

1 MARINA COMMITTEE MEETING MINUTES
2 TUESDAY APRIL 8, 2014
3 SISTER BAY FIRESTATION – 2258 MILL ROAD
4

5 **Called to order:** 2:00 P.M.

6
7 **Present:** Chairperson John Clove, Pat Duffy, Shane Solomon, Jeff Flegel, Fuzzy Sunstrom
8

9 **Excused:** Kevin Roberts
10

11 **Staff Members:** Administrator Zeke Jackson, Marina Manager Wendy Tatzel, Village
12 Clerk/Treasurer Christy Sully
13

14 **Others:** Jim Robinson, Connie Carlson
15

16 **Approval of Agenda: Motion by Flegel/Second by Solomon to approve the agenda.**
17 **Carried**
18

19 **Approval of Minutes: As to the minutes for the March 18th, 2014 meeting of the Marina**
20 **Committee: Motion by Duffy/Second by Solomon to approve with corrections.**
21 **Carried**
22

23 **Comments and Correspondence:** Jim Robinson of Shoreline Charters provided Tatzel copies of
24 the registrations for his boats and the insurance policies.
25

26 Solomon provided a Marina Fest update. He spoke with Waterboard Warriors. They are “super
27 excited” to appear again at Marina Fest. They always hold the date open as their last
28 performance of the year. Solomon’s contact said he would send a list of all the activities that
29 they offer along with the ski show for the Marina Fest committee to consider expanding
30 opportunities for their guests.
31

32 **Business Item #1 Discussion and consider a motion on short term planning for improvements**
33 **for the 2014 season.** Tatzel presented to the Committee a bid for privacy partitions for toilets
34 and showers for the boaters’ restrooms. This bid is not for the interior walls. The next bid was
35 for the Mitsubishi Ductless Split Air Conditioning/Heat Pump System for the boaters’
36 bathrooms. She has another company coming out later in the week to give a second proposal.
37 Another proposal was for the counter tops for the men’s and women’s boater’s restrooms. It
38 included figures for the countertops in the office area. The bid showed several qualities at
39 varying prices. Tatzel said one inexpensive alternative is to look for a remnant for replacing the
40 back counter in the office. Tatzel inquired if the committee had any suggestions regarding the
41 spacing of two or three sinks in the men’s boater restrooms. The committee recommended
42 maintaining three sinks in the area. Committee members suggested exploring the cost of
43 natural stone. An alternative argument was made that natural stone is more work to maintain.

1 Jackson steered the committee to discuss the heating/ air conditioning units recommended for
2 the boater restrooms. A request was made to allow Tatzel to move forward with the project
3 and accept the lowest bidder or a Village bidder within ten percent of the quoted lowest bid.
4

5 **Motion by Clove/Second by Sunstrom that Tatzel can approve the low bidder for the A/C**
6 **Heat Pump System after submitting requests to the local companies.**

7 **Carried**

8

9 Tatzel is working with a local contractor to get a rough estimate on what replacing the fixed B
10 dock with a floating dock would cost. Tatzel will get in touch with Petroleum Equipment
11 Services to get an idea what the cost would be to install a fuel station at the end of B dock.
12

13 The discussion moved along to the public bathrooms. Tatzel told the committee that the
14 partitions are rusty and need replacing. The floor tile is separating from the concrete.
15

16 Clove inquired about the office lobby/boaters lounge and the flooring. She informed the
17 committee the tile floor in the lobby has an attractive appearance. Her minimum desire is to
18 update furniture and update a work space with a different counter top.
19

20 Tatzel informed the committee she has a strong desire to bring the public bathrooms up to
21 code. It entails moving fixtures and removing the shower wall. At the very minimum the floor
22 tile in the men's public restroom and the privacy partition must be replaced. Tatzel has
23 budgeted for these minimum updates in her five year plan.
24

25 It is a desired long range plan for the marina is to have a new office building. Solomon posed
26 the question can the Marina could afford to tear down the existing building and build new.
27 Jackson responded that it would be dependent upon on the time scale and if there was revenue
28 generated by fuel. It was suggested we need to get a better handle on the return on investment
29 from fuel. Clove suggested that public bathrooms be covered by waterfront park projects. He is
30 concerned about the experience of the transient boater guest. The committee wishes to bring
31 boaters' restroom up to an acceptable level. The committee desires to update the boaters'
32 restroom not to spend the money on the public bathrooms. Many committee members feel the
33 Village should pay to maintain the public restrooms. Other members countered that the public
34 bathrooms reflect negatively on the marina if they do not have some updating.
35

36 Jackson explained that the Village is dependent upon the Marina for a PILOT payment.
37 Committee members are asking the Village to pay bathroom updates. The Village has many
38 projects going on at one time. It is a challenge for the Village to fund the projects with the
39 strapped tax levy. It was asked if these payments fit into the long term plan of the marina or if
40 the PILOT payment will eventually be removed. It is not determined at this time.
41

42 **Motion by Solomon/Second by Duffy Repair the Public bathrooms: partitions and tile.**
43 **Boater's bathrooms: new partitions, air/conditioning, Corian counter tops; Office: new**
44 **counter top. Put a list together of the final bids. Separate public cost from boater's cost.**

1 **Submit to Finance Committee for approval to release the \$25,000. Once funds are released**
2 **Tatzel has authority to move forward.**

3 **Carried**

4

5 Tatzel requested permission to explore how much it would cost to bring the public restrooms
6 up to date. The committee recommends Tatzel to get a CAD drawing to update the public
7 restroom to code with the cost to be not greater than \$300.

