

1 **MARINA COMMITTEE MEETING MINUTES**
2 **THURSDAY, OCTOBER 20, 2016**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**

4
5 The October 20, 2016 meeting of the Marina Committee was called to order by Chairperson
6 John Clove at 11:02 A.M.

7
8 **Present:** Chairperson John Clove, and Committee members Scott Baker, Pat Duffy, Dwight
9 Anderson and Greg Sunstrom

10
11 **Excused:** Dan Jungwirth

12
13 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, Marina
14 Manager Nicole Krauel and Enterprise Clerk Anastasia Bell.

15
16 **Others:** Cory Diltz, Eric Lundquist, Mark Matson, and Jim Robinson

17
18 **Approval of the agenda:**

19 *A motion was made by Baker, seconded by Sunstrom that the Agenda for the October 20, 2016*
20 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

21
22 **Approval of minutes as published:**

23 **As to the minutes for the June 27, 2016 meeting of the Marina Committee:**

24 *A motion was made by Anderson, seconded by Sunstrom that the minutes for the June 27, 2016*
25 *meeting of the Marina Committee be approved as presented. Motion carried – All Ayes.*

26
27 **As to the minutes for the October 11, 2016 meeting of the Marina Committee:**

28 *A motion was made by Sunstrom, seconded by Baker that the minutes for the October 11, 2016*
29 *meeting of the Marina Committee be approved as presented. Motion carried – All Ayes.*

30
31 **Comments, correspondence and concerns from the public:**

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

33
34 Jim Robinson stated that he would like to withdraw the RFP he had submitted for Shoreline
35 Scenic Tours and Charters, and thanked the members of the Marina Committee for doing
36 business with him for 10 years. He then left the meeting.

37
38 **Business Items:**

39 **Item No. 2. Review of RFPs and recommend approval to the Village Board/Plan**
40 **Commission for consideration of commercial vendor parking requirements. Consider an**
41 **appropriate motion for action if necessary:**

42 Clove noted that it is possible that parking and foot traffic issues could arise at the Marina if
43 all the proposals which have been submitted are accepted. He suggested that the Committee
44 members be prepared to discuss those issues during the RFP review process.

45
46 Discussion then turned to possible placement for all the vessels which were the subject of the
47 remaining proposals, and Krauel noted that any forced changes in seasonal tenant slip
48 assignments could result in tenants becoming upset or leaving the Marina. Eric Lundquist

1 informed her that if Sister Bay Scenic Boat Tours' proposal is accepted he would need a slip
2 which can accommodate a 64' boat with a starboard stern tie. Slip 103 would meet his needs.
3

4 Clove confirmed that Lundquist would like to bring in an additional vessel and do business
5 as Sister Bay Scenic Boat Tours, and asked the Committee members what size boat and
6 related foot traffic they believe the Marina could accommodate. Duffy responded that this is
7 difficult to assess at this time. Lundquist commented that although the new boat has a large
8 capacity, he would expect customer counts to resemble those which he experiences in Fish
9 Creek. (He currently averages 43 passengers per trip in Fish Creek.) He also is willing to
10 negotiate a daily capacity limit as long as a specified number of "over capacity" days are
11 designated for special trips or occasions. Clove commented that such an agreement would
12 have to be re-evaluated in one year.
13

14 Lengthy discussion took place regarding the parking needs for the Commercial Vendors'
15 customers and employees. Clove stated that he guarantees that parking is going to be a
16 very sensitive issue for a lot of people in the Village and it would behoove us to have those
17 answers before we go to the Board. Anderson pointed out that he is always in the Marina
18 Parking lot and it is underutilized most of the time and that might be a good solution to the
19 parking. Duffy asked if it was a Marina property and Jackson responded that it was.
20 Considerable discussion took place on how to reconstitute the Marina Parking lot to
21 accommodate boat trailers and commercial vendor parking. Jackson commented that it
22 should really help the parking situation as we would be getting them off Bayshore Drive.
23 Clove suggested that if we designated parking for commercial vendors we should put it into
24 their contracts and charge a nominal fee for it. Further discussion took place on whether or
25 not we should have a time limit on parking and Jackson commented that he realizes this is
26 Marina property but if we are going to charge a fee and set time limits it should go before the
27 Plan commission and Board to discuss parking in totality. Duffy commented that the best
28 solution at this time might be to create a "Commercial Vendor" parking area in the back
29 portion of the Short-Term Marina Parking Lot. This alternative would only require a walk-
30 through to determine the number of available spaces and re-painting in the spring. Clove
31 suggested that a "Commercial Vendor Parking" sign be created, and Jackson noted that the
32 Highway Department could be asked to stripe the lot when they are painting streets
33 throughout the Village in spring. The Committee would then have to designate "per space"
34 fees. Cory Diltz asked if signs could be erected on Mill road which direct people to the
35 parking area due to traffic patterns, and Jackson responded that off-site signage which is not
36 part of the Village's way-finding signage system is not compliant with the Village's Sign
37 Code. It was the consensus that Duffy's suggestion would be a great first step to address the
38 parking issue, as long as there is an applicable provision included in each vendor's contract.
39

