



## MARINA COMMITTEE MEETING AGENDA

Friday, September 18, 2015 at 9:30 a.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 a Marina Tip policy; consider a motion for action if necessary.
2. Review of Marketing for 2015.
3. Review of the marina financial statements.
4. Discussion on 2016 Marina Budget; consider a motion for action to refer to Finance for further action.
5. Discussion on 2016 Marina Capital Improvement Program; consider a motion for action if necessary.
6. Discussion on marina activities with Marina Manager.
7. Review Boathouse Contract; consider a motion for action if necessary.
8. 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 report for that same fund were included in the meeting packets, and the Committee members  
 2 jointly reviewed all of those documents. Krauel noted that the financial reports for this year do  
 3 not include a \$4,000 payment on account which was just received a few days ago. Further, it is  
 4 her understanding that the Village Clerk-Treasurer will be mailing invoices to all the  
 5 commercial slip holders in June.

6  
 7 *Sunstrom suggested that prior to the time that work is done on the 2016 budget, a list of the*  
 8 *seasonal and transient slips which are available and the rates which are charged for each of*  
 9 *them be prepared. It was the consensus that this shall occur. It was also the consensus that a*  
 10 *spreadsheet shall be prepared which clearly delineates how many "weather cancellations"*  
 11 *there are during the upcoming season.*

12  
 13 Krauel noted that storage space is very limited at the Marina Office, and it was the consensus  
 14 that the storage room at the Boathouse shall be utilized.

15  
 16 **Item No. 3. Discussion on Marina activities with the Marina Manager:**

17 Krauel gave the following oral report:

- 18 • She is no longer working for the Village of Egg Harbor, and is now the full-time  
 19 Manager of the Sister Bay Marina. Bley has accepted an internship elsewhere and will  
 20 only be working as the Assistant Manager at the Marina on the weekends. There have  
 21 been a few staffing changes since the last meeting – This year's Marina employees will  
 22 be Ava Erickson, Ashley Hockers, Tiffany Enea, Max McHugh, Ethan Voeks, Griffin  
 23 Olson, Collin Duffy, and Afton Greenwood.
- 24  
 25 • The new staff members are now being trained on an individual basis, but a "hands-on"  
 26 training session will be conducted for all the staff members later in the summer.
- 27  
 28 • The end wall on "B" Dock has been removed. There is now a much better line of site  
 29 from that dock and there is an uninterrupted tie at that location.
- 30  
 31 • There will be a bit of a change to the Marina employees' uniforms. In the future they  
 32 will be wearing "safety green".
- 33  
 34 • She and Bley are actively attempting to find tenants for the three seasonal slips which  
 35 haven't been rented yet.
- 36  
 37 • A few issues have arisen with the *Lodgical* software. The County's IT Department staff  
 38 members and Greg Swain are looking into possible solutions to those issues.
- 39  
 40 • She has been working on designing a banner to be placed on the commercial vendor  
 41 kiosk.
- 42  
 43 • She will be ordering *Lands End* Marina logowear and will also be ordering new burgees  
 44 soon.
- 45  
 46 • The large outdoor ice machine has been moved to a different location, and an indoor  
 47 ice machine has now been placed in the staff area at the Marina Office.
- 48  
 49 • The seasonal launch stickers should be here by the end of the week.

- 1  
2
- She intends to create “Welcome” cards for the transient boaters.  
3 *The Committee members indicated that they believe this is a good idea, but would also*  
4 *like to see “Welcome” packets created.*  
5
  - She had to get a new battery for the shuttle van, and because of space limitations it has  
6 been parked in the Overflow Boat Storage Area. She has discussed “wrapping” the van  
7 with Woody of Woody’s Signs, but he informed her that before the van can be  
8 “wrapped” some body work will be required. Estimates for all the required work will be  
9 obtained and presented to the Marina Committee ASAP.  
10
  - In Egg Harbor she saw to it that staff members provided assistance to any boaters who  
11 requested it at the launch ramp, and she intends to see that the same policy is enacted  
12 here. Unless there are extraordinary circumstances Marina employees will not be  
13 expected to back up any vehicles towing trailers.  
14  
15  
16

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

19 *It was the consensus that in the future any financial reports which are included in the Marina*  
20 *Committee packets shall include YTD information for the prior year.*  
21

22 *Sunstrom noted that there was an article in the Milwaukee Journal which stated that legislators*  
23 *are considering amending the State’s dredging regulations. It was the consensus that Jackson*  
24 *shall send a letter of support to the appropriate state officials on behalf of the entire Marina*  
25 *Committee ASAP.*  
26

27 *The Committee members complimented Krauel and Bley on their success rate with renting out*  
28 *seasonal slips this year. Krauel was asked to do some research regarding seasonal slip rental*  
29 *quotas, and she was also asked to prepare a draft of a Waiting List Policy. All that*  
30 *documentation will be reviewed at one of the off-season Marina Committee meetings. During*  
31 *the off-season Krauel will also present information regarding the brands of Marina software*  
32 *which are available.*  
33

34 *Clove indicated that he believes the boaters’ lounge should be brought to the “next level”. To*  
35 *that end he would like to see interlocking drainage mats installed in the shower areas. He would*  
36 *also like to see “Easysit” fold-up shower seats or pedestals installed in the changing areas.*  
37

38 Sunstrom indicated that he is very upset that the Marina Committee members were not allowed  
39 to provide input or kept informed of the managerial staffing decisions which were made at the  
40 Marina. He also believes the Committee members should have been given an opportunity to  
41 provide input regarding the Marina promotional campaign and any planned activities. Clove  
42 explained that relatively quick action had to be taken on both of those issues as there was a  
43 need to get a new Marina Manager and a new Marketing Director on board before the “season”  
44 commenced. He also noted that to his knowledge the Marina Committee members were never  
45 involved when potential Marina employees were interviewed; that was the responsibility of the  
46 Marina Committee Chair, the Village Administrator and the Assistant Administrator.  
47  
48  
49  
50

1 **Adjournment:**

2 *A motion was made by Sunstrom, seconded by Duffy to adjourn the meeting of the Marina*  
3 *Committee at 4:02 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Administrative Assistant



# Village of Sister Bay

## MARINA REPORT

**Meeting Date 09/18/15**

**Item No.: 1**

**Recommendation:** That the Marina Committee act on a Recommendation of the Chair of the Committee to alter the tip handling policy to handle payouts to staff on a more regular basis as opposed to end of season.

