



# MARINA COMMITTEE MEETING AGENDA

Tuesday April 12, 2016 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	Pat Duffy	<input type="checkbox"/>
3	Greg “Fuzzy” Sunstrom	<input type="checkbox"/>	4	Dan Jungwirth- Alternate	<input type="checkbox"/>
5	Vacant- Alternate	<input type="checkbox"/>	6	<i>Marina Manager – Nicole Krauel</i>	<input type="checkbox"/>
7	<i>Administrator – Zeke Jackson</i>	<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>

### 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 Boathouse painting; consider a motion for action if appropriate
3. Discussion on Boathouse alternative to “Seeking Sven” winner; consider a motion for action if appropriate
4. Discussion on Marina Marketing piece progression and mobile website; consider a motion for action if appropriate
5. Marina Managers report and discussion
6. Discussion on Slip Policy; consider a motion for action if appropriate
  - 6a. Slip use
  - 6b. Slip holding
  - 6c. Slip discounting
7. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits.
8. Consider a motion to reconvene into Open Session.
9. Consider a motion to take action, if required.
10. 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 paid for is repair/replacement of docks. Krauel will contact the representative of Petroleum  
2 Equipment who was dealing with the former Marina Manager to see if he is aware of any grants  
3 which are available for fuel dock systems and report her findings to the Committee ASAP.

4  
5 *It was the consensus that at this time no grant applications shall be submitted for a fuel dock,*  
6 *but long-term planning shall continue for such an appurtenance. Alternative repairs for "A*  
7 *Dock" such as wood or composite coverings shall also be investigated. At some point in the*  
8 *future the Marina Committee will make a presentation to the members of the Finance*  
9 *Committee regarding the possibility of establishing a CIP for Marina projects.*

10  
11 **Item No. 3. Discussion regarding painting of the Boathouse; Consider a motion for action if**  
12 **appropriate:**

13 Clove stated that he believes the exterior of the Boathouse is in need of painting, and the  
14 Committee members agreed.

15  
16 *A motion was made by Duffy, seconded by Clove that the exterior of the Boathouse shall be*  
17 *painted in 2016, and prior to the time that the painting is done the "For Rent" sign which is*  
18 *posted on that building shall be removed and placed in storage. Motion carried – All ayes.*

19  
20 An estimate for painting of the Boathouse which was received from Adam Johnson was  
21 included in the meeting packets and Clove presented an estimate he had received from Bogdan  
22 Savenko of Peninsula Painters. There was some question as to whether or not caulking, priming,  
23 scraping and power washing were included in both estimates, and Krauel was asked to contact  
24 Johnson and Savenko to request clarification of the services which will be provided. This  
25 agenda item will be re-addressed at the next meeting of the Marina Committee.

26  
27 **Item No. 4. Discussion regarding the placement of a mural on the Boathouse; Consider**  
28 **referral to the appropriate Committee, Commission, Board or official(s):**

29 Samples of potential murals which were prepared by Ram Rohas were included in the meeting  
30 packets and the Committee members jointly reviewed them.

31  
32 The Committee members indicated that they are very impressed with the work Rohas did on the  
33 mural in Baileys Harbor, but do not believe any of the proposed murals which were reviewed  
34 at this meeting were what they originally envisioned for display in Sister Bay. They also  
35 expressed concerns about what would happen with the mural if building alterations are made  
36 at some point in the future.

37  
38 *A motion was made by Sunstrom, seconded by Duffy that the Marina Committee's concerns*  
39 *about placement of a mural on the Boathouse shall be referred to the Parks Committee. Motion*  
40 *carried – All ayes.*

41  
42 **Item No. 5. Discussion on the Marina marketing piece progression; Consider a motion for**  
43 **action if appropriate:**

44 **Item No. 6. Review of the Marina Manager's Report:**

45 **Item No. 7. Scheduled February Topics: Innovation and Marketing; Consider a**  
46 **motion for action if necessary:**

47 A draft of a tri-fold Marina marketing piece was included in the meeting packets and the  
48 Committee members jointly reviewed that document. It was the consensus that in addition to  
49 the events listed on the marketing piece a cook-out/get-together shall be conducted at the  
50 Marina sometime during Memorial Day weekend. A few grammatical revisions were suggested

1 for the marketing piece and Krauel took note of all of them. She will see that the marketing  
2 piece is revised in accord with the Committee members' directives and e-mail the revised draft  
3 to them ASAP.

