

1 **MARINA COMMITTEE MEETING MINUTES**
2 **FRIDAY, SEPTEMBER 18, 2015**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
4

5 The September 18, 2015 meeting of the Marina Committee was called to order by Chairperson
6 John Clove at 9:32 P.M.

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

9
10 **Excused:** Shane Solomon and Dan Jungwirth

11
12 **Others:** John Bulin, Greg Diltz, Steve Eatough and Chris Hecht

13
14 **Staff Members:** Village Administrator Zeke Jackson, Marina Manager Nicole Krauel, and
15 Assistant Administrator Janal Suppanz.

16
17 **Approval of the agenda:**

18 *A motion was made by Sunstrom, seconded by Duffy that the Agenda for the September 18,*
19 *2015 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 May 27, 2015 meeting of the Marina Committee:**

23 *A motion was made by Sunstrom, seconded by Duffy that the minutes for the May 27, 2015*
24 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*
25

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

27 Clove asked if anyone wished to comment regarding a non-agenda item.
28

29 Greg Diltz requested that the members of the audience be allowed to comment during the
30 course of this meeting, and Clove responded that he would allow that.
31

32 Steve Eatough pointed out that it is nearly impossible to get to the pump-out at the Marina as a
33 large yacht is docked in that location. He believes “it is the wrong answer” when people are
34 told to go to Yacht Works if they cannot gain access to the pump out area. Clove noted that the
35 Committee members are aware of the pump-out situation and will be addressing that issue
36 when discussion takes place regarding the Marina’s Capital Improvement Program.
37

38 **Business Items:**

39 **Item No. 1. Discussion regarding the Marina tip policy; Consider a motion for action if**
40 **necessary:**

41 In the past all tips which were given to Marina employees were held until the end of the season
42 and distributed as “wages” at year-end. Distribution of tips such a long time after meaningful
43 labor has been performed is unlikely to significantly incentivize some employees. Krauel
44 believes that Marina employees will make a greater effort to provide “good service” if tips are
45 distributed on a more frequent basis. If the new procedure is implemented tips would still be
46 pooled.
47

48 Sunstrom indicated that he believes the persons who are provided tips should be allowed to
49 retain those tips as not all the Marine employees provide the same level of service, and Greg
50 Diltz agreed. Kraul responded that this would really not be fair, since depending upon job

1 assignments not all employees will get an opportunity to directly deal with or help boaters.
2 Sunstrom then suggested that a “taking turns” job assignment system be utilized.

3
4 *A motion was made by Duffy, seconded by Clove that the Marina Manager is authorized to*
5 *establish a new internal tip distribution policy. In accord with that policy, tips which are*
6 *received at the Sister Bay Marina will be distributed to Marina employees on a more frequent*
7 *basis. From this point forward, none of the tips which are received at the Marina will be turned*
8 *over to the employees in the Administration Office. Motion carried – All ayes.*

9
10 **Item No. 2. Review of marketing for 2015:**

11 Data concerning the special events which were conducted at the Marina was included in the
12 meeting packets and the Committee members jointly reviewed it. Jackson spoke with a number
13 of transient boaters, and they did like the special events. Several of those individuals informed
14 him that they came to the Marina because the special events were being conducted. Questions
15 did arise as to whether the seasonal slip holders were invited to the events, and Clove indicated
16 that he believes that should occur from now on. He also believes more efforts should be made
17 to promote the events within the boating community. To that end the Marina Manager shall see
18 that regular e-mail blasts are sent out.

19
20 Diltz indicated that he believes the special event concept is good, but does not believe the
21 established fee of \$20 which was charged this year is reasonable for events like a barbeque.

22
23 *It was the consensus that up to three special events at which traditional Door County food and*
24 *drink is provided shall be conducted at the Sister Bay Marina in 2016. All seasonal and transient*
25 *guests at the Marina shall be invited to those events, and a concerted effort shall be made to*
26 *keep ticket prices reasonable. (The suggested price point shall be \$10 to \$15 per ticket).*

27
28 *It was also the consensus that a “Welcome” bag should be provided to every transient boater*
29 *who utilizes the Marina.*

30
31 Jackson noted that at the present time a wayfinding signage study is being conducted at the
32 Village Hall. To his knowledge no boaters have responded to cards which were mailed to them
33 or distributed to local businesses.

34
35 Marina Fest was conducted on the Saturday and Sunday of Labor Day weekend. The question
36 arose as to whether or not that event was profitable, and Jackson responded that some
37 accounting work still has to be completed, but he does believe this year’s revenues were
38 comparable to last year’s. Positive as well as negative comments were received about Marina
39 Fest, and all of those comments will be taken into consideration when planning is done for next
40 year’s festival.

41
42 Discussion took place regarding whether the second day of Marina Fest activities should
43 continue, and Chris Hecht, the Fire Chief, noted that the Fire Department will commit to
44 participating in an extended event if that is what the Village decides to do, but this year’s
45 second day was not profitable for them, especially in light of the fact that the volunteer pool is
46 so slim. On the other hand, some of the business owners informed Jackson that their business
47 was up considerably on the Sunday of Labor Day weekend.