**Background:** The Marina has, in the past, collected all tips on behalf of employees. Those tips were distributed at year end as “wages”. Distribution after such a long time after meaningful labor has been performed is unlikely to significantly incentivize some employees. Allowing employees to pool and distribute tips on a more frequent basis will likely increase the incentive for “good service”.

**Fiscal Impact:** unknown at this time.

Respectfully submitted,

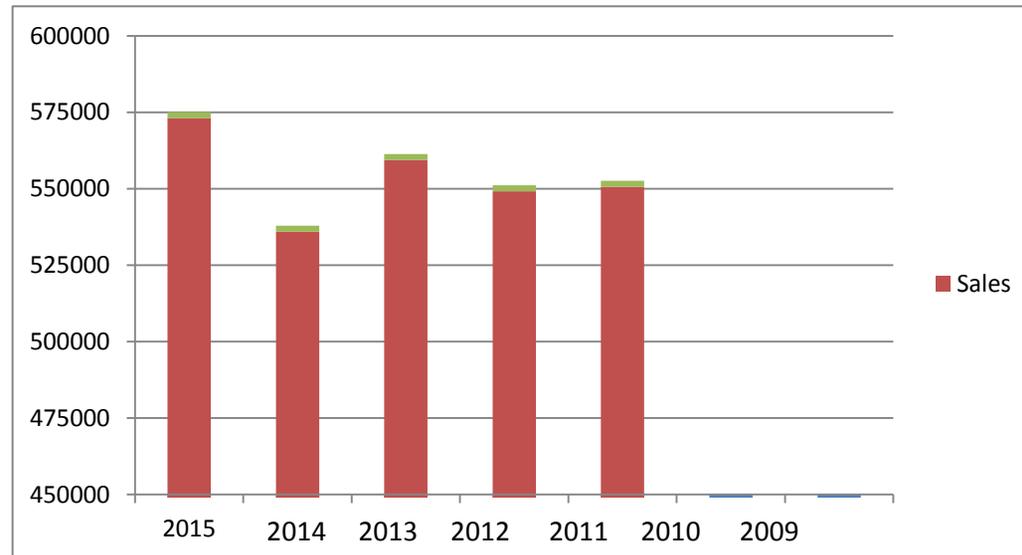
Nicole Krauel  
Marina Manager

## Marina Events, 2015

	2012	2013	2014	2015
June	\$ 3,681.07	\$ 2,752.82	\$ 2,090.23	\$ 4,213.63
July	\$ 744.99	\$ 2,415.30	\$ 1,969.93	\$ 2,451.43
August	\$ 3,003.76	\$ 1,841.26	\$ 2,716.42	\$ 5,205.20

## SISTER BAY MARINA HISTORICAL CASH FLOW

	<b>2015 Estimate</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Marina Fest	\$ 18,238.00	\$ 5,868.56	\$ 8,909.00	\$ 8,209.00	\$ 8,292.00	\$ 2,280.00	\$ 3,326.00
Seasonal slip fees	\$ 336,446.21	\$ 313,727.93	\$ 339,481.00	\$ 297,759.00	\$ 321,095.00	\$ 185,984.00	\$ 174,571.00
daily docking fees*	\$ 112,000.00	\$ 109,258.83	\$ 108,225.00	\$ 125,918.00	\$ 109,159.00	\$ 118,847.00	\$ 130,713.00
launch fees	\$ 11,500.00	\$ 12,018.26	\$ 11,305.00	\$ 15,244.00	\$ 15,485.00	\$ 14,589.00	\$ 13,002.00
marina services	\$ 94.80	\$ 227.52	\$ 388.00	\$ 464.00	\$ 372.00	\$ 322.00	\$ 259.00
commercial docking	\$ 76,732.75	\$ 76,732.75	\$ 75,596.00	\$ 71,278.00	\$ 64,153.00	\$ 21,000.00	\$ 16,500.00
product sales	\$ 1,761.06	\$ 1,941.67	\$ 2,158.00	\$ 6,796.00	\$ 8,358.00	\$ 4,224.00	\$ 4,815.00
vending sales	\$ -	\$ 566.06	\$ 765.00	\$ 1,005.00	\$ 1,570.00	\$ 1,541.00	\$ 1,026.00
washer dryer	\$ 567.18	\$ 230.59	\$ 265.00	\$ 197.00	\$ -	\$ -	\$ -
misc	\$ 18.02	\$ -	\$ -	\$ 240.00	\$ 76.00	\$ 20.00	\$ -
 Boat House	 \$ 13,671.00	 \$ 13,290.50	 \$ 10,242.00	 \$ 20,000.00	 \$ 20,000.00	 \$ 11,068.00	 \$ -
	<b>\$ 571,029.02</b>	<b>\$ 533,862.67</b>	<b>\$ 557,334.00</b>	<b>\$ 547,110.00</b>	<b>\$ 548,560.00</b>	<b>\$ 359,875.00</b>	<b>\$ 344,212.00</b>



