

Approved via email

**Harbour Village Resort Board of Directors  
Meeting Minutes  
Harbour Village Pavilion  
July 18, 2020**

**Call to Order:**

President Jason Haines called the meeting to order at 9:00 a.m.

**Present:** President Jason Haines, Vice-President Brian Wallace, Secretary Paulette Kussow, Treasurer Sue Vandermeuse, Member Barrett Stueck, Member John Niedbalski, Member Paul Bort, Member Mary Pekarske-Siers, General Manager Anne Fiorello

**Opening Comments:** Jason H.

- 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**

**Consent Agenda:**

- Approved meeting minutes – via email – June 13, 2020.
- Manager's Report: July 2020
- Financial Report: June 2020 (Removed from Consent Agenda – not finalized)
- *Motion made by Sue V. and seconded by Mary P.S. to approve the Consent Agenda.*  
**Motion carried unanimously.**

**Open Session:** No questions or comments

**OLD BUSINESS**

- **Pump Replacement Update**
  - One of our members, Ray Nowak, is helping to secure equipment for the pump house.
  - Ray can get equipment for cost.
  - Ray has submitted the plumbing schematics to the providers.
  - We will be getting more information on this equipment on Monday.
  - This is for all the pumps.
- **COVID 19 Update/Concerns**
  - There have been a number of questions on how we will handle events.
  - We are going to continue to have events.
  - Appreciate the wearing of masks and the social distancing.
  - If anyone does not feel safe about an event, they should stay home.

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- The wearing of masks is not mandated yet.
- We have been keeping low capacity numbers at the pools.
- We have been cleaning and disinfecting.
- Going forward, we are not planning cancellation of events yet.
- **Halloween weekend:**
  - Encouraging social distancing.
  - Planning on having one-way roads for trick or treating and working on planning a route to follow.
  - ***If you are participating in Trick or Treating, sign up in the office and your site will be included in the route planning.***
  - Think of safety for anything that you plan to hand out.
  - Suggest that rubber gloves be used for handing out treats.
    - You can get rubber gloves from Anne in the store.
  - Asking that golf carts NOT be used for Trick or Treating for safety reasons.
    - ***If anyone has a medical reason that would require them to use a golf cart, see Anne for a special pass.***
  - If you are not participating in Trick or Treating, we ask that you avoid the Trick or Treat route.
- **Harbour Village Annual Meeting – August 15**
  - 3 Board terms expiring: Jason Haines, Barrett Stueck, open position
  - If you are interested in running for the Board, let Anne know in the store.
  - Nominations can be made at the Annual Meeting.
  - On the ballot so far:
    - Jason Haines
    - Selys Perry
    - Jessica Wiitala
    - Mary Waack
  - Information for the Annual Meeting will be mailed around August 1.
  - The Town of Egg Harbor is requiring the wearing of masks for their annual meeting.
  - ***For everyone's safety, masks will be required at the August Harbour Village Annual Meeting in the pavilion on August 15.***

## NEW BUSINESS

- **Water Booting Followup**
  - 23 people were contacted about payments that are overdue.
  - 16 have paid amounts owed.
  - Some have approved payment plans.
  - A few sites are still booted.
  - Anne is willing to work with anyone with financial issues.
  - Since we have had issues with past Accounts Receivables, we want to prevent additions to that amount.

- **Campground 3-year State Inspection Results**

- Overall, the results were pretty good.
- Some issues need to be addressed:
  - Small pump house – need thermometer for flow meter.
  - Tighten ladder in adult pool.
  - According to the State, the campsites are not clearly marked.
    - Egg Harbor Fire Department has approved the numbering of the sites in the park.
      - There are about 5 sites where the numbering needs to be fixed.
      - The park may have to number these sites and assess the owners for the cost.
    - Anne is going to ask for a clarification and find out if what we have in place will work.
  - Specific sites were mentioned for not having 10 ft. between buildings.
    - Anne will try to reconcile this with the State.
    - With the common area, we have a 1 ft. setback for buildings.
    - With the size of the lots, this does not seem reasonable for a campground.
    - May be able to be grandfathered because of differences with the Old Code and New Code.
    - Over the years, the size of the units have gotten bigger which makes this requirement unreasonable.
  - Water service connection at many campsites were not provided with approved backflow prevention devices.
    - Many of these are missing on sites.
    - The park can take care of this in the fall.
    - The campers should not try to remove these backflow devices.

- **Strategic Planning Committee**

- Members: Jason H., Barrett S., John N., Brian W., Anne, Larry
- The Committee met last week.
- John did a walk through the park with Anne and Larry to determine what is needed to be done in the park.
- Items have been added to the current Strategic Plan to determine where things would get resolved.
  - Pumps
  - Water heaters
  - Roof – central bath and store
  - Renovations to central bath, activity bath, and north bath.
  - Everything that is 35 to 40 years old is included.
- Estimate 5-6 years at \$150,000 to \$160,000 per year.
- Many things needs to be brought up to date.

