

1                                   **MARINA COMMITTEE MEETING MINUTES**  
2   **WEDNESDAY, NOVEMBER 9, 2016**  
3                                   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**

4  
5 The November 9, 2016 meeting of the Marina Committee was called to order by Chairperson  
6 John Clove at 3:00 P.M.

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

10  
11 **Staff Members:** Village Administrator Zeke Jackson and Enterprise Clerk Anastasia Bell.

12  
13 **Excused:** Dwight Anderson, Dan Jungwirth, and Marina Manager Nicole Krauel

14  
15 **Approval of the agenda:**

16 *A motion was made by Sunstrom, seconded by Baker, that the Agenda for the November 9, 2016*  
17 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

18  
19 **Approval of the October 20, 2016 minutes as published:**

20 Clove requested this item be tabled until the next meeting because he would like to prepare  
21 corrections after listening to the recording of the meeting. Jackson suggested that Clove  
22 make the proposed edits using the current Word document as a base.

23  
24 Sunstrom clarified Page 24, line 23 should read “80-person limit per trip”

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

27 Clove asked if anyone wished to comment regarding a non-agenda item. Nobody  
28 responded.

29  
30 **Business Items:**

31 **Item No. 1. Consider a motion to approve the following Commercial Vendor Contracts.**

32 Baker identified the following grammatical corrections to be made:

- 33       • Page 12, Line 28: section ‘b’ should start a new section
- 34       • Page 13, Line 13: section ‘5’ should start a new section
- 35       • Page 14, Line 4: “if less” which is crossed out, needs to be removed.
- 36       • Page 14, Line 21: a period and two spaces need to be inserted after ‘14’
- 37       • Page 20, Line 19: this line should read “in the water.”

38  
39 Clove requested that a cover letter be sent with the contracts that identifies that the  
40 Village will determine parking requirements through the established ad hoc parking  
41 committee. Jackson commented that the ad hoc committee may come up with  
42 several options including but not limited to (1) A fee in lieu of parking – Vendors  
43 would be able to access public parking by paying a set fee instead of building their  
44 own parking lot. (2) Business Improvement District (BID) – annual payment on a  
45 lower level. The question remains if the Marina would be willing to absorb the  
46 parking fees, if applicable, and adjust the Vendor rates accordingly for payment as  
47 set in the contract instead of requiring a potentially large sum at the start of the

1 season.

2  
3 Duffy commented we have to wait and see what the Parking Committee decides  
4 before the Marina Committee can make that type of decision. Sunstrom requested  
5 clarification as to how the Vendors would to sign the contract without the parking  
6 fee established. Clove replied that the Vendors who submitted proposals were  
7 present for previous committee discussions and confirmed their understanding that a  
8 parking fee was going to be required as soon as the amount was determined. Also, if  
9 the Marina were to absorb this cost and apply it to the contract invoice it could cause  
10 unwanted separation between Marina business and other businesses being held to  
11 the same parking standards.

12  
13 Sunstrom confirmed that Beacon has paid all outstanding invoices.

14  
15 *A motion was made by Sunstrom, seconded by Duffy, that the Marina Committee confirms*  
16 *the directive of the Village Board to issue Commercial Vendor contracts to the following*  
17 *vendors: (1) Sister Bay Boat Rentals – Eric Lundquist; (2) Sister Bay Scenic Boat Tours –*  
18 *Eric Lundquist; (3) Beacon Marine – Mark Matson; (4) Sail Door County – Peder Nelson.*  
19 *No discussion, motion carried – All ayes.*

20  
21 **Item No. 2. Discussion regarding parking and slip assignments for Commercial Vendors;**  
22 **consider an appropriate motion if relevant.**

23 All current vendors, be awarded new contracts, have indicated they are happy with their  
24 current number of slips. The Commercial Vendor slip assignment changes to be considered  
25 include Shoreline Charters no longer using the 90-foot commercial slip and Sister Bay Scenic  
26 Boat Tours requiring a slip for a 60-foot vessel.

27  
28 The following items were discussed:

- 29 • If Lundquist were to use 103D there would be a 16-foot overhang. Steering will not be  
30 an issue but the beam will likely restrict the size of the boat able to dock in 104D.  
31 Clove commented that he is uncomfortable with this much of an overhang.
- 32 • The fairway between slips 110D and 109D is 42 feet and all other fairways are along 'D'  
33 dock are 32 feet. Moving one finger pier would cause an increase in one fairway and  
34 an equal decrease in the next; this is not the best plan as it is already close for many  
35 neighboring tenants.
- 36 • There may be additional power needs for the 90-foot slip because the current light  
37 house would need to provide 50Amps instead of 30Amps. Seasonal or transient  
38 tenants would also have power cords on the dock to reach this house.
- 39 • The public tends to travel only on the main piers which keep the finger piers relatively  
40 private. The privacy would be significantly decreased by the foot traffic if a  
41 commercial vendor shared a finger pier with a seasonal or transient tenant.
- 42 • 27J should remain for rafting purposes or emergency dock use. A floating pier would  
43 require a ladder for the tenant to get access their boat.
- 44 • Sail Door County requires a starboard tie.
- 45 • Lundquist currently occupies 28E, 29E, 32E, 101D, and 102D.
- 46 • Current commercial docks should remain commercial instead of reassigning the usage