4  
5 Krauel's Marina Manager's Report was included in the meeting packets, and the Committee  
6 members also jointly reviewed that document. Seasonal slip invoices will be mailed out by  
7 Friday, February 12, 2016 and a new filing system has also been created for the seasonal slip  
8 holder documentation. The suggestion was made that slip holders be given the option to  
9 receive their invoices digitally, and it was the consensus that this would be a good idea. There  
10 are still ten seasonal slips available and Krauel is working on filling them. Scribble software  
11 training was delayed because Krauel has not had Quick Books training yet. Work is also  
12 ongoing on switching the credit card processor to X Charge. Several people have expressed  
13 interest in working at the Marina during 2016, and one interview has already been conducted.  
14 The Marina is currently in "good shape" with the freeze-over and the bubblers are doing their  
15 job, but the breakwall has been barricaded for safety reasons. If at all possible Krauel would like  
16 to make the Marina website mobile-friendly and would like to re-host it.

17  
18 *A motion was made by Sunstrom, seconded by Duffy that prior to the 2016 boating season up  
19 to \$2,500 may be spent on redesigning and making the Sister Bay Marina's website mobile-  
20 friendly. Motion carried – All ayes.*

21  
22 **Item No. 8. Consider a motion to convene into executive session pursuant to Wis.  
23 Stats. §19.85(1)(c) to discuss personnel and employee benefits:**

24 **Item No. 9. Consider a motion to reconvene into open session:**

25 **Item No. 10. Consider a motion to take action if required:**

26 None of these agenda items were addressed.

27  
28 **Item No. 11. Consider a motion to discuss matters to be placed on a future agenda or  
29 referred to a committee, official or employee:**

30 The next meeting of the Marina Committee is scheduled for Tuesday, March 8, 2016 at  
31 4:00 P.M.

32  
33 It was the consensus that the following issues shall be addressed at that meeting:

- 34 • **Discussion regarding painting of the Boathouse; Consider a motion for action if**  
35 **appropriate;**
- 36 • **Discussion regarding the Boathouse Mural Project;**
- 37 • **Discussion on the Marina marketing piece progression; Consider a motion for action if**  
38 **appropriate;**
- 39 • **Discussion regarding website revisions.**

40  
41 **Adjournment:**

42 *A motion was made by Sunstrom, seconded by Duffy that the meeting of the Marina  
43 Committee be adjourned at 5:40 P.M.*

44  
45 Respectfully submitted,

46 

47 Janal Suppanz, Assistant Administrator

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2016**

**MARINA FUND**

	PERIOD		BUDGET		% OF	
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	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	192,320.09	192,320.09	345,000.00 (	152,679.91)	55.74
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	43.77	43.77	350.00 (	306.23)	12.51
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
<hr/>						
TOTAL PUBLIC CHARGES		192,363.86	192,363.86	558,805.00 (	366,441.14)	34.42
<hr/>						
<u>MISCELLANEOUS REVENUES</u>						
201-48110-00-0000	INTEREST ON INVESTMENTS	86.82	86.82	670.00 (	583.18)	12.96
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	64.13	64.13	200.00 (	135.87)	32.06
<hr/>						
TOTAL MISCELLANEOUS REVENUES		4,775.95	4,775.95	20,370.00 (	15,594.05)	23.45
<hr/>						
TOTAL FUND REVENUE		197,139.81	197,139.81	579,175.00 (	382,035.19)	34.04
<hr/>						

