

1 **MARINA COMMITTEE MEETING MINUTES**  
2 **WEDNESDAY, MAY 27, 2015**  
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4

5 The May 27, 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.

9  
10 **Excused:** Jeff Flegel and Shane Solomon

11  
12 **Staff Members:** Marina Manager Nicole Krauel, Assistant Marina Manager Aaron Bley and  
13 Assistant Administrator Janal Suppanz.

14  
15 **Approval of the agenda:**

16 *A motion was made by Duffy, seconded by Jungwirth that the Agenda for the May 27, 2015*  
17 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

18  
19 **Approval of minutes as published:**

20 **As to the minutes for the April 22, 2015 meeting of the Marina Committee:**

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

23  
24 **Comments, correspondence and concerns from the public:**

25 Clove asked if anyone wished to comment regarding a non-agenda item.

26  
27 Sunstrom noted that a number of people have asked him why a mural will be put on the  
28 Boathouse when that building may be torn down at some point in the future. Clove noted that  
29 that was the original plan, but those plans have now changed. To his knowledge the Boathouse  
30 will remain in its current location for many years to come.

31  
32 **Business Items:**

33 **Item No. 1. Discussion regarding establishment of a calendar for meetings and management**  
34 **of the Marina; and consider a motion for action if necessary:**

35 Krauel noted that she would not be opposed to holding regular monthly Marina Committee  
36 Meetings, but would like to keep the summer meetings short as the Marina staff members are  
37 typically very busy during that time of year. Basically she would like to provide a brief general  
38 operational report at any meetings which are conducted during the summer months and deal  
39 with any items requiring lengthy discussion and research during the off-season.

40  
41 *It was the consensus that an early morning “meet and greet” Marina Committee Meeting shall*  
42 *be conducted during the week of June 15, 2015. All the Marina staff members will be invited to*  
43 *that meeting. There will be no Marina Committee Meeting in July, but after that, regular*  
44 *monthly committee meetings will be conducted at 2:00 P.M. on the second Tuesday of every*  
45 *month. Krauel was asked to prepare a list of potential monthly Marina Committee Meeting*  
46 *Agenda items. She will present that document at the June meeting.*

47  
48 **Item No. 2. Review of the Marina Financial Statements:**

49 Financial Statements for the Marina Fund for 2012, 2013 and 2014, as well as a YTD financial  
50 report for that same fund were included in the meeting packets, and the Committee members

1 jointly reviewed all of those documents. Krauel noted that the financial reports for this year do  
2 not include a \$4,000 payment on account which was just received a few days ago. Further, it is  
3 her understanding that the Village Clerk-Treasurer will be mailing invoices to all the  
4 commercial slip holders in June.

5  
6 *Sunstrom suggested that prior to the time that work is done on the 2016 budget, a list of the*  
7 *seasonal and transient slips which are available and the rates which are charged for each of*  
8 *them be prepared. It was the consensus that this shall occur. It was also the consensus that a*  
9 *spreadsheet shall be prepared which clearly delineates how many “weather cancellations”*  
10 *there are during the upcoming season.*

11  
12 Krauel noted that storage space is very limited at the Marina Office, and it was the consensus  
13 that the storage room at the Boathouse shall be utilized.

