Harbormaster's Report to the Village Council

March 2021

What I've been up to:

1. Seasonal Slip Contracts – I was able to get all the Seasonal Slip contracts emailed out by the end of January. Very cumbersome process. At this point in time, approximately 2/3 of the contracts have been returned with either the $100 deposit or full payment. One of the consistent complaints from owners was missing data on the contract itself. It was a valid complaint. I have extracted all the data from the MarinaWare application I could find regarding our seasonal slip customers. I have developed our own spreadsheet which we will utilize to manage the seasonal slips and communicate with our customers. I have also been working on a significantly more streamlined process for processing next year's contracts. My goal for next year is to have contracts mailed out by the end of the first week of January.
2. DNR Camis Reservation System – There were a small number of inconsistencies between our seasonal slip assignment and the annual harbor inventory we submit to the DNR (which serves as the basis for this year's seasonal slips and slips available for reservation). I have been working with the DNR to make adjustments to the inventory to match our seasonal slip assignments. It has required moving a number of reservations and re-assigning a couple seasonal slips. This will not happen again.
3. Wait Lists – I have extracted all the data I could get my hands on from the MarinaWare application, with respect to Wait List customers. I have developed our own spreadsheet which we will utilize to manage our Wait Lists.
4. Jerry Spears – I had a long, friendly, and productive conversation with Jerry. He intends to move forward with his plans for operating a B&B as a commercial venture at the marina this summer. We discussed location of the boat (south end of the East Wall), rules and guidelines, waste pump-out, and other items. He understands that there is a necessary lead time with this project as he will need Waterfront Committee approval, Village Council approval, and DNR approval and that will take time. I expect we will have something for the March meeting. I will be following up with Jerry before the March meeting.
5. Dockhands – I have begun my search for summer Dockhands. Shockingly, we didn't even have a job description for a Dockhand. I pulled together a preliminary job description (attached). It might be a tad overkill, but it's a starting point. I'm open to comments and suggestions.

   At this point, it appears we have only one former Dockhand who has expressed interest in returning (Dan Brown). I'll be scheduling a talk with Dan so we can get to know each other and to discuss his expectations and my needs. I did receive a very nice reply from Chase Haverberg. He's currently living in Norway, so he won't be available this summer. But he offered to help me answer questions about how things have been handled at the marina in the past.

I have reached out to both Northport and Leland schools and they have graciously offered to post a summer job notice on their bulletin boards. I will get them a posting in the next week.

I would like to query our seasonal slip customers to see if any of them have children/grandchildren who might be interested in a Dockhand job. I may also ask if they know of any "seniors" who might be interested in part-time work. I'd really like to have one or two seniors to assist early and late in the season when the kids go back to school. Does the Committee have any objection to this?

Are there any applicants for the Harbormaster job the Committee would like me to pursue for a Dockhand position?

6. Marina Entrance Buoys – I have begun to research the costs and feasibility of replacing the marina entrance buoys. I'm still waiting for a couple quotes. I'm understanding there are 3 red and 3 green buoys and they are equipped with solar red and green blinking lights. It's looking like the pricing will come right around the $500/buoy figure we estimated for the budget.
7. Facebook Account – I'm still pondering this in my head. I'd like to bring a proposal with operating guidelines to the Committee at a future meeting. There is no rush.
8. Physical Files – Organized and in a much better state.
9. Budget – Joni and I worked on this and I believe you've all seen it. It was a little scary to see the red ink for this year, but realizing that gets wiped out by last year's bond is more reassuring.
10. C-Dock Project – I'll rely on Chris to update the Committee about progress on the C-Dock Project.

Goals for next month:

- Finish work on Wait List history and finalize lists.
- Place any vacancies for Seasonal Slips.
- Gather marina policies & procedures and determining what's missing and what needs work.
- Continue to pursue summer Dockhands.
- Finalize buoy replacement.
- Develop Facebook & Instagram policies and procedures.
- Start to develop a project list for beginning of the season.
- Look into security camera coverage for marina (bath house, docks, harbor hut, & fuel dock), South Beach restroom, and Haserot restroom. (This will probably not happen until the April meeting, but I don't want to lose this item that was mentioned in January.)

Bill Rosemurgy, Harbor Master