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2016**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MARINA EXP</u>						
201-55101-00-0000	WAGES, MANAGER	9,230.76	9,230.76	40,000.00	30,769.24	23.08
201-55105-00-0000	WAGES, ADMIN	7,095.51	7,095.51	10,159.00	3,063.49	69.84
201-55105-04-0000	MAINTENANCE, PARKS	1,178.97	1,178.97	8,498.00	7,319.03	13.87
201-55105-08-0000	DOCKMASTERS, PART-TIME	154.00	154.00	39,466.00	39,312.00	.39
201-55105-32-0000	WAGES, MARINA FEST	78.11	78.11	.00	( 78.11 )	.00
201-55110-00-0000	OVERTIME, MANAGER	.00	.00	223.00	223.00	.00
201-55111-00-0000	BONUSES, DOCKMASTERS	1,376.51	1,376.51	5,807.00	4,430.49	23.70
201-55115-00-0000	RETIREMENT	1,159.74	1,159.74	3,871.00	2,711.26	29.96
201-55120-00-0000	SOCIAL SECURITY	1,336.15	1,336.15	7,968.00	6,631.85	16.77
201-55125-00-0000	INSURANCE, MEDICAL	2,016.22	2,016.22	9,281.00	7,264.78	21.72
201-55127-00-0000	HSA EXPENSE MARINA	1,131.16	1,131.16	.00	( 1,131.16 )	.00
201-55130-00-0000	INSURANCE, DENTAL	239.23	239.23	725.00	485.77	33.00
201-55135-00-0000	INSURANCE, DISABILITY	136.87	136.87	480.00	343.13	28.51
201-55140-00-0000	INSURANCE, GROUP LIFE	30.60	30.60	48.00	17.40	63.75
201-55145-00-0000	INSURANCE, WORK COMP	902.92	902.92	6,659.00	5,756.08	13.56
201-55190-00-0000	BENEFIT FEES AND PENALTIES	17.86	17.86	.00	( 17.86 )	.00
	<b>PERSONNEL</b>	<b>26,084.61</b>	<b>26,084.61</b>	<b>133,185.00</b>	<b>107,100.39</b>	<b>19.59</b>
201-55201-00-0000	TRAVEL/TRAINING	755.15	755.15	500.00	( 255.15 )	151.03
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
	<b>INDIRECT EMPLOYEE</b>	<b>755.15</b>	<b>755.15</b>	<b>1,800.00</b>	<b>1,044.85</b>	<b>41.95</b>
201-55340-00-0000	MARINA UTILITIES	5,194.72	5,194.72	24,000.00	18,805.28	21.64
201-55341-00-0000	BOATHOUSE UTILITIES	75.38	75.38	1,350.00	1,274.62	5.58
201-55360-00-0000	TELEPHONE	165.62	165.62	750.00	584.38	22.08
201-55365-00-0000	CELL PHONES	245.95	245.95	900.00	654.05	27.33
201-55370-00-0000	INTERNET	290.00	290.00	2,000.00	1,710.00	14.50
201-55375-00-0000	CHARTER TV	105.00	105.00	567.00	462.00	18.52
	<b>UTILITY COSTS</b>	<b>6,076.67</b>	<b>6,076.67</b>	<b>29,567.00</b>	<b>23,490.33</b>	<b>20.55</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2016**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55401-00-0000 OFFICE SUPPLIES	85.89	85.89	400.00	314.11	21.47
201-55405-00-0000 COMPUTER HARDWARE/SOFTWARE	146.98	146.98	5,000.00	4,853.02	2.94
201-55410-00-0000 PRINTING AND COPYING	9.36	9.36	500.00	490.64	1.87
201-55415-00-0000 POSTAGE	60.70	60.70	500.00	439.30	12.14
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	91.94	91.94	500.00	408.06	18.39
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
<b>SUPPLIES</b>	<b>394.87</b>	<b>394.87</b>	<b>13,000.00</b>	<b>12,605.13</b>	<b>3.04</b>
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	330.74	330.74	7,800.00	7,469.26	4.24
201-55504-00-0000 INFORMATION TECHNOLOGY	185.04	185.04	600.00	414.96	30.84
201-55510-00-0000 CONSULTING	443.50	443.50	350.00	( 93.50 )	126.71
201-55515-00-0000 LEGAL SERVICES	.00	.00	500.00	500.00	.00
201-55525-00-0000 PROPERTY/LIABILITY INSURANCE	1,096.75	1,096.75	7,750.00	6,653.25	14.15
201-55530-00-0000 LEGAL NOTICES	.00	.00	100.00	100.00	.00
201-55532-00-0000 MARKETING/PUBLICITY	250.00	250.00	8,000.00	7,750.00	3.12
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
<b>SERVICES</b>	<b>3,253.83</b>	<b>3,253.83</b>	<b>58,960.00</b>	<b>55,706.17</b>	<b>5.52</b>
201-55601-00-0000 OFFICE EQUIPMENT	4.87	4.87	300.00	295.13	1.62
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	1,493.03	1,493.03	15,000.00	13,506.97	9.95
201-55675-00-0000 EQUIPMENT RENTAL	.00	.00	150.00	150.00	.00
<b>MAINTENANCE</b>	<b>1,497.90</b>	<b>1,497.90</b>	<b>21,900.00</b>	<b>20,402.10</b>	<b>6.84</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 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
<b>VEHICLES AND EQUIPMENT</b>	<b>.00</b>	<b>.00</b>	<b>950.00</b>	<b>950.00</b>	<b>.00</b>
201-55930-00-0000 BANK FEES & FINANCE CHARGES	61.10	61.10	50.00	( 11.10 )	122.20
201-55950-00-0000 MISC OTHER EXP	.00	.00	100.00	100.00	.00
201-55971-00-0000 DEPRECIATION EXPENSE	50,000.01	50,000.01	200,000.00	149,999.99	25.00
201-55986-00-0000 INTEREST ON LONG-TERM DEBT	38,620.31	38,620.31	90,810.00	52,189.69	42.53
201-55992-00-0000 MARINA PILOT TRANSFER	31,589.01	31,589.01	126,356.00	94,766.99	25.00
<b>MISCELLANEOUS</b>	<b>120,270.43</b>	<b>120,270.43</b>	<b>417,316.00</b>	<b>297,045.57</b>	<b>28.82</b>
<b>TOTAL MARINA EXP</b>	<b>158,333.46</b>	<b>158,333.46</b>	<b>676,678.00</b>	<b>518,344.54</b>	<b>23.40</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>158,333.46</b>	<b>158,333.46</b>	<b>676,678.00</b>	<b>518,344.54</b>	<b>23.40</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>38,806.35</b>	<b>38,806.35</b>	<b>( 97,503.00 )</b>	<b>( 900,379.73 )</b>	<b>39.80</b>