**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2015**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES</u>					
201-46751-00-0000	SEASONAL SLIP FEES	336,446.21	336,446.21	339,472.00 ( 3,025.79 )	99.11
201-46752-00-0000	DAILY DOCKING FEES	93,055.10	93,055.10	119,295.00 ( 26,239.90 )	78.00
201-46753-00-0000	LAUNCH FEES	9,264.76	9,264.76	12,000.00 ( 2,735.24 )	77.21
201-46755-00-0000	MARINA SERVICES	94.80	94.80	400.00 ( 305.20 )	23.70
201-46761-00-0000	COMMERCIAL DOCKING	22,563.53	22,563.53	76,730.00 ( 54,166.47 )	29.41
201-46764-00-0000	PRODUCT SALES	1,761.06	1,761.06	2,200.00 ( 438.94 )	80.05
201-46767-00-0000	VENDING SALES	.00	.00	750.00 ( 750.00 )	.00
201-46768-00-0000	WASHER/DRYER	567.18	567.18	200.00 367.18	283.59
201-46900-00-0000	MISC CHARGES FOR SERVICES	18.02	18.02	100.00 ( 81.98 )	18.02
	<b>TOTAL PUBLIC CHARGES</b>	<b>463,770.66</b>	<b>463,770.66</b>	<b>551,147.00 ( 87,376.34 )</b>	<b>84.15</b>
<u>MISCELLANEOUS REVENUES</u>					
201-48110-00-0000	INTEREST ON INVESTMENTS	365.83	365.83	600.00 ( 234.17 )	60.97
201-48260-00-0000	BLDG RENTAL - BOATHOUSE	9,107.54	9,107.54	15,000.00 ( 5,892.46 )	60.72
201-48500-00-0000	DONATIONS	150.00	150.00	.00 150.00	.00
201-48990-00-0000	MISC OTHER REVENUE	184.77	184.77	200.00 ( 15.23 )	92.39
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>9,808.14</b>	<b>9,808.14</b>	<b>15,800.00 ( 5,991.86 )</b>	<b>62.08</b>
	<b>TOTAL FUND REVENUE</b>	<b>473,578.80</b>	<b>473,578.80</b>	<b>566,947.00 ( 93,368.20 )</b>	<b>83.53</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2015**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MARINA EXP</u>					
201-55101-00-0000	WAGES, MANAGER	19,766.98	19,766.98	25,254.00	5,487.02 78.27
201-55101-32-0000	MANAGER, MARINA FEST	58.06	58.06	.00 ( 58.06)	.00
201-55105-00-0000	WAGES, ADMIN	9,327.25	9,327.25	9,585.00	257.75 97.31
201-55105-04-0000	MAINTENANCE, PARKS	7,347.60	7,347.60	8,180.00	832.40 89.82
201-55105-08-0000	DOCKMASTERS, PART-TIME	33,669.16	33,669.16	39,796.00	6,126.84 84.60
201-55105-32-0000	WAGES, MARINA FEST	143.60	143.60	.00 ( 143.60)	.00
201-55110-08-0000	OVERTIME, DOCKMASTERS	163.70	163.70	199.00	35.30 82.26
201-55111-00-0000	BONUSES, DOCKMASTERS	.00	.00	4,306.00	4,306.00 .00
201-55112-00-0000	UNWORKED WAGES	654.70	654.70	.00 ( 654.70)	.00
201-55115-00-0000	RETIREMENT	1,077.12	1,077.12	3,894.00	2,816.88 27.66
201-55120-00-0000	SOCIAL SECURITY	4,130.23	4,130.23	7,827.00	3,696.77 52.77
201-55125-00-0000	INSURANCE, MEDICAL	3,967.71	3,967.71	13,748.00	9,780.29 28.86
201-55130-00-0000	INSURANCE, DENTAL	383.36	383.36	1,099.00	715.64 34.88
201-55135-00-0000	INSURANCE, DISABILITY	150.59	150.59	480.00	329.41 31.37
201-55140-00-0000	INSURANCE, GROUP LIFE	23.27	23.27	66.00	42.73 35.26
201-55145-00-0000	INSURANCE, WORK COMP	3,770.69	3,770.69	6,656.00	2,885.31 56.65
201-55155-00-0000	TRANSFER TO TKH	.00	.00	( 8,089.00)	( 6,089.00) .00
201-55190-00-0000	BENEFIT FEES AND PENALTIES	31.15	31.15	.00 ( 31.15)	.00
	<b>PERSONNEL</b>	<b>84,665.17</b>	<b>84,665.17</b>	<b>115,001.00</b>	<b>30,335.83 73.62</b>
201-55201-00-0000	TRAVEL/TRAINING	2,248.35	2,248.35	1,000.00 ( 1,248.35)	224.83
201-55205-00-0000	RECRUIT/TESTING/PHYSICALS	430.00	430.00	40.00 ( 390.00)	1,075.00
201-55210-00-0000	EXPENSE ALLOWANCE	6.14	6.14	150.00	143.86 4.09
201-55215-00-0000	UNIFORMS & CLOTHING	493.00	493.00	600.00	107.00 82.17
	<b>INDIRECT EMPLOYEE</b>	<b>3,177.49</b>	<b>3,177.49</b>	<b>1,790.00 ( 1,387.49)</b>	<b>177.51</b>
201-55340-00-0000	MARINA UTILITIES	16,098.51	16,098.51	20,000.00	3,901.49 80.49
201-55341-00-0000	BOATHOUSE UTILITIES	908.82	908.82	2,000.00	1,091.18 45.44
201-55360-00-0000	TELEPHONE	480.85	480.85	750.00	269.15 64.11
201-55365-00-0000	CELL PHONES	544.24	544.24	600.00	55.76 90.71
201-55370-00-0000	INTERNET	1,315.62	1,315.62	1,000.00 ( 315.62)	131.56
201-55375-00-0000	CHARTER TV	712.19	712.19	840.00	127.81 84.78
	<b>UTILITY COSTS</b>	<b>20,060.23</b>	<b>20,060.23</b>	<b>25,190.00</b>	<b>5,129.77 79.64</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2015**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55401-00-0000 OFFICE SUPPLIES	408.83	408.83	400.00 (	8.83 )	102.21
201-55405-00-0000 COMPUTER HARDWARE/SOFTWARE	655.42	655.42	340.00 (	315.42 )	192.77
201-55410-00-0000 PRINTING AND COPYING	197.15	197.15	25.00 (	172.15 )	788.60
201-55415-00-0000 POSTAGE	445.57	445.57	200.00 (	245.57 )	222.78
201-55420-00-0000 DUES & PUBLICATIONS	290.00	290.00	800.00	510.00	36.25
201-55430-00-0000 CUSTODIAL SUPPLIES	2,299.02	2,299.02	2,000.00 (	299.02 )	114.95
201-55434-00-0000 SUPPLIES FOR RESALE	1,689.42	1,689.42	1,455.00 (	234.42 )	116.11
201-55435-00-0000 VENDING SUPPLIES (SODA)	.00	.00	600.00	600.00	.00
201-55440-00-0000 MEDICAL & SAFETY	.00	.00	97.00	97.00	.00
201-55460-00-0000 MINOR EQUIPMENT	42.99	42.99	150.00	107.01	28.66
201-55465-00-0000 SERVICE EQUIPMENT	611.88	611.88	500.00 (	111.88 )	122.38
201-55470-00-0000 RECREATION EQUIP/SUPPLIES	23.97	23.97	100.00	76.03	23.97
201-55475-00-0000 BICYCLES	.00	.00	800.00	800.00	.00
201-55490-00-0000 AMENITIES	526.03	526.03	750.00	223.97	70.14
201-55495-00-0000 MISCELLANEOUS SUPPLIES	12.98	12.98	200.00	187.02	6.49
<b>SUPPLIES</b>	<b>7,203.26</b>	<b>7,203.26</b>	<b>8,417.00</b>	<b>1,213.74</b>	<b>85.58</b>
201-55501-00-0000 AUDIT	3,210.00	3,210.00	3,100.00 (	110.00 )	103.55
201-55502-00-0000 ACCOUNTING SUPPORT	1,630.35	1,630.35	1,900.00	269.65	85.81
201-55503-00-0000 CREDIT CARD FEES	6,477.68	6,477.68	7,500.00	1,022.32	86.37
201-55504-00-0000 INFORMATION TECHNOLOGY	1,002.48	1,002.48	600.00 (	402.48 )	167.08
201-55510-00-0000 CONSULTING	295.00	295.00	.00 (	295.00 )	.00
201-55515-00-0000 LEGAL SERVICES	457.00	457.00	500.00	43.00	91.40
201-55525-00-0000 PROPERTY/LIABILITY INSURANCE	7,307.45	7,307.45	11,000.00	3,692.55	66.43
201-55532-00-0000 MARKETING/PUBLICITY	4,395.00	4,395.00	8,000.00	3,605.00	54.94
201-55535-00-0000 WEBSITE SUPPORT	506.66	506.66	500.00 (	6.66 )	101.33
201-55551-00-0000 GARBAGE PICKUP	1,166.51	1,166.51	1,800.00	633.49	64.81
201-55552-00-0000 RECYCLING	106.28	106.28	300.00	193.72	35.43
201-55565-00-0000 MARINA COMMITTEE	.00	.00	800.00	800.00	.00
201-55567-00-0000 FESTIVAL/EVENT COSTS	910.34	910.34	.00 (	910.34 )	.00
201-55570-00-0000 PERMITS & FEES	227.00	227.00	150.00 (	77.00 )	151.33
201-55595-00-0000 MISC SERVICES	.00	.00	100.00	100.00	.00
<b>SERVICES</b>	<b>27,691.75</b>	<b>27,691.75</b>	<b>36,250.00</b>	<b>8,558.25</b>	<b>76.39</b>
201-55601-00-0000 OFFICE EQUIPMENT	332.56	332.56	300.00 (	32.56 )	110.85
201-55615-00-0000 GROUNDS MAINTENANCE	73.78	73.78	250.00	176.22	29.51
201-55635-00-0000 WEED CONTROL SERVICES	3,178.19	3,178.19	3,200.00	21.81	99.32
201-55640-00-0000 BUILDING MAINTENANCE	1,274.71	1,274.71	4,000.00	2,725.29	31.87
201-55641-00-0000 BOATHOUSE MAINTENANCE	765.28	765.28	1,500.00	734.72	51.02
201-55647-00-0000 DOCK MAINTENANCE	4,255.51	4,255.51	20,000.00	15,744.49	21.28
201-55675-00-0000 EQUIPMENT RENTAL	.00	.00	150.00	150.00	.00
<b>MAINTENANCE</b>	<b>9,880.03</b>	<b>9,880.03</b>	<b>29,400.00</b>	<b>19,519.97</b>	<b>33.61</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2015**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55701-00-0000 VEHICLE MAINTENANCE	123.95	123.95	200.00	76.05	61.98
201-55705-00-0000 EQUIPMENT MAINTENANCE	402.05	402.05	485.00	82.95	82.90
201-55710-00-0000 GAS/OIL/FLUIDS	232.09	232.09	300.00	67.91	77.36
	<hr/>				
VEHICLES AND EQUIPMENT	758.09	758.09	985.00	226.91	76.96
	<hr/>				
201-55910-00-0000 BAD DEBT EXP	277.00	277.00	.00 (	277.00 )	.00
201-55930-00-0000 BANK FEES & FINANCE CHARGES	.00	.00	50.00	50.00	.00
201-55950-00-0000 MISC OTHER EXP	.00	.00	100.00	100.00	.00
201-55971-00-0000 DEPRECIATION EXPENSE	143,333.36	143,333.36	215,000.00	71,666.64	66.67
201-55986-00-0000 INTEREST ON LONG-TERM DEBT	39,145.31	39,145.31	92,624.00	53,478.69	42.26
201-55992-00-0000 MARINA PILOT TRANSFER	85,586.64	85,586.64	128,380.00	42,793.36	66.67
	<hr/>				
MISCELLANEOUS	268,342.31	268,342.31	436,154.00	167,811.69	61.52
	<hr/>				
TOTAL MARINA EXP	421,778.33	421,778.33	653,187.00	231,408.67	64.57
	<hr/>				
TOTAL FUND EXPENDITURES	421,778.33	421,778.33	653,187.00	231,408.67	64.57
	<hr/> <hr/>				
NET REVENUES OVER EXPENDITURES	51,800.47	51,800.47	( 86,240.00 ) (	324,776.87 )	60.07
	<hr/> <hr/>				

