



MARINA COMMITTEE MEETING AGENDA

Thursday, August 14, 2014 at 3:00 p.m.

Sister Bay Fire Station 2258 Mill Road

For additional information check: [www.sisterbaywi.gov](http://www.sisterbaywi.gov)

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

1	Chair – John Clove		2	Shane Solomon	
3	Pat Duffy		4	Greg Sunstrom	
5	Kevin Roberts		6	Jeff Flegel - Alt	
7	Open - Alt		<i>Marina Manager – Wendy Tatzel</i>		
	<i>Administrator – Zeke Jackson</i>				

Approval of minutes as published

Comments and Correspondence

Business Items

- Discussion on Boathouse; Consider a motion to take action if necessary.  
-Place Boathouse on Shopping Show  
-Long Term/Winter Rental of Boathouse
- Discussion on Long Term Slip Lease.
- Discussion of 2015 Budget and consider a motion to take action if required.
- Discussion of long term planning with a review of the 5 Year Capital Investment Plan and consider a motion to take action if required.
- Discussion on a Fuel Dock at Sister Bay Marina.
- Report on status of Boaters' restroom.
- Discussion on marina activities with Wendy Tatzel, Marina Manager.
- Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) – to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Consider a motion to reconvene into open session.
- Consider a motion to take action if required.
- Consider a motion to discuss matters to be placed on a future agenda or referred to a committee, official or employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at [zeke.jackson@sisterbaywi.gov](mailto:zeke.jackson@sisterbaywi.gov).

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____/_____		
Name		

1  
2  
3 **MARINA COMMITTEE MEETING MINUTES**  
4 **TUESDAY, JULY 10, 2014**  
5 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
6 **(APPROVAL PENDING)**

7 The July 10, 2014 meeting of the Marina Committee was called to order by Chairperson John  
8 Clove at 2:00 P.M.

9  
10 **Present:** Chairperson Clove, and members Pat Duffy, Fuzzy Sunstrom, Kevin Roberts and Jeff  
11 Flegel. Shane Solomon arrived at 2:37 P.M.

12  
13 **Others:** Jim Robinson and Jeff Cronk

14  
15 **Staff Members:** Village Administrator Zeke Jackson, Marina Manager Wendy Tatzel, and  
16 Administrative Assistant Janal Suppanz.

17  
18 **Approval of the agenda:**

19 *A motion was made by Duffy, seconded by Roberts that the agenda for the July 10, 2014*  
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 3, 2014 meeting of the Marina Committee:**

24 Duffy indicated that he believes the sentence which begins on Line 7 - Page 3 of the June 3,  
25 2014 Marina Committee Minutes should be amended to read, *“A motion was made by Duffy,*  
26 *seconded by Sunstrom that the preferred course of action with respect to provision of television*  
27 *service at the Sister Bay Marina would be to disconnect Charter television service and ramp up*  
28 *the WiFi capabilities at the Marina, thereby allowing boaters to connect to NetFlix or Hulu, but*  
29 *still maintain HD television service at the Boathouse.”*

30  
31 Tatzel indicated that she believes the sentence which begins on Line 26 – Page 3 of the June 3,  
32 2014 Marina Committee Minutes which states that she attributes the increase in reservations to  
33 the nice weather should be struck in its entirety.

34  
35 *A motion was made by Sunstrom, seconded by Duffy that the minutes for the June 3, 2014*  
36 *meeting of the Marina Committee be approved as amended. Motion carried – All ayes.*

37  
38 **Comments, correspondence and concerns from the public:**

39 Clove asked if anyone wished to comment regarding a non-agenda item. No one responded.

40  
41 **Business Items:**

42 **Item No. 1. Report on 501(c)(3) or Marina 170(c)(1) tax exempt status of the “Friends of the**  
43 **Marina”; consider a motion to take action on creating a “Friends of the Marina” group:**

44 Tatzel has been doing research on creation of a “Friends of the Marina” group and discovered  
45 that charitable contributions to governmental units are tax-deductible under §170(c)(1) of the  
46 Internal Revenue Code if they are made for a public purpose.

47  
48 *A motion was made by Duffy, seconded by Sunstrom that a “Friends of the Marina” group shall*  
49 *be created at the Sister Bay Marina. Motion carried – All ayes.*

**Item No. 2. Report on the status of the boaters' restrooms:**

Installation of counter tops in the boaters' restrooms and office area of the Marina building is tentatively scheduled for September. Installation of new privacy partitions is also tentatively scheduled for September, but that will depend on the volume of Marina guest traffic and availability of contractors. The new keyed entry locks have been installed and they work very well. Work is ongoing on the painting project. The work completed on that project to date looks very nice.

