

**VILLAGE OF EPHRAIM
MARINAS AND MOORINGS MINUTES
WEDNESDAY, JUNE 5, 2024 – 8:00 AM
9996 Water Street- Ephraim Village Hall**



Action Items:

B. Nelson moved, Thorp seconded to approve the minutes of May 8, 2024, as presented, all ayes. Motion carried.

Thorp moved, B. Nelson seconded to adjourn at 9:40 AM, all ayes. Motion carried.

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

Absent: None.

Guests: Frederic Schmidt (online) and Jennifer and Kimon Miller.

Staff: Brent Bristol - Village Administrator/Harbormaster.

- 1. Call to Order:** The meeting was called to order by T. Nelson at 8:00 AM.
- 2. Changes to the agenda:** There were no comments.
- 3. Visitors' Comments:** There were no comments.
- 4. Approval of the previous minutes:**
B. Nelson moved, Thorp seconded to approve the minutes of May 8, 2024, as presented, all ayes. Motion carried.

5. Update regarding current projects:

Bristol provided an update on the Physical Facilities and Utilities "PFU" Committee project which created new trailer parking at the German Road site. He explained that he hoped that the M&M committee would participate in the logistics to make the project a success. It was built to clear up some space at the Wastewater Plant. To utilize the space to its full potential, it will be important to ensure appropriate trailer parking.

A discussion was held regarding the German Road project. Discussion included communicating concerns to the PFU committee, whether PFU would agendaize the items for discussion for an upcoming meeting, and maps on the posting board down at the marina which could provide information about how to park at the German Road site for marina customers.

Further discussion included Jeff Long, billing from Long, Long's plans to get everything finalized for the Village on Monday, items that have to be completed by Long by next weekend, channel markers and the red buoys that needed placement review by Long, dock staff uniform shirts to be worn again this year, and how Village staff reports their time. Additional discussion included having the treasurer reach out to Long regarding billing.

Bristol explained that Kahr completed the remaining projects at Firehouse Marina and Anderson Dock. He informed the committee that Kahr had sold his business to Somerset Marine. Kahr will stay to assist with the municipal clients for at least a year, maybe longer. He shared that Kahr felt the sale was a good thing for Door County because there would be more people to do the work with the larger company.

Bristol shared that seasonal dock staff have started work, they have met with the Assistant Harbormaster, and a schedule has been worked out. Succession planning was discussed; a fill-in person for this year could be a permanent person for next year.

Held shared his concern that the office is frequently open with no one there; it should be locked when they are not there.

6. Discussion and consideration regarding the Clean Marina Program:

B. Nelson shared an update on the Clean Marina Program. He noted that once the training portion is complete they can schedule the onsite visit with the Administrator of the program.

A discussion was held regarding the training process. B. Nelson, Bristol, and the Assistant Harbormaster would work together to undertake and document the training.

7. Discussion and consideration regarding new projects (building siding):

T. Nelson explained that he had brought up the question of the marina building siding at the last Board meeting. He had asked the Board to consider the options and communicated that the committee had approved the pressure washing of the cedar shakes.

A discussion was held regarding the marina building siding. Held asked if a quote would be needed. T. Nelson felt that it would be useful but didn't think it would be available before the meeting.

Bristol provided an update on village-wide striping, which included work at the marina. He noted that they would work on determining an appropriate rotation schedule going forward.

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

T. Nelson updated the Committee that the Request for Proposal has been sent out. Kahr had made a recommendation regarding the floating slips/piers. They are not constructed in a way that allows long-term maintenance. He felt they had five (5) to ten (10) years of useful life left. T. Nelson explained that should be looking at a plan at budget time to start putting money aside for replacement. At a certain point, they aren't worth repairing.

A discussion was held regarding dredging. Bristol suggested considering maintenance dredging at Anderson Dock so that we don't end up with a larger bill down the road. B. Nelson suggested finishing dredging at Firehouse Marina as well. The work was completed to allow the dinghies to come in but there is still a hazard. Bristol noted that he thought the permit was good for two (2) years. Held suggested the work be completed in the fall. The committee further discussed the permissible dredging work period as designated by the WI DNR.

T. Nelson noted that the breakwater is still being explored. It is in Kahr's hands to come up with a proposal and determine if it would be permitted.

9. Discussion and consideration regarding the Slip Transfer Policy:

Bristol noted that this has been discussed previously but questions have arisen. He would like to affirm the policy for Slip Transfers. Currently, slips are allowed to transfer laterally, meaning husband to wife or wife to husband. The slip cannot be passed on or transferred to future generations. Bristol provided background regarding a situation of ownership. To qualify as a resident there has to be one name on the boat slip but they could be part of an LLC that owns property in Ephraim to satisfy the residency requirement. An LLC or partnership group could not have a slip in the marinas. Bristol explained that he was confident those were the parameters that the committee previously discussed. Because it was brought up recently, he wanted affirmation from the committee that they want to continue with the policy.