# Village of Sister Bay 2016 Annual Budget

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		2013	2014	2015	2015	2016
Fund 201 / Department 55		Actual	Actual	Budget	Estimate	Budget
<b>Marina Enterprise Fund</b>						
<b>Revenues</b>						
<b>Public Charges for Services</b>						
46741	Festivals (Marina Fest)	8,910	5,869	8,500	18,238	17,500
46751	Seasonal Fees	339,482	313,728	339,472	337,000	339,472
46752	Transient Fees	108,226	109,259	119,295	112,000	112,000
46753	Launch Fees	11,305	12,018	12,000	11,500	12,000
46754	Bike Rental	0	0	0	0	0
46755	Marina Services	389	228	400	133	200
	Subtotal	\$468,311	\$441,101	\$479,667	\$478,871	\$481,172
<b>Commercial Revenues</b>						
46761	Commercial Docking	75,597	76,733	76,730	76,730	76,730
46764	Product Sales (incl. ice)	2,158	1,942	2,200	2,200	2,200
46767	Vending Sales (Soda)	765	566	750	35	350
46768	Washer/Dryer	266	231	200	231	300
46900	Misc. Charges	0	0	100	7	25
	Subtotal	\$78,786	\$79,471	\$79,980	\$79,203	\$79,605
<b>Miscellaneous Revenues</b>						
48110	Interest on Investments	1,353	813	600	620	670
48260	Boathouse Rental	10,243	13,291	15,000	13,671	19,500
48500	Donations	0	83	0	150	0
48910	Refunds	0	0	0	0	0
48990	Miscellaneous Other Revenues	157	264	200	200	200
	Subtotal	\$11,752	\$14,451	\$15,800	\$14,641	\$20,370
<b>Transfers</b>						
49210	Transfer from General Fund	0	0	0	0	0
49240	Transfer from CIP Fund	0	25,000	0	0	0
	Subtotal	\$0	\$25,000	\$0	\$0	\$0
	<b>Total Revenues</b>	<b>\$558,848</b>	<b>\$560,023</b>	<b>\$575,447</b>	<b>\$572,715</b>	<b>\$581,147</b>

# Village of Sister Bay 2016 Annual Budget

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		2013	2014	2015	2015	2016
Fund 201 / Department 55		Actual	Actual	Budget	Estimate	Budget
<b>Marina Enterprise Fund</b>						
<b>Expenditures</b>						
<b>Direct Employee Costs</b>						
55101	Wages, Manager	22,020	25,610	40,254	33,700	40,000
55105	Wages, Admin	7,935	8,737	9,585	12,270	10,678
55105	Maintenance, Parks	11,827	7,919	8,180	8,180	8,500
55105	Wages, Seasonal	34,760	31,101	39,796	36,313	41,208
55110	Wages, Overtime	1,357	8	199	260	221
55111	Bonuses	392	465	4,306	4,306	2,500
55115	Retirement	1,379	1,137	3,894	3,682	4,024
55120	Social Security	6,135	5,536	7,827	6,940	7,696
55125	Insurance, Medical	4,020	1,657	13,748	5,952	9,871
55130	Insurance, Dental	296	244	1,099	575	1,120
55135	Insurance, Disability	166	117	480	226	480
55140	Insurance, Group Life	76	38	66	35	48
55145	Insurance, Work Comp	4,240	3,180	6,656	6,255	6,662
55150	Unemployment Costs	693	0	0	0	0
55155	Transfer to TKH	0	0	-6,089	-6,089	-5,697
	Subtotal	\$95,296	\$85,748	\$130,001	\$112,604	\$127,312
<b>Indirect Employee</b>						
55201	Travel/Training	1,719	1,073	1,000	2,248	500
55205	Recruitment/Testing/Physicals	0	10	40	430	200
55210	Expense Allowance	222	122	150	6	200
55215	Uniforms and Clothing	716	285	600	493	900
55225	Recognition	0	0	0	0	0
	Subtotal	\$2,657	\$1,490	\$1,790	\$3,177	\$1,800
<b>Utility Costs</b>						
55340	Marina Utility Costs	19,811	22,061	20,000	23,787	24,000
55341	Boathouse Utilities	1,953	1,348	2,000	1,285	1,350
55360	Telephone	691	735	750	721	750
55365	Cellphones	160	932	600	816	900
55370	Internet	618	4,092	1,000	1,973	2,000
55375	Charter TV (Boathouse only from 2014)	6,810	1,868	840	1,221	567
	Subtotal	\$30,043	\$31,036	\$25,190	\$29,804	\$29,567

# Village of Sister Bay 2016 Annual Budget

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		2013	2014	2015	2015	2016
Fund 201 / Department 55		Actual	Actual	Budget	Estimate	Budget
<b>Marina Enterprise Fund</b>						
<b>Supplies</b>						
55401	Office Supplies	311	257	400	350	400
55405	Computer Hardware/Software	160	1,507	340	655	5,000
55410	Printing and Copying	440	296	400	338	500
55415	Postage	262	266	200	450	300
55420	Dues and Publications	250	125	800	290	300
55430	Custodial Supplies	1,719	1,831	2,000	2,455	2,500
55434	Supplies For Resale	1,305	1,227	1,455	1,388	1,500
55435	Vending Supplies (Soda)	530	436	600	0	0
55440	Medical and Safety	0	0	97	0	100
55460	Minor Equipment	37	73	150	0	500
55465	Service Equipment	0	0	500	0	200
55470	Recreation Equip/Supplies	499	57	100	0	500
55475	Bicycles	0	0	800	0	50
55490	Amenities (coffee & shower supplies)	458	598	750	601	750
55495	Miscellaneous Other Supplies	395	119	200	0	200
	Subtotal	\$6,367	\$6,791	\$8,792	\$6,527	\$12,800
<b>Other Services</b>						
55501	Audit	2,970	1,920	3,100	3,210	3,210
55502	Accounting Support	175	1,745	1,900	1,630	1,900
55503	Credit Card Fees	7,503	6,787	7,500	7,762	7,800
55504	Information Technology (10%)	0	470	600	759	600
55510	Consulting Services	980	350	0	135	350
55515	Legal Services	628	475	500	275	500
55525	Property/Liability Insurance	7,483	5,769	11,000	7,622	7,750
55530	Legal Notices (formerly ads)	0	14		14	100
55532	Marketing/Publicity	2,679	2,146	8,000	3,895	8,000
55535	Website Support	428	184	500	507	500
55551	Rubbish Disposal	1,739	1,550	1,800	1,458	1,800
55552	Recycling	233	319	300	188	300
55565	Marina Committee	1,040	400	800	312	800
55567	Festival/Event Costs	18,820	16,510	18,500	28,754	25,000
55570	Permits & Fees	690	220	150	227	250
55595	Misc. Other Services	0	0	100	0	100
	Subtotal	\$45,368	\$38,859	\$54,750	\$56,748	\$58,960
<b>Maintenance</b>						
55601	Office Equip Maint/Postage Meter	59	240	300	384	300
55605	Computer Maintenance	0	0	0	0	0
55615	Grounds Maintenance	184	212	250	59	250
55635	Weed Control Services	3,031	3,178	3,200	3,178	3,200
55640	Building Maintenance	1,907	3,840	4,000	1,317	2,000
55641	Boathouse Maintenance	1,884	332	1,500	913	1,000
55647	Dock Maintenance	81,575	11,027	20,000	9,625	15,000
55675	Equipment Rental	0	0	150	0	150
	Subtotal	\$88,640	\$18,829	\$29,400	\$15,476	\$21,900
<b>Vehicles and Other</b>						
55701	Vehicle Maintenance (Club Car)	0	36	200	124	100
55705	Equipment Maintenance	586	457	485	422	450
55710	Gas/Oil/Fluids	292	367	300	426	450
	Subtotal	\$878	\$859	\$985	\$972	\$1,000
<b>Non-Operating Expenses</b>						

# Village of Sister Bay 2016 Annual Budget

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		2013	2014	2015	2015	2016
Fund 201 / Department 55		Actual	Actual	Budget	Estimate	Budget
<b>Marina Enterprise Fund</b>						
55910	Bad Debt Exp	107	0	0	227	0
55920	Penalties & Fines	26	0	0	0	0
55930	Bank Fees & Finance Charges	17	30	50	50	50
55940	Discounted Sales					7,500
55950	Miscellaneous Other Exp.	0	0	100	0	100
55971	Depreciation Expense	214,205	202,311	215,000	215,000	215,000
55975	Other Non-Operating Exp.	0	0	0	0	0
	Subtotal	\$214,354	\$202,341	\$215,150	\$215,277	\$222,650
<b>Debt</b>						
55986	Interest on Long-Term Debt	81,833	78,385	77,766	77,766	76,694
55986	Interest payable to TID Fund for Loan	16,300	15,587	14,859	14,859	14,116
	Subtotal	\$98,133	\$93,972	\$92,624	\$92,625	\$90,810
<b>Transfers</b>						
55991	Operating Transfer to General Fund	0	0	0	0	15,000
55992	PILOT Payment	161,905	161,905	128,380	128,380	128,380
	Subtotal	\$161,905	\$161,905	\$128,380	\$128,380	\$143,380
	<b>Total Expenses</b>	<b>\$743,641</b>	<b>\$641,831</b>	<b>\$687,062</b>	<b>\$661,590</b>	<b>\$710,178</b>

# Village of Sister Bay 2016 Annual Budget

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	2013	2014	2015	2015	2016
Fund 201 / Department 55	Actual	Actual	Budget	Estimate	Budget
<b>Marina Enterprise Fund</b>					
<b>Expense Summary</b>					
Operating Expenses	269,249	183,613	250,908	225,308	253,338
Depreciation & other Non-Operating Exp	214,354	202,341	215,150	215,277	222,650
Debt Service	98,133	93,972	92,624	92,625	90,810
Capital, Other Transfers	161,905	161,905	128,380	128,380	143,380
<b>Total</b>	<b>\$743,641</b>	<b>\$641,831</b>	<b>\$687,062</b>	<b>\$661,590</b>	<b>\$710,178</b>
<b>Net Income/(Loss)</b>	<b>(\$184,792)</b>	<b>(\$81,808)</b>	<b>(\$111,615)</b>	<b>(\$88,876)</b>	<b>(\$129,031)</b>
<b>Net Income/(Loss) without Non-Cash</b>		<b>\$57,856</b>	<b>\$31,260</b>	<b>\$54,000</b>	<b>\$20,602</b>
<b>Beginning Net Asset Balance</b>	<b>1,956,057</b>	<b>1,771,265</b>	<b>1,670,473</b>	<b>1,689,457</b>	<b>1,600,581</b>
Prior period adjustment					
<b>Ending Net Asset Balance</b>	<b>\$1,771,265</b>	<b>\$1,689,457</b>	<b>\$1,558,858</b>	<b>\$1,600,581</b>	<b>\$1,492,152</b>
<i>Proof to Audit (p. 14)</i>	<i>1,771,265</i>	<i>1,689,453</i>			
<b>Adjust for Other Sources and Uses of Cash</b>					
Long-Term Advance from TIF @2%	-35,683	-36,397	-37,124	-37,124	-37,867
Subtract Debt Principal	-88,750	-26,250	-35,000	-35,000	-35,000
Add Depreciation	214,205	202,311	215,000	215,000	215,000
Subtract Capital Expenses	0		-8,000	0	0
Subtotal	<b>\$89,772</b>	<b>\$139,664</b>	<b>\$134,876</b>	<b>\$142,876</b>	<b>\$142,133</b>
<b>Net Change in Cash Position</b>	<b>-\$95,021</b>	<b>\$57,856</b>	<b>\$23,260</b>	<b>\$54,000</b>	<b>\$13,102</b>
<b>Estimated Net Cash Available</b>					
Beginning of Year	\$227,207	\$224,559	\$139,748	\$282,415	\$336,415
At Year-End	\$132,186	\$282,415	\$163,008	\$336,415	\$349,517
<b>Available Net Assets Balance</b>	<b>\$1,861,037</b>	<b>\$1,829,121</b>	<b>\$1,693,733</b>	<b>\$1,743,457</b>	<b>\$1,634,285</b>
(after loan payments and capital exp, but before depreciation)					
<b>Capital Expense Projections</b>					
roof replacement					
future dock maintenance					
new bathrooms					
other- van and boathouse			8,000		
future projects subtotal			<b>\$8,000</b>		

Year	Project	Description	Estimated Cost (2015 Dollars)	
2016	Pumpout Upgrade	Mobile and/or additional fixed pumpout equipment	\$	10,000.00
	A Dock Resurface	Resurface Walkway Area; demolish existing cement, Rebuild with new surface; add plumbing and electric	\$	30,000.00
	Nav Markers			\$1,500
			\$	41,500.00
2017	A Dock Finger Piers	Floating Finger Piers setup on A Dock	\$	40,000.00
	Golf Cart, Gator		\$	12,000.00
	Washer/Dryer		\$	7,000.00
				\$59,000
2018	Reserve		\$	40,000.00
	Roof?	estimate from 2014 of \$9000-\$29,000 depending on type Asphalt Shingle or Cedar Shake		
			\$	40,000.00
2019	Reserve		\$	40,000.00
			\$	40,000.00
2020	Reserve		\$	40,000.00



2015 Marina Customer Satisfaction Survey

Thank you for your participation in this survey. Please take a few minutes to share your opinion. All answers will remain completely confidential and anonymous- no personal information will be shared, only statistical data.

1. Do you think the Marina was well managed this year? Yes or No

2. Please rate the following items: 1 to 5, where 1 means "Poor" and 5 means "Excellent"

	"poor"	1	2	3	4	5	"excellent"
Dockhands knew their job		<input type="checkbox"/>					
Restrooms were clean		<input type="checkbox"/>					
Docks were clean		<input type="checkbox"/>					
Shower room clean		<input type="checkbox"/>					
Dockmaster Attitude and quality of service		<input type="checkbox"/>					
Launching Assistance		<input type="checkbox"/>					
Check in and out efficiency		<input type="checkbox"/>					

3. Think about Sister Bay and your time here....did you do any of the following?

	Yes	No
Purchase a souvenir	<input type="checkbox"/>	<input type="checkbox"/>
Dine Out at a Restaurant	<input type="checkbox"/>	<input type="checkbox"/>
Stay at a Hotel	<input type="checkbox"/>	<input type="checkbox"/>
Purchase clothing or other items	<input type="checkbox"/>	<input type="checkbox"/>

4. How many times did you leave the dock? \_\_\_\_\_

5. Did you use our pumpout facilities? \_\_\_\_\_

6. Did you need overnight or long term parking? \_\_\_\_\_

7. Did you visit any of the engage in any of the following attractions or activities in Sister Bay or Door County during your stay?

	Yes	No
Golf	<input type="checkbox"/>	<input type="checkbox"/>
State Parks	<input type="checkbox"/>	<input type="checkbox"/>
Visit a different Community	<input type="checkbox"/>	<input type="checkbox"/>
Marinafest	<input type="checkbox"/>	<input type="checkbox"/>
Movies in the Park	<input type="checkbox"/>	<input type="checkbox"/>
Concerts in the Park	<input type="checkbox"/>	<input type="checkbox"/>
Sister Bay Beach	<input type="checkbox"/>	<input type="checkbox"/>
Marina Cookouts	<input type="checkbox"/>	<input type="checkbox"/>

8. Did you use the laundry facilities at our marina? Yes or No?

9. Would you recommend our Marina to others? Yes or No?

Is there anything we could have done to make your stay more welcoming or enjoyable? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Thank you** for your help in making the Sister Bay Marina a better port of call for all the Great Lakes boating community. Your opinion is important to us in making decisions about the future of our Village. Please return this survey to the Administrative Offices, or mail to PO Box 769 Sister Bay, WI 54234. You may also email [zeke.jackson@sisterbaywi.gov](mailto:zeke.jackson@sisterbaywi.gov)



**LEASE AGREEMENT  
FOR THE VILLAGE OF SISTER BAY'S  
BOATHOUSE**

This Lease is hereby entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between THE VILLAGE OF SISTER BAY, (hereafter referred to as "the Landlord"), and SCOTT AND MARY MUELLER, (hereafter referred to as "the Tenants").