**Item No. 9. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:**

*At 2:10 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. Motion carried – All ayes.*

**Item No. 10. Consider a motion to reconvene into open session:**

*At 3:08 P.M. a motion was made by Sunstrom seconded by Duffy that the Marina Committee reconvene into open session. Motion carried – All ayes.*

**Item No. 11. Consider a motion to take action if required:**

No formal action was taken.

**Item No. 3. Discussion regarding the installation of a fuel dock at the Sister Bay Marina:**

A representative of Port-A-Pier visited the Marina earlier this week, and at that time Tatzel briefly discussed a possible "B" Dock remodel and potential installation of a fuel dock with him. The Port-A-Pier representative will call Tatzel to schedule an appointment to discuss these issues at length in the near future. She will report her findings at the next Marina Committee Meeting.

*At 2:59 P.M. Jackson left the meeting as he had another obligation.*

**Item No. 4. Report on WiFi at the Marina:**

Employees from Door County Broadband will be installing additional equipment at the Marina in the near future and will be moving forward with activating "Password Only" access for Marina guests. That equipment should strengthen the WiFi signal at the Marina. Some logistical issues have been identified with providing passwords to Marina guests, and Tatzel and Nate Bell are working on solutions to them.

**Item No. 5. Consider a motion to approve revised Marina Fest By-Laws and a Marina Fest Vision Statement:**

A draft of revised Marina Fest By-Laws as well as a Marina Fest Vision Statement were included in the meeting packets.

*A motion was made by Clove, seconded by Duffy that the Marina Committee approves the revised Marina Fest By-Laws and the Marina Fest Vision Statement which were reviewed at this meeting.*

1 The Committee members jointly reviewed the previously mentioned documents, and it was the  
2 consensus that the Vision Statement is acceptable but the following revisions shall be made to  
3 the Marina Fest By-Laws:

- 4 • Section 2 shall read “a member of the Marina Committee”, not the Marina Committee  
5 Chairperson; and,
- 6 • The dollar amount shown in Section 4 should be \$100.

7  
8 Clove and Duffy then amended their motion in such fashion that it reads:

9  
10 *A motion was made by Clove, seconded by Duffy that the Marina Committee approves the*  
11 *revised Marina Fest Vision Statement which was reviewed at this meeting as presented, and also*  
12 *approves the Marina Fest By-Laws which were reviewed at this meeting as amended. Motion*  
13 *carried – All ayes.*

14  
15 **Item No. 6. Consider a motion to take action on installation of television service at the**  
16 **Marina:**

17 Tatzel noted that there were two Marina guests who were very upset about the television  
18 service being discontinued at the Marina, but the majority of the boaters who responded to her  
19 informational e-mail understood why that action was taken.

20  
21 As requested she did research regarding the various television provision options which are  
22 available for the Marina, and proposals from Charter Communications and Dave’s Electronic  
23 Repair, (a Dish Network provider), were included in the meeting packets. She also contacted  
24 the employees at Hammersmith TV, a local Radio Shack distributor, and inquired about the  
25 possibility of installing a television antenna at the Marina, but was informed that it is unlikely  
26 that satisfactory reception would be received given the location of the bluffs. The Committee  
27 members indicated that there simply are not funds budgeted to cover the costs delineated in the  
28 proposals, and it was the consensus that at least for now the decision made at the last meeting  
29 shall stand.

30  
31 Some of the Committee members indicated that they received free controller boxes for their  
32 businesses for one year from Charter Communications, and Tatzel was asked to call Charter to  
33 see what the monthly charge would be if twenty of the boxes were obtained. She will report her  
34 findings at the next Committee Meeting.

35  
36 **Item No. 8. Discussion on Marina activities with Wendy Tatzel, Marina Manager:**

37 Tatzel gave the following oral report:

- 38  
39 • Transient slip rental figures for June of 2014 were down \$500 from 2013. (This year the  
40 weather was cooler during June and boaters were hesitant to book extended stays  
41 because the forecast was unpredictable.)
- 42 • She is still filling seasonal slips and is negotiating “one year only” agreements with pro-  
43 rated seasonal rates.
- 44 • Slips A42 and A43 were damaged by a sailboat during high winds on July 5<sup>th</sup>. They  
45 were repaired by Village Maintenance Department crew members this week.
- 46 • The Marina crew members have repainted the ballasts on the docks. They will be  
47 applying new non-skid tape on “B” Dock, and replacement light bulbs will be ordered  
48 and installed soon.
- 49 • There appear to be more shore fisherman in the Village this year. A “No Fishing Inside  
50 Marina” sign was removed by vandals. A replacement sign has been ordered. DNR

1 officials informed Tatzel that legally, because grant funds were used to pay for Marina  
2 improvements, people must be allowed to fish within the Marina.

