



1 Krauel acknowledged that she had received a letter from Bell, but stated that she had asked  
2 him to provide an estimate for the damage to his boat. She also asked him to provide  
3 pictures of the damage, but still has not received any documentation from him.  
4

5 Bell responded that he does not recall that request being made at all, and reiterated that to  
6 date neither Krauel or Clove have made any effort to address his damage claim.  
7

8 Jackson asked if Bell could provide a copy of the letter he provided to Krauel as well as  
9 photos of the damage to his boat to him, and Bell responded that he had given the only copy  
10 of his letter to Krauel. He could try to get the photos off his phone. At that point Jackson  
11 asked for Bell's telephone number, and informed him that he would do some research  
12 regarding this issue and contact him in a day or two.  
13

14 **Item No. 2. Discussion on the Marina PILOT; Consider an appropriate motion for action if**  
15 **necessary:**

16 Documentation regarding the Marina and Utility PILOTs was included in the meeting  
17 packets, and the Committee members jointly reviewed all of it. Clove noted that based upon  
18 the audit findings he believes the Marina PILOT for 2017 should be \$56,497.00. In 2016 the  
19 Marina PILOT was \$126,356.00.  
20

21 *A motion was made by Duffy, seconded by Baker that the members of the Marina Committee have*  
22 *reviewed the audit findings for the Village of Sister Bay, and made the determination that in 2015 the*  
23 *net asset value for the Sister Bay Marina was \$5,687,426. Based upon that valuation the Committee is*  
24 *recommending that the Marina PILOT for 2017 be \$56,497.00. The Committee is also recommending*  
25 *that future Marina PILOTS be based upon the net asset value of the Marina as shown in the Village's*  
26 *audited financial statements, and when those PILOTs are calculated, that the same metrics which*  
27 *come into play when the Water PILOT is calculated be utilized. Motion carried – All ayes.*  
28

29 Duffy noted that it is his understanding that there has been some conversation that the  
30 Marina Committee wants to eliminate the Marina PILOT in its entirety. He stressed that this  
31 definitely is not the case.  
32

33 *A motion was made by Baker, seconded by Duffy that the Marina Committee is asking that any and*  
34 *all future PILOT calculations be determined equitably across all enterprise funds. Motion carried –*  
35 *All ayes.*  
36

37 *A motion was made by Duffy, seconded by Anderson that the Marina Committee believes the Marina*  
38 *PILOT has been over-calculated in the past, and is not asking for a lump sum payment, but is asking*  
39 *that the Finance Committee recommend that the Village consider issuing some type of credit for the*  
40 *overcharges which were made during the past six years. One opportunity to achieve this may be*  
41 *utilization of "debt leveling" in future years when general debt service obligation payments decline for*  
42 *the Village and increase for the Marina, (in about four years). The credits would be used to restore the*  
43 *Marina's Capital Improvement Program, and the Marina Committee is recommending that if they are*  
44 *calculated the previously mentioned formula be utilized. Motion carried – All ayes.*  
45  
46  
47

1 **Item No. 3. Discussion on general slip rates for 2017 and the 2016 rate study; Consider an**  
2 **appropriate motion for action:**

3 At the last meeting discussion took place regarding slip rates, and the suggestion was made  
4 that seasonal slip rates increase by 5% this year and increase another 2.5% in each of the  
5 following two years. The suggestion was also made that transient fees increase to \$2.00 per  
6 foot. The Marina Manager was asked to prepare a rate proposal for 2017, and documentation  
7 on which proposed rate changes were delineated had been included in the meeting packets.  
8 The Committee members jointly reviewed all of that documentation.

9  
10 Eric Lundquist suggested that a progressive rate scale be utilized, as larger boats would pay  
11 a higher rate.

12  
13 Mark Matson noted that it is his understanding that the Marina is full. From a marketing  
14 standpoint it appears that the slip rates are too low and the market could definitely bear an  
15 increase.

16  
17 *A motion was made by Duffy, seconded by Baker that the Marina Committee is recommending that*  
18 *the seasonal slip rates at the Sister Bay Marina for 2017 increase by 5%. The recommendation is also*  
19 *made that the seasonal slip rates for 2018 increase by 2.5% and increase by another 2.5% in 2019.*  
20 *Motion carried – All ayes.*

21  
22 *A motion was made by Baker, seconded by Anderson that the Marina Committee is recommending*  
23 *that the transient dockage fee for 2017 increase to \$2.00 per foot. Motion carried – All ayes.*

24  
25 The suggestion was also made at the last meeting that commercial vendor lease fees increase  
26 by 10% in 2017. If such an increase is approved rates would increase from \$129.00 per foot to  
27 \$142.00 per foot. In the past contracts were entered into with commercial vendors for three  
28 year periods.

29  
30 Clove stated that he does not believe it is appropriate to lock the Village into the same rate  
31 structure for commercial vendors for three years, and would like that issue to be addressed  
32 when the terms of the new contracts are negotiated.