# VILLAGE OF SISTER BAY

BALANCE SHEET

APRIL 30, 2016

## FUND 201 - MARINA FUND

### ASSETS

201-10100-0000	DUE TO/FROM GF - S/B \$0 @ ME	( 149,523.03 )	
201-10110-0000	CHECKING	92,614.57	
201-10120-0000	MONEY MARKET - DOCK	129,766.35	
201-10165-0000	MM - FIRST BUSINESS BANK	39,758.38	
201-10170-0000	MM - AMERICAN DEP MANAGEMENT	213,796.87	
201-12900-0000	RECEIVABLES - OTHER	( 5,201.78 )	
201-15401-0000	OFFICE SUPPLY INVENTORY	1,214.38	
201-15430-0000	CUSTODIAL SUPPLY INVENTORY	1,550.59	
201-15434-0000	SUPPLIES FOR RESALE INVENTORY	520.86	
201-15495-0000	INVENTORY - OTHER	101.07	
201-16900-0000	PRE-PAID OTHER	690.00	
201-18205-0000	MARINA LAND	1,572,756.00	
201-18210-0000	MARINA BUILDINGS	384,929.00	
201-18215-0000	MARINA BUILDING IMPROVEMENTS	28,786.43	
201-18220-0000	MARINA DOCKS	3,643,865.45	
201-18230-0000	MARINA EQUIPMENT	25,798.87	
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	( 108,707.22 )	
201-18896-0000	ACCUM DEPR - MARINA DOCKS	( 1,809,330.82 )	
201-18897-0000	ACCUM DEPR - MARINA EQUIP	( 8,805.35 )	
	TOTAL ASSETS		<u>4,106,641.33</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

201-20100-0000	ACCOUNTS PAYABLE	( 1,269.54 )	
201-21650-0000	ACCRUED INTEREST - MARINA	20,486.00	
201-23200-0000	SLIP DEPOSITS	19,000.00	
201-23900-0000	DEPOSITS HELD - OTHER	90.00	
201-24213-0000	SALES TAX PAYABLE	( .33 )	
201-29151-0000	JOHNSON PROPERTY LOAN #51	1,758,750.00	
201-29152-0000	MARINA EXPANSION LOAN #52	705,813.13	
	TOTAL LIABILITIES		2,502,869.26

#### FUND EQUITY

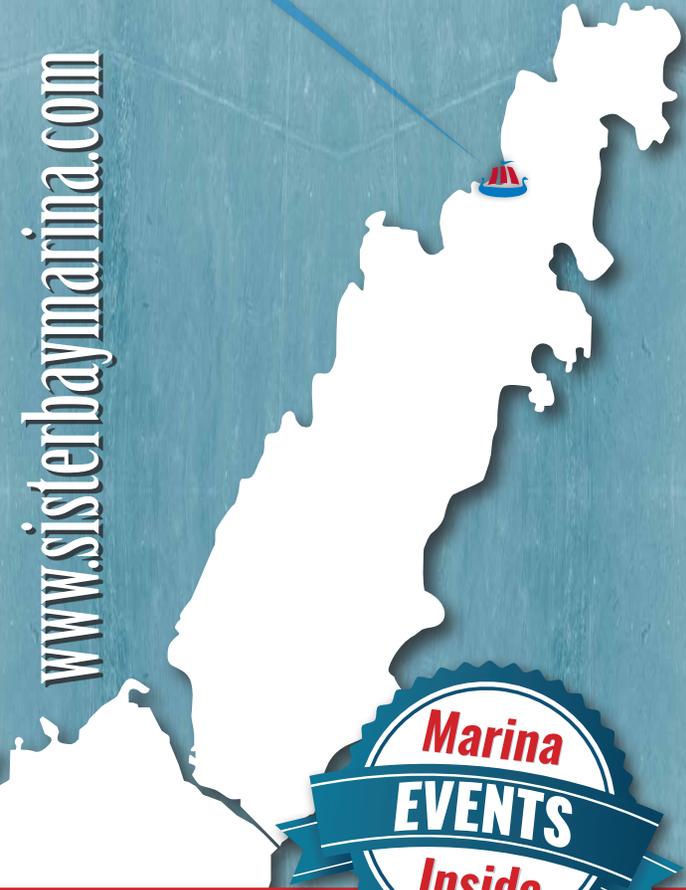
201-31100-0000	DESIGNATED FUND BALANCE	1,582,023.91	
	REVENUE OVER EXPENDITURES - YTD	38,806.35	
	TOTAL FUND EQUITY		<u>1,620,830.26</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,123,699.52</u>

