



MARINA COMMITTEE MEETING AGENDA

Tuesday, February 9th, 2016 at 4:00 p.m.

Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

1	Chair – John Clove		2	Pat Duffy	
3	Greg “Fuzzy” Sunstrom		4	Dan Jungwirth	
5	Andy Hallett - Alternate		6	<i>Marina Manager – Nicole Krauel</i>	
7	<i>Administrator – Zeke Jackson</i>				

Approval of minutes as published

Comments and Correspondence

Business Items

1. Review of Marina Financials; consider a motion to discuss and act if appropriate.
2. Discussion on Marina fuel dock and “A Dock” renovation project, grant writing quotes from engineers – consider a motion for action if necessary.
3. Discussion on Boathouse painting; consider a motion for action if appropriate
4. Discussion on Sister Bay Mural on the Boat House; consider referral to appropriate Committee, Commission, Board or Official(s).
5. Discussion on Marina Marketing piece progression; consider a motion for action if appropriate
6. Marina Managers report and discussion
7. Scheduled February Topics: Innovation and Marketing: consider a motion for action
8. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits.
9. Consider a motion to reconvene into Open Session.
10. Consider a motion to take action, if required.
11. 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.

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 *It was the consensus that notices shall be posted in visible locations throughout the Marina*
2 *which state that pump-outs are available.*

3
4 **Item No. 1. Discussion regarding pump-out fees; Consider a motion for action if necessary:**

5 *A motion was made by Sunstrom, seconded by Hallett that in 2016 the fee for pump-outs at the*
6 *Sister Bay Marina shall be changed to \$15.00 per tank/dump. Motion carried – All ayes.*

7
8 **Item No. 3. Report on “Scribble” marina management software and viewing of demo video:**

9 Krauel, Clove and the Village Administrator have done a considerable amount of research
10 regarding the different types of marina management software which is available, and in accord
11 with the Committee’s directives “Scribble” Marina Management Software has been purchased.
12 A demo video as well as written documentation regarding that software was included in the
13 meeting packets, and the Committee members jointly reviewed the documentation and viewed
14 the video. The software should be installed soon and Krauel, Tiffany Enea, the Village
15 Administrator and the Assistant Administrator will participate in a training session ASAP. Krauel
16 will keep the Committee members advised of the progress which is being made on this issue.

17
18 **Item No. 4. Review of Marina financials:**

19 **Item No. 6. Discussion regarding marina activities with the Marina Manager:**

20 Year-to-date financial reports were included in the meeting packets and the Committee
21 members jointly reviewed them. During the review process Krauel pointed out that the reports
22 do not include \$600.00 which was recently received for rental of the Boathouse. Further,
23 \$160.00 is still due for pump-out services which were provided during the 2015 boating
24 season, \$6,282.34 is due for transient fees, \$3,597.52 is due for pro-rated seasonal slip rental
25 fees, and there is one commercial vendor who has not paid his seasonal slip rental fees yet.
26 Invoices have been sent to the individuals/companies who owe the Marina money and Krauel
27 intends to do regular follow-ups. She also intends to audit the seasonal slip wait lists during the
28 winter months. Copies of the seasonal slip renewal documents which were recently mailed out
29 were also included in the meeting packets.

30
31 **Item No. 5. Discussion on Marina capital projects:**

32 • **Fuel dock and grants available:**

33 At the last meeting discussion took place regarding the possibility of installing a
34 fuel dock at the Sister Bay Marina, and it was the consensus that further
35 discussion should take place regarding that issue at this meeting. Clove believes
36 the most logical and accessible dock to be utilized for placement of the
37 components of a fuel system would be “B” Dock. The Village Administrator has
38 suggested that a consultant who is familiar with fuel docks, the related
39 regulations, and availability of grant funds be hired to write an applicable grant
40 application for the Village.

41
42 Sunstrom noted that he personally does not want to see a fuel dock installed in
43 Sister Bay and would also like to see specific revenues vs. expenses data from
44 other marinas which have fuel docks. Clove responded that a spreadsheet
45 containing projected fuel dock cash flows for the Sister Bay Marina was
46 presented to the Committee members in the past and will forward that
47 document to Sunstrom.

1 *A motion was made by Duffy, seconded by Sunstrom that the Village Administrator and the*
2 *Marina Manager shall do further research regarding the availability of grant funds for a fuel*
3 *dock, and then obtain two quotes for the writing of an applicable grant application from*
4 *consultants who are familiar with fuel docks and the related regulations, and present that*
5 *information to the Marina Committee ASAP. Motion carried – All ayes.*

6
7 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or**
8 **referred to a committee, official or employee:**

9 It was the consensus that the following issues shall be addressed at a future Marina
10 Committee Meeting(s):

- 11 • **Update on the availability of grant funds for a fuel dock.**
- 12 • **Discussion regarding repair and resurfacing of “A” Dock, and discussion**
13 **regarding the possibility of obtaining grant funds for those repairs.**
- 14 • **Discussion regarding painting of the Boathouse.**

15
16 **Adjournment:**

17 *A motion was made by Duffy, seconded by Hallett that the meeting of the Marina Committee*
18 *be adjourned at 6:01 P.M.*

19
20 *The next meeting of the Marina Committee was scheduled for January 12, 2016 at 4:00 P.M.*
21 *The Marina Fest Committee will be meeting on that same date at 6:00 P.M.*

22
23 Respectfully submitted,

24 

25 Janal Suppanz,
26 Administrative Assistant

VILLAGE OF SISTER BAY

BALANCE SHEET
DECEMBER 31, 2015

FUND 201 - MARINA FUND

ASSETS

201-10100-0000	DUE TO/FROM GF - S/B \$0 @ ME	(70,208.11)	
201-10110-0000	CHECKING	31,232.71	
201-10120-0000	MONEY MARKET - DOCK	66,760.79	
201-10165-0000	MM - FIRST BUSINESS BANK	39,751.87	
201-10170-0000	MM - AMERICAN DEP MANAGEMENT	213,731.27	
201-10900-0000	PETTY CASH	100.00	
201-12200-0000	SEASONAL SLIP A/R'S	4,301.91	
201-12900-0000	RECEIVABLES - OTHER	19,068.56	
201-15401-0000	OFFICE SUPPLY INVENTORY	(914.26)	
201-15430-0000	CUSTODIAL SUPPLY INVENTORY	656.15	
201-15434-0000	SUPPLIES FOR RESALE INVENTORY	699.58	
201-15495-0000	INVENTORY - OTHER	(10.76)	
201-16900-0000	PRE-PAID OTHER	545.00	
201-18205-0000	MARINA LAND	1,572,756.00	
201-18210-0000	MARINA BUILDINGS	384,929.00	
201-18215-0000	MARINA BUILDING IMPROVEMENTS	28,860.31	
201-18220-0000	MARINA DOCKS	3,643,865.45	
201-18230-0000	MARINA EQUIPMENT	18,925.87	
201-18240-0000	BOATHOUSE FURNISHINGS	15,553.81	
201-18250-0000	TRANSPORTATION EQUIPMENT	1,000.00	
201-18700-0000	CONSTRUCTION WORK IN PROGRESS	35,506.90	
201-18895-0000	ACCUM DEPR - MARINA BLDGS	(105,886.35)	
201-18896-0000	ACCUM DEPR - MARINA DOCKS	(1,762,380.16)	
201-18897-0000	ACCUM DEPR - MARINA EQUIP	(8,576.87)	
	TOTAL ASSETS		<u>4,130,268.67</u>

LIABILITIES AND EQUITY

LIABILITIES

201-20100-0000	ACCOUNTS PAYABLE	11,794.59	
201-21120-0000	TIPS PAYABLE	1,846.50	
201-21650-0000	ACCRUED INTEREST - MARINA	20,486.00	
201-23200-0000	SLIP DEPOSITS	17,800.00	
201-24213-0000	SALES TAX PAYABLE	1,136.94	
201-29151-0000	JOHNSON PROPERTY LOAN #51	1,793,750.00	
201-29152-0000	MARINA EXPANSION LOAN #52	705,813.13	
	TOTAL LIABILITIES		<u>2,552,627.16</u>