3  
4 *It was the consensus that Tatzel and her staff members should still ask people to refrain*  
5 *from fishing by the boats, but if they do fish off the docks and hooks become entangled,*  
6 *Marina personnel should provide assistance with removing them.*

7  
8 *At 3:55 P.M. Sunstrom indicated that he had another obligation and left the meeting.*

- 9  
10 • The grant application for the public restroom renovation is being processed. Chris  
11 Halbur of the DNR informed Tatzel that it would be a good idea for her to attend the  
12 Board of Review Meeting where the application will be considered. It is possible that  
13 the Marina could receive up to 80% funding for the remodeling project as additional  
14 funding is considered for marina and launch ports with constructed outer break walls.
- 15 • The Boat House was rented out at the last minute for the July 4<sup>th</sup> weekend. The  
16 complimentary slip was not used by the rental guests so it was utilized as a transient slip  
17 for the entire weekend. The suggestion was made that a sign which states that the  
18 Boathouse is for rent be erected by the Boathouse, and Tatzel was asked to submit an  
19 applicable Sign Permit Application.
- 20 • One of the Dockmasters was out for two weeks due to illness. Because they were  
21 shorthanded at the Marina Tatzel filled the gaps in the shift rotation.
- 22 • The Marina Office painting project is moving forward as weather and time permit.  
23 Everything should be done by the end of the month.
- 24 • She is working with a local graphic designer to develop a new burgee design. In  
25 addition, work is ongoing on development of a logo for Marina clothing and  
26 accessories. Hopefully new Marina products will be available for purchase by the end  
27 of the month. Tatzel is considering partnering with Lands End to offer clothing or  
28 accessories exclusively to seasonal slip holders, and will be ordering hats and  
29 sweatshirts to sell in the Marina Office.

30  
31 **Item No. 7. Discussion regarding long-term planning for the Marina:**

32 It was the consensus that this agenda should not be addressed at this meeting.

33  
34 **Item No. 12. Consider a motion to discuss matters to be placed on a future agenda or referred**  
35 **to a committee, official or employee:**

36 *The next meeting of the Marina Committee was scheduled for 3:00 P.M. on Thursday, August*  
37 *14, 2014.*

38  
39 The following agenda items will be addressed at that meeting:

- 40 • *Consider a motion to convene into closed session pursuant to Wis. Stats.,*  
41 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the*  
42 *investment of public funds, or conduct other specified public business,*  
43 *whenever competitive or bargaining reasons require a closed session.*
- 44 • *Discussion regarding Charter Communications' pricing for digital television*  
45 *boxes.*
- 46 • *Discussion regarding long-term planning for the Marina.*
- 47 • *Discussion regarding needed repairs to "B" Dock.*
- 48 • *Discussion regarding installation of a fuel dock at the Sister Bay Marina.*
- 49

## Minutes of the July 10, 2014 Meeting of the Marina Committee

1 **Adjournment:**

2 *A motion was made by Duffy, seconded by Flegel to adjourn the meeting of the Marina*  
3 *Committee at 4:10 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Administrative Assistant

For the year: 2014  
AM

Printed: 8/12/2014 10:26:40

Summary for Unit Number: BOATS - Unit Type: Water Front 2B

	Unit Gross	Maid Chrgs	Mngment Fee	Owners Proceeds	Total Charges	Total Paid
June	2050.00	62.50 3.05%	307.50 15.00%	1680.00	2275.50	2275.50
July	4600.00	225.00 4.89%	690.00 15.00%	3685.00	5106.00	5106.00
August	6600.00	427.50 6.48%	990.00 15.00%	5182.50	7326.00	5668.00
October	900.00	67.50 7.50%	135.00 15.00%	697.50	999.00	450.00
Yearly Total	14150.00	782.50 5.53%	2122.50 15.00%	11245.00	15706.50	13499.50

VILLAGE OF SISTER BAY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JULY 31, 2014

## MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES</u>					
201-46741-00-0000	MARINA FEST	.00	.00	8,500.00 ( 8,500.00)	.00
201-46751-00-0000	SEASONAL SLIP FEES	5,654.39	301,023.42	339,472.00 ( 38,448.58)	88.67
201-46752-00-0000	DAILY DOCKING FEES	32,833.54	65,539.84	119,295.00 ( 53,755.16)	54.94
201-46753-00-0000	LAUNCH FEES	3,199.26	9,124.31	12,000.00 ( 2,875.69)	76.04
201-46755-00-0000	MARINA SERVICES	94.80	94.80	400.00 ( 305.20)	23.70
201-46761-00-0000	COMMERCIAL DOCKING	29,987.23	29,987.23	76,730.00 ( 46,742.77)	39.08
201-46764-00-0000	PRODUCT SALES	645.24	931.12	2,500.00 ( 1,568.88)	37.24
201-46767-00-0000	VENDING SALES	252.32	252.32	750.00 ( 497.68)	33.64
201-46768-00-0000	WASHER/DRYER	42.57	42.57	250.00 ( 207.43)	17.03
201-46900-00-0000	MISC CHARGES FOR SERVICES	.00	.00	100.00 ( 100.00)	.00
TOTAL PUBLIC CHARGES		72,709.35	406,995.61	559,997.00 ( 153,001.39)	72.68
<u>MISCELLANEOUS REVENUES</u>					
201-48110-00-0000	INTEREST ON INVESTMENTS	.00	554.97	1,200.00 ( 645.03)	46.25
201-48260-00-0000	BLDG RENTAL - BOATHOUSE	1,680.00	1,680.00	12,500.00 ( 10,820.00)	13.44
201-48500-00-0000	DONATIONS	.00	82.50	.00 82.50	.00
201-48990-00-0000	MISC OTHER REVENUE	10.00	111.13	300.00 ( 188.87)	37.04
TOTAL MISCELLANEOUS REVENUES		1,690.00	2,428.60	14,000.00 ( 11,571.40)	17.35
<u>PUBLIC CHARGES</u>					
201-49240-00-0000	TRANSFERS FROM CIP FUND	.00	25,000.00	25,000.00 .00	100.00
TOTAL PUBLIC CHARGES		.00	25,000.00	25,000.00 .00	100.00
TOTAL FUND REVENUE		74,399.35	434,424.21	598,997.00 ( 164,572.79)	72.53

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2014**

**MARINA FUND**

	PERIOD		BUDGET	VARIANCE	% OF
	ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
<u>MARINA EXP</u>					
201-55101-00-0000 WAGES, MANAGER	3,484.12	12,413.62	26,131.00	13,717.38	47.51
201-55101-32-0000 MANAGER, MARINA FEST	.00	43.55	.00 (	43.55)	.00
201-55105-00-0000 WAGES, ADMIN	728.08	5,096.56	8,736.00	3,639.44	58.34
201-55105-04-0000 MAINTENANCE, PARKS	559.61	3,559.81	20,835.00	17,275.19	17.09
201-55105-08-0000 DOCKMASTERS, PART-TIME	9,042.17	16,229.82	39,818.00	23,588.18	40.76
201-55110-00-0000 OVERTIME, MANAGER	.00	.00	653.00	653.00	.00
201-55110-08-0000 OVERTIME, DOCKMASTERS	.00	.00	529.00	529.00	.00
201-55111-00-0000 BONUSES, DOCKMASTERS	.00	.00	1,615.00	1,615.00	.00
201-55115-00-0000 RETIREMENT	67.81	553.79	3,535.00	2,981.21	15.67
201-55120-00-0000 SOCIAL SECURITY	1,054.61	2,821.02	7,521.00	4,699.98	37.51
201-55125-00-0000 INSURANCE, MEDICAL	119.35	910.02	3,950.00	3,039.98	23.04
201-55130-00-0000 INSURANCE, DENTAL	13.15	119.75	298.00	178.25	40.18
201-55135-00-0000 INSURANCE, DISABILITY	6.91	60.40	152.00	91.60	39.74
201-55140-00-0000 INSURANCE, GROUP LIFE	2.11	18.89	65.00	46.11	29.06
201-55145-00-0000 INSURANCE, WORK COMP	901.39	2,269.42	4,518.00	2,248.58	50.23
201-55150-00-0000 UNEMPLOYMENT COSTS	.00	.00	1,200.00	1,200.00	.00
	<u>15,979.31</u>	<u>44,096.65</u>	<u>119,556.00</u>	<u>75,459.35</u>	<u>36.88</u>
<b>PERSONNEL</b>					
201-55201-00-0000 TRAVEL/TRAINING	81.57	358.22	1,200.00	841.78	29.85
201-55205-00-0000 RECRUIT/TESTING/PHYSICALS	.00	10.00	.00 (	10.00)	.00
201-55210-00-0000 EXPENSE ALLOWANCE	.00	79.95	200.00	120.05	39.98
201-55215-00-0000 UNIFORMS & CLOTHING	.00	191.75	600.00	408.25	31.96
	<u>81.57</u>	<u>639.92</u>	<u>2,000.00</u>	<u>1,360.08</u>	<u>32.00</u>
<b>INDIRECT EMPLOYEE</b>					
201-55340-00-0000 MARINA UTILITIES	.00	12,376.32	21,150.00	8,773.68	58.52
201-55341-00-0000 BOATHOUSE UTILITIES	.00	554.90	2,800.00	2,245.10	19.82
201-55360-00-0000 TELEPHONE	63.48	428.36	840.00	411.64	51.00
201-55365-00-0000 CELL PHONES	44.56	353.23	800.00	446.77	44.15
201-55370-00-0000 INTERNET	.00	100.00	700.00	600.00	14.29
201-55375-00-0000 CHARTER TV	69.17	1,033.25	7,000.00	5,966.75	14.76
	<u>177.21</u>	<u>14,846.06</u>	<u>33,290.00</u>	<u>18,443.94</u>	<u>44.60</u>
<b>UTILITY COSTS</b>					