40 Clove asked that each of the Committee members express their opinions about traffic,
41 aesthetics and the overall impact Sister Bay Scenic Boat Tour's proposal would have on the
42 Village, and the Committee members responded in the following fashion:
43

- 44 • Anderson stated that he was worried about parking, but with Robinson "backing out"
45 and the numbers which are being proposed by Lundquist, he believes Sister Bay
46 Scenic Boat Tours is offering something which is needed here.
- 47 • Sunstrom stated that he likes the idea that Lundquist is willing to compromise

1 regarding boat capacity and negotiate the number of days on which he will be
2 allowed to exceed that limit, since we already have a parking problem. He also
3 believes it will help if Slips 103 or 104, which are inside, are utilized.

- 4 • Duffy stated that he would like to accept Sister Bay Scenic Boat Tour's proposal, and
5 Baker concurred.
- 6 • Clove stated that he also is in favor of accepting Sister Bay Scenic Boat Tour's
7 proposal.

8
9 *A motion was made by Clove, seconded by Baker that the Marina Committee awards a Commercial*
10 *Vendor Contract to Sister Bay Boat Rentals in accord with the proposal which was reviewed at this*
11 *meeting. Motion carried - All Ayes.*

12
13 *A motion was made by Clove, seconded by Anderson that the Marina Committee awards a*
14 *Commercial Vendor Contract to Sail Door County in accord with the proposal which was reviewed at*
15 *this meeting. Motion carried - All Ayes.*

16
17 *A motion was made by Sunstrom, seconded by Duffy that the Marina Committee awards a*
18 *Commercial Vendor Contract to Sister Bay Scenic Boat Tours in accord with the proposal which was*
19 *reviewed at this meeting on the condition that a review of traffic flow for that business shall be*
20 *conducted in one-year. A provision shall be added to the contract with Sister Bay Scenic Boat Tours*
21 *that there will be an 80-person trip limit per trip, but that limit may be exceeded for 16 days out of the*
22 *year. Motion carried - All Ayes*

23
24 Krauel noted that to date Beacon Marine has not paid their 2016 commercial vendor fees,
25 and, therefore, she would be uncomfortable with awarding a new Commercial Vendor
26 Contract to that company. Jackson responded that Mark Matson has been in contact with
27 him and is attempting to satisfy the obligation. Anderson commented that the person who is
28 in charge of financials for Beacon has been out of town for a significant amount of time and
29 will be back in the office on Monday.

30
31 *A motion was made by Clove, seconded by Baker that the Marina Committee awards a Commercial*
32 *Vendor Contract to Beacon Marine in accord with the proposal which was reviewed at this meeting,*
33 *on the condition that any and all fees related to the 2016 contract must be paid in full by October 31,*
34 *2016. Motion carried - All Ayes.*

35
36 *Eric Lundquist asked when he would be able to get his copy of the Sister Bay Scenic Boat Tours*
37 *contract. He also asked if it would be o.k. for him to purchase the 160 seat boat at this time. Jackson*
38 *responded that he believed it would be in Lundquist's best interest to have a signed contract in hand*
39 *prior to making any financial outlays. He also stated that President Lienau and Christy Sully are the*
40 *only Village officials authorized to execute a document of this nature. Lienau will be out of the country*
41 *until the last week of October.*

42
43 *Clove stated, "But the Committee has approved your boat", to which Anderson replied, "But he*
44 *doesn't want to go out and purchase a big boat . . .", and Clove responded, "It's subject to figuring out*
45 *slip assignments, but you know you have it, and you're going to be able to run the operation next*
46 *year.". Duffy then stated, "In any situation, before you make a large expenditure, it would be wise for*
47 *anybody to have a signed contract. That's not going to limit your ability to use said purchased asset.*

1 *There has not been any history of that signature changing things drastically, but I can't tell you that*
2 *that couldn't happen."*

3
4 **Item No. 1. Review of the draft contract for Commercial Vendors. Consider an**
5 **appropriate motion for action if necessary.**

6 The boilerplate for the new Commercial Vendor Contract was revised in accord with the
7 Committee's directives, and a draft of the revised version of that document was included in
8 the meeting packets. During the review process Clove clarified that the new contracts will be
9 valid for three (3) years.