A discussion was held regarding the Slip Transfer Policy. B. Nelson noted what Bristol outlined is what is in Chapter 20.04(8) of the Marinas and Moorings Ordinance. B. Nelson stated that it was the ordinance, not a policy. Held agreed; it allows for some turnover. Held asked for the applicable portion of the ordinance to be reflected in the minutes:

§20.04(8) - Space shall be assigned to the person whose name appears on the contract and for the boat listed (person means natural person, not corporation, partnership, or LLC). Space will not be transferred to another person, except an estate may continue to use the mooring until the completion of the season. A surviving spouse may continue a rental as long as these rules are complied with. Space may be transferred to a different boat of the same owner, subject to the approval of the Village of Ephraim, when a larger or smaller space is required, the Village of Ephraim may give preference to such change. No mooring owner may rent or loan out the use of his or her space. Any such action will be deemed a

violation of this ordinance. A \$25 per day penalty will be assessed. All space is otherwise not transferable. A continued violation of this ordinance is subject to removal of a mooring and termination of the contract.

Further discussion was held regarding the Slip Transfer policy. T. Nelson asked if the reference to the ordinance should be a part of the application process to stress that applicants are doing this for them, not their grandchildren. Bristol noted that it is a long endeavor to get a slip. From a waitlist standpoint, people are asking what name to put on their applications, myself, kids, or grandkids. His opinion is people can put the name they want to put on the application but at the time a slip becomes available, that person has to own property in the Village. He asked the committee if they were comfortable with that.

Frederic Schmidt stated his daughter is on the list and she is not a property owner. He felt that they did not need to be a property owner at the time they joined the list, just when a slip became available. He deferred to Brent to clarify.

A discussion was held regarding the marina waitlist. Bristol clarified if the family owns property in Ephraim, that's ok, but when the name on the application comes up for a slip, at that point they have to own property in Ephraim. If the succession of property ownership has not evolved at that point, then the applicant is not eligible for a slip. Bristol noted that it is very possible since the wait list is so long that there are people who signed up for a slip on the resident list that no longer own property in Ephraim. That is part of the due diligence, he stressed. Thorp asked if there were any non-resident slip holders. Bristol stated not to his knowledge. There are non-resident mooring holders. A non-resident will always be at the bottom of the list; it is never going to happen. They are not property owners.

Schmidt discussed the waitlist and asked if there was a fee to stay on the waitlist. If there was not, he suggested that it be implemented to ensure that people are serious.

Bristol stated the application fee used to be refundable and it was changed to non-refundable to ensure that people were serious about joining the list.

Held felt that it would be difficult to administer.

Bristol said that Dockwa is working on a waitlist feature.

Thorp stated that transient dock slips should be decreased in available length in Dockwa to account for the length overall "LOA". People only account for their length and not LOA when booking a transient reservation.

Bristol added that he would continue training and discussing with staff how to tie up with both seasonal and transient slip holders. He further discussed making notes in Dockwa to prevent future issues.

Jennifer Miller shared her experience with the Michigan Waterways and the strictness of the requirements of the vessel being within the confines of the slip.

Held suggested updating the Dockwa listing to, "If you check in and your boat is longer than the slip that you have reserved you will be either moved to a larger slip at an additional expense or if there is not an appropriate length slip available, you will not be permitted to stay." Additionally, the LOA explanation should be where the customer enters their boat length.

Bristol stated that he would look into the ability to add additional details and a disclaimer. He suggested an onsite meeting when the marina is full to review operations. If there was nothing actionable for the next, regular meeting, the onsite meeting could serve as the monthly meeting.

10. Discussion and consideration regarding storage for marina equipment:

Bristol noted that PFU was looking at, as part of the five (5) and ten (10) year Capital Plans, facility recommendations. The current recommendation is to investigate a new building for maintenance on the same property, in a different location. Then to offer the current maintenance space to Wastewater. That will be evolving as the concept is looked at. If marinas require space, a discussion needs to happen about what type of space is needed. We need to look at what needs to be stored and how it needs to be stored. Does the committee want to pursue dedicated space, he asked.

Held stated he would like to go on the record that the buoys need covered space.

A discussion was held regarding marina equipment. The committee discussed which equipment could be stored inside and what could be stored outside, covered. Held requested that Bristol advocate on behalf of the committee that at the very least they needed covered space and to consider marinas and moorings as the project moves along. Coming up with a specific number of square feet will be more challenging; it needs to be accessible and covered. B. Nelson noted that customer mooring balls are also being stored and those should be covered as well.

11. Update regarding Customer List and Waiting List:

Bristol explained that the customer list was in the binder that B. Nelson had with the organizational and operational materials needed for Clean Marina. There also was a copy down at the marina office. He discussed that he is working on something to satisfy waitlist customers to achieve the request for transparency through Dockwa.

B. Nelson stated that for quick access, customer lists should be separated by marina and by customer. He felt the list was incomplete; he would work with Roberts.

Bristol noted that all the customer contacts are in Dockwa; it is the best resource but redundancy is good to offer multiple sources of information.

12. New business for the next meeting:

- a. Marina Walk Through
- b. Marina building power washing.

The next meeting of the Marinas and Moorings Committee will take place on Wednesday, July 3, 2024, at 8:00 AM.

13. Adjournment:

Thorp moved, B. Nelson seconded to adjourn at 9:40 AM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk