

1 **Item No. 2. Discussion on slip rates for seasonal slip holders and commercial vendors for**
2 **2017 and review of the 2015 Rate Study/Waitlist Analysis; Consider an appropriate motion**
3 **for action:**

4 In the past issues arose with filling all the seasonal slips, but over the course of the 2015
5 season Krauel was able to fill all of those slips. In 2016 fifteen seasonal tenants decided not to
6 return, but all the vacant slips were again filled. At this time there is a very high demand for
7 larger slips, and at least one to two persons are being added to the wait list per week. Krauel
8 does not believe she will have any issues filling seasonal slips in the future. The question
9 arose as to whether the wait list which had been included in the meeting packets had been
10 updated recently, and Krauel responded that it had not been. She was asked to update the
11 waitlist over the course of the winter months and was also asked to contact people who have
12 been on that list for quite some time to see if they wish to remain on it.

13
14 Rass distributed a revenue and rate analysis spreadsheet to the Committee members, and
15 they jointly reviewed that document. During the review process Clove indicated that he
16 believes a rate increase is warranted. He suggested that in 2017 seasonal slip rates increase
17 by 5% and commercial vendor slip rates increase by 10%. He also suggested that transient
18 fees increase by \$2.00 per foot. Baker agreed and noted that he believes a structured rate
19 increase schedule should be adhered to for a few successive years.

20
21 Duffy commended Krauel for filling the empty slips, and commended Rass for compiling all
22 of the previously mentioned data in a timely fashion. He also stated that he believes a
23 seasonal slip rate increase is warranted.

24
25 Anderson stated that he believes feedback should be solicited from the seasonal slip holders
26 and transient boaters regarding their feelings about a potential fee increase, as they will be
27 the ones affected by a rate change. Krauel noted that she believes a customer satisfaction
28 survey was conducted a number of years ago, and she was asked to see that that document is
29 included in the packets for a future meeting of the Committee.

30
31 Jungwirth indicated that after looking at the previously mentioned rate analysis, if he had a
32 boat at the Marina, he would expect the rates to go up.

33
34 Greg Diltz noted that there will always be someone who is willing to pay whatever slip fees
35 are established, but does not believe it would be fair to "price out" the "locals". He would
36 not be opposed to a reasonable rate increase.

37
38 *Lengthy discussion ensued regarding slip rates, and it was eventually the consensus that the*
39 *Committee members should give this issue some thought and be prepared to re-address it at the*
40 *September 21, 2016 meeting of the Marina Committee. For the time-being a 5% increase for seasonal*
41 *slip tenants, a 10% increase for commercial vendors, and a transient fee increase to \$2.00 per foot will*
42 *be included in the Marina budget as "a placeholder".*

43
44 *Rass cautioned that if a 5% rate increase is initiated for seasonal slip holders in 2017 "the Marina will*
45 *barely be in the black". Fuel prices and weather will have a significant impact on the Marina, and she*
46 *believes those factors must be taken into consideration. She also stressed that at some point the Marina*
47 *must establish a Capital Projects Replacement Fund. Lengthy discussion took place regarding this*
48 *issue and it was the consensus that a "Transfer To CIP" Account with a balance of \$75,000 shall be*

1 *established.*

2

3 Clove and Duffy indicated that before the Marina PILOT was established a Marina
4 replacement fund did exist, but because of budgetary constraints that account was
5 eliminated.

6

7 **Item No. 3. Review of the draft 2017 budget and discussion regarding that document;**
8 **Consider a motion to recommend a version to the Finance Committee:**

9 Draft copies of the 2017 Budget and financial reports for the Sister Bay Marina were included
10 in the meeting packets, and the Committee members jointly reviewed all of those documents.

11 During the review process discussion took place regarding Marina Fest, and Duffy and
12 Jackson noted that several representatives of the non-profit organizations who participated
13 in Marina Fest this year informed them that they had difficulty finding volunteers to work
14 for two days.

15 *It was eventually the consensus that anticipated revenues for Marina Fest shall be reduced to -0- in*
16 *2017 but \$10,000.00 shall be added to Account Number 55991 – Transfer to General Fund.*

17 Rass gave explanations for all of the following significant budgetary changes from 2016 to
18 2017:

19

20 1. Budget levels for revenue accounts were increased in an attempt to overcome
21 increased budgetary expenses.

