

Northport Village Council
Waterfront Committee Regular Meeting
1 PM December 17, 2019

Members present: Hugh Cook, Will Harper, Tom Gremel

Staff present: Susan Holtz, Joni Scott, Cindy Edmondson, Chris Holton

Public present: John Todd

Public comment: None

Discussion/Action Items:

- A. New Life Rings and Directional signs: the life rings at the marina need to be replaced. Susan has a price from West Marine. It was suggested that Amazon may have them for a cheaper price. A discussion followed re the length and type of line needed for the rings. Mr. Harper thinks he can get ski rope which has some UV protection and resists mold/algae at a wholesale price. He volunteered to check with Amazon on a price for the rings and to look into the ski rope situation. Susan reported that all of the directional signs at the marina have need of replacement. The current signs are made of wood and have deteriorated. She spoke with the gentleman at Fast Signs, TC and got a quote of \$442 for signs made of Vinyl/Plastic. Mr. Harper suggested getting a second bid from a person he knows that just started his own business and is probably hungry...therefore a cheaper price. He also does uniforms for lots of businesses including many fire departments. Susan will pursue.
- B. Harbor Master Report: A letter was sent to Boaters explaining the rate increase and the upcoming marina project...only a few (3) expressed concerns. It may be necessary to adjust the rates charged if the marina is not fully functional...need to monitor this.
Discussed what needs to be done to the Dock House to return it to service. Work is underway at the marina to gather the information needed to file a grant to fund the project. Susan communicated with Kris at Elevate Net re the security camera system. The Boater Seasonal contract does not need another revision other than changing the dates, etc. Susan will work with Eric at Marina Ware to make that happen. Susan is updating the boater's waiting list. There was a discussion on how to keep that list current. There are approximately 104 people on the 32' list, 98 on the 42' list and about 10 on the 60' list. Susan will be contacting all of the people on the waiting list in January and revising the list. Discussion re annual waiting list fee (\$10)

should be charged...needs full Council approval. Re-visit next month. Talk with other marinas to see what everyone else is doing. Susan is continuing to work with the DNR to make the new State Reservation System operational. The State will be charging a \$10 registration fee to each boater for each reservation made.

- C. Took a general look at the Job Description for the Harbor Master. Noted that there is a weekly staff meeting with Joni, Cindy, Chris and Susan.

It was brought to the Committee's attention that there needs to be improvement to the system of daily marina receipt accounting with that accounting being brought to the Office by noon each weekday with the weekend receipts delivered on the following Monday by noon. The accounting process needs some more standardization to make this happen and needs to be done daily with Susan and one other person of her choice. Consider a "Senior Dockhand" to be responsible for handling receipts. This attention to daily accounting needs to be Priority One. The accounting will be done the day after the Harbor Master's day off.

Discussed the overlap between shifts and why it is longer some days than others (depends on the level of "busy" in the marina). Discussed marina hours to accommodate the staff hours...be open from 7:30 AM to 8:30 PM. This would allow the dock hands to get in their 7 hours/day with the mandatory clock out for a 30 minute lunch/dinner. Overtime shouldn't be happening and many weeks there was anywhere from 42-46 hours recorded for some of the dock hands. Staff pay went from \$145K last year to \$160K mostly because of OT. Some of the staff don't clock out for their lunch as they are supposed to. There needs to be appropriate supervision to eliminate OT hours. Perhaps more kids should be scheduled for the busier morning hours and fewer in the quieter PM hours.

- D. Harbor Master Employment Agreement: It was decided that the Harbor Master will bring her request for any changes to the Committee for review. The Committee will meet at a Special meeting before the end of the year to discuss a recommendation for a Harbor Master salary for 2020 to be made to the full Council. It was noted that a 2.8% COLA was discussed and approved for all staff employees at the Employee Relations Committee meeting. Keep in mind the benefit package that is in place and that Susan was hired at a higher starting rate. Consider a helper for Susan to assist her with cleaning.

- E. Discussed Unfunded Projects list

- F. Discussed Waterfront budget paying attention to seasonal dockage; gas, oil and diesel; operating maintenance; insurance and bonds (Workman's Comp will be going up); equipment and tools (cameras/grant); audit (full audit coming in 2020). This budget will need to be amended since there were more expenditures than revenues this past year.