Harbor Master's Report to the Village Council

February 2021

This is my first report to the Village Council following my first month on the job.

Everyone who works for the Village has been fantastic without exception. Friendly, patient, helpful, accommodating. I could not have asked for a better welcome. I'm very impressed with the teamwork exhibited by everyone.

Mostly, I've spent the first month orienting myself to the job and trying to figure out how things work, what I have, what I know, what I don't know, what I need to know … and I know there are things I don't know that I don't know.

What I've been up to:

1. I have access to the Marina email account. I spend some time organizing it in a fashion that works for me, created a mailing list for seasonal slip holders, and have the Google Drive folder organized.
2. I now have access to the old MarinaWare application. I've had a couple training sessions with Erik @ MarinaWare. I was able to get the seasonal slip contracts out before the end of January. It is a very cumbersome, time-consuming process. MarinaWare does not play well with our Google email account, so each contract had to be mailed individually. This process will need to change. There are other options for this process that I will be investigating for 2022. And contracts should go out sooner, in my opinion. I'm also in the process of migrating away from MarinaWare entirely. I'm grabbing our important information out of the database for easier access.
3. I have access to the DNR CAMIS/Reservation application. They provided me with online training materials and I've been through all that. I'm not an expert at this point, but I'm proficient enough to make my way around the system. There were a couple inconsistencies between what I knew about our seasonal slip and what the DNR knew. I believe I've ironed all that out at this point, so we're all on the same page.
4. I've developed a visual aid of the marina and the seasonal slip holders. This is mostly for my purposes, and has aided me in visualizing the marina, slip sizes, seasonal slips, and owner's names.
5. The state and organization of the physical files was done in a fashion that didn't make sense to me. I'm working on organizing the physical files.

6. Chris Holton gave me a brief tour of the marina facilities. I still need to get a good handle on what we have for the Dock House (it's all kind of a mess in the Boater's Lounge due to construction). I also still need to get to the South Beach & Haserot Park restrooms and mechanical rooms to see what we have for cleaning tools.
7. I have gained access to the Marina's Instagram account. Thanks to Tom for reaching out to Marcus about the password. He didn't have it, but I was able to contact Instagram and gain access. The account now belongs to the Village of Northport and not a dock hand. I posted a couple pictures showing the start of C-Dock construction.
8. I met with Joni to discuss and propose a budget for the marina. You all should have that.

<u>Goals for next month:</u>

- Continue to field questions from seasonal slip holders and customers requesting reservations.
- Finish updating the seasonal slip holder database with updated information as contracts come in.
- Get a handle on the wait lists.
- Finish organizing the physical files.
- Gathering marina policies & procedures and determining what's missing and what needs work.
- Start to work on some dock hand training materials.
- I suspect that by the end of February I should start reaching out for dock hands for this summer.

Bill Rosemurgy, Harbormaster