8

9 **Business item #2 Discussion on comprehensive planning**

10

11 Tatzel will contact a local contractor to get a ball park figure on upgrading B Dock to a floating
12 dock.

13

14 Clove suggested replacing stationary piers on A dock a few each year as the budget allows.
15 There were concerns that doing it piecemeal could cause problems down the line. Sunstrom
16 and Tatzel voiced concern regarding long range planning.

17

18 The discussion moved to the installation and profitability of fuel. Fuel is believed to be a high
19 revenue generator. Clove has done research and created models to illustrate the profitability of
20 selling fuel.

21

22 **Business Item #3 Discussion and consider a motion to recommend to the Board of Trustees an**
23 **amendment to the Marina Fest By-laws.**

24

25 A discussion ensued to determine how many members were needed for the Marina Fest
26 committee. Efforts were made to include the Marina Manager to receive voting rights. In
27 addition, the committee took into account how to maintain the appropriate members for a
28 quorum.

29

30 **Motion by Duffy/Second by Solomon to modify #2 to state: Membership of the Marina Fest**
31 **committee shall be the Marina Committee chairperson, member of the Parks committee, the**
32 **Marina Manager and a citizen alternate.**

33 **Carried.**

34

35 The Committee agreed to strike Item #3 of the proposed by-laws.

36

37 Solomon left at 3:24. There was still a quorum present.

38

39 **Business Item #4 Discussion regarding marina activities with Wendy Tatzel, Marina Manager.**

40 A loyal customer has purchased a larger boat. The boat is 72' in length. The boat is wired with
41 100 amp service. He would like to have a 100 amp hook up dockside. He spoke with Mike
42 Maltby, from Action Electric and requested a quote to the cost of the installation. The owner
43 would entertain paying for the upgrade and consider making a donation. The committee
44 suggested that once it's installed; the Marina should advertise that 100 amp service is available.

1 Tatzel will be working three full days a week in April to catch up with the work load. She is
2 conscious of her budgeted hours and will maintain staying within them.
3
4 June reservations are down again this year. Partly due to the cold weather. There is a three year
5 trend with minimal reservations being placed for the month of June. July is a little up for this
6 time of year. The first week of August is booking up. The C dock slips near the launch ramp are
7 nearly booked. Most of the reservations are from boats being hauled by trailer. Committee
8 members suggested that once May begins that larger cruising vessels will reserve slips.
9
10 Tatzel is making calls on seasonal slips. There are a couple of the 40' slips open. D105 is
11 available to be transferred to a commercial slip. Tatzel will offer it to commercial slip holders
12 for lease. One 32' slip will be open for the season. Tatzel is going to use both sides of one of the
13 seasonal docks: A46 and A47 as a courtesy dock. The cost is \$2/hour.
14
15 Tatzel will be moving back to the Marina office within the next couple of weeks. Administrator
16 Jackson said this would be the last year that she has to make that move.
17
18 Interviews will be happening in the third and fourth weeks of April. Open positions include a
19 trainee, a full time Dock Master and an Assistant Manager.
20
21 There is damage to the two floating piers at the end of A Dock. Water got in between the float
22 and the physical pier, froze and separated the float from the pier. Steve Mann contacted Port-
23 a-Pier and requested an estimate for repairs.
24
25 Door County Harbor Guide – Jackson has done a lot of leg work on getting the conversation
26 started on its development. Old publications are no longer in production. The Door County
27 Visitor Bureau is not interested in helping with this publication unless they get paid for their
28 work. Tatzel sought guidance from the committee as to what they would like to see developed.
29 The committee suggested putting together something in house or working with a graphic
30 designer. Michigan's guide is exemplary. It was suggested that we provide our own page to put
31 in Michigan's guide. Additional suggestions included networking with other marinas to develop
32 a guide.
33
34 **Business Item #5 Update on reservations and opening of the Boat House.**
35 Tatzel told the committee that there are eight reservations for the Boat House for the season.
36 The end of July into August is booked. June bookings are light. Tatzel asked the committee if we
37 should reduce the rate for the month of September. She is budgeting \$1000 for marketing on
38 the internet for Boat House. Tatzel is considering advertising with several different websites/
39 vendors.
40
41 The Boat House needs a good spring cleaning. She is going to explore cleaning costs. She would
42 like to install shelving above the washer and dryer. There may be a committee member willing
43 to donate some cabinets. There will be landscaping done outside the front entryway, new
44 shrubs and flowers. Tatzel will probably hold off to the end of April to open the Boat House to

1 avoid paying unnecessary utilities. The Boat House officially opens May 15th. The Village still
2 needs to have new laterals installed to the Boat House and Village Hall.

3

4 **Business Item #6. Discussion regarding matters to be placed on a future agenda or referred to**
5 **a committee, official or employee.** Discuss the development of a harbor guide and
6 comprehensive planning.

7

8 **Motion by Flegel/Second by Sunstrom to adjourn at 4:07 P.M.**

9 **Carried**

10

11 Respectfully submitted

12

13

14 Christy Sully

15 Clerk/Treasurer