> Subject: Estimate  
> From: [savenk@gmail.com](mailto:savenk@gmail.com)  
> Date: Tue, 9 Feb 2016 08:31:53 -0600  
> To: [reeltoy1@msn.com](mailto:reeltoy1@msn.com)  
>  
>  
> Painting proposal to Marine committee village of Sister Bay.  
>  
>  
> Project: Sister Bay Boat House.  
>  
>  
> Estimated price: 5500.00\$  
> Including:  
> -pressure washing,  
> -caulking all joints (SW),  
> -scraping,  
> -spot priming,  
> -one coat of stain( SW WoodScapes) on siding, door trim. Sealing on a balcony( second coat if needed).  
>  
>  
> Bogdan Savenko. Cel 920 421 4657.  
> Sent from my iPad



# MARINA

www.sisterbaymarina.com



Sister Bay Marina • Door County • WI



Sister Bay Marina  
10733 N. Bay Shore Drive  
Sister Bay, WI 54234

Address Here



With its small town charm and big city happenings, Sister Bay and the Sister Bay Marina pride themselves as the destination of the Door County Peninsula. One visit and you will understand why this is not your ordinary drive-through town. Likewise a one night stay at the marina is simply not enough time to enjoy all the offerings of this tasteful and trendy destination.

With a sparring 150 slip marina, boat rentals, sail tours and the finest customer service on the Great Lakes, the staff will go above and beyond any expectations you may have to make your stay most memorable. The marina offers 40 transient slips comfortably accommodating up to an 80 foot boat, with newly remodeled bath and shower rooms, laundry, WIFI, gas grills, provisions and an epic sunset. Just steps from your dock marina guest will enjoy legendary restaurants, beautiful parks and landscape along with a plethora and variety of stores for the ultimate shopping experience. If we still haven't convinced you that Sister Bay and the Sister Bay Marina is the destination of Door County, let us entice you with one of our many festivals and big events.

www.sisterbaymarina.com

920-854-4521



# MARINA Events



**BBQ**  
June 5th

Description would go here ... Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla condimentum sed enim eget rutrum. Praesent ac neque nisl. Donec sed accumsan dolor. Aliquam pellentesque vehicula iaculis. Vestibulum viverra est ac sapien aliquet. Donec sed accumsan dolor. Aliquam pellentesque vehicula iaculis. Vestibulum viverra est ac sapien aliquet.



**Fish Boil**  
July 15th

Description would go here ... Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla condimentum sed enim eget rutrum. Praesent ac neque nisl. Donec sed accumsan dolor. Aliquam pellentesque vehicula iaculis. Vestibulum viverra est ac sapien aliquet. Donec sed accumsan dolor. Aliquam pellentesque vehicula iaculis. Vestibulum viverra est ac sapien aliquet.



**Wine & Cheese**  
August 15th

Description would go here ... Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla condimentum sed enim eget rutrum. Praesent ac neque nisl. Donec sed accumsan dolor. Aliquam pellentesque vehicula iaculis. Vestibulum viverra est ac sapien aliquet. Donec sed accumsan dolor. Aliquam pellentesque vehicula iaculis. Vestibulum viverra est ac sapien aliquet.

## Marina Fest

September 5th - 6th • Labor Day Weekend

### Saturday

- 8:00 - Event title would go here
- 9:00 - Description would go here
- 10:00 - Event title would go here
- 11:00 - Event title
- 12:00 - Description would go here
- 10:00-2:00 - Event title would go here
  - Description would go here
  - Event title will go here
  - Description would go here
  - Event title will go here
- 3:00 - Description would go here
- 4:00 - Event title

### Sunday

- 8:00 - Event title would go here
- 9:00 - Description would go here
- 12:00 - Description would go here
- 10:00-2:00 - Event title would go here
  - Description would go here
  - Event title will go here
  - Description would go here
  - Event title will go here
- 3:00 - Description would go here
- 4:00 - Event title