FUND EQUITY

201-31100-0000	DESIGNATED FUND BALANCE	1,689,455.62	
	REVENUE OVER EXPENDITURES - YTD	(111,808.30)	
	TOTAL FUND EQUITY		<u>1,577,647.32</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,130,274.48</u>

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2016

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES</u>					
201-46741-00-0000	MARINA FEST	.00	.00	17,500.00 (17,500.00)	.00
201-46751-00-0000	SEASONAL SLIP FEES	.00	.00	345,000.00 (345,000.00)	.00
201-46752-00-0000	DAILY DOCKING/TRANSIENT FEES	.00	.00	112,000.00 (112,000.00)	.00
201-46753-00-0000	LAUNCH FEES	.00	.00	12,000.00 (12,000.00)	.00
201-46755-00-0000	MARINA SERVICES	.00	.00	200.00 (200.00)	.00
201-46759-00-0000	DISCOUNTED SALES	.00	.00	(7,500.00) 7,500.00	.00
201-46761-00-0000	COMMERCIAL DOCKING	.00	.00	76,730.00 (76,730.00)	.00
201-46764-00-0000	PRODUCT SALES	.00	.00	2,200.00 (2,200.00)	.00
201-46767-00-0000	VENDING SALES	.00	.00	350.00 (350.00)	.00
201-46768-00-0000	WASHER/DRYER	.00	.00	300.00 (300.00)	.00
201-46900-00-0000	MISC CHARGES FOR SERVICES	.00	.00	25.00 (25.00)	.00
	TOTAL PUBLIC CHARGES	.00	.00	558,805.00 (558,805.00)	.00
<u>MISCELLANEOUS REVENUES</u>					
201-48110-00-0000	INTEREST ON INVESTMENTS	.00	.00	670.00 (670.00)	.00
201-48260-00-0000	BLDG RENTAL - BOATHOUSE	4,625.00	4,625.00	19,500.00 (14,875.00)	23.72
201-48990-00-0000	MISC OTHER REVENUE	53.77	53.77	200.00 (146.23)	26.89
	TOTAL MISCELLANEOUS REVENUES	4,678.77	4,678.77	20,370.00 (15,691.23)	22.97
	TOTAL FUND REVENUE	4,678.77	4,678.77	579,175.00 (574,496.23)	.81

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2016

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MARINA EXP</u>						
201-55101-00-0000	WAGES, MANAGER	1,538.46	1,538.46	40,000.00	38,461.54	3.85
201-55105-00-0000	WAGES, ADMIN	.00	.00	10,159.00	10,159.00	.00
201-55105-04-0000	MAINTENANCE, PARKS	273.07	273.07	8,498.00	8,224.93	3.21
201-55105-08-0000	DOCKMASTERS, PART-TIME	.00	.00	39,466.00	39,466.00	.00
201-55105-32-0000	WAGES, MARINA FEST	76.86	76.86	.00	(76.86)	.00
201-55110-00-0000	OVERTIME, MANAGER	.00	.00	223.00	223.00	.00
201-55111-00-0000	BONUSES, DOCKMASTERS	.00	.00	5,807.00	5,807.00	.00
201-55115-00-0000	RETIREMENT	124.11	124.11	3,871.00	3,746.89	3.21
201-55120-00-0000	SOCIAL SECURITY	138.69	138.69	7,968.00	7,829.31	1.74
201-55125-00-0000	INSURANCE, MEDICAL	352.09	352.09	9,281.00	8,928.91	3.79
201-55127-00-0000	HSA EXPENSE MARINA	201.39	201.39	.00	(201.39)	.00
201-55130-00-0000	INSURANCE, DENTAL	39.17	39.17	725.00	685.83	5.40
201-55135-00-0000	INSURANCE, DISABILITY	24.42	24.42	480.00	455.58	5.09
201-55140-00-0000	INSURANCE, GROUP LIFE	3.56	3.56	48.00	44.44	7.42
201-55145-00-0000	INSURANCE, WORK COMP	.00	.00	6,659.00	6,659.00	.00
201-55190-00-0000	BENEFIT FEES AND PENALTIES	17.86	17.86	.00	(17.86)	.00
	PERSONNEL	2,789.68	2,789.68	133,185.00	130,395.32	2.09
201-55201-00-0000	TRAVEL/TRAINING	.00	.00	500.00	500.00	.00
201-55205-00-0000	RECRUIT/TESTING/PHYSICALS	.00	.00	200.00	200.00	.00
201-55210-00-0000	EXPENSE ALLOWANCE	.00	.00	200.00	200.00	.00
201-55215-00-0000	UNIFORMS & CLOTHING	.00	.00	900.00	900.00	.00
	INDIRECT EMPLOYEE	.00	.00	1,800.00	1,800.00	.00
201-55340-00-0000	MARINA UTILITIES	.00	.00	24,000.00	24,000.00	.00
201-55341-00-0000	BOATHOUSE UTILITIES	.00	.00	1,350.00	1,350.00	.00
201-55360-00-0000	TELEPHONE	54.94	54.94	750.00	695.06	7.33
201-55365-00-0000	CELL PHONES	90.77	90.77	900.00	809.23	10.09
201-55370-00-0000	INTERNET	.00	.00	2,000.00	2,000.00	.00
201-55375-00-0000	CHARTER TV	35.00	35.00	567.00	532.00	6.17
	UTILITY COSTS	180.71	180.71	29,567.00	29,386.29	.61

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2016

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55401-00-0000 OFFICE SUPPLIES	.00	.00	400.00	400.00	.00
201-55405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	.00	5,000.00	5,000.00	.00
201-55410-00-0000 PRINTING AND COPYING	4.71	4.71	500.00	495.29	.94
201-55415-00-0000 POSTAGE	.00	.00	500.00	500.00	.00
201-55420-00-0000 DUES & PUBLICATIONS	.00	.00	300.00	300.00	.00
201-55430-00-0000 CUSTODIAL SUPPLIES	.00	.00	2,500.00	2,500.00	.00
201-55434-00-0000 SUPPLIES FOR RESALE	.00	.00	1,500.00	1,500.00	.00
201-55440-00-0000 MEDICAL & SAFETY	.00	.00	100.00	100.00	.00
201-55460-00-0000 MINOR EQUIPMENT	.00	.00	500.00	500.00	.00
201-55465-00-0000 SERVICE EQUIPMENT	.00	.00	200.00	200.00	.00
201-55470-00-0000 RECREATION EQUIP/SUPPLIES	.00	.00	500.00	500.00	.00
201-55475-00-0000 BICYCLES	.00	.00	50.00	50.00	.00
201-55490-00-0000 AMENITIES	.00	.00	750.00	750.00	.00
201-55495-00-0000 MISCELLANEOUS SUPPLIES	.00	.00	200.00	200.00	.00
SUPPLIES	4.71	4.71	13,000.00	12,995.29	.04
201-55501-00-0000 AUDIT	855.00	855.00	3,210.00	2,355.00	26.64
201-55502-00-0000 ACCOUNTING SUPPORT	92.80	92.80	1,900.00	1,807.20	4.88
201-55503-00-0000 CREDIT CARD FEES	68.94	68.94	7,800.00	7,731.06	.88
201-55504-00-0000 INFORMATION TECHNOLOGY	.00	.00	600.00	600.00	.00
201-55510-00-0000 CONSULTING	247.50	247.50	350.00	102.50	70.71
201-55515-00-0000 LEGAL SERVICES	.00	.00	500.00	500.00	.00
201-55525-00-0000 PROPERTY/LIABILITY INSURANCE	.00	.00	7,750.00	7,750.00	.00
201-55530-00-0000 LEGAL NOTICES	.00	.00	100.00	100.00	.00
201-55532-00-0000 MARKETING/PUBLICITY	.00	.00	8,000.00	8,000.00	.00
201-55535-00-0000 WEBSITE SUPPORT	.00	.00	500.00	500.00	.00
201-55551-00-0000 GARBAGE PICKUP	.00	.00	1,800.00	1,800.00	.00
201-55552-00-0000 RECYCLING	.00	.00	300.00	300.00	.00
201-55565-00-0000 MARINA COMMITTEE	.00	.00	800.00	800.00	.00
201-55567-00-0000 FESTIVAL/EVENT COSTS	.00	.00	25,000.00	25,000.00	.00
201-55570-00-0000 PERMITS & FEES	.00	.00	250.00	250.00	.00
201-55595-00-0000 MISC SERVICES	.00	.00	100.00	100.00	.00
SERVICES	1,264.24	1,264.24	58,960.00	57,695.76	2.14
201-55601-00-0000 OFFICE EQUIPMENT	.00	.00	300.00	300.00	.00
201-55615-00-0000 GROUNDS MAINTENANCE	.00	.00	250.00	250.00	.00
201-55635-00-0000 WEED CONTROL SERVICES	.00	.00	3,200.00	3,200.00	.00
201-55640-00-0000 BUILDING MAINTENANCE	.00	.00	2,000.00	2,000.00	.00
201-55641-00-0000 BOATHOUSE MAINTENANCE	.00	.00	1,000.00	1,000.00	.00
201-55647-00-0000 DOCK MAINTENANCE	445.13	445.13	15,000.00	14,554.87	2.97
201-55675-00-0000 EQUIPMENT RENTAL	.00	.00	150.00	150.00	.00
MAINTENANCE	445.13	445.13	21,900.00	21,454.87	2.03

