

CITY OF PORT WASHINGTON
HARBOR COMMISSION MEETING
Monday April 10, 2017, 7:00 P.M.
City Hall, Lower Level Conference Room

Members Present

Jerry Baganz, Jerry Gruen, Sue Knauer, Dan Herlache, Bill Driscoll, Dave Larson, and Jordan Schwanz

Others Present

City Administrator Mark Grams

Harbormaster Dennis Cherny

Assistant Harbormaster Lisa Rathke (Secretary)

Kris Halbig Ziehm (Press)

Dale Allen-Charter Captain's Association Representative

Charles Puckett and Jay Lundberg-Marina Tenants

1. Roll Call: (Absent: All Members Present)

2. Approve Minutes Of Previous Meeting

Bill Driscoll made a motion to approve the minutes as written and Dan Herlache seconded. Motion Carried.

3. Monthly Financial Report

City Administrator Grams said that the auditors have been here this last week. The financial report shows a fund balance number for 2016 of \$120,158 or so. This is not a final audit number yet. We should have the final number by next month. Beyond that, revenues are mainly slip fees coming in. Hopefully the weather gets better and the fishing picks up.

Harbormaster Cherny added that the DNR has dumped about 80,000 fish so far this spring, all Browns and Coho. We are supposed to get Chinooks towards the end of the month and those will be put in the GLSF net pens and raised for about two weeks before they are released in hopes of a higher survival rate.

Member Baganz asked if the Harbor Commission could get the financial statements in the previous format that compares this year's numbers to last year's numbers. Secretary Rathke said that she had asked the City Treasure about that and she mentioned that she was having issues with that report and will go back to the other format once the audit is complete.

Member Herlache questioned whether the financial report will ever get fixed. He would like to see a report on time rather than late every month as that has been frustrating and would also like the report to be easy to read and understand.

4. Review Port Washington Marina Study

Member Baganz said that he would like to do a follow up on some of the recommendations that he has listed in the report. He also wanted to specify that this is a Harbor Commission Study, not a Jerry Baganz Study. He would like to hear any additional recommendations or thoughts from the commission that he may incorporate those thoughts into a final presentation for the council.

Member Baganz followed up on the Marina Operations Recommendations and timetables for such items:

-Maintain 2016 Occupancy rate plus 10 slips

-Reduce temporary help expenses by 10%

-Review vendor agreements to ensure max profitability

-Meet with Harbor Commission members to review financial statements. They will need accurate and timely monthly statements in order to take a proactive approach.

-Review full time staffing needs later in the year.

-Harbor Commission to take proactive approach on slip rental fees in time for 2018 budget preparation.

Member Baganz followed up on Recommendations and Considerations by the City:

-Review payment in lieu of taxes to the city. (City Administrator Grams said that the city will wait till the end of the year and see the financial condition of the marina before taking the entire \$55,000 payment to the General Fund.)

-Consider restructuring long term debt. (City Administrator Grams mentioned that he talked with the city's financial consultant and she said that there is no savings there right now.)

-Review funding source for the Rescue Boat.

-Reconcile and close the \$289.6 account at BMO Harris Bank held in the name of Port Washington Marina account. Member Baganz said that he understands that this has happened and asked City Administrator Grams where the money went. City Administrator Grams said that he will have to double check with the City Treasures. He believes that it all went into the General Fund. What she did was eliminated that money market account. He will look into exactly how it was dispersed and report back to the Harbor Commission.

Member Baganz mentioned that the Harbor Commission was asked to review the full time staffing needs of the marina and make recommendations prior to 2018 budget preparation. Based on comparisons with several other marinas, the Port Washington Marina is comparably staffed with two full time employees. As for the job descriptions there is a job description for the Harbormaster but has not been updated to reflect current responsibilities. As for the Assistant Harbormaster, there is no official job description. The recommendation is that the full time staffing needs of the marina be looked at by October 2017.

Member Baganz mentioned that the marina coordinate marketing efforts with the new marketing individual hired by the city. City Administrator Grams said that once she gets situated he'll have her meet with marina staff to share ideas on what can possibly be done to focus on the transients and the fishermen.

