



## MARINA COMMITTEE MEETING AGENDA

Wednesday, May 27, 2015 at 2:00 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	<input type="checkbox"/>	2	Shane Solomon	<input type="checkbox"/>
3	Pat Duffy	<input type="checkbox"/>	4	Greg Sunstrom	<input type="checkbox"/>
5	Kevin Roberts	<input type="checkbox"/>	6	Jeff Flegel - Alt	<input type="checkbox"/>
7	Dan Jungwirth - Alt	<input type="checkbox"/>		<i>Marina Manager – Nicole Krauel</i>	<input type="checkbox"/>
	<i>Administrator – Zeke Jackson</i>	<input type="checkbox"/>			<input type="checkbox"/>

Approval of minutes as published

Comments and Correspondence

Business Items

1. Discussion on establishing a calendar for meetings and management of the marina; consider motion for action if necessary.
2. Review of the marina financial statements.
3. Discussion on marina activities with Marina Manager.
4. 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 At 2:15 P.M. Bley indicated that he had another engagement and hung up.

2  
3 In the past the Marina Manager discounted slip rental fees based upon the time of the year or  
4 detrimental slip conditions which existed, but the Village's auditors have indicated that they  
5 believe an official policy should be created and adhered to before any more discounts are  
6 applied.

7  
8 Krauel is very familiar with *Marina Magic* software as it was utilized at her former place of  
9 employment. *Lodgical* is utilized at the Sister Bay Marina, and at least initially Krauel would like  
10 to try to learn to use it. She will do some research regarding the software other marinas utilize  
11 and will present a report concerning this issue at the next meeting.

12  
13 **Item No. 2. Discussion regarding the Boathouse Mural Project; and consider a motion for**  
14 **action if necessary:**

15 Ram Rojas, who created the mural which is on the wall of Nelson Hardware in Baileys Harbor,  
16 and his associate, Ron Myers, would like to create a mural on the wall of a building(s) in Sister  
17 Bay. The Parks Committee has recommended that the mural be placed on one or more exterior  
18 walls of the Boathouse. Rojas has considered placing a mural which depicts the Village's  
19 maritime history on the east and south walls of the Boathouse, and believes this subject matter  
20 would be very well received. It typically costs \$50,000 to fund a mural project, and generally  
21 tax deductible donations are solicited to cover expenses. If the decision is made to create a  
22 mural a Project Manager will be required.

23  
24 *A motion was made by Duffy, seconded by Sunstrom that the Marina Committee grants*  
25 *permission for Ram Rojas to create a mural on the Boathouse. Motion carried – All ayes.*

26  
27 Rojas indicated that he will create sketches of proposed murals and provide them to the  
28 employees in the Administration Office ASAP.

29  
30 **Item No. 3. Discussion regarding needed repairs to the docks:**

31 There are a number of repairs which are needed on "A" Dock. The Village's Facilities Manager,  
32 Steve Mann, does have a temporary repair plan in mind, and Clove thinks the Parks Department  
33 employees as well as Bley could make those repairs. Discussion took place regarding this issue,  
34 and it was the consensus that it might be better to investigate the costs of a longer term fix.  
35 Krauel was asked to investigate the repair options which are available for "A" Dock and see that  
36 estimates are included in the packets for the next meeting of the Marina Committee.

37  
38 Discussion took place regarding installation of a fuel system at the Marina, and Clove explained  
39 the progress which has been made on planning for such a project. The next step in the process  
40 is to get preliminary fuel dock design plans. Krauel and Bley will keep the Committee members  
41 advised of the progress which is being made on drafting of the plans, and will present them to  
42 the Committee members ASAP.

43  
44 **Item No. 4. Discussion regarding painting:**

45 *Last year the Marina staff members repainted the exterior of the Marina Office Building but quite*  
46 *a bit of touch-up is needed. Clove is suggesting that the Maintenance Department employees be*  
47 *asked to do that work. It was the consensus that this shall occur.*

48  
49

1 **Item No. 5. Discussion regarding marketing of the Marina; and introduction of the**  
 2 **Marketing Director for the Village of Sister Bay:**

3 Jason Polecheck has been hired as the Marketing Director for the Village. Part of his job duties  
 4 will be to market the Marina as a "destination". He will also plan and coordinate events to be  
 5 conducted at the Marina. Drafts of a proposed Marina event invitation for transient boaters, a  
 6 tri-fold brochure and an ad which will appear in Scuttlebutt magazine were included in the  
 7 meeting packets, and the Committee members jointly reviewed all of that documentation.  
 8 Jackson took note of all suggested revisions. Discussion took place regarding whether or not  
 9 seasonal slip holders should be invited to the previously mentioned events, and it was the  
 10 consensus that if a sufficient number of RSVP's are not received from transient boaters,  
 11 invitations shall be distributed to the seasonal slip holders. If the seasonal slip holders wish to  
 12 attend any of the previously mentioned events they shall be charged \$20 per ticket.  
 13

14 **Item No. 6. Discussion on marina activities with the Marina Manager:**

15 Krauel gave the following oral report:

- 16
- 17 • She recently met with Steve Mann, and walked the docks. Mann pointed out the areas
- 18 which are in need of repair, and arrangements have been made for those repairs to be
- 19 made.
- 20 • Invoices will be mailed to all the commercial vendors at the Marina in the near future.
- 21 • Mann and Krauel have been asked to see that additional signage is created for the top
- 22 of the commercial vendor kiosk at the Marina.
- 23 • This year Max McHugh, Ethan Voeks, Olivia Potter, Griffin Olson, Collin Duffy, Ashley
- 24 Hockers and Ava Erickson will be working at the Marina.  
 25

26 **Item No. 7. Consider a motion to discuss matter to be placed on a future agenda or referred**  
 27 **to a committee, official or employee:**

28 It was the consensus that the following issues shall be addressed at the next meeting of the  
 29 Marina Committee:

- 30 A. Discussion regarding the brands of Marina software which are available.
- 31 B. Discussion regarding "A" Dock repairs.
- 32 C. Discussion regarding establishment of a policy concerning answering of
- 33 the telephone at the Marina.
- 34 D. Discussion regarding establishment of a policy concerning the assistance
- 35 Marina employeess shall provide to persons utilizing the launch ramp at the
- 36 Marina.

37 *The next meeting of the Marina Committee was scheduled for Wednesday, May 27, 2015 at*  
 38 *2:00 P.M.*  
 39

40 **Adjournment:**

41 *A motion was made by Duffy, seconded by Sunstrom to adjourn the meeting of the Marina*  
 42 *Committee at 4:09 P.M. Motion carried – All ayes.*  
 43

44 Respectfully submitted,

45 

46 Janal Suppanz,  
 47 Assistant Administrator