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2016

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55701-00-0000 VEHICLE MAINTENANCE	.00	.00	100.00	100.00	.00
201-55705-00-0000 EQUIPMENT MAINTENANCE	.00	.00	450.00	450.00	.00
201-55710-00-0000 GAS/OIL/FLUIDS	.00	.00	400.00	400.00	.00
VEHICLES AND EQUIPMENT	<u>.00</u>	<u>.00</u>	<u>950.00</u>	<u>950.00</u>	<u>.00</u>
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	.00	.00	200,000.00	200,000.00	.00
201-55986-00-0000 INTEREST ON LONG-TERM DEBT	.00	.00	90,810.00	90,810.00	.00
201-55992-00-0000 MARINA PILOT TRANSFER	.00	.00	126,356.00	126,356.00	.00
MISCELLANEOUS	<u>.00</u>	<u>.00</u>	<u>417,316.00</u>	<u>417,316.00</u>	<u>.00</u>
TOTAL MARINA EXP	<u>4,684.47</u>	<u>4,684.47</u>	<u>676,678.00</u>	<u>671,993.53</u>	<u>.69</u>
TOTAL FUND EXPENDITURES	<u>4,684.47</u>	<u>4,684.47</u>	<u>676,678.00</u>	<u>671,993.53</u>	<u>.69</u>
NET REVENUES OVER EXPENDITURES	<u>(5.70)</u>	<u>(5.70)</u>	<u>(97,503.00)</u>	<u>(1,246,489.76)</u>	<u>(.01)</u>

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PUBLIC CHARGES</u>						
201-46741-00-0000	MARINA FEST	.00	49,898.07	.00	49,898.07	.00
201-46751-00-0000	SEASONAL SLIP FEES	.00	338,982.24	339,472.00 (489.76)	99.86
201-46752-00-0000	DAILY DOCKING/TRANSIENT FEES	.00	119,517.99	119,295.00	222.99	100.19
201-46753-00-0000	LAUNCH FEES	.00	11,757.66	12,000.00 (242.34)	97.98
201-46755-00-0000	MARINA SERVICES	.00	161.16	400.00 (238.84)	40.29
201-46761-00-0000	COMMERCIAL DOCKING	.00	76,732.76	76,730.00	2.76	100.00
201-46764-00-0000	PRODUCT SALES	.00	2,251.12	2,200.00	51.12	102.32
201-46767-00-0000	VENDING SALES	.00	.00	750.00 (750.00)	.00
201-46768-00-0000	WASHER/DRYER	.00	725.71	200.00	525.71	362.86
201-46900-00-0000	MISC CHARGES FOR SERVICES	.00	593.55	100.00	493.55	593.55
	TOTAL PUBLIC CHARGES	.00	600,620.26	551,147.00	49,473.26	108.98
<u>MISCELLANEOUS REVENUES</u>						
201-48110-00-0000	INTEREST ON INVESTMENTS	.00	576.92	600.00 (23.08)	96.15
201-48260-00-0000	BLDG RENTAL - BOATHOUSE	.00	14,053.04	15,000.00 (946.96)	93.69
201-48265-00-0000	BOATHOUSE TV & UTILITY CHARGES	.00	150.00	.00	150.00	.00
201-48500-00-0000	DONATIONS	.00	259.48	.00	259.48	.00
201-48990-00-0000	MISC OTHER REVENUE	.00	582.27	200.00	382.27	291.13
	TOTAL MISCELLANEOUS REVENUES	.00	15,621.71	15,800.00 (178.29)	98.87
	TOTAL FUND REVENUE	.00	616,241.97	566,947.00	49,294.97	108.69

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MARINA EXP</u>					
201-55101-00-0000	WAGES, MANAGER	.00	33,151.16	25,254.00 (7,897.16)	131.27
201-55101-32-0000	MANAGER, MARINA FEST	.00	58.06	.00 (58.06)	.00
201-55105-00-0000	WAGES, ADMIN	.00	9,495.00	9,585.00 90.00	99.06
201-55105-04-0000	MAINTENANCE, PARKS	.00	11,039.19	8,180.00 (2,859.19)	134.95
201-55105-08-0000	DOCKMASTERS, PART-TIME	.00	40,484.20	39,796.00 (688.20)	101.73
201-55105-32-0000	WAGES, MARINA FEST	.00	2,540.71	.00 (2,540.71)	.00
201-55110-08-0000	OVERTIME, DOCKMASTERS	.00	171.55	199.00 27.45	86.21
201-55111-00-0000	BONUSES, DOCKMASTERS	.00	750.00	4,306.00 3,556.00	17.42
201-55112-00-0000	UNWORKED WAGES	.00	654.70	.00 (654.70)	.00
201-55115-00-0000	RETIREMENT	.00	1,662.56	3,894.00 2,231.44	42.70
201-55120-00-0000	SOCIAL SECURITY	.00	5,387.88	7,827.00 2,439.12	68.84
201-55125-00-0000	INSURANCE, MEDICAL	.00	5,603.57	13,748.00 8,144.43	40.76
201-55130-00-0000	INSURANCE, DENTAL	.00	520.48	1,099.00 578.52	47.36
201-55135-00-0000	INSURANCE, DISABILITY	.00	215.54	480.00 264.46	44.90
201-55140-00-0000	INSURANCE, GROUP LIFE	.00	38.32	66.00 27.68	58.06
201-55145-00-0000	INSURANCE, WORK COMP	.00	5,017.45	6,656.00 1,638.55	75.38
201-55155-00-0000	TRANSFER TO TKH	.00	.00	(6,089.00) (6,089.00)	.00
201-55190-00-0000	BENEFIT FEES AND PENALTIES	.00	31.15	.00 (31.15)	.00
	PERSONNEL	.00	116,821.52	115,001.00 (1,820.52)	101.58
201-55201-00-0000	TRAVEL/TRAINING	.00	2,248.35	1,000.00 (1,248.35)	224.83
201-55205-00-0000	RECRUIT/TESTING/PHYSICALS	.00	430.00	40.00 (390.00)	1,075.00
201-55210-00-0000	EXPENSE ALLOWANCE	.00	6.14	150.00 143.86	4.09
201-55215-00-0000	UNIFORMS & CLOTHING	.00	493.00	600.00 107.00	82.17
	INDIRECT EMPLOYEE	.00	3,177.49	1,790.00 (1,387.49)	177.51
201-55340-00-0000	MARINA UTILITIES	.00	22,443.71	20,000.00 (2,443.71)	112.22
201-55341-00-0000	BOATHOUSE UTILITIES	.00	1,818.47	2,000.00 181.53	90.92
201-55360-00-0000	TELEPHONE	.00	713.59	750.00 36.41	95.15
201-55365-00-0000	CELL PHONES	.00	861.04	600.00 (261.04)	143.51
201-55370-00-0000	INTERNET	.00	1,750.62	1,000.00 (750.62)	175.06
201-55375-00-0000	CHARTER TV	.00	1,045.84	840.00 (205.84)	124.50
	UTILITY COSTS	.00	28,633.27	25,190.00 (3,443.27)	113.67