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2014**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55401-00-0000 OFFICE SUPPLIES	12.97	44.53	500.00	455.47	8.91
201-55405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	638.81	350.00	( 288.81 )	182.52
201-55410-00-0000 PRINTING AND COPYING	.00	206.77	500.00	293.23	41.35
201-55415-00-0000 POSTAGE	15.00	88.14	300.00	211.86	29.38
201-55420-00-0000 DUES & PUBLICATIONS	.00	125.00	800.00	675.00	15.62
201-55430-00-0000 CUSTODIAL SUPPLIES	222.30	1,432.36	2,000.00	567.64	71.62
201-55434-00-0000 SUPPLIES FOR RESALE	108.60	482.63	1,500.00	1,017.37	32.18
201-55435-00-0000 VENDING SUPPLIES (SODA)	95.76	287.52	750.00	462.48	38.34
201-55440-00-0000 MEDICAL & SAFETY	.00	.00	100.00	100.00	.00
201-55460-00-0000 MINOR EQUIPMENT	.00	73.44	250.00	176.56	29.38
201-55465-00-0000 SERVICE EQUIPMENT	.00	.00	500.00	500.00	.00
201-55470-00-0000 RECREATION EQUIP/SUPPLIES	.00	56.93	100.00	43.07	56.93
201-55475-00-0000 BICYCLES	.00	.00	800.00	800.00	.00
201-55490-00-0000 AMENITIES	220.50	501.15	450.00	( 51.15 )	111.37
201-55495-00-0000 MISCELLANEOUS SUPPLIES	.00	119.00	400.00	281.00	29.75
<b>SUPPLIES</b>	<b>675.13</b>	<b>4,056.28</b>	<b>9,300.00</b>	<b>5,243.72</b>	<b>43.62</b>
201-55501-00-0000 AUDIT	.00	1,920.00	3,000.00	1,080.00	64.00
201-55502-00-0000 ACCOUNTING SUPPORT	88.80	177.60	300.00	122.40	59.20
201-55503-00-0000 CREDIT CARD FEES	476.56	3,825.51	7,500.00	3,674.49	51.01
201-55504-00-0000 INFORMATION TECHNOLOGY	.00	253.22	200.00	( 53.22 )	126.61
201-55510-00-0000 CONSULTING	.00	105.00	.00	( 105.00 )	.00
201-55515-00-0000 LEGAL SERVICES	.00	.00	500.00	500.00	.00
201-55525-00-0000 PROPERTY/LIABILITY INSURANCE	371.72	5,396.94	7,500.00	2,103.06	71.96
201-55530-00-0000 LEGAL NOTICES	.00	14.48	.00	( 14.48 )	.00
201-55532-00-0000 MARKETING/PUBLICITY	.00	2,111.00	4,000.00	1,889.00	52.78
201-55535-00-0000 WEBSITE SUPPORT	.00	184.25	500.00	315.75	36.85
201-55551-00-0000 GARBAGE PICKUP	.00	644.73	1,800.00	1,155.27	35.82
201-55552-00-0000 RECYCLING	.00	144.94	500.00	355.06	28.99
201-55565-00-0000 MARINA COMMITTEE	.00	200.00	800.00	600.00	25.00
201-55567-00-0000 FESTIVAL/EVENT COSTS	.00	500.00	18,500.00	18,000.00	2.70
201-55570-00-0000 PERMITS & FEES	135.00	145.00	200.00	55.00	72.50
201-55595-00-0000 MISC SERVICES	.00	.00	100.00	100.00	.00
<b>SERVICES</b>	<b>1,072.08</b>	<b>15,622.67</b>	<b>45,400.00</b>	<b>29,777.33</b>	<b>34.41</b>
201-55601-00-0000 OFFICE EQUIPMENT	.00	225.07	100.00	( 125.07 )	225.07
201-55615-00-0000 GROUNDS MAINTENANCE	.00	177.49	500.00	322.51	35.50
201-55635-00-0000 WEED CONTROL SERVICES	.00	.00	3,100.00	3,100.00	.00
201-55640-00-0000 BUILDING MAINTENANCE	361.94	1,497.94	4,500.00	3,002.06	33.29
201-55641-00-0000 BOATHOUSE MAINTENANCE	.00	41.72	2,000.00	1,958.28	2.09
201-55647-00-0000 DOCK MAINTENANCE	417.88	4,979.43	25,000.00	20,020.57	19.92
201-55675-00-0000 EQUIPMENT RENTAL	.00	.00	250.00	250.00	.00
<b>MAINTENANCE</b>	<b>779.82</b>	<b>6,921.65</b>	<b>35,450.00</b>	<b>28,528.35</b>	<b>19.53</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2014**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55701-00-0000 VEHICLE MAINTENANCE	.00	.00	250.00	250.00	.00
201-55705-00-0000 EQUIPMENT MAINTENANCE	.00	409.61	500.00	90.39	81.92
201-55710-00-0000 GAS/OIL/FLUIDS	.00	116.58	250.00	133.42	46.63
VEHICLES AND EQUIPMENT	<u>.00</u>	<u>526.19</u>	<u>1,000.00</u>	<u>473.81</u>	<u>52.62</u>
201-55930-00-0000 BANK FEES & FINANCE CHARGES	.00	30.00	50.00	20.00	60.00
201-55950-00-0000 MISC OTHER EXP	.00	.00	100.00	100.00	.00
201-55971-00-0000 DEPRECIATION EXPENSE	17,000.00	119,000.00	225,000.00	106,000.00	52.89
201-55986-00-0000 INTEREST ON LONG-TERM DEBT	.00	39,457.03	94,189.00	54,731.97	41.89
201-55992-00-0000 MARINA PILOT TRANSFER	13,492.08	94,444.56	161,905.00	67,460.44	58.33
MISCELLANEOUS	<u>30,492.08</u>	<u>252,931.59</u>	<u>481,244.00</u>	<u>228,312.41</u>	<u>52.56</u>
TOTAL MARINA EXP	<u>49,257.20</u>	<u>339,641.01</u>	<u>727,240.00</u>	<u>387,598.99</u>	<u>46.70</u>
TOTAL FUND EXPENDITURES	<u>49,257.20</u>	<u>339,641.01</u>	<u>727,240.00</u>	<u>387,598.99</u>	<u>46.70</u>
NET REVENUES OVER EXPENDITURES	<u>25,142.15</u>	<u>94,783.20</u>	<u>( 128,243.00 )</u>	<u>( 552,171.78 )</u>	<u>73.91</u>