Section I  
LEASE TERM

In consideration of the covenants contained within this document, the Landlord hereby agrees to lease the residence located at 10697 N. Bay Shore Drive, which is commonly referred to as "The Boathouse", to the Tenants from May 1, 2016 through October 31, 2016.

Section II  
RENTAL FEES

The Tenants will pay an annual rental fee of Eighteen Thousand Five Hundred and 00/100 (\$18,500.00) in quarterly installments of Four Thousand Six Hundred Twenty-five and 00/100 (\$4,625.00). Those installments, which will be clearly delineated on quarterly Invoices, will be due and payable on:

January 31, 2016,  
April 30, 2016,  
July 31, 2016, and,  
October 31, 2016,

and checks which are made payable to the SISTER BAY MARINA, shall be mailed to: P.O. Box 769, Sister Bay, WI 54234.

Section III  
DEFAULT

In the event the Tenants default under this Lease, the Landlord shall be entitled to collect such rent and damages, including attorney's fees, in any lawful manner possible after providing a late notice or notice for any other breach of contract. If the Tenants default on the payment of any rental installments, or if they violate any of the terms, covenants, or conditions of this Lease, the Landlord shall be entitled to re-enter and re-take possession of the previously mentioned property.

Section IV  
MISCELLANEOUS PROVISIONS

The Tenants, for themselves, their heirs, legal representatives, successors and assigns, hereby covenant and agree that:

- A. Basic cable television and internet service will be provided at the Boathouse for the term of this lease, but the Tenants will reimburse the Landlord for any water, sewer and propane bills which are incurred at that building from May 1, 2016 through October 31, 2016. The Tenants will also reimburse the Landlord for the additional cable

television services they requested. An Invoice for all of the previously mentioned charges will be mailed to the Tenants on a monthly basis.

- B. The Boathouse is fully furnished, and the Landlord will see that all those furnishings are maintained and kept in proper working order. If the Tenants decide to bring any of their own furnishings that will be fine, but arrangements must first be made with the Landlord to see that any excess Village owned furniture is stored in a safe location. The Landlord is not an insurer of the Tenants' person or personal property. The Tenants agree that they will be responsible for all of their personal property which is kept in the Boathouse or on Village owned property, and they will carry such insurance as they deem necessary. The Tenants also agree that the Landlord, as well as its partners, agents, and employees will not be liable for any damage to the person or property of the Tenants or any person(s) occupying/visiting the Boathouse for any reason whatsoever.
- C. The Tenants agree to use the Boathouse solely as their personal residence for the entire term of this Lease. They will not rent, sublet, transfer or assign this Lease, or any interest herein, without the prior written consent of the Landlord, which consent may be granted or withheld, in the Landlord's sole and complete discretion.
- D. The Tenants agree that they will not use the Boathouse in an unlawful, improper, or offensive manner, and agree to quit and deliver up that building as well as the Village's furniture, appliances and equipment which is/are contained within it at the end of the term of this Lease. The Boathouse and the Village's appliances, furniture and equipment shall be left in as clean a condition as they were on the first day of possession; but, of course, ordinary wear and tear will be excepted.
- E. The Tenants agree to comply with all laws, orders and government regulations which affect the Boathouse, as the same may be amended from time to time, and the Landlord agrees to refrain from engaging in any violation of the Tenants' 4<sup>th</sup> Amendment rights or any other right expressly granted in the U.S. Bill of Rights.
- F. The Tenants may only keep pets or animals at the Boathouse with the Landlord's prior written consent. That consent must be granted, withheld, or conditioned by the Village Administrator or his/her designee.
- G. The Landlord or its agent(s) will have the right to enter the Boathouse during all reasonable times to make inspections, repairs, additions or alterations as may be deemed reasonably necessary to maintain safety and comfort or preserve the building, but if at all possible at least

twenty-four hours advance notice will be given to the Tenants. If, at any time, an emergency does arise, the previously mentioned notice will be waived. The Landlord will relinquish the right to use the "Open Fields Doctrine" to report violations of Federal or State laws.

- H. Campers and trailers are not permitted in the parking spaces at 10697 N. Bay Shore Drive without the Landlord's consent. That consent must likewise be granted, withheld, or conditioned by the Village Administrator or his/her designee.
- I. No more vehicles than what will safely fit within the parking spaces provided at the Boathouse will be allowed, and vehicles may not be parked on any unimproved surfaces at or around the Boathouse.
- J. Smoking will not be allowed inside any portions of the Boathouse.
- K. If any of the provisions of this Lease, or the application of any provision of it to any person or circumstance is deemed to be invalid or unenforceable to any extent, the remainder of the Lease, or the application of such provision to persons or circumstances other than those which are invalid or unenforceable, shall not be considered severable or affected thereby; and the remaining provisions of this Lease shall be considered to be valid and enforced to the fullest extent permitted by law.
- L. Should any action of contest by the Tenants lead to arbitration or legal action, the Landlord will not be liable for any Court fees and will be reimbursed for any monetary loss and/or damages occurring as the result of having to make court appearances and having to participate in arbitration.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

LANDLORD:  
 The Village of Sister Bay  
 By: \_\_\_\_\_  
 Zeke Jackson, Village Administrator

TENANTS:  
 \_\_\_\_\_  
 Scott Mueller  
 \_\_\_\_\_  
 Mary Mueller