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55401-00-0000 OFFICE SUPPLIES	.00	1,493.11	400.00	(1,093.11)	373.28
201-55405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	8,411.37	340.00	(8,071.37)	2,473.93
201-55410-00-0000 PRINTING AND COPYING	.00	612.51	25.00	(587.51)	2,450.04
201-55415-00-0000 POSTAGE	.00	519.57	200.00	(319.57)	259.79
201-55420-00-0000 DUES & PUBLICATIONS	.00	290.00	800.00	510.00	36.25
201-55430-00-0000 CUSTODIAL SUPPLIES	.00	2,439.17	2,000.00	(439.17)	121.96
201-55434-00-0000 SUPPLIES FOR RESALE	.00	1,567.17	1,455.00	(112.17)	107.71
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	.00	51.27	150.00	98.73	34.18
201-55465-00-0000 SERVICE EQUIPMENT	.00	611.88	500.00	(111.88)	122.38
201-55470-00-0000 RECREATION EQUIP/SUPPLIES	.00	53.93	100.00	46.07	53.93
201-55475-00-0000 BICYCLES	.00	.00	800.00	800.00	.00
201-55490-00-0000 AMENITIES	.00	620.93	750.00	129.07	82.79
201-55495-00-0000 MISCELLANEOUS SUPPLIES	.00	50.64	200.00	149.36	25.32
SUPPLIES	.00	16,721.55	8,417.00	(8,304.55)	198.66
201-55501-00-0000 AUDIT	.00	3,210.00	3,100.00	(110.00)	103.55
201-55502-00-0000 ACCOUNTING SUPPORT	.00	1,630.35	1,900.00	269.65	85.81
201-55503-00-0000 CREDIT CARD FEES	.00	8,148.88	7,500.00	(648.88)	108.65
201-55504-00-0000 INFORMATION TECHNOLOGY	.00	1,002.48	600.00	(402.48)	167.08
201-55510-00-0000 CONSULTING	.00	1,225.00	.00	(1,225.00)	.00
201-55515-00-0000 LEGAL SERVICES	.00	535.00	500.00	(35.00)	107.00
201-55525-00-0000 PROPERTY/LIABILITY INSURANCE	.00	7,621.86	11,000.00	3,378.14	69.29
201-55532-00-0000 MARKETING/PUBLICITY	.00	6,297.20	8,000.00	1,702.80	78.71
201-55535-00-0000 WEBSITE SUPPORT	.00	506.66	500.00	(6.66)	101.33
201-55551-00-0000 GARBAGE PICKUP	.00	2,165.37	1,800.00	(365.37)	120.30
201-55552-00-0000 RECYCLING	.00	147.18	300.00	152.82	49.06
201-55565-00-0000 MARINA COMMITTEE	.00	160.00	800.00	640.00	20.00
201-55567-00-0000 FESTIVAL/EVENT COSTS	.00	68,772.00	.00	(68,772.00)	.00
201-55570-00-0000 PERMITS & FEES	.00	227.00	150.00	(77.00)	151.33
201-55595-00-0000 MISC SERVICES	.00	.00	100.00	100.00	.00
SERVICES	.00	101,648.98	36,250.00	(65,398.98)	280.41
201-55601-00-0000 OFFICE EQUIPMENT	.00	389.90	300.00	(89.90)	129.97
201-55615-00-0000 GROUNDS MAINTENANCE	.00	73.78	250.00	176.22	29.51
201-55635-00-0000 WEED CONTROL SERVICES	.00	3,178.19	3,200.00	21.81	99.32
201-55640-00-0000 BUILDING MAINTENANCE	.00	2,615.71	4,000.00	1,384.29	65.39
201-55641-00-0000 BOATHOUSE MAINTENANCE	.00	1,425.28	1,500.00	74.72	95.02
201-55647-00-0000 DOCK MAINTENANCE	.00	15,862.78	20,000.00	4,137.22	79.31
201-55675-00-0000 EQUIPMENT RENTAL	.00	.00	150.00	150.00	.00
MAINTENANCE	.00	23,545.64	29,400.00	5,854.36	80.09

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55701-00-0000 VEHICLE MAINTENANCE	.00	123.95	200.00	76.05	61.98
201-55705-00-0000 EQUIPMENT MAINTENANCE	.00	878.72	485.00	(393.72)	181.18
201-55710-00-0000 GAS/OIL/FLUIDS	.00	422.19	300.00	(122.19)	140.73
	<u>.00</u>	<u>1,424.86</u>	<u>985.00</u>	<u>(439.86)</u>	<u>144.66</u>
VEHICLES AND EQUIPMENT					
201-55910-00-0000 BAD DEBT EXP	.00	277.00	.00	(277.00)	.00
201-55930-00-0000 BANK FEES & FINANCE CHARGES	.00	100.55	50.00	(50.55)	201.10
201-55950-00-0000 MISC OTHER EXP	.00	20.00	100.00	80.00	20.00
201-55971-00-0000 DEPRECIATION EXPENSE	.00	215,000.04	215,000.00	(.04)	100.00
201-55986-00-0000 INTEREST ON LONG-TERM DEBT	.00	92,299.37	92,624.00	324.63	99.65
201-55992-00-0000 MARINA PILOT TRANSFER	.00	128,380.00	128,380.00	.00	100.00
	<u>.00</u>	<u>436,076.96</u>	<u>436,154.00</u>	<u>77.04</u>	<u>99.98</u>
MISCELLANEOUS					
TOTAL MARINA EXP	<u>.00</u>	<u>728,050.27</u>	<u>653,187.00</u>	<u>(74,863.27)</u>	<u>111.46</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>728,050.27</u>	<u>653,187.00</u>	<u>(74,863.27)</u>	<u>111.46</u>
NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>(111,808.30)</u>	<u>(86,240.00)</u>	<u>124,158.24</u>	<u>(129.65)</u>

January 26, 2016

Mr. Zeke Jackson, Administrator
VILLAGE OF SISTER BAY
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234

RE: WDNR RBF Grant Application

Dear Mr. Jackson:

Robert E. Lee & Associates, Inc., is pleased to provide the Village of Sister Bay with this proposal for grant writing services. The Village is interested in a potential Recreational Boating Facilities (RBF) grant through the Wisconsin Department of Natural Resources (WDNR).

Sister Bay anticipates work is needed to repair up to two of the Sister Bay Marina docks. It is anticipated the repair work will take place on the transient docks owned by the Village, as this type (and boarding docks) are eligible for the RBF grant. Private docks are not.