	2013 Actual	2014 Budget	(3% Cut)	2015 Proposed Budget
<b>Revenues</b>				
Public Charges for Service				
46741 Festivals (Marina Fest)	8910	8500		8500
46751 Seasonal Fees	339482	339472		339472
46752 Transient Fees	108226	119295		119295
46353 Launch Fees	11305	12000		12000
46754 Bike Rental	0	0		0
46755 Marina Services	389	400		400
Subtotal	468312	479667		479667
Comercial Revenues				
46761 Commercial Docking	75597	76730		76730
46764 Product Sales (including ice)	2158	2500		2500
46767 Vending Sales (soda)	765	750		750
46768 Washer/Dryer	266	250		250
46900 Misc. Charges	0	100		100
Subtotal	78786	80330		80330
Miscellaneous Revenues				
48110 Interest on Investments	1353	1200		1200
48260 Boat House Rental	10243	12500		12500
48500 Donations	0	0		0
48910 Refunds	0	0		0
48990 Misc. Other Charges	157	300		300
Subtotal	11753	14000		14000
<hr/>				
<b>Total Revenues</b>	<b>558851</b>	<b>573997</b>	<b>0</b>	<b>573997</b>
<b>Expenditures</b>				
Direct Employee Costs				
55101 Wages, Manager	22020	26131	783.93	25347.07
55101 Manager Parks	0	0	0	0
55105 Wages, Admin	7935	8736	262.08	8473.92
55105 Maintenance, Parks	11827	20835	625.05	20209.95
55105 Wages, Seasonal	34760	39818	1194.54	38623.46
55110 Wages, Overtime	1357	1182	35.46	1146.54
55111 Bonuses	392	1615	48.45	1566.55
55115 Retirement	1379	3535	106.05	3428.95
55120 Social Security	6135	7521	225.63	7295.37
55125 Insurance, Medical	4020	3950	118.5	3831.5
55130 Insurance, Dental	296	298	8.94	289.06
55135 Insurance, Disability	166	152	4.56	147.44
55140 Insurance, Group Life	76	65	1.95	63.05
55145 Insurance, Work Comp	4240	4518	135.54	4382.46
55150 Unemployment Costs	693	1200	36	1164
Subtotal	95296	119556	3586.68	115969.32
Indirect Employee				
55201 Travel/Training	1719	1200	36	1164
55205 Recruitment/Testing/Physicals	0	0	0	40
55210 Expense Allowance	222	200	6	194
55215 Uniforms and Clothing	716	600	0	600
55225 Recognition (Jack Bunda in 2012)	0	0	0	0
Subtotal	2657	2000	42	1998