22 2. Account #55101 – Wages, Manager: Expenses were decreased due to a
23 recommendation from the Personnel Committee for the purposes of budgeting, that
24 the Marina Manager position be changed to an hourly rate of pay. Therefore, the
25 budgeted expense is split between this account and the overtime account. The total
26 results in compensation of approximately \$40,000.

27 3. Account #55105 – Wages, Admin: In 2016 the Admin. allocation to the marina was
28 increased as a result of Administration's additional time spent assisting the Marina
29 Manager with Scribble setup, reconciliations, cash handling, and other items. This
30 cost has been reduced for 2017.

31 4. Account #55105 – Maintenance, Park: In 2016 a sum was budgeted as an allocation
32 from Parks to Marina for work performed by Parks employees on the marina. Rass
33 was not informed of this allocation and work by Parks employees has been directly
34 allocated during 2016. Rass will do research to correct this. However, the allocation
35 to the marina has been reduced in 2017 from 6% to 4% even though the actual
36 amount of time spent is higher. With aging buildings and docks, it is likely that
37 more, not less, time will be spent on repair work at the marina.

38 5. Account #55105 – Wages, Seasonal: The seasonal wages have been increased in 2017
39 as a result of a recommendation from the Personnel Committee to increase
40 compensation for two employees who could serve as Shift Managers and alleviate
41 some of the burden on the Marina Manager.

- 1 6. Account #55110 – Wages, Overtime: The majority of the increase in budgeted
2 expense is related to reverting the Marina Manager’s compensation back to hourly.
3 In addition to that sum, additional overtime compensation has been calculated for
4 Dockhands based on 2016 actual levels.
- 5 7. Account #55111 – Bonuses: Labor Day bonuses have been budgeted for 2017 as an
6 enticement to keep employees at the marina in the fall. For quite some time there has
7 been difficulty staffing the marina during the fall as staff members have returned to
8 school.
- 9 8. Account #55201 – Travel/Training: Expense in 2016 was related to Quickbooks and
10 Scribble training. In 2017, additional expense is budgeted for classes for the Manager
11 and for dock staff.
- 12 9. Account #55225 – Recognition: Expense for recognition has been added to all
13 budgets so that management has an additional tool to recognize staff members for
14 dedication and service.
- 15 10. Account #55340 – Marina Utility Costs: Like other expenses in the 2017 budget, the
16 line item was decreased to attempt to bring the budget into the black.
- 17 11. Account #55370 – Internet: Wi-Fi repeaters have been budgeted in 2017.
- 18 12. Account #55405 – Computer Hardware: The budgeted amount for 2016 was
19 supposed to cover the purchase of Scribble; however, since the agreement was signed
20 in 2015, it actually was expended then. For 2017, the budget has been returned to
21 more normal levels.
- 22 13. Account #55430 – Custodial Supplies: Like other expenses in the 2017 budget, the
23 line item was decreased to attempt to bring the budget into the black.
- 24 14. Account #55465 – Service Equipment: The marina is in need of a new commercial
25 coin operated washer and dryer.
- 26 15. Account #55475 – Bicycles: The Marina Manager requested that new bicycles be
27 purchased in 2017.
- 28 *Krauel was asked to see that actual data regarding the cost of purchasing bicycles and potential rental*
29 *income is included in the packets for the September 21, 2016 meeting of the Marina Committee.*
30
- 31 16. Account #55502 – Accounting Support: Due to the conversion from Classic to Clarity
32 accounting software, support costs will increase across all funds.
- 33 17. Account #55503 – Credit Card Fees: Due to the increased use of credit cards at the
34 marina, fees have also increased.
- 35 *A number of revisions to the Marina budget were suggested by the Committee members, and Rass*
36 *took note of all of them.*

1 Discussion then turned to capital needs, and it was the consensus that at the end of the 2016 season a
2 budget amendment shall be requested for the purchase of coin operated laundry units. The Committee
3 members also designated effective dates for the CIP projects which had been delineated in the draft
4 budget, and Rass took note of all those dates.

5 A motion was made by Clove, seconded by Duffy that the Marina Committee is recommending that
6 the Village take out a 10 year note for \$250,000 in the spring of 2017 to cover the costs of installation
7 of a fuel dock at the Sister Bay Marina. That note will be paid for on an annual basis with revenues
8 realized at the Marina as a result of fuel sale, and, if necessary, Marina reserves. Motion carried – All
9 ayes.