There are a few actions the Village can undertake in order to possibly improve the RBF grant score. First, submit the application to the WDNR by May 1st of the year you are ready to move forward. This will place Sister Bay's application in the first fiscal quarter of the year. The first quarter is the most popular submittal time, but it is also when the most money is available to be awarded. Applications can be submitted at any time; however, grants are typically awarded on a first-come, first-serve basis.

Second, the Recreational Boating Facilities grant application asks if the "project has final engineering plans suitable for construction or construction bidding..." Your community will score better if design work has been completed.

Other items for consideration: since Sister Bay is located on one of the Great Lakes, your community is eligible to ask for 80% grant funding. We recommend your application request 80% grant funding; however, the Village should budget internally for 50% or more local funding. Historically, the Wisconsin Waterways Commission (WWC), the grant approval committee, approves grant funding up to 50% due to the high demand of the program.

January 26, 2016
Mr. Zeke Jackson, Administrator
VILLAGE OF SISTER BAY
Page 2

Recent projects funded by the RFB program include culvert replacements, seawalls, launch ramp replacement, and weed harvesting equipment. Project costs ranged from \$55,000 to \$1,600,000 with grant funding ranging from 35% to 50% of total project costs.

Robert E. Lee & Associates will include two meetings with Sister Bay representatives and design specialists, writing, collaboration, basic map creation, and completion of the RBF grant package to the WDNR. In addition, the cost includes a grant project presentation to the WWC at their quarterly meeting where the Village's application will be considered. Robert E. Lee & Associates proposes to provide grant writing assistance for the RBF grant on a time-and-expense basis, not-to-exceed \$3,900.

We look forward to the opportunity to work with the Village on this project. Feel free to contact our office if you have any questions.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.


Gayle H. C. Lindenberg, P.E.
Civil / Municipal Engineer


Jared G. Schmidt, P.E., V.P.
Civil / Municipal Engineering Manager

GHCL/JGS/JME

Adam C. Johnson
Painting & Maintenance

11254 Wildwood Ct.
Sister Bay, WI 54234
920-421-0165

Jadamant66@yahoo.com

Estimate for;

Village of Sister Bay
Boat House
Hwy 42
Sister Bay
January 22, 2016

Ext. work;

Staining Siding on boat house;

Prep and stain siding;

One coat of latex stain to the siding of the boat house;

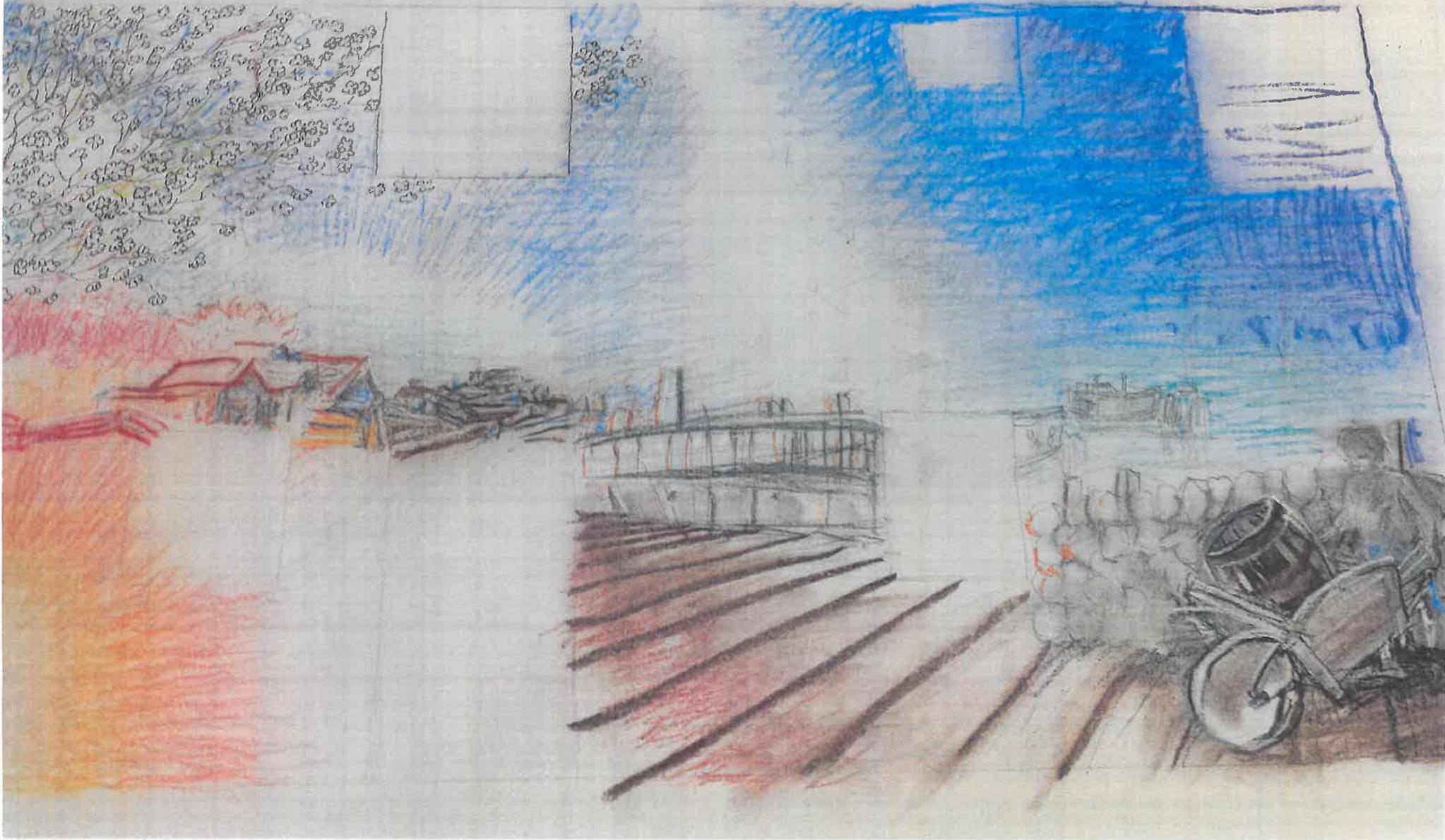
2nd coat to the siding will be extra;

Siding only, no windows, soffits, doors, facia or decks;

