

1 **MARINA COMMITTEE MEETING MINUTES**
2 **TUESDAY, DECEMBER 8, 2015**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
4

5 The December 8, 2015 meeting of the Marina Committee was called to order by Chairperson
6 John Clove at 4:02 P.M.

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

9
10 **Excused:** Dan Jungwirth

11
12 **Others:** Greg Diltz

13
14 **Staff Member:** Marina Manager Nicole Krauel

15
16 **Approval of the agenda:**

17 *A motion was made by Duffy, seconded by Hallett that the Agenda for the December 8, 2015*
18 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

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

21 **As to the minutes for the November 16, 2015 meeting of the Marina Committee:**

22 *A motion was made by Duffy, seconded by Hallett that the minutes for the November 16, 2015*
23 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

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

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

27
28 Greg Diltz pointed out that he and the other seasonal slip holders received their slip renewal
29 documents in the mail yesterday. It would have been nice if a rate sheet had been included in
30 that mailing. Krauel responded that the seasonal slip rental rates have not changed this year,
31 but she will send an informational e-mail to all the seasonal slip holders ASAP.

32
33 **Business Items:**

34 **Item No. 2. Discussion regarding the Edson 28206 Pump-Out Cart; Consider a motion for**
35 **action if necessary:**

36 The current stationary pump-out station and holding tank is located on the side tie wall across
37 from the Marina Office on "A" Dock. If a large boat is tied up in that location it is very difficult,
38 if not impossible for other boats to get to the pump-out station. Literature regarding an Edson
39 28206 portable pump-out cart which is equipped with a sixty gallon tank was included in the
40 meeting packets, and the Committee members jointly reviewed that documentation. Krauel is
41 recommending that the Edson 28206 be purchased. The price Krauel was quoted for that piece
42 of equipment is \$6,613.00, and written confirmation was likewise included in the meeting
43 packets.

44
45 *A motion was made by Duffy, seconded by that Sunstrom that the quote which was received*
46 *from Edson International for a 28206 portable pump-out cart with a sixty gallon tank shall be*
47 *accepted, but the Marina Manager shall not actually purchase the cart and tank until 2016.*
48 *Motion carried – All ayes.*

49
50

1 *It was the consensus that notices shall be posted in visible locations throughout the Marina*
2 *which state that pump-outs are available.*

3
4 **Item No. 1. Discussion regarding pump-out fees; Consider a motion for action if necessary:**

5 *A motion was made by Sunstrom, seconded by Hallett that in 2016 the fee for pump-outs at the*
6 *Sister Bay Marina shall be changed to \$15.00 per tank/dump. Motion carried – All ayes.*

7
8 **Item No. 3. Report on “Scribble” marina management software and viewing of demo video:**

9 Krauel, Clove and the Village Administrator have done a considerable amount of research
10 regarding the different types of marina management software which is available, and in accord
11 with the Committee’s directives “Scribble” Marina Management Software has been purchased.
12 A demo video as well as written documentation regarding that software was included in the
13 meeting packets, and the Committee members jointly reviewed the documentation and viewed
14 the video. The software should be installed soon and Krauel, Tiffany Enea, the Village
15 Administrator and the Assistant Administrator will participate in a training session ASAP. Krauel
16 will keep the Committee members advised of the progress which is being made on this issue.

17
18 **Item No. 4. Review of Marina financials:**

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

20 Year-to-date financial reports were included in the meeting packets and the Committee
21 members jointly reviewed them. During the review process Krauel pointed out that the reports
22 do not include \$600.00 which was recently received for rental of the Boathouse. Further,
23 \$160.00 is still due for pump-out services which were provided during the 2015 boating
24 season, \$6,282.34 is due for transient fees, \$3,597.52 is due for pro-rated seasonal slip rental
25 fees, and there is one commercial vendor who has not paid his seasonal slip rental fees yet.
26 Invoices have been sent to the individuals/companies who owe the Marina money and Krauel
27 intends to do regular follow-ups. She also intends to audit the seasonal slip wait lists during the
28 winter months. Copies of the seasonal slip renewal documents which were recently mailed out
29 were also included in the meeting packets.

30
31 **Item No. 5. Discussion on Marina capital projects:**

32 • **Fuel dock and grants available:**

33 At the last meeting discussion took place regarding the possibility of installing a
34 fuel dock at the Sister Bay Marina, and it was the consensus that further
35 discussion should take place regarding that issue at this meeting. Clove believes
36 the most logical and accessible dock to be utilized for placement of the
37 components of a fuel system would be “B” Dock. The Village Administrator has
38 suggested that a consultant who is familiar with fuel docks, the related
39 regulations, and availability of grant funds be hired to write an applicable grant
40 application for the Village.

41
42 Sunstrom noted that he personally does not want to see a fuel dock installed in
43 Sister Bay and would also like to see specific revenues vs. expenses data from
44 other marinas which have fuel docks. Clove responded that a spreadsheet
45 containing projected fuel dock cash flows for the Sister Bay Marina was
46 presented to the Committee members in the past and will forward that
47 document to Sunstrom.

1 A motion was made by Duffy, seconded by Sunstrom that the Village Administrator and the
2 Marina Manager shall do further research regarding the availability of grant funds for a fuel
3 dock, obtain two quotes for the writing of an applicable grant application from consultants who
4 are familiar with fuel docks and the related regulations, and present that information to the
5 Marina Committee ASAP. Motion carried – All ayes.

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

9 It was the consensus that the following issues shall be addressed at a future Marina
10 Committee Meeting(s):

- 11 • **Update on the availability of grant funds for a fuel dock.**
- 12 • **Discussion regarding repair and resurfacing of “A” Dock, and discussion**
13 **regarding the possibility of obtaining grant funds for those repairs.**
- 14 • **Discussion regarding painting of the Boathouse.**

15
16 **Adjournment:**

17 A motion was made by Duffy, seconded by Hallett that the December 8, 2015 meeting of the
18 Marina Committee be adjourned at 6:01 P.M.

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20 The next meeting of the Marina Committee was scheduled for January 12, 2016 at 4:00 P.M.
21 The Marina Fest Committee will be meeting on that same date at 6:00 P.M.

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23 Respectfully submitted,

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25 Janal Suppanz,
26 Administrative Assistant