Member Gruen asked Harbormaster Cherny if the marina has come up with a staffing plan going forward. Harbormaster Cherny said that the plan is to eliminate staff and longer hours in the beginning and the end of the season during the down time. Also, not have as many people on in the summer. Cut staffing by one person and see what happens. Last thing we want is to see is our customers upset that they are not getting the same service as they have in the past. The reason we are so full is that we have the staff to accommodate our customers' needs. We'll try it and see what happens.

Member Herlache doesn't believe that most of our savings is going to come this year. He believes it will come when setting the budget for 2018. Cutting a couple of part timers isn't going to do it. We will save most of our money when the Harbormaster retires and we bring someone else on. That will be a significant savings depending on how the Harbormaster is replaced and who he is replaced with. The pilot payment as well as the payment to the Rescue Boat should be looked at. Member Herlache would also like to know what the marina has in terms of property. What specifically is considered marina property. City Administrator Grams said that he believes that it is everything east of Lake Street.

Member Baganz said that he will put together a final draft for presentation to the council. Marina tenant Jay Lundberg had asked when the Port Washington Marina Study would be available for viewing by tenants. Once it is finished we could put it on the marina's website said City Administrator Grams. Member Driscoll said that maybe the Yacht Club could host a public comments session at some point in time.

Member Baganz went over ways to manage the Reserve Fund based on marina profits or losses in order to maintain or increase the current Reserve Fund balance of \$120,000.

Member Larson said that the Finance Committee in the future will have to take a conservative approach on the money the marina will be putting into the General Fund. City Administrator Grams said that for 2018 we will have to see where things are at for 2017 and base 2018 numbers on that. For the future, yes, we will probably have to be more conservative.

5. Final Rules And Regulations Of The Marina

Member Driscoll had a couple of thoughts. Under parking passes, update that to read that you can buy additional passes. #15 Regarding dock boxes; eliminate last sentence as we no longer have rectangular boxes. He also mentioned that the book is not politically correct and that could be changed. #16 Under Rules of Personal Conduct; remove the first two sentences about fishing and keep the remainder of the rule regarding cleaning fish. He doesn't see anything in the rules book regarding Fish Day parking. Also, there is nothing in the rules book regarding the grills or the fire pit and asked if we wanted to put something in the book regarding those items.

Member Herlache mentioned putting our website address with a link to these rules at the end of the booklet.

6. Hiring of Seasonal Employees

Harbormaster Cherny said that he interviewed the list of new employees and would like them and the list of returning employees approved for hire for the season. **Jerry Baganz made a motion to approve the hiring of the seasonal employees listed. Bill Driscoll seconded. Sue Knauer, Jerry Gruen, Bill Driscoll, Jerry Baganz,**

Jordan Schwanz, and Dan Herlache all signified by saying Aye and Dave Larson Abstained as he knows two of the employees on the list. The Ayes have it. Motion Carried.

7. Harbormaster's Report

Harbormaster Cherny said that he attended a WMA meeting and they discussed the Wi-Fi situation. A company came to the meeting and gave a presentation on Wi-Fi. Basically, if you want good Wi-Fi, you need to pay the price. It would probably cost roughly \$25-\$30,000 to upgrade our system. Harbormaster Cherny said that he has a phone conference with the WMA in a couple of weeks and he will ask them if any of them are going to put the money into upgrading their Wi-Fi and he will report back to the commission.

The power and water is on. We had a couple of pipe breaks, which have all been fixed.

Harbormaster Cherny said that we are working on online reservation system through Dockwa. We are looking at going with the free version for now to see how it works for us the first year. The only fee that we'll be charged is the 3.5% credit card fee as Dockwa will now become our credit card processing company. We will look at passing that fee onto the customer when they make their reservation. We need to have the City Treasurer sit down and do an online demo with the company to ensure that it will work with the city on the financial end to ensure book keeping on both ends is done properly and the transition is a smooth one. They also have versions that you can pay for as well that will generate reports on our transients, and do email blasts to the customers, among other things. Something to look at for budget time.

8. Marina Tenants' Comments

No comments.

9. Any Other Business That May Come Properly Before The Commission

Marina tenant Jay Lundberg asked if he could see a copy of the Harbor Commission Charter. Member Gruen said that there isn't a charter, but a state statute for the commission. City Administrator Grams said that it is under Chapter 13 of the city code and that can be found on the city's website.

10. Adjournment

Bill Driscoll made a motion to adjourn the meeting at 8:21 pm and Sue Knauer seconded. Motion Carried.