# 12

# Transient Rates

Daily Launch – \$8.00

Seasonal Launch – \$65.00

Sanitary Pump Out – \$15.00 per 60 Gallon Tank

In-Season Transient Dockage (Mid May through Mid-September) – \$1.78 per foot of boat per day (20' Minimum)

Early Season Transient Dockage (Whenever facilities open for the season before Mid-May) – \$25.00 per day

Late Season Transient Dockage (Mid-September through October 24th) – \$25.00 per day

Late Season Long Term Transient Dockage (The day after Labor Day through October 24th) – Packages and Discounted Rates Available

All of the above mentioned fees are due and payable upon receipt of the stated service unless other arrangements have been made with the Marina Manager and a specific due date has been established. A late payment charge of 1% but not less than \$0.50 will be assessed on a monthly basis. All of the above mentioned fees are due and payable upon receipt of the stated service unless other arrangements have been made with the Marina Manager and a specific due date has been established. A late payment charge of 1% but not less than \$0.50 will be assessed on a monthly basis for all fees not paid within twenty days of the due date.

# Transient Guide

Description would go here ... Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla condimentum sed enim eget rutrum. Praesent ac neque nisl. Donec sed accumsan dolor. Aliquam pellentesque vehicula iaculis. Vestibulum viverra est ac sapien aliquet, mattis rhoncus tortor efficitur. Nam sit amet bibendum quam, eu imperdiet risus. Phasellus at sapien risus. Nullam blandit cursus est eu pharetra. Proin luctus lorem eu lacinia pretium. Quisque fringilla in nisi fringilla aliquet. Nam ligula justo, fermentum non condimentum sit amet, vestibulum congue tellus. Sed lacinia metus orci, et mollis quam facilisis non. Vivamus at finibus quam, non suscipit enim. Proin eros orci, blandit ut bibendum nec, finibus ut eros. Integer in. venenatis dolor. Vivamus dapibus libero vel tortor viverra eleifend. Nam ultricies, magna quis fermentum fermentum, nibh eros efficitur neque, quis malesuada dui erat.



## Village of Sister Bay

### MARINA MANAGER REPORT

Meeting Date 04/12/16

Item No.: 5

#### Operations

Staff – We will have two returning staff from the previous season and I have assembled the rest of my crew including a part time dock master. Staff will go through a training workshop together in May to better prepare and unify them for the new software, portable pump out, and marina operations.

Pump Out – The Mobile Pump Out cart has arrived and is housed in the public works shop at the moment.

Docks & Grounds – The leaning cedar tree has been taken down in the parking lot due to its unhealthy root hold. Public Works Director and I had a discussion about lighting at the marina and have a plan in place to ensure all bulbs will be working at the beginning of the season. We also discussed some repairs to the manufactured wood floats that need to be attended to. Porta Pier arrived and placed the docks into their respective positions without much difficulty. In doing so however; we did discover J Docks 32 foot piers mounts have weakened and bent over time. Public works and the marina have devised a plan to take the piers one by one next winter and reinforce the mounts.

The Parks Department will work with the DOT on restoration of the area between the new sidewalk on Bay Shore Drive and the Marina parking lot. A large planter box was approved by the Bay Shore Drive Committee (Similar to the one just built in front of the Post Office, and is on the “to do list” for Steve Mann.)

Beach House – I am requesting additional staff help of 3 to 5 hours to assist me with removing and storing village owned boat house property as our contracted renters move in after boat house renovations are completed.

Transients – The new transient reservation software is extremely complex yet simple at the same time and I continue to gain knowledge and proficiency with it every day. Reservations have tapered off a bit, but we average two to three a week. I will continue to look for support on my methods of reservation taking as they do vary from years past and it can cause some consternation with long-standing customers, but experience and numbers have proven successful. To date, I have taken and completed both hard copy and software input about 80 reservations.

Seasonal Tenants - The first installment of seasonal slip payment has been collected with the second and final payment to be due May 1<sup>st</sup>, as stated on the renewal document initially sent out. I have now completed selling 18 slips which took a toll on the waitlist, but I am confident with the upcoming season we will continue to grow and patrons will want to call Sister Bay their home port. The intra marina move process went well and I was able to satisfy six tenants this season.

Nicole Krauel  
Marina Manager

## Sister Bay Marina Procedure and Usage Rules

In an effort to provide an inviting atmosphere for all boat owners docking at the Sister Bay Marina, the following rules and regulations are provided for your protection. Your cooperation is greatly appreciated.