10 At 4:46 P.M. Duffy indicated that he had another obligation and left the meeting.
11

12 **Item No. 4. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
13 **§19.85(1)(f) to discuss personnel matters and consider financial, medical, social or personal**
14 **histories or disciplinary data with respect to specific persons, and preliminarily consider**
15 **specific personnel problems or investigation of charges against specific persons, which, if**
16 **discussed in public would be likely to have a substantial adverse effect on the reputation**
17 **of any person mentioned in such histories or data or involved in such problems or**
18 **investigations, and §19.85(1)(e) to deliberate or negotiate the purchase of public**
19 **properties, the investment of public funds, or conduct other specified public business,**
20 **whenever competitive or bargaining reasons require a closed session:**

21 At 4:49 P.M. a motion was made by Clove, seconded by Baker that the Marina Committee convene
22 into executive session pursuant to Wis. Stats., §19.85(1)(f) to discuss personnel matters and consider
23 financial, medical, social or personal histories or disciplinary data with respect to specific persons, and
24 preliminarily consider specific personnel problems or investigate charges against specific persons,
25 which, if discussed in public would be likely to have a substantial adverse effect on the reputation of
26 any person mentioned in such histories or data or involved in such problems or investigations, and
27 §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public
28 funds, or conduct other specified public business, whenever competitive or bargaining reasons require
29 a closed session.
30

31 A roll call vote was taken on that motion, and the Committee members voted in the following fashion:
32

33 Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Jungwirth – Aye.
34

35 Motion carried.
36

37 **Item No. 5. Consider a motion to reconvene into open session:**

38 At 5:27 P.M. a motion was made by Clove, seconded by Baker that the Marina Committee reconvene
39 into open session. Another roll call vote was taken, and the Committee members again voted in the
40 following fashion:
41

42 Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Jungwirth – Aye.
43

44 Motion carried.
45

46 At 5:28 P.M. Jackson indicated that he had another obligation and left the meeting.
47

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

2 *A motion was made by Clove, seconded by Jungwirth that the Marina Committee recommends that*
3 *the Marina Manager be paid a salary which is compliant with the Fair Labor Standards Act. Motion*
4 *carried – All ayes.*

5
6 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or**
7 **referred to a committee, official or employee:**

8 *It was the consensus that the following issues shall be addressed at the September 21, 2016 meeting of*
9 *the Marina Committee:*

- 10 • *Mark Bell will be given an opportunity to address the Marina Committee concerning the*
11 *issues which are mentioned in the previously mentioned letter.*
- 12 • *Discussion on the PILOT Comparison Worksheet; Consider an appropriate motion for action*
13 *if necessary.*
- 14 • *Discussion on slip rates for seasonal slip holders and commercial vendors for 2017, and*
15 *review of the 2015 Rate Study/Waitlist Analysis; Consider an appropriate motion for action.*
- 16 • *Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(f) to*
17 *discuss personnel matters and consider financial, medical, social or personal histories or*
18 *disciplinary data with respect to specific persons, and preliminarily consider specific personnel*
19 *problems or investigation of charges against specific persons, which, if discussed in public*
20 *would be likely to have a substantial adverse effect on the reputation of any person mentioned*
21 *in such histories or data or involved in such problems or investigations, and §19.85(1)(e) to*
22 *deliberate or negotiate the purchase of public properties, the investment of public funds, or*
23 *conduct other specified public business, whenever competitive or bargaining reasons require a*
24 *closed session.*

25
26 *The Committee members requested that Krauel:*

- 27 *A. See that actual data regarding the cost of purchasing bicycles and potential rental*
28 *income is included in the packets for the September 21, 2016 meeting of the Marina*
29 *Committee.*
- 30 *B. Update the waitlist over the course of the winter months and contact people who have been*
31 *on that list for quite some time to see if they are still interested in obtaining a slip at the*
32 *Sister Bay Marina. If they are no longer interested, she shall see that appropriate refunds*
33 *are issued in a timely fashion.*

34
35 **Adjournment:**

36 *A motion was made by Baker, seconded by Jungwirth that the September 7, 2016 meeting of the*
37 *Marina Committee be adjourned at 5:26 P.M.*

38
39 Respectfully submitted,



41 Janal Suppanz,
42 Assistant Administrator