

**VILLAGE OF EPHRAIM
MARINAS AND MOORINGS MINUTES
WEDNESDAY, MAY 8, 2024 – 8:00 AM
9996 Water Street- Ephraim Village Hall**



Action Items:

Thorp moved, B. Nelson seconded to approve the minutes of March 6, 2024, as presented, all ayes. Motion carried.

Thorp moved, B. Nelson seconded to approve the marina facility walk-through notes from April 17, 2024, all ayes. Motion carried.

The consensus of the committee was that the Firehouse Marina parking lot and launch ramp should be closed on Saturday, June 15, 2024, for Fyr Bal. The committee asked EBC to post one date-specific sign in addition to multiple “Closed Saturday” signs to make marina customers aware of the closure.

The consensus of the committee was to commence exploring the concept of expanding the Anderson Dock breakwater by beginning to gather information regarding design, cost, and gauge interest by involved parties.

Thorp moved, Plansky seconded to adjourn at 10:00 AM, all ayes. Motion carried.

Present: John Held, Bruce Nelson, BD Thorp, Robert Plansky. and Tim Nelson - Chair.

Absent: None.

Staff: Brent Bristol - Village Administrator/Harbormaster, Justin MacDonald – Fire Chief/Maintenance Manager and Kim Roberts - Deputy Clerk.

- 1. Call to Order:** The meeting was called to order by T. Nelson at 8:00 AM.
- 2. Changes to the agenda:** Bristol requested item 6 be moved ahead of item 5.
- 3. Visitors’ Comments:** There were no comments.
- 4. Approval of the previous minutes:**

Thorp moved, B. Nelson seconded to approve the minutes of March 6, 2024, as presented, all ayes. Motion carried.

Thorp moved, B. Nelson seconded to approve the marina facility walk-through notes from April 17, 2024, all ayes. Motion carried.

- 5. Update regarding current projects including a review of the on-site work list:**

Bristol reviewed the worklist and noted he would continue to update it as work gets completed. He noted that Jeff Long would be coming up to work on Friday.

A discussion was held regarding the work list. Discussion included: rub rail removal which was decided to be left in place as is, pressure washing the marina building will be discussed with the Village Board with a quote obtained for the work, Anderson Dock steps for the finger piers to be brought down to the site for installation, and installation of rock at Firehouse Dock marina at the top of the launch ramp near the “L” pier.

- 6. Discussion and consideration regarding marina parking during Fyr Bal:**

Kelsey Stone and Lane Methner of Ephraim Business Council “EBC” asked about the possibility of closing the marina parking lot and launch ramp for the Saturday of Fyr Bal.

A discussion was held regarding closing the marina parking lot for the Saturday of Fyr Bal. T. Nelson reviewed the issues from last year and felt that it would be better to close the lot and the launch ramp. Stone reviewed that the deputy had not been in the correct position in 2023 and traffic came into the lot and parked.

The consensus of the committee was that the Firehouse Marina parking lot and launch ramp should be closed on Saturday, June 15, 2024, for Fyr Bal. The committee asked EBC to post one date-specific sign in addition to multiple “Closed Saturday” signs to make marina customers aware of the closure.

7. Discussion regarding Anderson Dock Breakwater:

T. Nelson gauged the interest of the committee in exploring the idea of expanding the Anderson Dock breakwater. He explained that property ownership has changed therefore working with the property owner who has riparian rights may be agreeable at this time. It would make the property owner’s landside slips more useful as well as improve the wave action for marina slip holders. Kahr had recommended this option to create a calmer marina for docking. Kahr had advised that working with the WI DNR for breakwater is not as difficult as dredging.

The consensus of the committee was to commence exploring the concept of expanding the Anderson Dock breakwater by beginning to gather information regarding design, cost, and gauge interest by involved parties.

8. Discussion regarding marina parking on German Road:

MacDonald provided an update on the German Road project. He explained that the project is on the schedule for JR construction.

A discussion was held regarding the German Road Project. Held presented the committee with a list of questions regarding the project noting that the project is bigger than moving the trailer parking from Wastewater to German Road. Discussion included: Who could park their trailers at the site, if proper planning had been completed to ensure successful use of the property, communication with those who use the property, allowable uses (transient, daily launch, seasonal slip holders, and mooring customers), recommendations that could be made from the M&M committee to PFU, forwarding the list drafted by Held to the PFU committee, and the layout of the property.

9. Discussion and consideration regarding marina opening dates and the possibility of soft opening:

A discussion was held regarding the opening and closing dates for the marina. The committee felt that the closing date was a set date with no flexibility. However, the opening date could be impacted by completed work, weather, and infrastructure being in place. There was concern that if the weather was positive enough and the launch ramp was installed, there may not be navigational buoys in place for those who launch their boats early in the season. It was noted that a sign could be created to notify that customers were using the launch ramp, they were doing so at their own risk before the marina facility opening. For slip holders, the use of the marina before the marina opening date should be expressly given by the Harbormaster with direct contact made to obtain formal permission.

10. Discussion and consideration regarding the Clean Marina Program:

B. Nelson reviewed the updates to the Clean Marina Program Emergency Procedure Manual and Marina Rules and Regulations. The following updates were noted:

- Page 2: Keep the daily trailer parking information. Remove the Washington Island Coast Guard information.
- Page 3: Update Hospital information (remove Aurora Nor-Door and add Sturgeon Bay information).
- Page 4: Update the spill kit information: “Firehouse Marina dock staff will assist with locating necessary spill kit items.”
- Page 5: Add slip S4.
- Page 6: Check on the location of Firehouse Marina power shut off. Add “required key access” to Anderson Marina.
- Page 8: Leave 4(a) as is.
- Page 9: Defibrillator information acceptable to the committee.
- Page 18: Remove “Overdue Boater”.

- Page 20: Remove “Wild Fire”
- Page 22: Remove “Pressure Washing at Ramp”.
- Marina Rules and Regulations – Update #8 Maintenance -The third sentence shall read, “Any project involving the vessel’s surface or sanding/grinding of any of the vessel’s surface requires prior approval from the Harbormaster or Assistant Harbormaster.”
- Incident Report: Remove “Overdue Boater” and “Wild Fire” from the type of incident.

11. Discussion and consideration regarding new projects (building siding, zebra mussels, and charter of the committee):

T. Nelson noted that the marina building siding would be continuing discussion.

B. Nelson explained that Zebra Mussels were no longer a concern as our marinas do not have chains. He further requested that the committee review Chapter 20 next winter to see if any updates are required.

Held requested that the customer lists be provided for the opening day of the marinas and the waitlist be made public information.

Thorp requested that the policy on slip transfers be reaffirmed at the next meeting.

12. Discussion and consideration regarding Anderson Dock Capital Project Elements (utility trench, monument corner, and others):

T. Nelson provided an update on the Anderson Dock Capital Project. He explained that the Request for Proposal “RFP” was underway and nearly finalized. The utility trench and monument area are spelled out in the “RFP”.

A discussion was held regarding the Anderson Dock Capital Project. Bruce Nelson recommended that the utility trenches and stormwater treatment should also be reviewed as part of the project.

13. New business for the next meeting:

- a. Slip Transfer Policy.
- b. Storage for marina equipment.
- c. Customer List.
- d. Marina Waitlist.

MacDonald requested that the committee speak with Jeff Long about the condition of the chains before installation.

The next meeting of the Marinas and Moorings Committee will take place on Wednesday, June 5, 2024, at 8:00 AM.

14. Adjournment:

Thorp moved, Plansky seconded to adjourn at 10:00 AM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk