

## **April 21, 2018, Manager's Report**

The past month has been dedicated to developing relationships with staff and planning our tasks for season opening. We are in the process of interviewing and hiring staff (to date, we have 19 new/returning staff hired), Plans are in place for streamlined new-hire process including new-hire packets with appropriate paperwork, orientation including training on sexual harassment, boundaries and ethics; and an all staff meeting early in May. We are getting the store cleaned/set up and POS system implemented, receiving new product and equipment, and doing inventory. I am reviewing our contract with CINTAS and developing an inventory system so we have control over the amount of product we are purchasing or renting from them. We are hoping to save thousands of dollars over the course of the year. Dave, Judy and I attended the Egg Harbor Town Hall special meeting earlier in the month regarding the placement of a sex offender in our neighborhood. The town lawyer has a plan in place to try and stop the placement. I attended the Carlsville Business Association meeting where we discussed Carlsville Day and a possible segment on Discover Wisconsin for future marketing purposes for our town. I have researched bookkeeping requirements for worker housing and also have reviewed the Employee Handbook for updates and/or changes. We have contacted Door County Broadband in order to connect a second line for customer use of WiFi and have been told that there is one person in the county that handles the job for them and he will be here on Friday, April 20, to give us an estimate. AT & T has also provided a proposal for services.

**Financials:** APRIL FINANCIALS ARE NOT AVAILABLE AT THIS TIME. THESE NUMBERS REFLECT YTD AS OF THE LAST MEETING BOARD MEETING:

2018 YTD income dues: \$509,640	2017 Fiscal income dues: \$992,341
2018 YTD reservations: \$81,612	2017 Fiscal reservations: \$466,469
2018 YTD Total expense: \$100,275	2017 Fiscal expense: \$1,039,978
Operating account Balance YTD 2018 \$227,134	Operating account YTD 2017 \$269,529

**Grounds & Maintenance:** The following tasks have been completed since our last board meeting: Built and painted picnic tables; changed lighting in store; finished central bath; put Park Models together; sanded and varnished office door; started removing concrete at north bath; cleaned out culvert at front entrance; lots of plowing; put duct hose on central exhaust fans; made signs for rustic sites and tent village; cut trees down; maintenance on Kubota and truck; fixed cap on water pipe at pool bath house; put door props on office and central bath.

**Professional Services:**

- ~**Accounting** is still being conducted by Asher & Wood LLC
- ~Coverra insurance is our **insurance provider**
- ~Advanced Disposal is our **waste management** company. They gave us a reduced price and new containers this spring which has helped in keeping the birds away.
- ~Septic Maintenance is our **septic hauling company**. They are not just a hauling company. They also provided invaluable maintenance assistance with the lift station at the activity pool as well as repairs to our pump truck)
- ~Carrico Aquatics is still our **pool service/chemicals** provider.
- ~ Camera Corner is our **IT Company**.
- ~ We are **members** of the Egg Harbor Business Association.
- ~We are **members** of WACO (Wisconsin Association of Campground Owners).
- ~We are **members** of the local Rotary chapter.
- ~We are **members** of ARVC (National Association of RV Parks and Campgrounds).
- ~We are still utilizing Harv's Electric for our **electrician** needs.
- ~We are insured through Coverra for workers **compensation**.
- ~We are still utilizing Pinkert Law Firm for our **legal advice**.
- ~We are currently not outsourcing our **collections** efforts.
- ~We are currently not outsourcing condominium **property management**.
- ~We are still using Holiday Wholesale as a primary source for our **store inventory**.
- ~We are using Green Bay 7-UP
- ~We are still **banking** with Associated Bank.
- ~ **Rental golf carts:** Harbour village is in a rental agreement with Jims Golf Carts. 12 Electric carts are ordered for next year, the charges are mounted to the cart and the renters will be responsible for charging the carts at night.
- ~Door County Co-op is our **propane supplier**.
- ~We are using DIRECTV for **satellite TV** for our rental units. Service HAS been suspended till May1st and will automatically be turned back on at that time.
- ~AT&T is our **telephone provider**.
- ~US Cellular is our **cell phone** provider.
- ~**Camping clubs** we are affiliated with: Coast to Coast Reservation System is now Reserve America as of December 1<sup>st</sup>.

**Long term Contracts:**

**Kids Directory Term 2015-2021 (Advertising) (Pending)**