## Utility Costs

55340 Marina Utility Costs	19811	21150		21150
55341 Boat House Utilities	1953	2800		2800
55360 Telephone	691	840		840
55365 Cellphones	160	800		800
55370 Internet	618	700		700
55375 Charter TV	6810	7000		7000
Subtotal	30043	33290		33290

## Supplies

55401 Office Supplies	311	500	15	485
55405 Computer Hardware/Software	160	350	10.5	339.5
55410 Printing and Copying	440	500	15	485
55415 Postage	262	300	9	291
55420 Dues and Publications	250	800	0	800
55430 Custodial Supplies	1719	2000	0	2000
55434 Supplies for Resale	1305	1500	45	1455
55435 Vending Supplies (soda)	530	750	22.5	727.5
55440 Medical and Safety	0	100	3	97
55460 Minor Equipment	37	250	7.5	242.5
55465 Service Equipment	0	500	15	485
55470 Recreation Equip/Supplies	499	100	3	97
55475 Bicycles	0	800	24	776
55490 Amenities (coffee and shower supplies)	458	450	13.5	436.5
55495 Misc. Other Supplies	395	400	12	388
Subtotal	6366	9300	195	9105

## Other Services

55501 Audit	2970	3000		3000
55502 Accounting Support	175	300		300
55503 Credit Card Fees	7503	7500		7500
55504 Information Technology (10%)	0	200		200
55510 Consulting Services	980	0		0
55512 Uniform Cleaing	0	0		0
55515 Legal Services	628	500		500
55525 Property/Liability Insurance	7483	7500		7500
55530 Legal Notices (formerly ads)	0	0		0
55532 Marketing/Publicity	2679	4000		5000
55535 Website Support	428	500		500
55551 Rubbish Disposal	1739	1800		1800
55552 Recycling	233	500		500
55565 Marina Committee	1040	800		800
55567 Festival/Event Costs	18820	18500		18500
55570 Permits and Fees	690	200		200
55595 Misc. Other Services	0	100		100
Subtotal	45368	45400		46400

## Maintenance

55601 Office Equip Maint/Postage Meter	59	100	3	97
55605 Computer Maintenance	0	0	0	0
55615 Grounds Maintenance	184	500	15	485
55635 Weed Control Services	3031	3100	0	3100
55640 Building Maintenance	1907	4500	135	4365
55641 Boat House Maintenance	1884	2000	60	1940
55647 Dock Maintenance	81575	25000	750	24250
55675 Equipment Rental	0	250	7.5	242.5
Subtotal	88640	35450	970.5	34479.5

## Vehicles and Other

55701 Vehicle Maintenance (Club Car)	0	250	7.5	242.5
55705 Equipment Maintenance	586	500	15	485
55710 Gas/Oil/Fluids	292	250	7.5	242.5
Subtotal	878	1000	30	970

## Non-Operating Expenses

55910 Bad Debt Expense	107	0		
55920 Penalties and Fines	26	0		
55930 Bank Fees and Finance Charges	17	50		
55950 Miscellaneous Other Expense	0	100		
55971 Depreciation Expense	214205	225000		
55975 Other Non-Operating Expense	0	0		
Subtotal	214355	225150		

## Debt

55986 Interest on Long-Term Debt	81833	78602		
55986 Interest Payable to TID Fund for Loan	16300	15587		
Subtotal	98133	94189		

## Transfers

55991 Operating Transfer to General Fund	0	0		
55992 PILOT Payment	161905	161905		
Subtotal	161905	161905		

<b>Total Expenses</b>	<b>743641</b>	<b>727240</b>	<b>4824.18</b>	<b>722415.82</b>
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**Notes on 2015 Projection with 3% Cut**Expenditures