14  
15 **Item No. 3. Discussion on Marina activities with the Marina Manager:**

16 Krauel gave the following oral report:

- 17 • She is no longer working for the Village of Egg Harbor, and is now the full-time  
18 Manager of the Sister Bay Marina. Bley has accepted an internship elsewhere and will  
19 only be working as the Assistant Manager at the Marina on the weekends. There have  
20 been a few staffing changes since the last meeting – This year’s Marina employees will  
21 be Ava Erickson, Ashley Hockers, Tiffany Enea, Max McHugh, Ethan Voeks, Griffin  
22 Olson, Collin Duffy, and Afton Greenwood.
- 23  
24 • The new staff members are now being trained on an individual basis, but a “hands-on”  
25 training session will be conducted for all the staff members later in the summer.
- 26  
27 • The end wall on “B” Dock has been removed. There is now a much better line of site  
28 from that dock and there is an uninterrupted tie at that location.
- 29  
30 • There will be a bit of a change to the Marina employees’ uniforms. In the future they  
31 will be wearing “safety green”.
- 32  
33 • She and Bley are actively attempting to find tenants for the three seasonal slips which  
34 haven’t been rented yet.
- 35  
36 • A few issues have arisen with the *Lodgical* software. The County’s IT Department staff  
37 members and Greg Swain are looking into possible solutions to those issues.
- 38  
39 • She has been working on designing a banner to be placed on the commercial vendor  
40 kiosk.
- 41  
42 • She will be ordering *Lands End* Marina logowear and will also be ordering new burgees  
43 soon.
- 44  
45 • The large outdoor ice machine has been moved to a different location, and an indoor  
46 ice machine has now been placed in the staff area at the Marina Office.
- 47  
48 • The seasonal launch stickers should be here by the end of the week.
- 49

- 1 • She intends to create “Welcome” cards for the transient boaters.  
2 *The Committee members indicated that they believe this is a good idea, but would also*  
3 *like to see “Welcome” packets created.*  
4
- 5 • She had to get a new battery for the shuttle van, and because of space limitations it has  
6 been parked in the Overflow Boat Storage Area. She has discussed “wrapping” the van  
7 with Woody of Woody’s Signs, but he informed her that before the van can be  
8 “wrapped” some body work will be required. Estimates for all the required work will be  
9 obtained and presented to the Marina Committee ASAP.  
10
- 11 • In Egg Harbor she saw to it that staff members provided assistance to any boaters who  
12 requested it at the launch ramp, and she intends to see that the same policy is enacted  
13 here. Unless there are extraordinary circumstances Marina employees will not be  
14 expected to back up any vehicles towing trailers.  
15

16 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or referred**  
17 **to a committee, official or employee:**

18 *It was the consensus that in the future any financial reports which are included in the Marina*  
19 *Committee packets shall include YTD information for the prior year.*  
20

21 *Sunstrom noted that there was an article in the Milwaukee Journal which stated that legislators*  
22 *are considering amending the State’s dredging regulations. It was the consensus that Jackson*  
23 *shall send a letter of support to the appropriate state officials on behalf of the entire Marina*  
24 *Committee ASAP.*  
25

26 *The Committee members complimented Krauel and Bley on their success rate with renting out*  
27 *seasonal slips this year. Krauel was asked to do some research regarding seasonal slip rental*  
28 *quotas, and she was also asked to prepare a draft of a Waiting List Policy. All that*  
29 *documentation will be reviewed at one of the off-season Marina Committee meetings. During*  
30 *the off-season Krauel will also present information regarding the brands of Marina software*  
31 *which are available.*  
32

33 *Clove indicated that he believes the boaters’ lounge should be brought to the “next level”. To*  
34 *that end he would like to see interlocking drainage mats installed in the shower areas. He would*  
35 *also like to see “Easysit” fold-up shower seats or pedestals installed in the changing areas.*  
36

37 Sunstrom indicated that he is very upset that the Marina Committee members were not allowed  
38 to provide input or kept informed of the managerial staffing decisions which were made at the  
39 Marina. He also believes the Committee members should have been given an opportunity to  
40 provide input regarding the Marina promotional campaign and any planned activities. Clove  
41 explained that relatively quick action had to be taken on both of those issues as there was a  
42 need to get a new Marina Manager and a new Marketing Director on board before the “season”  
43 commenced. He also noted that to his knowledge the Marina Committee members were never  
44 involved when potential Marina employees were interviewed before; that was the responsibility  
45 of the Marina Committee Chair, the Village Administrator and the Assistant Administrator.  
46

47 **Adjournment:**

48 *A motion was made by Sunstrom, seconded by Duffy to adjourn the meeting of the Marina*  
49 *Committee at 4:02 P.M. Motion carried – All ayes.*  
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1 Respectfully submitted,

2 

3 Janal Suppanz,  
4 Administrative Assistant