48
49 **Item No. 3. Review of the financial statements:**

50 Financial statements for the Marina were included in the meeting packets and the Committee

1 members also reviewed that documentation.
2

3 **Item No. 4. Discussion regarding the 2016 Marina Budget; Consider a motion to refer the**
4 **proposed Marina budget for 2016 to the Finance Committee for further action:**

5 Diltz noted that up until this year the Marina was always open until sunset, and the seasonal
6 boaters have become accustomed to that type of service. If the goal is to make the Marina a
7 “premier destination”, that type of service must continue. Sunstrom and Hecht agreed. John
8 Bulin noted that he has seen a number of people coming in from a sail or cruise after the
9 Marina has closed. Discussion took place regarding this issue, and it was the consensus that the
10 Marina hours shall be extended to 9:00 P.M. from the last week of June through Labor Day.
11 Krauel cautioned that if the Marina is open for extended hours it could be difficult to satisfy
12 budgetary staffing constraints, and, therefore, she may have to hire an additional staff member
13 next year.
14

15 A draft of the proposed budget for the Marina for 2016 was included in the meeting packets,
16 and the Committee members jointly reviewed that documentation. Some amendments were
17 suggested, and Jackson took note of them. One of those items was elimination of the Operating
18 Transfer to the General Fund of \$15,000.00. (Duffy and Sunstrom stressed that the Marina
19 Committee only authorized this action for one year.) The Committee members also indicated
20 that they believe the Marina should receive further relief from the PILOT, and pointed out that
21 there appear to be errors on the formulas which are contained on the final page of the Budget
22 spreadsheet.
23

24 *A motion was made by Duffy, seconded by Sunstrom that the recommendation is made to the*
25 *Finance Committee that the 2016 Budget for the Sister Bay Marina which was reviewed at this*
26 *meeting be approved as amended. Motion carried – All ayes.*
27

28 *At 11:43 A.M. Sunstrom indicated that he had another obligation and left the meeting.*
29

30 **Item No. 5. Discussion on the 2016 Marina Capital Improvement Program; Consider a motion**
31 **for action if necessary:**

32 *It was the consensus that Agenda Item No. 5 – Discussion on the 2016 Marina Capital*
33 *Improvement Program, shall be tabled until the next meeting of the Marina Committee.*
34

35 **Item No. 7. Review of the Boathouse Lease for 2016; Consider a motion for action, if**
36 **necessary:**

37 Scott and Mary Mueller, long-time Marina patrons, expressed interest in renting the Boathouse
38 from May 1, 2016 through October 31, 2016, and pursuant to the agreement which was
39 eventually entered into with them they will be paying an annual rental fee of \$18,500. A copy
40 of a proposed Lease was included in the meeting packets. Suppanz and Krauel noted that the
41 Muellers rented the Boathouse during 2015 and were very good renters. It has not been as easy
42 to rent the Boathouse to transient guests as Village officials had originally thought. In fact, it is
43 still available for Pumpkin Patch weekend and Fall Fest weekend, and, therefore, it makes the
44 most sense to enter into the previously mentioned Lease.
45

46 The Committee members reviewed the draft of the Mueller’s Lease for 2016, and during the
47 review process Suppanz noted that the Muellers have a boat and trailer it up here from time to
48 time. As a matter of course, Boathouse tenants are entitled to the use of a designated slip at the
49 Marina, but since the Muellers didn’t need that slip on a regular basis they agreed to give the
50 Marina Manager at least two weeks advance notice if they actually wished to utilize the

1 Boathouse slip. This arrangement worked quite well in 2015, and Krauel was able to rent the
2 Boathouse slip out to other boaters on several occasions. The Muellers would like to enter into
3 a similar agreement in 2016, and Suppanz and Krauel are recommending that an applicable
4 provision be included in the new Lease. The Committee members concurred. Clove pointed out
5 that he believes the Lease should contain a provision which states that the Muellers will be
6 billed for the electrical service at the Boathouse, and again the Committee members concurred.
7

8 Clove noted that Scott Mueller has informed him that he would like to enter into a long-term
9 Lease for the Boathouse. He suggested that Village officials contact Mueller ASAP to negotiate
10 an extended Lease.
11

12 **Item No. 6. Discussion regarding Marina activities with the Marina Manager:**

13 Krauel gave the following oral report:

- 14 • During the week there is a “skeleton crew” working at the Marina, but the staff members
15 who are still in high school do work on the weekends.
- 16 • The Marina staff members who worked for Marina Fest each received a bonus of
17 \$150.00.
- 18 • The Marina Office painting project has been completed and looks very nice.
- 19 • The Marina and docks have been treated for spiders. A residual product which is safe
20 around water has been utilized. Clove and Duffy requested that the dock cleats also be
21 sprayed.
- 22 • Marina staff members will continue to work on replacement of light bulbs at the Marina.
- 23 • A new soda machine has been installed at the Marina.
- 24 • Efforts will be made to make the pump-out station more accessible.
- 25 • The launch set-up at the Marina is less than ideal, but whenever possible efforts are
26 made to assist boaters who utilize the launch ramp.
- 27 • A number of transient boaters have made favorable comments about the Marina.
- 28 • The wagons which are currently utilized at the Marina will be replaced with dock carts.
- 29 • Income which was realized as the result of renting transient slips on Marina Fest weekend
30 was up considerably. “Welcome” packets were provided to those individuals, and they
31 were well received.
- 32 • Some congestion was realized at the launch ramp during Marina Fest and efforts will be
33 made to address those issues during next year’s festival.
- 34 • “Buckshot” the miniature pony was quite tired after Marina Fest, but he really enjoyed his
35 time in the Marina Fest Petting Zoo.

36
37 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or**
38 **referred to a committee, official or employee:**

39 *The Marina Committee’s recommendation concerning the 2016 Marina Budget will be*
40 *referred to the Finance Committee.*
41

42 **Adjournment:**

43 *Due to the fact that a quorum was no longer present the meeting was adjourned without a*
44 *formal motion to adjourn at 12:19 P.M.*
45

46 Respectfully submitted,

47 

48 Janal Suppanz, Assistant Administrator