10
11 *A motion was made by Duffy, seconded by Sunstrom that the Marina Committee approves the*
12 *"boilerplate" version of the Commercial Vendor Contract which was reviewed at this meeting as*
13 *amended. Staff members are directed to utilize the boilerplate when drafting contracts for Sister Bay*
14 *Boat Rentals, Sail Door County, Sister Bay Scenic Boat Tours and Beacon Marina, and see that the*
15 *contracts are executed. The previously mentioned conditions shall be added to Sister Bay Scenic Boat*
16 *Tours' contract, and the Beacon Marina contract shall not be executed unless and until any and all*
17 *2016 commercial vendor fees have been paid. Motion carried – All Ayes.*

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

28 *At 12:30 P.M. a motion was made by Clove, seconded by Baker that the Marina Committee convene*
29 *into executive session pursuant to Wis. Stats., §19.85(1)(f) to discuss personnel matters, consider*
30 *financial, medical, social or personal histories or disciplinary data with respect to specific persons, and*
31 *preliminarily consider specific personnel problems or investigate charges against specific persons,*
32 *which, if discussed in public would be likely to have a substantial adverse effect on the reputation of*
33 *any person mentioned in such histories or data or involved in such problems or investigations, and*
34 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public*
35 *funds, or conduct other specified public business, whenever competitive or bargaining reasons require*
36 *a closed session.*

37
38 *A roll call vote was taken on that motion, and the Committee members voted in the following fashion:*

39 *Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Sunstrom – Aye*

40 *Motion carried.*

41
42 **Item No. 5. Consider a motion to reconvene into open session:**

43 *At 1:15 P.M. a motion was made by Clove, seconded by Anderson that the Marina Committee*
44 *reconvene into open session. Another roll call vote was taken, and the Committee members again voted*
45 *in the following fashion:*

46 *Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Sunstrom – Aye*

47 *Motion carried.*

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

2 *A motion was made by Duffy, seconded by Baker that the issue which was discussed in closed session*
3 *shall be referred to the Personnel Committee. Motion carried - All Ayes.*

4
5 **Item No. 3. Update regarding the internet upgrades for the Marina; consider an**
6 **appropriate motion for action if necessary.**

7 *Krauel noted that as part of the 2017 proposed budget \$3,500.00 has been budgeted for internet*
8 *upgrades at the Marina. Applicable documentation was included in the meeting packets and the*
9 *Committee members jointly reviewed it. It was the consensus that this issue shall be fully addressed at*
10 *a future meeting of the Marina Committee.*

11
12 **Item No. 7. Review of Financial Statements:**

13 *Financial reports for the period of January 1, 2016 to October 17, 2016 were included in the*
14 *meeting packets, and the Committee members jointly reviewed those documents.*

15
16 *Clove requested that a report be prepared which delineates the fees each of the Marina Fest*
17 *vendors paid to the Village. Rass confirmed that this information will be included in the*
18 *packets for a future Marina Committee Meeting after all the required information has been*
19 *compiled. Clove requested clarification of the wages which were paid to Village employees*
20 *who worked at Marina Fest, and Rass stated that she intends to re-code those items as the*
21 *Parks Department is under a flat fee arrangement, and the Dockhands who worked at*
22 *Marina Fest would be under their normal wage category. Janal Suppanz volunteered to*
23 *work at the Wooden Boat Show registration table during Marina Fest and did not include*
24 *any of her volunteer hours on her Village time sheet, but since she is salaried she technically*
25 *“exceeded her normal working hours”.*

26
27 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred to a**
28 **Committee, Official, or Employee.**

29 *The next meeting of the Marina Committee has been scheduled for Wednesday, November 9,*
30 *2016 at 3:00 P.M.*

31
32 *It was the consensus that the following issues shall be addressed at a future meeting of the Marina*
33 *Committee:*

- 34 • *Consider a motion to approve the following Commercial Vendor Contracts.*
 - 35 ○ *Sister Bay Boat Rentals – Eric Lundquist*
 - 36 ○ *Sister Bay Scenic Boat Tours – Eric Lundquist*
 - 37 ○ *Beacon Marine – Mark Matson*
 - 38 ○ *Sail Door County – Peder Nelson*
- 39 • *Discussion regarding parking and slip assignments for the Marina Commercial Vendors;*
40 *consider a motion for action if necessary;*
- 41 • *Update regarding the internet upgrades for the Marina; consider an appropriate motion*
42 *for action if necessary.*
- 43 • *Review of Marina Fest, 2016 financials.*

44
45 **Adjournment:**

46 *A motion was made by Duffy, seconded by Anderson that the October 20, 2016 meeting of the Marina*
47 *Committee be adjourned at 1:24P.M.*

1 Respectfully submitted,

2

3 *Anastasia Bell*

4 Anastasia Bell

5 Enterprise Clerk