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3 **MARINA COMMITTEE MEETING MINUTES**
4 **TUESDAY, JULY 10, 2014**
5 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**

6 The July 10, 2014 meeting of the Marina Committee was called to order by Chairperson John
7 Clove at 2:00 P.M.

8
9 **Present:** Chairperson Clove, and members Pat Duffy, Fuzzy Sunstrom, Kevin Roberts and Jeff
10 Flegel. Shane Solomon arrived at 2:37 P.M.

11
12 **Others:** Jim Robinson and Jeff Cronk

13
14 **Staff Members:** Village Administrator Zeke Jackson, Marina Manager Wendy Tatzel, and
15 Administrative Assistant Janal Suppanz.

16
17 **Approval of the agenda:**

18 *A motion was made by Duffy, seconded by Roberts that the agenda for the July 10, 2014*
19 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

20
21 **Approval of minutes as published:**

22 **As to the minutes for the June 3, 2014 meeting of the Marina Committee:**

23 Duffy indicated that he believes the sentence which begins on Line 7 - Page 3 of the June 3,
24 2014 Marina Committee Minutes should be amended to read, *“A motion was made by Duffy,*
25 *seconded by Sunstrom that the preferred course of action with respect to provision of television*
26 *service at the Sister Bay Marina would be to disconnect Charter television service and ramp up*
27 *the WiFi capabilities at the Marina, thereby allowing boaters to connect to NetFlix or HuLu, but*
28 *still maintain HD television service at the Boathouse.”*

29
30 Tatzel indicated that she believes the sentence which begins on Line 26 – Page 3 of the June 3,
31 2014 Marina Committee Minutes which states that she attributes the increase in reservations to
32 the nice weather should be struck in its entirety.

33
34 *A motion was made by Sunstrom, seconded by Duffy that the minutes for the June 3, 2014*
35 *meeting of the Marina Committee be approved as amended. Motion carried – All ayes.*

36
37 **Comments, correspondence and concerns from the public:**

38 Clove asked if anyone wished to comment regarding a non-agenda item. No one responded.

39
40 **Business Items:**

41 **Item No. 1. Report on 501(c)(3) or Marina 170(c)(1) tax exempt status of the “Friends of the**
42 **Marina”;** **consider a motion to take action on creating a “Friends of the Marina” group:**

43 Tatzel has been doing research on creation of a “Friends of the Marina” group and discovered
44 that charitable contributions to governmental units are tax-deductible under §170(c)(1) of the
45 Internal Revenue Code if they are made for a public purpose.

46
47 *A motion was made by Duffy, seconded by Sunstrom that a “Friends of the Marina” group shall*
48 *be created at the Sister Bay Marina. Motion carried – All ayes.*
49
50

1 **Item No. 2. Report on the status of the boaters' restrooms:**

2 Installation of counter tops in the boaters' restrooms and office area of the Marina building is
3 tentatively scheduled for September. Installation of new privacy partitions is also tentatively
4 scheduled for September, but that will depend on the volume of Marina guest traffic and
5 availability of contractors. The new keyed entry locks have been installed and they work very
6 well. Work is ongoing on the painting project. The work completed on that project to date
7 looks very nice.

8
9 **Item No. 9. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
10 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of**
11 **public funds, or conduct other specified public business, whenever competitive or bargaining**
12 **reasons require a closed session:**

13 *At 2:10 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee*
14 *convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the*
15 *purchase of public properties, the investment of public funds, or conduct other specified public*
16 *business, whenever competitive or bargaining reasons require a closed session. Motion carried*
17 *– All ayes.*

18
19 **Item No. 10. Consider a motion to reconvene into open session:**

20 *At 3:08 P.M. a motion was made by Sunstrom seconded by Duffy that the Marina Committee*
21 *reconvene into open session. Motion carried – All ayes.*

22
23 **Item No. 11. Consider a motion to take action if required:**

24 No formal action was taken.

25
26 **Item No. 3. Discussion regarding the installation of a fuel dock at the Sister Bay Marina:**

27 A representative of Port-A-Pier visited the Marina earlier this week, and at that time Tatzel
28 briefly discussed a possible "B" Dock remodel and potential installation of a fuel dock with
29 him. The Port-A-Pier representative will call Tatzel to schedule an appointment to discuss these
30 issues at length in the near future. She will report her findings at the next Marina Committee
31 Meeting.

32
33 *At 2:59 P.M. Jackson left the meeting as he had another obligation.*

34
35 **Item No. 4. Report on WiFi at the Marina:**

36 Employees from Door County Broadband will be installing additional equipment at the Marina
37 in the near future and will be moving forward with activating "Password Only" access for
38 Marina guests. That equipment should strengthen the WiFi signal at the Marina. Some logistical
39 issues have been identified with providing passwords to Marina guests, and Tatzel and Nate
40 Bell are working on solutions to them.

41
42 **Item No. 5. Consider a motion to approve revised Marina Fest By-Laws and a Marina Fest**
43 **Vision Statement:**

44 A draft of revised Marina Fest By-Laws as well as a Marina Fest Vision Statement were included
45 in the meeting packets.

46
47 *A motion was made by Clove, seconded by Duffy that the Marina Committee approves the*
48 *revised Marina Fest By-Laws and the Marina Fest Vision Statement which were reviewed at this*
49 *meeting.*

1 The Committee members jointly reviewed the previously mentioned documents, and it was the
2 consensus that the Vision Statement is acceptable but the following revisions shall be made to
3 the Marina Fest By-Laws:

- 4 • Section 2 shall read “a member of the Marina Committee”, not the Marina Committee
5 Chairperson; and,
- 6 • The dollar amount shown in Section 4 should be \$100.