1 due to wind testing that is performed. Clove stated his primary concern would be  
2 liability if a commercial boat were docked at a non-commercial pier. 101D/102D  
3 would provide more shelter than other slips.  
4

5 It was the recommendation of the committee members for Jackson to ask Lundquist  
6 if he would be willing to back the new boat into 101D/102D and move some of his  
7 current boats, such as the pontoons, to 110D.  
8

9 **Item No. 3. Review of financial statements.**

10 Jackson commented that the period actual for the Commercial Docking account (201-46761-  
11 00-0000) is negative due to a refund issued to Jim Robinson. The Daily Docking/Transient  
12 Fees account (201-46752-00-0000) is expected to have additional funds due to a long-term  
13 transient customer being invoiced recently.  
14

15 Clove commented that the budget went to the Village Board last week and was approved.  
16 Duffy played a large role in the Marina PILOT calculation which has been reduced to  
17 approximately \$56,000.00 from over \$100,000.00. The difference will be going to the CIP fund  
18 for future repairs.  
19

20 Jackson confirmed the services included in the Marina Services account (201-46755-00-0000)  
21 were pump-outs. Duffy and Clove confirmed that this service was very well received by  
22 tenants and this amount will probably increase next year as a longer hose has been  
23 purchased for the machine. Jackson added that an invoice, estimated to be \$600.00, will be  
24 created for Kevin Grant for this service. Sunstrom requested that pump-outs be specifically  
25 identified under marina services in the future.  
26

27 Jackson commented that washer and dryer sales have increased since 2015. Clove stated that  
28 a new washer and dryer have been approved for purchase for the 2017 season. Sunstrom  
29 will provide contact information for a possible set.  
30

31 Clove commented that the separation of Marina Fest from regular financials was extremely  
32 beneficial. Marina Fest made \$6,000.00 this year which is an improvement from previous  
33 years where \$6,000.00-\$7,000.00 was lost. The largest part of this income is attributed to  
34 donations received for fireworks. The Marina Committee has budgeted \$10,000.00 for  
35 Marina Fest 2017 and is committed to holding the festival.  
36

37 It was identified that the Fire Department has not yet paid their portion. Jackson noted that  
38 the bouncy houses, cheese curds, and popcorn were the "for-profit vendors" and Tim's Toys  
39 was a great choice as he has a wide selection of items and brought staff for the entire event.  
40 All three of the above mentioned vendors have asked for consideration to operate on  
41 Monday. Clove stated that there would be a lot of push back from other organizations  
42 involved to make this a three-day event, but bouncy house operation could be considered for  
43 the third day. Sunstrom commented that problems could occur with the downtown  
44 businesses if food were severed on the third day. It has been identified that the exclusivity  
45 still brings up issues.

1 *The next Marina Fest Committee meeting will be held on December 6, 2016 at 5:30 P.M.*

- 2 • SBAA should be involved so all organizations are aware of their intentions.
- 3 • Financials should be provided to show separate funds based on vendors. A note  
4 should be included in the meeting notice that unpaid fees need to be paid by this  
5 meeting.
- 6 • Sunstrom commented that Water Board Warriors may need to be evaluated for 2017.  
7 The Coast Guard has done a rescue presentation in the past.
- 8 • Jackson commented on the fireworks. It may be possible to have the same size show  
9 for less money. Sunstrom will talk with Mark Weborg to see if he is willing to  
10 captain and rent his boat for Marina Fest Fireworks.

11  
12 *The next Marina Committee Meeting will be held on December 13, 2016 at 3:00 P.M.*

13  
14 **Item No. 4. Report from the Marina Manager.**

15 This report was provided by the Village Administrator, the report was included in the  
16 meeting packets, and the Committee jointly reviewed that document. During the Review  
17 process Jackson noted that:

- 18 • Krauel is currently on vacation
- 19 • The Parks staff is working on the winterizing the Marina.
- 20 • Rass is working on tying up the loose financial ends; Jackson stated that some  
21 questions have been answered since the writing of the report and this meeting. Duffy  
22 confirmed that letters will be sent to returning seasonal slip tenants requesting a  
23 \$500.00 deposit for their slip.

24  
25 Sunstrom inquired about the number of parties who should make up the Marina Committee.  
26 Jackson read the by-laws in response, "The Marina Committee, which is a standing  
27 committee, shall serve and consist of 3 Trustees, 4 Residents or Citizens, two of whom shall  
28 serve as alternates."

29  
30 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a  
31 Committee, Official, or Employee.**

- 32 • The Marina Fest Committee may have items to discuss.
- 33 • Slip Assignments for Commercial Vendors in 2017

34  
35 **Adjournment:**

36 *A motion was made by Sunstrom, seconded by Baker, that the November 9, 2016 meeting of the  
37 Marina Committee be adjourned at 4:14 P.M.*

38  
39 Respectfully submitted,

40 

41 Anastasia Bell  
42 Enterprise Clerk  
43