33  
34 *A motion was made by Clove, seconded by Duffy that the Marina Committee is recommending that*  
35 *the commercial vendor lease fees at the Marina increase by 10% in 2017. Motion carried – All ayes.*

36  
37 **Item No. 4. Discussion regarding renewal of Commercial Vendor Leases/RFP's for**  
38 **commercial vendors; Consider an appropriate motion for action if necessary:**

39 Discussion took place regarding renewal of Commercial Vendor Leases at the Marina and  
40 the requirement that RFP's must be issued, and it was the consensus that the RFP's shall  
41 clearly delineate what the already established commercial vendor slip rental fee will be. It  
42 was also the consensus that Clove and Duffy shall meet with Jackson and Krauel to draft the  
43 terms of the RFP and see that it is distributed in a timely fashion as vendor advertising  
44 deadlines will come into play soon. The deadline for submission of proposals shall be  
45 October 11, 2016.

1 Jim Robinson noted that in the past contracts for existing commercial vendors were simply  
2 extended. Duffy and Jackson responded that that will no longer be possible.

3  
4 *A motion was made by Duffy, seconded by Baker that staff is directed to prepare an RFP for*  
5 *Commercial Vendor Leases at the Marina and see that the RFP is published and distributed in a*  
6 *timely fashion. Motion carried – All ayes.*

7  
8 Discussion took place regarding the possibility of imposing late payment fees for commercial  
9 vendors in the new contracts, and it was the consensus that those documents shall contain a  
10 late payment penalty clause.

11  
12 **Item No. 5. Review of the draft 2017 budget for the Sister Bay Marina and discussion**  
13 **regarding that document; Consider a motion to recommend approval to the Finance**  
14 **Committee:**

15 A draft of the 2017 budget for the Sister Bay Marina was included in the meeting packets,  
16 and the Committee members jointly reviewed that document. During the review process  
17 Clove noted that in 2016 the budgeted amount for charges made for Administrative staff  
18 wages was greatly exceeded. He also stated that he does not believe the proposed allocation  
19 for administrative time in the 2017 Marina Budget is fair.

20  
21 *It was the consensus that the Marina Budget for 2017 which was reviewed at this meeting shall be*  
22 *amended in such fashion that Account Number 55105 – Wages, Admin. is reduced to \$18,945.*

23  
24 *A motion was made by Clove, seconded by Anderson that the Marina Committee recommends that the*  
25 *Marina Budget for 2017 which was reviewed at this meeting be approved as amended. Motion carried*  
26 *– All ayes.*

27  
28 *The Marina Committee members requested that in the future they see that “Budget To Actual”*  
29 *Reports are provided to them on at least a quarterly basis. It was also the consensus that even though*  
30 *everyone is very busy during the summer, monthly Marina Committee Meetings should still be*  
31 *conducted. If necessary, those meetings could be scheduled for early mornings or evenings.*

32  
33 • **Discussion regarding an RFP for engineering services for a fuel dock at the Sister Bay**  
34 **Marina:**

35 *A motion was made by Duffy, seconded by Anderson that discussion regarding an RFP for*  
36 *engineering services for a fuel dock at the Sister Bay Marina shall be tabled until a future meeting of*  
37 *the Marina Committee. Motion carried – All ayes.*

38  
39 **Item No. 5. Consider a motion to convene into executive session pursuant to Wis. Stats.,**  
40 **§19.85(1)(f) to discuss personnel matters and consider financial, medical, social or personal**  
41 **histories or disciplinary data with respect to specific persons, and preliminarily consider**  
42 **specific personnel problems or investigation of charges against specific persons, which, if**  
43 **discussed in public would be likely to have a substantial adverse effect on the reputation**  
44 **of any person mentioned in such histories or data or involved in such problems or**  
45 **investigations, and §19.85(1)(e) to deliberate or negotiate the purchase of public**  
46 **properties, the investment of public funds, or conduct other specified public business,**  
47 **whenever competitive or bargaining reasons require a closed session:**

Minutes of the September 21, 2016 Meeting of the Marina Committee

1 At 4:27 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee convene  
2 into executive session pursuant to Wis. Stats., §19.85(1)(f) to discuss personnel matters and consider  
3 financial, medical, social or personal histories or disciplinary data with respect to specific persons, and  
4 preliminarily consider specific personnel problems or investigate charges against specific persons,  
5 which, if discussed in public would be likely to have a substantial adverse effect on the reputation of  
6 any person mentioned in such histories or data or involved in such problems or investigations, and  
7 §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public  
8 funds, or conduct other specified public business, whenever competitive or bargaining reasons require  
9 a closed session.

10  
11 A roll call vote was taken on that motion, and the Committee members voted in the following fashion:

12  
13 Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Jungwirth – Aye.

14  
15 Motion carried.

16  
17 **Item No. 5. Consider a motion to reconvene into open session:**

18 At 5:21 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee reconvene  
19 into open session. Another roll call vote was taken, and the Committee members again voted in the  
20 following fashion:

21  
22 Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Jungwirth – Aye.

23  
24 Motion carried.

25  
26 **Item No. 6. Consider a motion to take action, if required:**

27 No formal action was taken.

28  
29 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or**  
30 **referred to a committee, official or employee:**

31 There were no matters to be placed on a future agenda or referred to a committee, official or employee.

32  
33 **Adjournment:**

34 A motion was made by Duffy, seconded by Anderson that the September 21, 2016 meeting of the  
35 Marina Committee be adjourned at 5:28 P.M. Motion carried – All ayes.

36  
37 Respectfully submitted,



39 Janal Suppanz,  
40 Assistant Administrator