

Approved via email

**Harbour Village Resort Board of Directors
Meeting Minutes
Egg Harbor Town Hall
October 19, 2019**

Call to Order:

President Derek Bell called the meeting to order at 9:00 a.m.

Present: President Derek Bell, Vice-President Jason Haines, Secretary Paulette Kussow, Treasurer Sue Vandermeuse, Member Barrett Stueck, Member John Niedbalski, Member Paul Bort, General Manager Anne Fiorello

Absent: Member Mary Pekarske-Siers, Member Brian Wallace

Opening Comments: Derek B.

- This meeting will be recorded for transcribing purposes.
- During the meeting, please do not interrupt the Board's discussion by making comments without being recognized.
- Are there any items on the agenda that any Board member feels they should be removed from the discussion based on a conflict of interest?

Pledge of Allegiance

Open Session: No comments

Consent Agenda:

- Announce approval of September 14, 2019, Board meeting minutes via email.
- Manager's Report – October 19, 2019 (attached with these minutes).
- Financial Report – August 2019, September 2019
- *Motion made by Jason H. and seconded by Sue V. to approve the Consent Agenda.*
Motion carried unanimously.

OLD BUSINESS

- **2020 Budget Work**
 - The Budget Committee had their first meeting to go through the Budget for 2020.
 - Jason H. presented an over view of the Budget at this point.
 - Don't have information for income for Condo and UDI because dues for 2020 have not been determined yet or income for seasonals.
 - Don't have seasonal count.
 - There are 11 seasonal openings for 2020.
 - No significant changes in 2020 Budget.
 - Adding more golf carts for 2020.
 - There will be 20 golf carts for rent.

- Harv's Electric will be putting in more charging stations for the carts.
 - Budget process is becoming easier as the records get cleaned up.
 - GM, Anne, mentioned that Maintenance Manager, Larry, would like to see the amount for equipment increased.
 - Budget Committee to meet again before the next Board meeting on November 2.
 - Staff wages will be discussed in Executive Session today.
- **Projects Update**
 - Activity Pool
 - Didn't get as far as we wanted on the pool because it is hard to find trades people to get estimates. Many calls have been made.
 - Splash, out of Green Bay, is working on an estimate for the tile work and can do the work in spring.
 - Carrico, the pool chemicals company, is working on an estimate for the pump repair or replacement.
 - There was mention of a seasonal that might be able to do the tile work.
 - Derek B. has the name of someone that may be able to give an estimate on the pump.
 - Hot Tub
 - Work has started on making the grate larger for the VGBA Code.
 - Slide
 - Need to remove caulk and put on new gel coat.
 - Weather has been a problem.
 - Fisher, a company out of Eau Claire that did work for us before, was contacted to get an estimate for this work.
 - ***Anne will work over winter to find a company to do the work in May.***
 - Plow Truck
 - Anne said it would help if she knew how much money is available for a plow truck.
 - Suggested that we allow up to \$35,000 for a plow truck (full package).
 - If a truck could be found, a plow for around \$8,000 and a dump box for about \$8,000-\$10,000 could be added.
 - Discussion of things the park needs:
 - Motors in pump room need upgrade.
 - Motors in pump room will need to be upgraded. 7 pumps at \$4,000 each = \$28,000
 - Believe that this upgrade will be mandatory by 2021 but we don't have the documentation on that yet.
 - Pressure tank for fresh water system needs replacement = \$10,000
 - Have 2 pressure tanks now.
 - We do not have a park model to replace next year.
 - Treasurer, Sue V., thinks we could find \$35,000 for a plow truck.
 - ***Motion made by Sue V. and seconded by Jason H. to allow up to \$35,000 to purchase a new plow truck. Motion carried unanimously.***

