54,000, but will probably be half of that by the end of the year. At least the marina is ending up on the plus side for the end of the year.
Harbormaster Cherny added that daily launches were up compared to last year. The number of transients was down, but we found that those that were coming here were staying longer than the usual night or two. Transients stayed a total of 1423 days this year compared to about 1200 last year.
Commission member Jerry Baganz requested if possible, that Harbormaster Cherny look back on the transient results over the last five or so years. That way he thought the commission as well as the Main Street committee could get have a better idea as to where the trend may be leading. Harbormaster Cherny said that shouldn't be a problem. **Ralph Hess made a motion to approve the financial report as written and David Larson seconded. Motion carried.**
4. **Update On Floating Pier Project**
Harbormaster Cherny said that everything appears to be on schedule. Work on pier one is being completed so he hopes that by Wednesday he can install the ice-eaters on pier one. They cut out and lifted the fuel pier shack off today and place it in the parking lot. The fuel pier docks are to show up this week and will hopefully be installed by next week. So everything should be in by Christmas as they had hoped. They will continue to work on the electrical and plumbing.
He also mentioned that there has been some discussion about covering the pilings to give them a fresh and clean look as well.
Things seem to be going rather well. As of right now, he doesn't see any problems with making the May 1st deadline.
City Administrator Mark Grams said that back in November there was some criticism over the fact that the marina was fenced off and closed to the public. This made several fishermen and duck hunters upset. He said that McMullen and Pitz had no choice as the area became far too dangerous to let the public in. With all the machinery driving around and the stacks of dock parts and miscellaneous debris, it was an accident waiting to happen. McMullen and Pitz didn't want to take any chances.
Harbormaster Cherny had a couple of items that he wanted the Commission to think about. Where before tenants needed ladders to get down to their boats, now the problem will be getting tenants up and into their boats. Especially on pier four, steps will be needed to get tenants into their boats. The stairs will need to be restricted to no more than 18" wide. As we did with the ladders, he said that he would like to purchase the steps in bulk and have them available for purchase by the tenants. This way everything stays uniform.
Commission Member Sue Knauer mentioned the possibility of renting them to the tenants, rather than having them purchase the steps, as an additional revenue source.
He mentioned that he would like to keep the docks neat and clean. No more flower pots, decorations, and toys will be allowed on the new docks. Many Marinas don't even allow electrical cords and water hoses to hang on the power pedestals. They require the owner to keep them on their boat to keep the docks clear of clutter. So he wanted the Commission to think about updating the current Marina Rules and Regulations. Fresh and clean rules for a fresh and clean Marina he said.

Harbormaster Cherny said that he will obtain some regulations booklets from other marinas to help fashion our marina's rules after.

5. Presentation By Main Street Economic Restructuring Committee

Brian Stevens and Bill Moren of the Main Street Economic Restructuring Committee, wanted to discuss their action plans with the Commission.

Brian said that it would be beneficial to have members from the marina staff, the Harbor Commission, tenants, yacht club, Main Street, Charter Captains, a City representative, and the community at large to take a deeper look at their data. See what items need to be focused on such as a few of the items that they mentioned at the previous meeting like increased communication with tenants, working Wi-Fi and TV connections, parking , community building activities, boater service, cooler for fish, activities for young people, fueling station improvements, bathroom improvements, dingy dock, boater's lounge, and grill and picnic area.

This way they can figure out how to best implement the ideas to improve results. Get more people to stay and stay longer.

Bill said that there are forty pages of data to go over. He said that there are a number of opportunities for the marina and the downtown. He said that they are ready to get the committee formed and start establishing priorities.

Harbormaster Cherny said that he is looking forward to breaking things down and clearing some of these items up.

6. Harbormaster's Report

Harbormaster Cherny said that he had some other marinas fill out a survey asking those questions about the number of slips at their marina, their hours, employees, fuel markup, and software. He said that he wanted to see where other marinas stood compared to ours. He said that for 2010 there won't be too much of a problem, but in 2011 when we have a debt service again, these maybe some items to think about depending on business this next year.

The survey revealed that Port Washington Marina is open longer hours than most other marinas.

Sturgeon Bay has 250 slips at Quarter Deck and 150 slips at Harbor Club. They have 20 transient slips.

Summer hours of operation Monday- Thursday 8am to 6pm, Friday-Saturday 7am to 7pm, and Sunday 7am to 6pm. They have 2 to 3 employees working a day during the week and 4 working on the weekend. They use Dockmaster as there software program and fuel markup depends.

Manitowoc has 235 slips and 50-75 for transient use. They are open 7 days a week 8am till 9pm. They have 3 employees working, but that doesn't include office staff. They use Dockmaster as their software. They use the average retail price of four regional marinas.

Washburn Marina has 140 slips. They are open 7 days a week from 8am till 5pm. They have 10 staff working with two in store and two on fuel pier. The remainder work in the service department. 15-25% markup on fuel.

Green Bay has 75 slips and 10 available to transients. They are open daily from 8am till 7pm. They have three dock staff working, not including staff working in the store, service, or sales departments. They have a 20% markup on fuel.

Milwaukee has 703 slips and 11 dedicated transient slips. They are open from 6am till 10pm daily. They have 3-5 employees working at any given time which sometimes isn't sufficient. They have a 65 cent per gallon markup on fuel.

Harbormaster Cherny suggested changing the marina's hours from 4am till 10pm to 5am to 9pm during the week and then 4am till 10pm on weekends. As for the number of employees commission member Jerry Baganz said based on the other marinas numbers the ratio is 4 people working at any given time or one for every 60 slips or so.

7. Marina Tenants' Comments

Marina tenant representative Joe Sobieski mentioned that he likes the new marina and also Dennis' uniformity ideas to keep everything neat and clean. As for getting rid of the old docks, he mentioned that some of the companies that do colored mulch may come to the marina and grind and get rid of the docks sooner than later. Just something he thought could be looked into.

Also he mentioned that as a representative of the Marina Tenants' Association he would be interested in being a part of the Main Street Restructuring Committee. He is also a part of the Yacht Club so he will mention something to the members there as well.

8. **Adjournment**

Jerry Baganz made a motion to adjourn the meeting at 7:50 p.m. and Ralph Hess seconded. Motion carried.

Unofficial Minutes: Not yet approved by the Harbor Commission