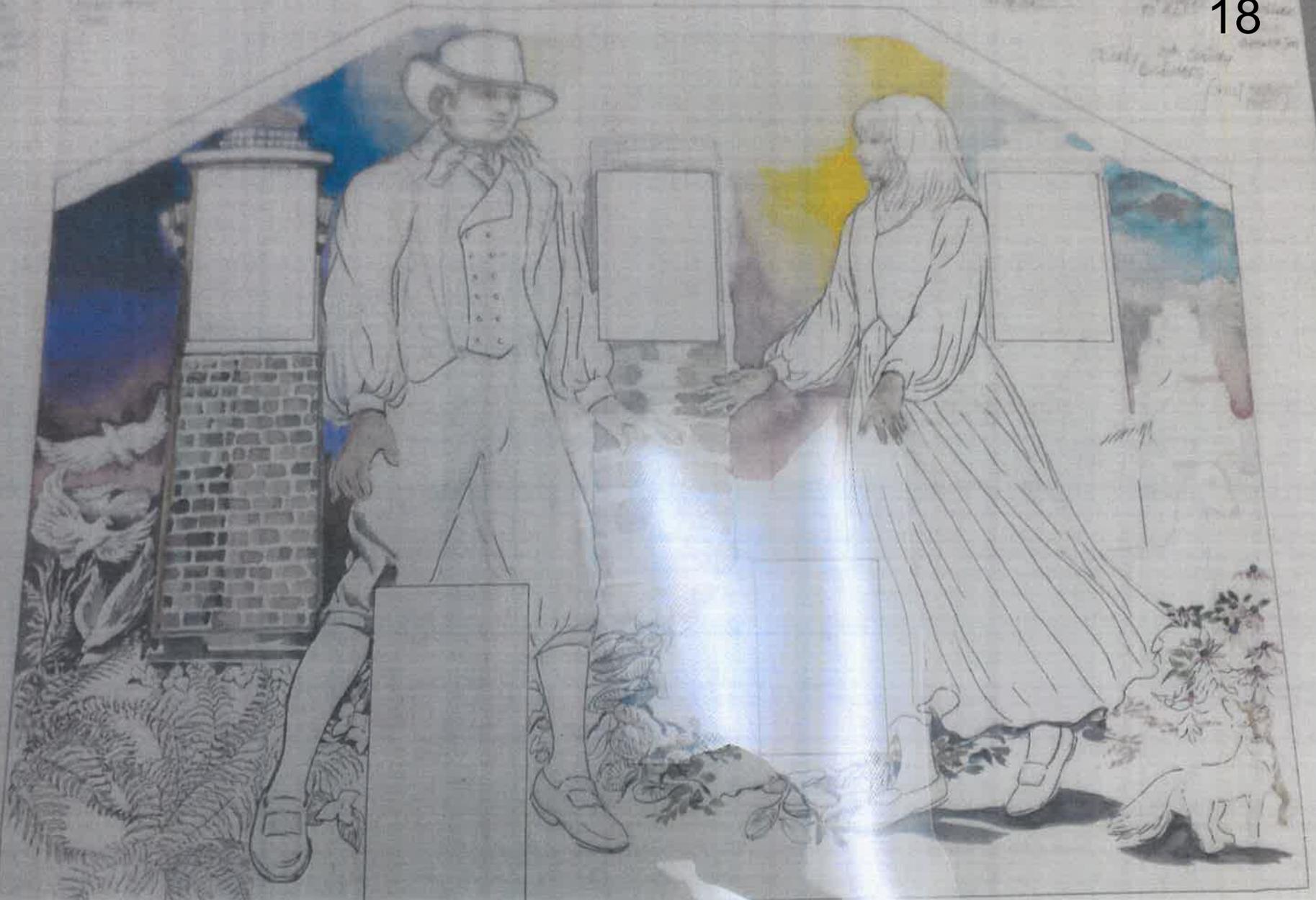
\$1,425.00, \$600.00 to start.
Labor & Materials for above work;
Price using Ace products.



Adam C. Johnson



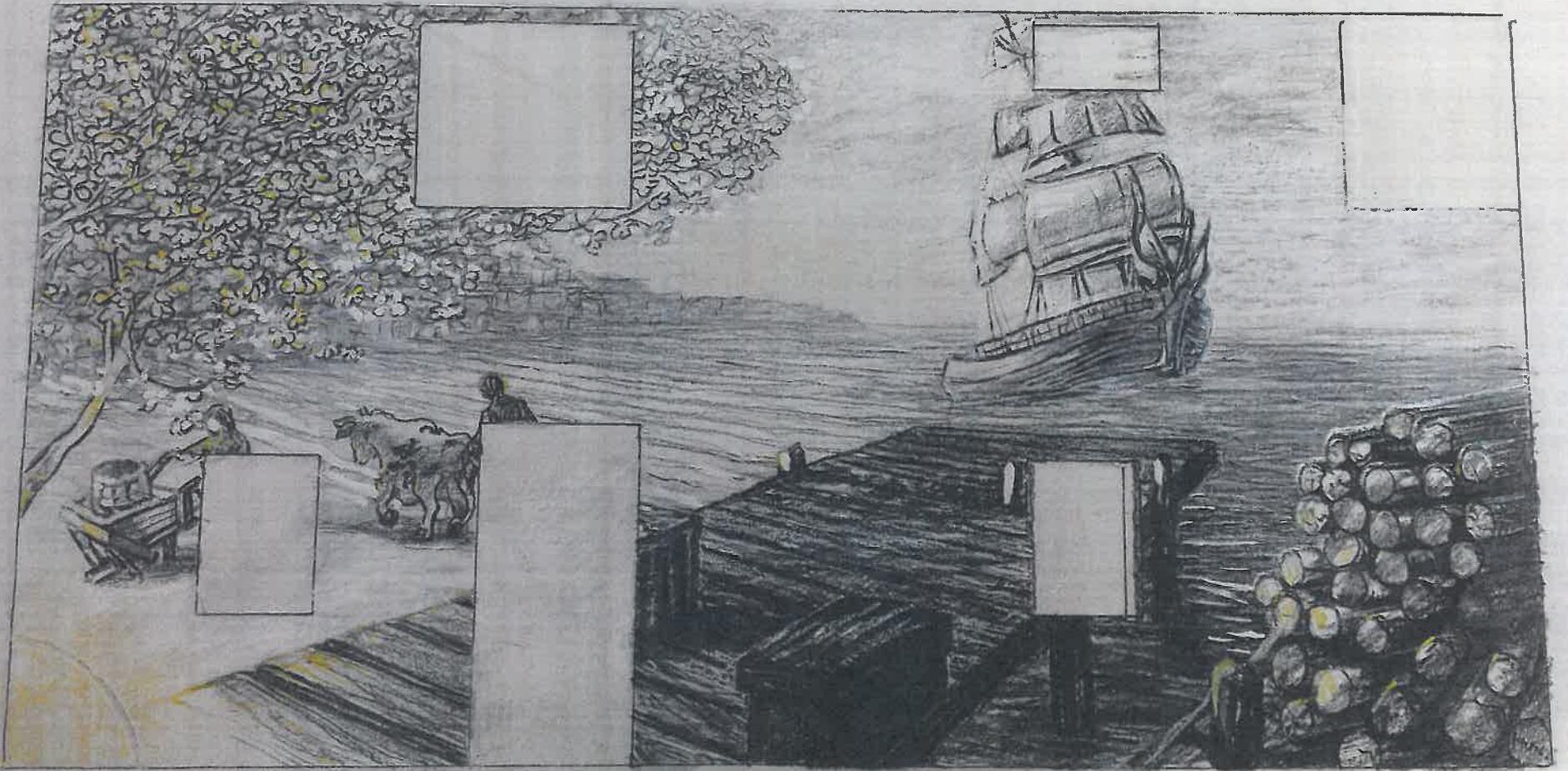
Handwritten notes:
The story
of the
first