7
8 Clove and Duffy then amended their motion in such fashion that it reads:

9
10 *A motion was made by Clove, seconded by Duffy that the Marina Committee approves the*
11 *revised Marina Fest Vision Statement which was reviewed at this meeting as presented, and also*
12 *approves the Marina Fest By-Laws which were reviewed at this meeting as amended. Motion*
13 *carried – All ayes.*

14
15 **Item No. 6. Consider a motion to take action on installation of television service at the**
16 **Marina:**

17 Tatzel noted that there were two Marina guests who were very upset about the television
18 service being discontinued at the Marina, but the majority of the boaters who responded to her
19 informational e-mail understood why that action was taken.

20
21 As requested she did research regarding the various television provision options which are
22 available for the Marina, and proposals from Charter Communications and Dave’s Electronic
23 Repair, (a Dish Network provider), were included in the meeting packets. She also contacted
24 the employees at Hammersmith TV, a local Radio Shack distributor, and inquired about the
25 possibility of installing a television antenna at the Marina, but was informed that given the
26 location of the bluffs it is unlikely that satisfactory reception would be received. The Committee
27 members indicated that there simply are not funds budgeted to cover the costs delineated in the
28 proposals, and it was the consensus that at least for now the decision made at the last meeting
29 shall stand.

30
31 Some of the Committee members indicated that they received free controller boxes for their
32 businesses for one year from Charter Communications, and Tatzel was asked to call Charter to
33 see what the monthly charge would be if twenty of the boxes were obtained. She will report her
34 findings at the next Committee Meeting.

35
36 **Item No. 8. Discussion on Marina activities with Wendy Tatzel, Marina Manager:**

37 Tatzel gave the following oral report:

- 38
39 • Transient slip rental figures for June of 2014 were down \$500 from 2013. (This year the
40 weather was cooler during June and boaters were hesitant to book extended stays
41 because the forecast was unpredictable.)
- 42 • She is still filling seasonal slips and is negotiating “one year only” agreements with pro-
43 rated seasonal rates.
- 44 • Slips A42 and A43 were damaged by a sailboat during high winds on July 5th. They
45 were repaired by Village Maintenance Department crew members this week.
- 46 • The Marina crew members have repainted the ballasts on the docks. They will be
47 applying new non-skid tape on “B” Dock, and replacement light bulbs will be ordered
48 and installed soon.
- 49 • There appear to be more shore fisherman in the Village this year. A “No Fishing Inside

1 Marina" sign was removed by vandals. A replacement sign has been ordered. DNR
2 officials informed Tatzel that legally, because grant funds were used to pay for Marina
3 improvements, people must be allowed to fish within the Marina.
4

5 *It was the consensus that Tatzel and her staff members should still ask people to refrain*
6 *from fishing by the boats, but if they do fish off the docks and hooks become entangled*
7 *on anything, Marina personnel should provide assistance with removing those hooks.*
8

9 At 3:55 P.M. Sunstrom indicated that he had another obligation and left the meeting.
10

- 11 • The grant application for the public restroom renovation is being processed. Chris
12 Halbur of the DNR informed Tatzel that it would be a good idea for her to attend the
13 Board of Review Meeting where the application will be considered. It is possible that
14 the Marina could receive up to 80% funding for the remodeling project as additional
15 funding is considered for marina and launch ports with constructed outer break walls.
- 16 • The Boat House was rented out at the last minute for the July 4th weekend. The
17 complimentary slip was not used by the rental guests so it was utilized as a transient slip
18 for the entire weekend. The suggestion was made that a sign which states that the
19 Boathouse is for rent be erected by the Boathouse, and Tatzel was asked to submit an
20 applicable Sign Permit Application.
- 21 • One of the Dockmasters was out for two weeks due to illness. Because they were
22 shorthanded at the Marina Tatzel filled the gaps in the shift rotation.
- 23 • The Marina Office painting project is moving forward as weather and time permit.
24 Everything should be done by the end of the month.
- 25 • She is working with a local graphic designer to develop a new burgee design. In
26 addition, work is ongoing on development of a logo for Marina clothing and
27 accessories. Hopefully new Marina products will be available for purchase by the end of
28 the month. Tatzel is considering partnering with Lands End to offer clothing or
29 accessories exclusively to seasonal slip holders, and will be ordering hats and
30 sweatshirts to sell in the Marina Office.
31

32 **Item No. 7. Discussion regarding long-term planning for the Marina:**

33 It was the consensus that this agenda item should not be addressed at this meeting.
34

35 **Item No. 12. Consider a motion to discuss matters to be placed on a future agenda or referred**
36 **to a committee, official or employee:**

37 *The next meeting of the Marina Committee was scheduled for 3:00 P.M. on Thursday, August*
38 *14, 2014.*
39

40 The following agenda items will be addressed at that meeting:

- 41 • *Consider a motion to convene into closed session pursuant to Wis. Stats.,*
42 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the*
43 *investment of public funds, or conduct other specified public business,*
44 *whenever competitive or bargaining reasons require a closed session.*
- 45 • *Discussion regarding Charter Communications' pricing for digital television*
46 *boxes.*
- 47 • *Discussion regarding long-term planning for the Marina.*
- 48 • *Discussion regarding needed repairs to "B" Dock.*
- 49 • *Discussion regarding installation of a fuel dock at the Sister Bay Marina.*

1 **Adjournment:**

2 *A motion was made by Duffy, seconded by Flegel to adjourn the meeting of the Marina*
3 *Committee at 4:10 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Administrative Assistant