Direct Employee Costs - \$3586.68

Indirect Employee - \$42.00

Supplies - \$195.00

Maintenance - \$970.50

Vehicles and Other - \$30.00

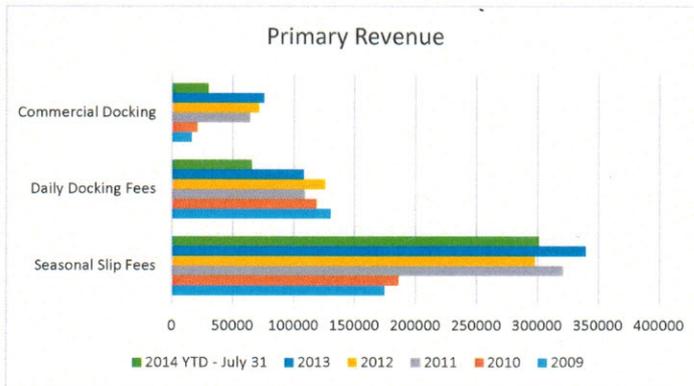
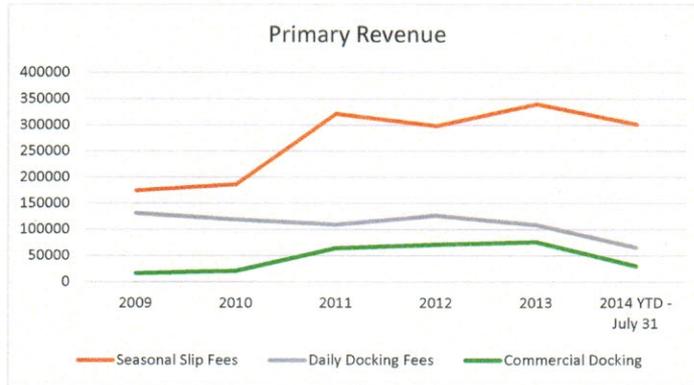
Comments:

- 1) Direct Employee Costs-
  - a. Reduce full time hours of one Dock Master Position to part-time hours. Potential loss of quality customer service and efficiency.
- 2) Utility Costs-
  - a. Set lighting schedule to a later time after dusk
  - b. Install additional climate control boxes and limit staff access.
- 3) Supplies-
  - a. Stop coffee service earlier in morning.
  - b. Continue to find cheaper cleaning products and paper products for restrooms
- 4) Other Services (3% reductions are not applied to these items above) –
  - a. Festivals: Stop hosting a Slip Holders Cookout to save expenses.
  - b. Marketing: Reduce marketing costs with less advertising.
  - c. Credit Card: Inquire if Bay Lakes Systems works with other credit card processing companies and potentially switch to receive lower rates
- 5) Maintenance-
  - a. Ignore or temporarily fix repairs that require extensive work if possible. Potential of injury to guests or the creation larger failures to Marina amenities may occur.

Non-Operating ExpensesComments:

- 1) Non-operating expenses are difficult to control. I have not provided calculations that reflect a 3% cut do to the outside factors. that set those costs.

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014 YTD - July 31</u>
Marina Fest	3326	2280.95	8293.38	8209.14	8909.5	0
Seasonal Slip Fees	174571.56	185984	321095.57	297759.01	339481.5	301023.42
Daily Docking Fees	130713.75	118847.07	109159.39	125918.16	108225.58	65539.84
Launch Fees	13002.95	14589.14	15485.97	15244.68	11305.38	9124.31
Marina Services	259.78	322.32	372.39	464.52	388.68	94.8
Commercial Docking	16500	21000	64153.58	71278.5	75596.5	29987.23
Product Services	4815.44	4224.17	8358.99	6796.26	2158.15	931.12
Vending Services	1026.6	1541.28	1570.05	1005.17	765.32	252.32
Washer/Dryer	0	0	0	197.72	265.62	42.57
Misc. Charges	0	20	76.46	240.8	0	0
<b>Totals</b>	<b>344216.08</b>	<b>348808.93</b>	<b>528565.78</b>	<b>527113.96</b>	<b>547096.23</b>	<b>406995.61</b>



## 5 Year Capital Expense Projection

Year	Project	Description	Projected Expense
2015	Vehicle - Guest Transport		20,000.00
		Car or Unique Vehicle  *Providing transportation to Marina guests will allow Sister Bay to become another gateway to the County's venues	
2016	Roof Replacement		30,000.00
		2 Estimates Obtained \$9,000.00 - \$29,000.00 *Price range is lowest (asphalt shingles) to highest (cedar shake shingles) *Marina Committee's decision will determine cost between shingle types	
2017	A Dock Repair/Reface		20,000.00
		Estimate made for rewelding of necessary components on figure piers and replacement of dock face boards	
2018	B Dock Upgrade		500,000.00
		B Dock is the oldest dock in the Marina. *Considation for a fuel station has not been added to this estimate. More cost estimates to follow. *Walking down the finger piers is a safety concern. At minimum the dock needs all new face boards and welding work. <i>Grant funding available</i>	
2019	Parking/Cleaning Station		0.00
		Repave Short Term Trailer Parking Lot Install Fish Cleaning Station <i>Grant funding available for parking lot</i>  Research for project to be started September 2014	

