

1 **MARINA COMMITTEE MEETING MINUTES**
2 **TUESDAY, APRIL 12, 2016**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
4

5 The April 12, 2016 meeting of the Marina Committee was called to order by Chairperson John
6 Clove at 2:05 P.M.

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

9
10 **Absent:** Dan Jungwirth

11
12 **Others:** Dwight Anderson

13
14 **Staff Members:** Marina Manager Nicole Krauel, Village Administrator Zeke Jackson 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 April 12, 2016*
19 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*
20

21 **Approval of minutes as published:**

22 *A motion was made by Duffy, seconded by Sunstrom that the minutes for the February 9, 2016*
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. No one responded.
27

28 **Business Items:**

29 **Item No. 1. Review of Marina financials; Consider a motion to discuss and act if appropriate:**

30 Year-To-Date Financial reports for the Marina were included in the meeting packets and the
31 Committee members jointly reviewed those documents. During the review process Krauel
32 indicated that payments are still coming in for seasonal slips. She also noted that an annual
33 Scribble support package has been purchased.
34

35 *A motion was made Sunstrom, seconded by Duffy that the financial reports which were*
36 *reviewed at this meeting are approved as presented. Motion carried – All ayes.*
37

38 **Item No. 2. Discussion regarding Boathouse painting; Consider a motion for action if**
39 **necessary:**

40 Krauel indicated that she contacted Adam Johnson on a number of occasions and asked for
41 written clarification as to the services he would provide if the Boathouse painting project were
42 to be awarded to him, but still hasn't received that documentation. Johnson did inform her that
43 the proposal he submitted did not include any caulking.
44

45 Duffy noted that the Waterfront Oversight Committee is considering a number of different
46 locations for bathrooms, including the lower level of the Boathouse, and voiced concerns that it
47 may be counter-productive to paint the Boathouse if it ultimately is going to be remodeled. The
48 Committee members adamantly voiced opposition to utilizing the lower level of the Boathouse
49 for public bathrooms as a long term lease has been entered into with Scott and Mary Mueller.
50 They believe that type of use could be very disruptive to the Muellers.

1 *A motion was made by Clove, seconded by Duffy that Peninsula Painting's bid for the*
2 *Boathouse Painting Project in the amount of \$5,500 shall be accepted on the condition that the*
3 *job must completed by June 25, 2016. Motion carried – All ayes.*
4

5 Jackson noted that there are some trees and shrubs as well as flower beds which are becoming
6 overgrown at the Boathouse, and they are quite unsightly. It was the consensus that those trees
7 and shrubs shall be removed prior to the time that the Boathouse is painted.
8

9 *A motion was made by Duffy, seconded by Sunstrom that the Parks Department employees*
10 *shall be asked to remove the overgrown Cedar trees and shrubs by the Boathouse ASAP. They*
11 *shall also be asked to clean up and re-landscape the flower beds on the Boathouse property,*
12 *and, if possible, the propane tank on that property shall be removed or screened. Motion*
13 *carried – All ayes.*
14

15 **Item No. 3. Discussion regarding an alternative to allowing the winner of the "Seeking Sven"**
16 **Contest to stay at the Boathouse; Consider a motion for action if necessary:**

17 Last year the SBAA Coordinator was informed that the winner of the "Seeking Sven" Contest
18 could spend a weekend at the Boathouse in April of 2016 as the Muellers, the long-term
19 renters, planned on moving in for the season in May. Since that time the Muellers have gotten
20 permission to do remodeling at the Boathouse at their expense, but the contractors they hired
21 would like to do the work in April. The Muellers have indicated that they would be willing to
22 pay for alternate lodging arrangements for the prize winners.
23

24 It was the consensus that the Muellers should not pay for alternate lodging arrangements for the
25 "Seeking Sven" Contest prize winners. Instead, Krauel was asked to contact a few local lodging
26 establishments to see if they would be willing to rent out a room to the Marina for a weekend in
27 April or early May at a reduced rate. Krauel will keep the SBAA Coordinator advised of the
28 status of this issue.
29

30 *A motion was made by Sunstrom, seconded by Duffy that the Marina Committee has*
31 *determined that the SBAA Coordinator shall be informed that the Boathouse will no longer be*
32 *available as a prize for the "Seeking Sven" Contest, but alternate lodging arrangements will be*
33 *made for the 2016 contest winner. To that end the Marina Manager shall contact the*
34 *owners/Managers of a few Sister Bay lodging establishments to see if they would be willing to*
35 *rent out a room for a weekend in April or early May at a reduced rate and make a reservation*
36 *for the prize winner at one of those establishments. The lodging expenses at the alternate*
37 *location shall be charged to the Sister Bay Marina. Motion carried – All ayes.*
38