1. You or your designated launcher must notify the Marina Manager 24 hours in advance of initial launching. This rule must be strictly followed. In order to keep overall costs down you must let the Dock Master know when you will be away from your slip overnight or longer. The Village reserves the right to collect a fee for daily rental of your slip when you are away from it for an extended period. Failure to notify the Dock Master of your intent to be away from your slip overnight or longer may result in you being charged the daily rental fee for the length of time you are gone.
2. All lessees will be responsible for the safe and proper mooring of their boats. Boats breaking their moorings may be removed at the expense of the owner. Please check your line inventory, etc. before docking.
3. The Village will not be responsible for damage to or theft of the lessee's property or boat(s) regardless of the cause.
4. The speed limit in the harbor, when approaching or leaving will be DEAD SLOW.
5. Pets will only be allowed in designated areas on the Marina grounds and within Marina Park if they are on a leash. No pets will be allowed to commit a nuisance on or around the docks. You must clean up after your pet anywhere within the Village limits. Cleanup containers are available at the Marina Office. No dogs are allowed in Waterfront Park. The dog park is located at the Sports Complex.
6. Grilles are provided by the Marina and available for guests to use on the Marina grounds. Grilling is prohibited on vessels, docks and walkways.
7. No swimming, water skiing or racing will be allowed within the harbor. Fishing will be permitted in designated areas only.
8. Skateboarding and/or rollerblading will not be allowed on the docks or Marina grounds.
9. Vehicles parked longer than the limits noted on parking signs, (including the temporary loading spaces on Bay Shore Drive), must be parked in the Village lots and not in the dock parking area. Please observe this rule at all times as improperly parked vehicles may be removed at the owner's expense or may be ticketed.
10. Garbage dumpsters are located on the west side of the Marina Office. Please do not leave garbage on the docks or in the small cans on the Marina grounds. The dumpsters may only be used for disposal of refuse generated at the Marina.
11. Recycling is encouraged throughout the entire Village. Recycling containers will be provided for you. We ask that you help to protect the environment by recycling whenever possible.
12. The Village is concerned about all forms of pollution in the harbor. Please take necessary precautions to prevent contamination of the water at all times.
- ~~13. The Village reserves the right to assign boat slips and dock ties. The assignments are subject to change at any time as may be required. There will be a maximum allowable overhang as measured by the Dock Master of 16"~~

onto the dock walkway, (exceptions listed below), and the maximum allowable rear overhang shall be 24". If a boat exceeds these guidelines, it is considered unacceptable. Exceptions to the overhang rules are:

~~Slips 1-19, 45, 53 and 83—No dockside overhang, and,  
Slips 51 and 52—No overhang front or rear.~~

The Village has established a policy regarding the existing boats as of December 1, 2010 seasonally renting at the "J" dock, formerly the Johnson Marina that exceeds the overhang provisions above. A copy of the policy is on file at the Village and available upon request.

14. Seasonal and transient slips must be vacated by ~~October 24<sup>th</sup>~~ (October 31<sup>st</sup>), unless otherwise prearranged. All boats must be removed from the Marina by ~~October 24<sup>th</sup>~~ (October 31<sup>st</sup>),, or they may be forcibly removed at the owner's expense. (Enforcement of this rule allows for timely and orderly winterization of the Marina.)
15. All persons using the Sister Bay Marina must conduct themselves with discretion and be considerate of their neighbors. NO EXCESSIVE DISTURBANCES OF ANY SORT WILL BE ALLOWED BETWEEN 10:00 P.M. AND 7:00 A.M.
16. Any individual(s) behaving in a disruptive fashion at the Marina, or who is/are abusive to Marina employees, other boaters or citizens will initially be warned by the Marina Manager or staff that such activity is not permissible. If he/she/they fail to heed the warning, or if he/she/they have exhibited similar behavior in the past, the Manager does have the authority to permanently ban the individual(s) from the Marina. Any fees or lease amount paid to the Marina shall be forfeited at that time.
17. All visitors, lessees and users of the Marina, Marina Park, other Village parks and property are required to comply with Chapter 38 of the Village code. Chapter 38 includes regulations related to: boating, park rules, dogs, alcoholic beverages, vehicles, littering, curfew, launching fees, fires, hunting and trapping. The complete regulations are available on line at [www.sisterbaymarina.com](http://www.sisterbaymarina.com)

