

1 **MARINA COMMITTEE MEETING MINUTES**  
2 **WEDNESDAY, APRIL 22, 2015**  
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4

5 The April 22, 2015 meeting of the Marina Committee was called to order by Chairperson John  
6 Clove at 2:00 P.M.

7  
8 **Present:** Chairperson Clove, and members Pat Duffy, Fuzzy Sunstrom and Dan Jungwirth.

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10 **Excused:** Jeff Flegel and Shane Solomon

11  
12 **Others:** Ram Rojas and Ron Myers

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14 **Staff Members:** Village Administrator Zeke Jackson, Marina Manager Nicole Krauel, and  
15 Assistant Administrator Janal Suppanz. Assistant Marina Manager Aaron Bley appeared by  
16 phone.

17  
18 **Approval of the agenda:**

19 *A motion was made by Duffy, seconded by Sunstrom that the agenda for the April 22, 2015*  
20 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

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

23 **As to the minutes for the December 2, 2014 meeting of the Marina Committee:**

24 *A motion was made by Duffy, seconded by Sunstrom that the minutes for the December 2,*  
25 *2014 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

26  
27 **Comments, correspondence and concerns from the public:**

28 Clove asked if anyone wished to comment regarding a non-agenda item. No one responded.  
29 He then noted that Kevin Roberts has resigned from the Marina Committee as he moved out of  
30 the Village.

31  
32 **Business Items:**

33 **Item No. 1. Introduction of the new Marina Manager, Nicole Krauel, and the new Assistant**  
34 **Marina Manager, Aaron Bley:**

35 Clove and Jackson introduced the new Marina Manager, Nicole Krauel, and the new Assistant  
36 Marina Manager Aaron Bley. The Committee members welcomed Krauel and Bley and  
37 indicated that they look forward to working with both of them. Clove stressed that he wants the  
38 Marina to run as efficiently as possible, and, therefore, the management and operation of that  
39 facility will be left up to Krauel's discretion. Only out-of-the-ordinary matters will require  
40 Committee approval.

41  
42 **Item No. 6. Discussion regarding marina activities with the Marina Manager:**

43 The Seasonal Marina Slip Holder List for 2015 as well as data regarding transient slip rentals for  
44 2015 was included in the meeting packets. The majority of the seasonal reservations were made  
45 by Bley, and he jointly reviewed the contents of the list with the Committee members. Only a  
46 50' seasonal slip and a 60' seasonal slip are still available, and a concerted effort will be made  
47 to rent both of them. The Committee members indicated that they were very pleased to see that  
48 Bley was able to rent so many seasonal slips and thanked him for all his efforts.

49  
50 *At 2:15 P.M. Bley indicated that he had another engagement and hung up.*

1 In the past the Marina Manager discounted slip rental fees based upon the time of the  
2 year or detrimental slip conditions which existed, but the Village's auditors have  
3 indicated that they believe an official policy should be created and adhered to before  
4 any more discounts are applied.

5  
6 Krauel is very familiar with *Marina Magic* software as it was utilized at her former place of  
7 employment. *Lodgical* is utilized at the Sister Bay Marina, and at least initially Krauel would like  
8 to try to learn to use it. She will do some research regarding the software other marinas utilize  
9 and will present a report concerning this issue at a future meeting.

10  
11 **Item No. 2. Discussion regarding the Boathouse Mural Project; and consider a motion for  
12 action if necessary:**

13 Ram Rojas, who created the mural which is on the wall of Nelson Hardware in Baileys Harbor,  
14 and his associate, Ron Myers, would like to create a mural on the wall of a building(s) in Sister  
15 Bay. The Parks Committee has recommended that the mural be placed on one or more exterior  
16 walls of the Boathouse. Rojas has considered placing a mural which depicts the Village's  
17 maritime history on the east and south walls of the Boathouse, and believes this subject matter  
18 would be very well received. It typically costs \$50,000 to fund a mural project, and generally  
19 tax deductible donations are solicited to cover expenses. If the decision is made to create a  
20 mural a Project Manager will be required.