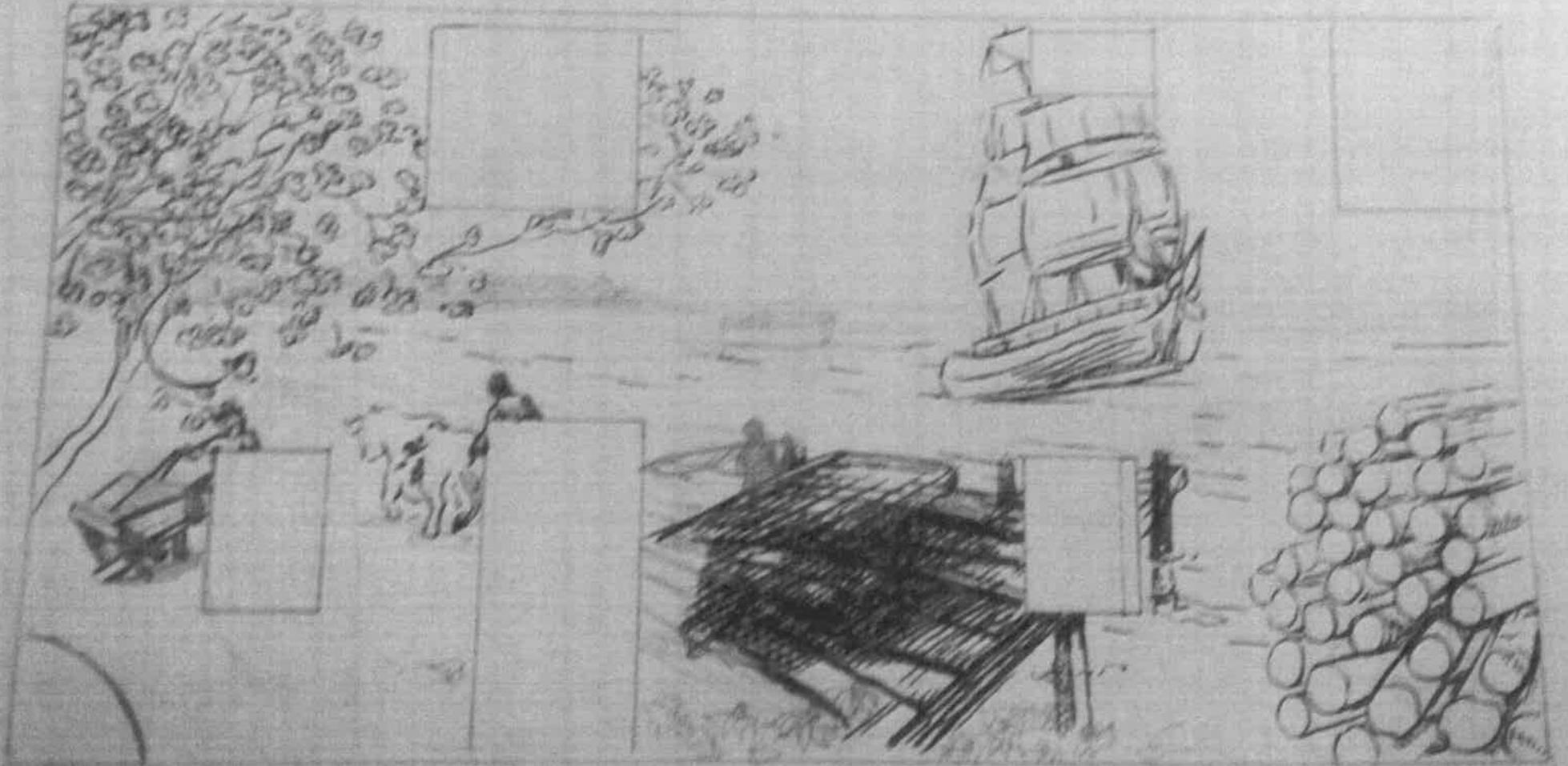
DOCKS WITH LARGE SHIPS
1870/20

DOCKS WITH LARGE SHIPS PULLING INTO THE DOCKS / FOLKS HAULING WATER TO THEIR HOMES IN RUGGED WHEELBARROW, WITH 1/2 BARREL ON IT.
1870'S GOODRICH STEAMERS BRINGING TOURISTS AND SHIPPING FARM GOODS, FISH AND HARDWOOD
EARLY YEARS: LAKE SHORE FILLED WITH FISHERMEN, LOGGERS AND FARMERS.
FARMERS WATERING COWS BY LAKE SHORE

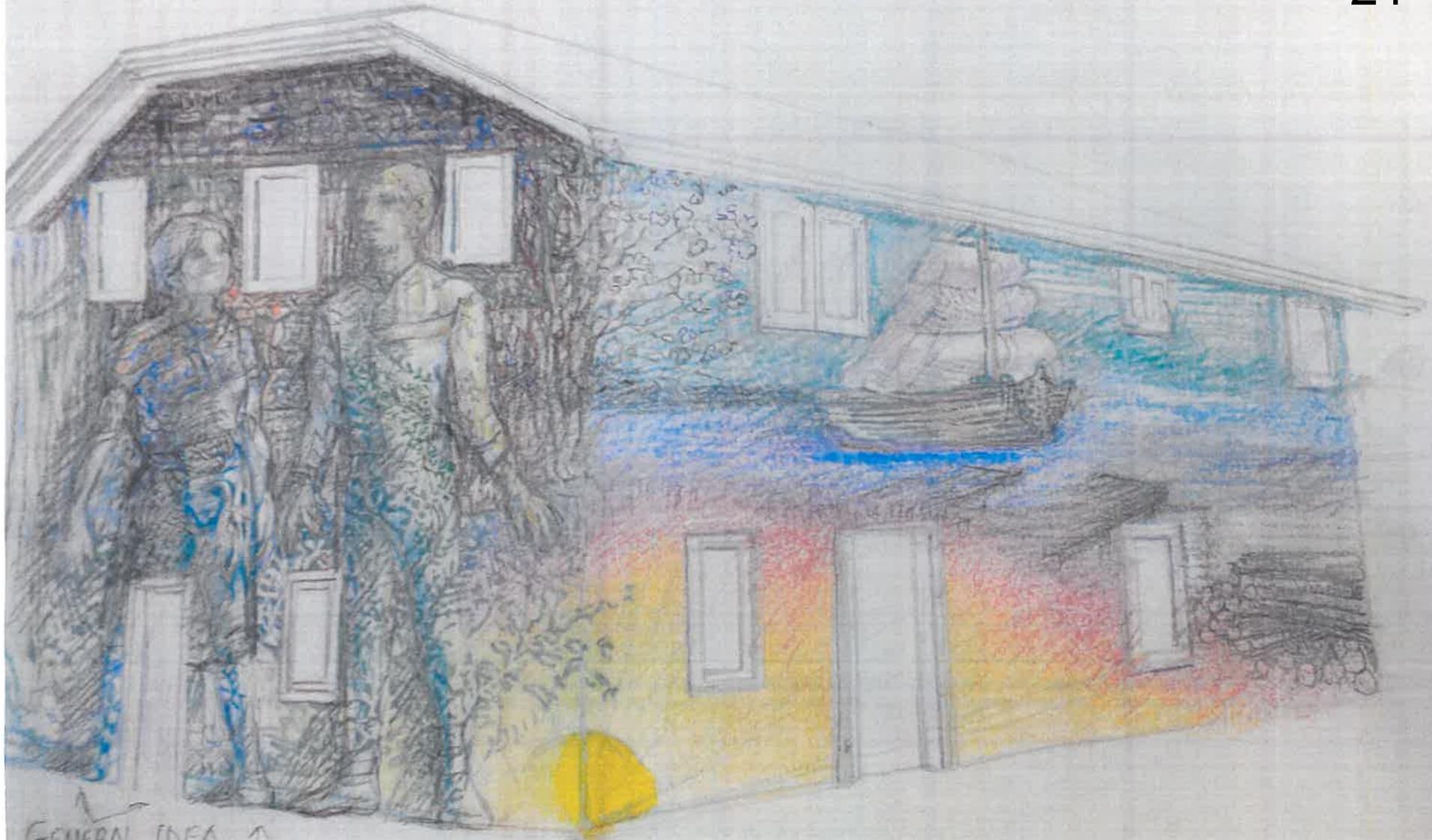
MEMORIAL DESIGN
NORDIC HERITAGE



MS. WITH LARGE SHIPS PILING UP THE YACHS / FOLKS HAULING WATER TO THEIR HOMES IN RUGGED WHEEL BARROW, WITH LEAVEL TAK IT.
1800'S GOODRICH STEAMERS BRINGING TOURISTS AND SHIPPING FARM CROPS, FISH AND HARDWOOD
BY YEARS: LAKE SHORE FILLED WITH FISHERMEN, LOGGERS AND FARMERS.
MRS WATERING COWS BY LAKE SHORE