## Sister Bay Marina Rules on Slip Leases

1. The application for a slip must be completed in its entirety including the proof of ownership (boat title and registration) and submitted by ~~December 31, 2014~~ (December 31<sup>st</sup>). Payment for 2014 seasonal dockage ~~is due no later than March 31, 2015~~ (may be made in two installments. First installment for seasonal dockage will be made by March 1<sup>st</sup> – second and final installment for seasonal dockage must be made by May 1<sup>st</sup>). Payments postmarked after ~~March 31, 2015~~ (May 1<sup>st</sup>) will be considered late and the slip may be awarded to the next person on the list.
2. If you are unable to produce your registration and boat title because the boat is in storage you must provide a copy of the boat title and registration prior to placing the boat in the Marina as required in Marina Regulation #1. If the information on the boat registration and title does not match the application, the Village can reassign the slip and refund the annual rental fee according to the refund policy below.
3. In order to qualify for the Village property owner rate you must own real property in the Village and provide the Village with the property identification number. The name on the property records maintained by Door County must match the name on the application in order to qualify for the Village property owner rate.
4. A deposit of \$200 must accompany a request to be placed on the waiting list. Being placed on the waiting list does not guarantee assignment of a slip. There are two waiting lists – one for Village property owners and one

for non-property owners. Owners of property in the Village will be offered any available seasonal slips before non-property owners.

5. The Village cannot guarantee year-to-year leasing of individual slips, but the prior lessee will have priority. If you have been assigned a seasonal slip and wish to purchase a new boat of a different size, you must confirm in writing that the new boat will fit in your existing slip. If you purchase a new boat and it does not fit in your existing slip, you will lose your slip without any refund.
6. There will be no subletting or exchanging of slips by lessees. The boat must be owned by the slip lessee. The transfer of boat ownership does not confer any rights to the use of a seasonal slip.
7. Proof of ownership of all boats, which occupy a seasonal slip, must be provided to the Marina Manager.
8. There shall be no signage on boats other than a temporary for sale sign less than two square feet in size. No signage including a "for sale" sign is permitted on any boat owned by a dealer other than the permitted commercial operators. No commercial activity, boat sales or signage is permitted on boats other than the permitted commercial operators. The commercial operators shall comply with such other or additional regulations that the Marina may establish.
9. When and if you become eligible for a seasonal slip you will be notified by the Village. If you decline a seasonal slip which is a reasonable fit for your boat as determined by the Marina Manager your name will remain on the waiting list, but go to the bottom of that list. If you are offered a slip, in which your boat will not reasonably fit as determined by the Marina Manager your name will remain in its current location on the waiting list.
10. The lease of a slip is to an individual located at a particular property. The annual slip lease fee is dependent upon owning or not owning property in the Village. If an individual lessee moves to a different location then the fee is adjusted. If a slip holder decides not to renew his/her seasonal rental, written verification shall be provided to the Village at P.O. Box 769, Sister Bay, WI 54234.
11. Refund Policy: If, after paying your annual slip rental fee, the Village is notified in writing by March 15th of your desire to release the slip, 75% of that fee will be refunded. If notification is received between May 1st and June 1st, 50% of the fee will be refunded, and, after June 1st no refunds will be allowed.
12. Boat Removal Policy: Your boat must be removed from the Marina by October 24th, or you will be charged the out of season dockage fee of \$2.00 per foot of boat per day.

**Failure to comply with any of these regulations may result in boat owners being given notice to leave the Marina and/or forfeiture of rental fees and slip holder rights and privileges.**

## Policy Recommendations:

New policies in green

Existing policies in black

### Procedure and Usage

#### New Policy

12. The Village reserves the right to assign boat slips and dock ties. Vessels assigned a seasonal slip will appropriately fit the slip assigned inclusive of all attachments fore and aft. Vessels in violation of more than (2) feet over or under and otherwise approved by the marina manager will be considered non-compliant and may result in a slip move, additional fees, or slip lease termination.

#### **Existing Policy**

12. (The Village reserves the right to assign boat slips and dock ties. The assignments are subject to change at any time as may be required. There will be a maximum allowable overhang as measured by the Dock Master of 16" onto the dock walkway, (exceptions listed below), and the maximum allowable rear overhang shall be 24". If a boat exceeds these guidelines, it is considered unacceptable. Exceptions to the overhang rules are: Slips 1-19, 45, 53 and 83 – No dockside overhang, and, Slips 51 and 52 – No overhang front or rear.)

#### New Policy:

At the discretion of the Marina Manager, slip privileges may be terminated if non occupancy of a slip for two entire seasons occurs. A slip may not be considered "occupied" by a seasonal tenant by placing or purchasing a larger, smaller, or unapproved vessel in the assigned slip. Slip transfers and assignments are at the sole discretion of the Marina Manager.

No existing policy

#### New Policy:

The break wall and all floating and fixed piers are considered public walkways and should remain free of gear, chairs, tables, bicycles, inflatables and similar items for patron safety and access. Likewise, shore power cords and water hoses should not create a trip hazard. No attachments can be made to the break wall, floating and fixed piers without the approval of the marina manager.

No existing policy