- Store Siding
 - Bids to replace store siding:
 - \$17,000 bid for entire store siding replacement.
 - \$10,000 bid for entire store siding replacement. (This was rescinded.)
 - Volunteers have been working on the back wall of the store.
 - Total for windows, door, and siding for the entire store with volunteers doing the work = \$5,000.
 - Discussion of the new siding color. Looked at samples. Suggest earth tone similar to the north bathhouse.
- **New Reservation System Update – StayList**
 - The set up was done faster than expected in 1 ½ weeks.
 - This week, Daniel, Gesika, and Anne will be involved in a video conference.
 - Will be implementing a plan for training.
 - The old reservation system, Reserve America, will stay through November in case there are issues with the new system.
 - StayList is a very user friendly system.
- **Phone Service**
 - We can get free phones from Camera Corner.
 - Set up and labor for the phones would cost \$2,500.
 - DataTech bid was about the same.
 - Still need bid from Camera Corner on the wiring and the other work that needs to be done.
 - Anticipate the bid from Camera Corner to be similar to Data Tech bid which was \$8,000.
 - We presently have 5 phones.
 - Camera Corner subcontracts electric work.
 - New phone system will improve sound and quality.
 - Question whether we can get the phones from ATT.
 - When ATT came in, they wired our phones to the fiber optics.
 - The software is there but not the phones.
 - Fiber optics was free for the park.
 - They call that “Voice Over IP.”
 - Phones go over the internet.
 - Paying for the service but not using it.
 - *Can we get new phones through ATT?*
 - *Could we set up the new system through ATT?*
 - *What would be the wiring cost?*
 - *Anne will contact ATT and see if the phones can be upgraded through them and get the Voice Over IP system up and running.*

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- **Project Fund Discussion**

- \$160,000 in Project Fund:
 - Have plans for \$137,000 of this amount for projects already. Some items include:
 - Horse barn – spray foam estimated at \$8,000. This does not include walls, etc. Need ceiling in first. May need to complete this in parts.
 - Tiling work at pool.
 - Slides – about \$1,500 on caulk and gel.
 - Second half payment on park model this year.
 - Don't have park model to replace next year.

- **Schopf's Snow Plowing**

- This was discussed at a previous meeting.
- Would only hire Schopf's for emergency plowing.
- A document is being drafted for Schopf's to sign regarding this service.
- Will pay Schopf's \$75/hour for plowing service.
- Don't have to plow seasonal areas or other parts of the park that are not being used in the winter.

NEW BUSINESS

- **Public Camping Rates for 2020**

- After the September Board meeting, the Board had discussions via email regarding the public camping rates for 2020.
- *On September 19, 2019, Paul B. made a motion that was seconded by Paulette K. to increase public weekend and holiday rates 3%. Voting yes: Paulette K., Barrett S., Derek B., Paul B., Brian W., Jason H., John N. Voting no: Sue V. No reply: Mary P.S.*
- (See attachment for Public Camping Rates for 2020)

- **DUDI Followup**

- Jason H. will be working on the list of DUDIs that was started 2 years ago.
- Work was done at the Register of Deeds to see where the DUDIs are at. .
- Anne has had some DUDIs turned in.
- *Jason and Anne will work on the DUDI list after the November meeting to bring the information from 2 years ago up to date.*

- **2020 Board Meeting Dates**

- Paulette K. presented the Board meeting dates that have been set for 2020.
- After some discussion the March date will be changed.
- The *June meeting will be held at Door County Coffee* because the Egg Harbor Town Hall is not available any Saturday in June.

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- **Board meeting dates for 2020:**
 - January 25 – Town Hall
 - February – no Board meeting
 - March 21 – Town Hall
 - April 11 – Town Hall
 - May 16 – Town Hall
 - June 13 – Door County Coffee
 - July 18 – Town Hall
 - August 15 – Annual Meeting in pavilion
 - September 19 – Budget Review – Town Hall
 - October 10 – Budget Feedback – Town Hall
 - November 7 – Budget Work – Town Hall
 - November 14 – Finalize Budget – Town Hall (Cancel if Budget completed)
 - December 5 – Publish Budget – Town Hall
- **National Electric Code**
 - It is not definite, but all the electric pedestals may need to be upgraded to GFCI at a cost of \$400 per pedestal on the public side.
 - The park pays dues to ARVC (National Association of RV Parks & Campgrounds) and they lobby for issues that are good for RV parks.
 - ARVC is working to get wording that protects campgrounds that says we don't have to do these upgrades.

Open Session

- Nancy L. –
 - Discussion on a place near Denmark that has a lot of plows for sale.
 - ***Derek B. know this person and will get more information.***
 - The back side of the store gets no sunlight so mold develops.
 - If there was clean stone there and branches trimmed, it would help eliminate some of the moisture which causes the mold.

Motion was made by Jason H. and seconded by Paul B. to adjourn the Open Session. Meeting adjourned at 10:05 a.m.

Paulette Kussow
HV Board Secretary

Board moved to Executive Session

Next Meeting:

November 2, 2019 – Egg Harbor Town Hall – 9 a.m

2019 Board Meeting

November 9 – Finalize Budget

December 7 – Publish Budget