AND BROTHERS
ARE GOD



GENERAL IDEA ↑
OPTICAL ILLUSION MADE LOOK AS
TWO DIFFERENT ELEMENTS

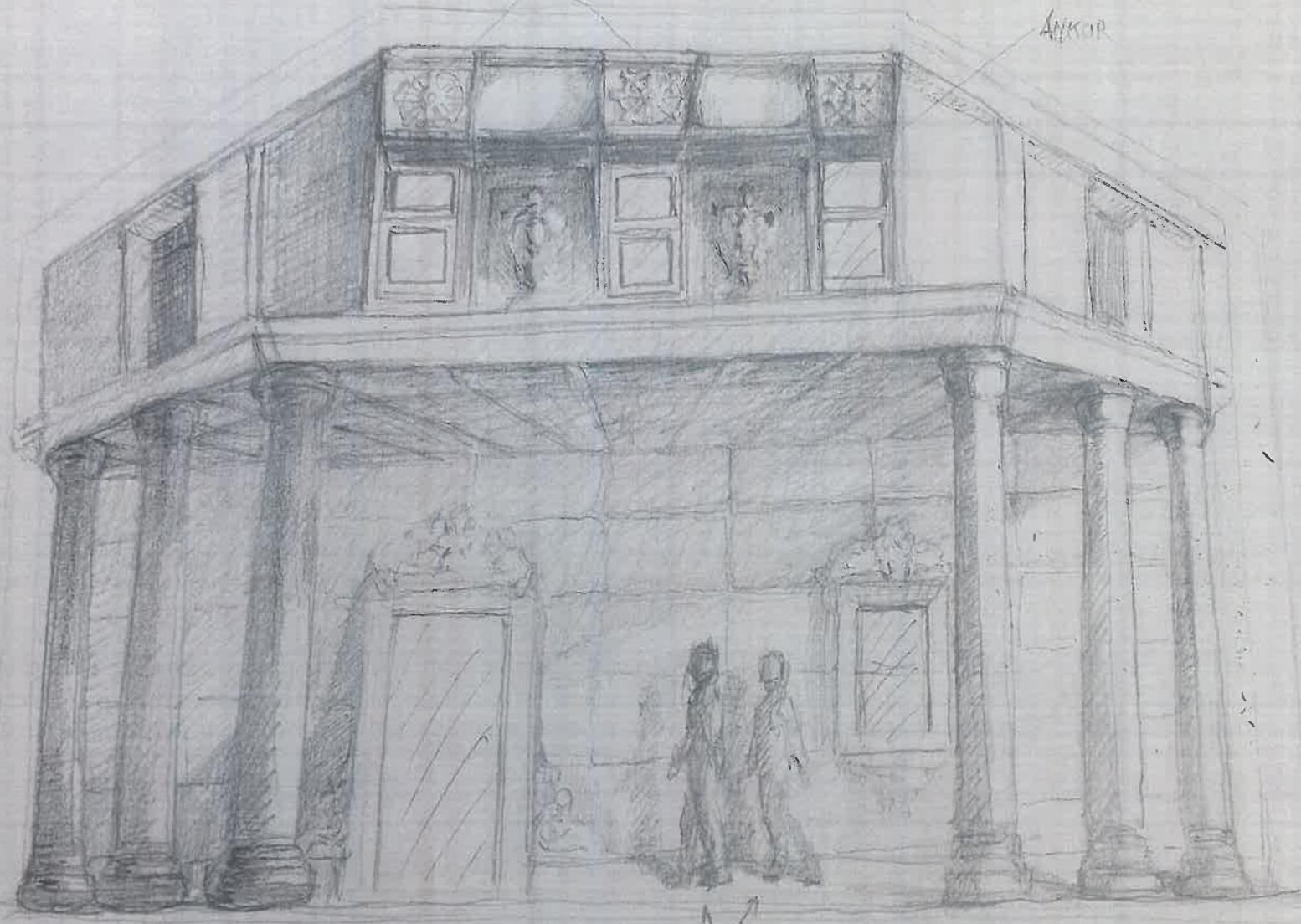
TROMPE L'OEIL (PLEASE GOOGLE)

24593, 54V, CAMP 72
11/17/72, 5/12/30 22

OLD WHEELS

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People passing by VIKING

1/11/72



Village of Sister Bay MARINA MANAGER'S REPORT

Meeting Date: February 9, 2016

Agenda Item No.: 6

At this time seasonal slip invoices and contacts are being prepared following intra marina move requests and changes. The wait list is healthy which is a positive thing as there are about 8 slips to sell for the 2016 season.

Scribble software training will be Tuesday before the meeting and the administration office staff will join me as well as video recording. I will be attending a QuickBooks training in Madison at the end of this month and we are currently switching our credit card processor to a company called X Charge which will save the marina a small amount of money.

Staff assembling and interviews have already begun to take place and we have more than our fair share of candidates to choose from.

The marina is in good shape with the freeze over, bubblers are doing their job and we have closed the breakwall to the public for safety.

A multifunctional marketing piece as the committee discussed is being put together and I do have a mock version to present.

Respectfully Submitted:
Nicole Krauel
Sister Bay Marina Manager

Marina Manager task sheet: 01/18/16**Accounting:**

1. **1/15** Inventory: Any additions should be noted on the spreadsheet as new items
2. **1/22** Slip Spreadsheet: Update due Friday 1/22. Final for 2015 and prepared/updated for 2016.
- a. **1/31** Potential revisions to budget based on the size of slips available and the historical village to non-village ratio
3. **3/31** Cash Receipting: Daily activity. Break out cash receipts based on accounting form; shift to weekly in off season. (same day each week unless notified otherwise)
4. **3/31** Cash Handling Procedures: Attached. Any changes that are anticipated based on the new software, let's discuss.
5. **1/31** Collections from 2015: Following up with Beacon Marine and any others that have outstanding bills from 2015.
Ongoing- Provide Tasha a list of these unpaid items and your progress on a weekly basis.
6. **1/31** Invoicing/Seasonal Slips 2016/Waitlist: Provide a bi-weekly update to Tasha regarding progress.
7. **Ongoing** Marina Financial Review: bi-weekly financial review of marina revenues and expenses. (weekly in season)
8. **3/31** Events: mini-budgets for planned events' expenses

Marinafest

1. **2/28**- Book Carnival, bouncy houses, reach out to commercial vendors and begin booking. Booking of commercial vendors should be completed by **3/31**
2. **4/30**-Marinafest Donation letters 1 and 2 written. Letter 1 mailed. Letter 2 to be mailed **7/10**
3. **4/15**-Contact Piggly Wiggly on **\$4000 continuing donation for fireworks/Premier event sponsorship.**

Administrative

1. **Ongoing**- Prepare agendas for Marina Committee and Marinafest Committees. Agendas and associated materials should be prepared **5 days in advance** of the meeting. Contact administrator and committee chair when writing to see if additional items need to be added.
2. **Ongoing**- Attend and participate in Village Safety meetings as instructed (bloodborne pathogen training setup)
3. **Weekly**-(Thursday's at 11 unless otherwise communicated) meet with Zeke to discuss accomplishments and opportunities
4. **2/15**-Review year end numbers with Zeke and Tasha; work out bonus

Operations

1. **1/31** Reconcile slip renewal applications to identify open slips
2. **1/31**- Process intramarina move requests
3. **1/31**-Call tenants that have not sent in renewal forms
4. **2/25** Audit/update waitlist
5. **1/31** Contact waitlist customers to fill empty slips
6. **1/31** Invoice slip holders
7. **1/31** Include meet and greet notice for Memorial Day Weekend
8. **2/15** Input all slip holder data in new software system
9. **2/5** Order Pumpout Cart
10. **2/15**-Scribble Training Completed; look for quickbooks training and complete by 2/28 (Zeke, Tasha, Janal, Nicole)
11. **3/15** Contact all previous staff about returning in 2016
12. **3/31** Schedule Porta Pier/Parks Department to set docks up
13. **4/1** Advertise for open marina positions
14. **4/15** Interview for open positions
15. **4/30** Extend offer to prospective employees
16. **4/30** ensure Marina is ready to open; supplies ordered, facilities cleaned

Marketing

1. **2/6** Prepare marketing piece per committee; get approval from Committee at **2/9** meeting and prepare to distribute to slip holders and transients by **2/28**