



TOWN OF LINN

HARBOR COMMISSION MEETING

Thursday, May 7th, 2026, 4:00 P.M.

Held In-Person and Virtually

Conference Room

W3728 Franklin Walsh St. Zenda, WI. 53195

1. **Call to Order:** Supervisor Zimmerman called the meeting to order at 4:00 P.M.
2. **Roll call:** Present: Supervisor Maureen Zimmerman, Grace Eckland, Tom Billings
Excused: Scott Dillion
3. **Approve minutes of previous meeting: April 9th, 2026**
 - Supervisor Zimmerman asked if everyone had reviewed the April 9th, 2026 meeting minutes. There were no comments, changes, or objections.
 - Motion by S. Dillion, second by G. Eckland, to approve the minutes as presented. Motion carried unanimously.
4. **Comments from the public:** None
5. **Profit & Loss Statement – April 2026**
 - Administrator Zimmerman reported that boat launching fees and stall rents are now being collected. All but one boat slip has been renewed, and he does not anticipate any issue filling the remaining spot, expecting 100% occupancy next month.
 - He clarified the “Peers/All Other” expense category of \$14,000, explaining it is a mixed group of costs including internet, energy, and charges from Lake Geneva Pier Company (e.g., ladder clamp fees). No further questions were raised.
6. **Launch Activity Report (Ven-Tek Data)**
 - Administrator Zimmerman presented the first launch activity report of the season. The Ven-Tek machines were turned on March 23, with data reported through May 1. He provided a breakdown for the Linn and Hillside launches, showing what type of passes (daily, annual, etc.) are most popular, along with transaction counts and revenue for each location.
 - A combined summary showed 183 total transactions, with 101 of those being swipes of annual passes. Mr. Billing joked about having two annual passes for his two boats, questioning if the machine knows the difference. Administrator Zimmerman noted the system is largely on the honor system due to lack of manpower to enforce boat size or

type. Supervisor Zimmerman added that non-motorized watercraft (kayaks, canoes) may launch for free from Chapin Road.

- A year-over-year comparison showed that this year's performance is on par with last year, despite an increased budget. Ms. Eckland questioned the impact of weather, noting many storms and tornado threats this spring. Supervisor Zimmerman acknowledged that weather plays a significant role, and while a daily weather log was previously discussed, it proved too data-heavy to maintain.

7. Storm Damage & Pier Repair

- Administrator Zimmerman reported on a significant storm on the night of April 17th, which caused damage to one of the piers, including lost deck boards and a missing step. Photographs of the damage were circulated. Lake Geneva Pier Company was contacted. After some initial difficulty reaching them (voicemail/email issues), they responded promptly and completed the repairs the same day.
- The total cost of the repair was \$1,548.00. The Town's insurance deductible is \$5,000 per incident, so no claim will be filed. Supervisor Zimmerman noted the Town will need to absorb the cost. Ms. Eckland asked about the missing step, which Administrator Zimmerman confirmed was also replaced.

8. Harbor Master/Pier Attendant Hiring Process

- Supervisor Zimmerman reported that Administrator Zimmerman posted the ads, reviewed applications, and conducted interviews with four candidates. She noted that all candidates were likeable and showed initiative. Because many applicants are young or have other commitments, Administrator Zimmerman proposed staggering shifts (e.g., 8:00 AM – 12:00 PM and 12:00 PM – 4:00 PM) to reduce boredom and increase coverage, especially at the less-busy Hillside pier.
- The discussion turned to re-establishing a Harbor Master position. Supervisor Zimmerman explained that while the previous Harbor Master role was deemed unnecessary, they now see value in a senior person (with more responsibility and pay) to help train younger staff, shift schedules as needed, and handle minor issues like boats banging against piers overnight. The group agreed to offer Nancy (a prior employee with more than five years of experience) the Harbor Master position at \$25 per hour.
- Ms. Eckland expressed concern about finding coverage in mid-August when students return to college. Administrator Zimmerman noted the mix of candidates (including one going to college in Ireland and another with another job requiring one week off per month) should allow them to fill the gaps. **Supervisor Zimmerman moved to re-establish the Harbor Master position at \$25/hour. Ms. Eckland seconded. Motion carried unanimously.**

9. GLEA Presentation: E. coli Signage & Public Health

- Holly Baseman, Director of the Geneva Lakes Environmental Association (GLEA), presented updated recommendations for E. coli signage. She noted that Walworth County updated its signage six years ago, but the Town's signs were not updated. The new signs (green, yellow, red) are clearer and less wordy than the 10-year-old version.
- Ms. Baseman proposed that GLEA will purchase new signs and acrylic storage boxes (to keep all three signs together for easy swapping) for each beach. She noted that last

summer, Linn never changed from “green” (beach open), which is fantastic. She also explained two procedural changes for this year:

- Posting the Highest Number: Instead of averaging test samples from different spots on a beach, GLEA will post the single highest E. coli reading to better inform vulnerable populations (e.g., small children, immune-compromised individuals).
- Rain Event Caution: Following a recommendation from Walworth County, GLEA suggests posting a yellow “caution” sign for 24 hours after a heavy rain (e.g., 1 inch in 3 hours) due to runoff, even without a positive test.
- Ms. Eckland asked if the Town could post water conditions on its website. Ms. Baseman suggested directing inquiries to GLEA’s website, Facebook, or Instagram, which are updated weekly. A discussion followed about who would change the signs, given that Linn’s launch attendants work only Thursday-Sunday. It was agreed that GLEA could provide an extra key to the sign box, and the Harbor Master or launch attendants could change the sign, or Ms. Baseman could do it herself on Tuesdays.

Supervisor Zimmerman moved to approve the new E. coli signage program at Linn Pier. The motion was seconded by Eckland and carried unanimously.

10. Adjournment

- Next Meeting: June 4
- **Motion by Supervisor Zimmerman, second by G. Eckland, to adjourn the meeting. Motion carried unanimously.**
- Meeting adjourned at 5:15 P.M.

Minutes prepared by David Zimmerman