- This Strategic Plan does not include the water slides.
  - Have to determine the path forward on the slides.
  - We know the slides are not in very good condition.
- Park models are all updated so that frees up that capital to be used elsewhere.
- The Strategic Plan will be used in the budget process.
- ***Jason will email the information to Paulette to compile.***
- *Question: Does this mean our dues will go up?* The Board tries to evaluate dues year after year. The level of deferred maintenance is a consideration in the annual dues evaluation process.
- *Question: What if we did a special assessment and just take care of it all?* It is estimated that there is about a million dollars in work to be done. That would be a special assessment of about \$4,000 each. Don't think we would want that. We try to stay away from special assessments because we know that no one likes them.
- **Park WIFI**
  - Presentation by Jeff VanAsten who has been a member in the park for 33 years.
  - Jeff works for Partisan Systems.
  - Jeff presented a plan to provide WIFI throughout the park.
  - A map was presented showing the "zones of coverage."
  - This company would be a partner with the campground in this operation.
    - The company would have a vested interest to make sure that this works.
  - The company would work to develop infrastructure.
    - The cost to the park would be creating access points and getting power to those access points.
    - The park would provide a utility shed.
  - The cost of the equipment, service, and maintenance on the equipment would come from the company.
  - This could help generate revenue for the park.
    - Condo and seasonals would pay \$60 per year.
    - Weekend public campers would have nightly rates increased by \$3.
      - 82 public sites at \$3 for 21 weekends (May 15 to October 15) = \$11,000 income
    - Additional income could be made on the Sunday through Thursday campers.
    - There could also be additional income from park models and tent village.
  - This proposal would require putting up 50 posts (access points) and a utility shed to store the main equipment.
  - This proposal provides a Return on Investment (ROI). It would pay for itself.
  - What would be needed first is a feasibility study that would cost \$1500.
    - Not sure it will work until this study is done but are confident that it will work.
  - Goal is to increase the park's capabilities with a plan to pay for itself.
  - *Question: What if a secure connection is needed?* The tech person replied and said a secure connection is possible.
    - The connection into the park would be wireless.
    - Video and audio conferences would be possible without issues.

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- *Question: If the posts are 20 ft. with 15 ft. at the top, that would mean that 5 ft. would have to be buried. How would that be done with all the rock in Door County?* Pole locations may have to be adjusted due to the rocks. May have to put the pole as deep as we can and then have some structural bracing.
- Pole swaying will not affect the signal.
- *Question: Would all condo owners be charged whether they would use it or not?* Yes. In order for this to work, it would have to be across the board.
- Each site would be a single user account with access for up to 5 devices.
  - This system would have a simple connecting procedure.
- If there is a problem, the office would have the capability to reset the account.
- The Harbour Village staff would disperse information only. They would not need to be technicians. Jeff Van Asten would be available to help.
- If a technician is needed, they can be at the park in 3 to 4 hours.
- *Question: What type of contract is involved?* This partnership would need a 3 year contract. After that, there would be an annual renewal.
- *Question: What type of references does the company have?* The company covers many areas. The company provides the infrastructure for most mega-dairies in Wisconsin. The company has many large organizational accounts.
- *Question: What is the business history?* The parent company, Data Tech Wisconsin, has been around for 21 years. Customers in other parts of the U.S. Customer base is in Wisconsin.

(Discussion after the WIFI presenters left.)

- First thing that is needed is the feasibility study to see if this is even possible.
- Need to know the cost of 50 posts and getting power to the posts.
- Discussion on the difficulty getting through the rock.
- Guarantee 2 mg per user. Is that enough?
- Cost to the park:
  - 50 posts
  - Electricity to the posts
  - Utility shed
- Need more information on exactly what this would cost the park.
- Would we be better off putting that money towards something else that needs to be done in the park?
- May need to have concrete pads for every post.
- There would be additional cost with removal of trees that would be in the way of the "line of site."
- A large number of trees still need to be dropped throughout the park due to the ash borer, and this would be much more difficult if the WIFI posts were installed.
- ***Board consensus: Need clarification on what would be the total cost to the park for this project before considering the feasibility study.***

**Open Session:** No questions or comments.

***Motion was made by Mary P.S. and seconded by Brian W. to adjourn the Open Session. Meeting adjourned at 10:00 a.m.***

Approved via email

Paulette Kussow, HV Board Secretary

**Board moved to Executive Session**

**Next Meeting:**

**August 15, 2020 – Annual Meeting in pavilion – 9 a.m.**

**REMINDER: Masks are required to be worn at the Annual Meeting.  
Identification is needed for the Board election voting.**

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**2020 Board Meetings (All meetings at Egg Harbor Town Hall unless noted otherwise.)**

September 19 – Budget Review

October 10 – Budget Feedback

November 7 – Budget Work

November 14 – Finalize Budget (cancel if Budget completed)

December 5 – Publish Budget