39 **Item No. 4. Discussion regarding the progress which has been made on the Marina marketing**
40 **piece and creation of a mobile-friendly website; Consider a motion for action if appropriate:**

41 Krauel presented a draft of the Marina marketing piece, and the Committee members jointly
42 reviewed that document. A few grammatical revisions were suggested, and Krauel took note of
43 all of them. She was asked to provide a copy of the revised document to the Committee
44 members ASAP.
45

46 Krauel is working with a website designer on making the Marina website more user and mobile
47 friendly and will provide updated information as soon as it is available.
48
49

1 **Item No. 6. Discussion regarding the Slip Rental Policy at the Marina; Consider a**
2 **motion for action if appropriate:**

3 **a. Slip Use**

4 **b. Slip Holding**

5 **c. Slip Discounting**

6 A draft of a document which describes the Sister Bay Marina Usage Rules and Procedures was
7 included in the meeting packets, and the Committee members jointly reviewed that document.
8 During the review process several grammatical revisions were suggested and Krauel took note
9 of all of them. It was the consensus that anyone wishing to reserve a seasonal slip must pay a
10 non-refundable \$500 deposit by January 15th.

11
12 *A motion was made by Sunstrom, seconded by Duffy that the Sister Bay Marina Procedure and*
13 *Usage Rules which were reviewed at this meeting are approved as amended. Motion carried –*
14 *All ayes.*

15
16 **Item No. 5. Marina Manager's Report:**

17 The Marina Manager's Report was included in the meeting packets, and the Committee
18 members jointly reviewed that document. During the review process Krauel noted that there
19 were a number of people who applied for Dock Hand positions. She's happy to report that all
20 but one position has been filled. An all-staff training workshop will be conducted in May. The
21 mobile pump-out has arrived. A Cedar tree which had been leaning into the Marina parking lot
22 was removed. Krauel has also discussed lighting issues with the Facilities Manager, and
23 necessary repairs will be made. Port-A-Pier placed the docks into their respective positions
24 without much difficulty, but during the process they discovered that "J" Dock's 32' pier mounts
25 have weakened and are bent. The Facilities Manager and Krauel have devised a plan to
26 reinforce the pier mounts over the course of the winter. The Parks Department crew members
27 will work on restoration of the area between the new sidewalk on N. Bay Shore Drive and the
28 Marina parking lot. A large planter box which is similar to the planters which were installed by
29 the Post Office will be built and installed ASAP. Eighteen seasonal slips have been sold and the
30 Marina is full. As time goes on Krauel is becoming more and more familiar with the new Marina
31 software. At the present time a \$5 "early bird" launch special has been instituted.

32
33 *Clove noted that the garage doors on the Boathouse do not close properly. Jackson will ask the*
34 *Parks Department crew members to address this issue ASAP.*

35
36 **Item No. 7. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
37 **§19.85(1)(c) to discuss personnel and employee benefits:**

38 *At 3:40 P.M. a motion was made by Sunstrom, seconded by Duffy that the Marina Committee*
39 *convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personal and*
40 *employee benefits. A roll call vote was taken on that motion and the Committee members voted*
41 *in the following fashion:*

42
43 *Clove – Aye; Duffy – Aye; Sunstrom – Aye*

44
45 *Motion carried.*

46
47 **Item No. 8. Consider a motion to reconvene into open session:**

48 *At 4:02 P.M. a motion was made by Sunstrom, seconded by Duffy that the Marina Committee*
49 *reconvene into open session. Another roll call vote was taken and the Committee members*

1 voted in the following fashion:

2
3 Clove – Aye; Duffy – Aye; Sunstrom – Aye

4
5 Motion carried.

6
7 **Item No. 9. Consider a motion to take action, if required:**

8 No formal action was taken.

9
10 **Item No. 10. Consider a motion to discuss matters to be placed on a future agenda or referred**
11 **to a committee, official or employee:**

12 The next meeting of the Marina Committee was scheduled for 3:00 P.M. on Tuesday, May 10,
13 2016. The following issues will be addressed at that meeting:

- 14
15 • Consider a motion to convene into executive session pursuant to Wis. Stats. §19.85(1)(c)
16 to discuss personnel and employee benefits:
17 • Consider a motion to reconvene into open session:
18 • Consider a motion to take action, if required:

19
20 The Marina Fest Committee will be meeting at 5:30 P.M. on April 27, 2016.

21
22 **Adjournment:**

23 A motion was made by Clove, seconded by Duffy that the April 12, 2016 meeting of the Marina
24 Committee be adjourned at 4:20 P.M.

25
26 Respectfully submitted,



28
29 Janal Suppanz,
30 Assistant Administrator