21  
22 *A motion was made by Duffy, seconded by Sunstrom that the Marina Committee grants  
23 permission for Ram Rojas to create a mural on the Boathouse. Motion carried – All ayes.*

24  
25 Rojas indicated that he will create sketches of proposed murals and provide them to the  
26 employees in the Administration Office ASAP.

27  
28 **Item No. 3. Discussion regarding needed repairs to the docks:**

29 There are a number of repairs which are needed on "A" Dock. The Village's Facilities Manager,  
30 Steve Mann, does have a temporary repair plan in mind, and Clove thinks the Parks Department  
31 employees as well as Bley could make those repairs. Discussion took place regarding this issue,  
32 and it was the consensus that it might be better to investigate the costs of a longer term fix.  
33 Krauel was asked to investigate the repair options which are available for "A" Dock and see that  
34 estimates are included in the packets for the next meeting of the Marina Committee.

35  
36 Discussion took place regarding installation of a fuel system at the Marina, and Clove explained  
37 the progress which has been made on planning for such a project. The next step in the process  
38 is to get preliminary fuel dock design plans. Krauel and Bley will keep the Committee members  
39 advised of the progress which is being made on drafting of the plans, and will present them to  
40 the Committee members ASAP.

41  
42 **Item No. 4. Discussion regarding painting:**

43 *Last year the Marina staff members repainted the exterior of the Marina Office Building but quite  
44 a bit of touch-up is needed. Clove is suggesting that the Maintenance Department employees be  
45 asked to do that work. It was the consensus that this shall occur.*

46  
47 **Item No. 5. Discussion regarding marketing of the Marina; and introduction of the  
48 Marketing Director for the Village of Sister Bay:**

49 Jason Polecheck has been hired as the Marketing Director for the Village. Part of his job duties

1 will be to market the Marina as a "destination". He will also plan and coordinate events to be  
2 conducted at the Marina. Drafts of a proposed Marina event invitation for transient boaters, a  
3 tri-fold brochure and an ad which will appear in Scuttlebutt magazine were included in the  
4 meeting packets, and the Committee members jointly reviewed all of that documentation.  
5 Jackson took note of all suggested revisions. Discussion took place regarding whether or not  
6 seasonal slip holders should be invited to the previously mentioned events, and it was the  
7 consensus that if a sufficient number of RSVP's are not received from transient boaters,  
8 invitations shall be distributed to the seasonal slip holders. If the seasonal slip holders wish to  
9 attend any of the previously mentioned events they shall be charged \$20 per ticket.

10  
11 **Item No. 6. Discussion on marina activities with the Marina Manager:**

12 Krauel gave the following oral report:

- 13
- 14 • She recently met with Steve Mann, and walked the docks. Mann pointed out the areas  
15 which are in need of repair, and arrangements have been made for those repairs to be  
16 made.
  - 17 • Invoices will be mailed to all the commercial vendors at the Marina in the near future.
  - 18 • Mann and Krauel have been asked to see that additional signage is created for the top  
19 of the commercial vendor kiosk at the Marina.
  - 20 • This year Max McHugh, Ethan Voeks, Olivia Potter, Griffin Olson, Collin Duffy, Ashley  
21 Hockers and Ava Erickson will be working at the Marina.
- 22

23 **Item No. 7. Consider a motion to discuss matter to be placed on a future agenda or referred**  
24 **to a committee, official or employee:**

25 It was the consensus that the following issues shall be addressed at a future meeting of the  
26 Marina Committee:

- 27 A. Discussion regarding the brands of Marina software which are available.  
28 B. Discussion regarding "A" Dock repairs.  
29 C. Discussion regarding establishment of a policy concerning answering of  
30 the telephone at the Marina.  
31 D. Discussion regarding establishment of a policy concerning the assistance  
32 Marina employees shall provide to persons utilizing the launch ramp at the  
33 Marina.
- 34

35 *The next meeting of the Marina Committee was scheduled for Wednesday, May 27, 2015 at*  
36 *2:00 P.M.*

37

38 **Adjournment:**

39 *A motion was made by Duffy, seconded by Sunstrom to adjourn the meeting of the Marina*  
40 *Committee at 4:09 P.M. Motion carried – All ayes.*

41

42 Respectfully submitted,

43 

44 Janal Suppanz,  
45 Assistant Administrator