



# MARINA COMMITTEE MEETING AGENDA

Tuesday May 10th, 2016 at 3:00 p.m.

Sister Bay Fire Station 2258 Mill Road

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

Call Meeting to Order

Deviations from the agenda order shown may occur.

### Roll Call

1	Chair – John Clove	<input type="checkbox"/>	2	Pat Duffy	<input type="checkbox"/>
3	Greg “Fuzzy” Sunstrom	<input type="checkbox"/>	4	Dan Jungwirth- Alternate	<input type="checkbox"/>
5	Dwight Anderson- Alternate	<input type="checkbox"/>	6	Marina Manager – Nicole Krauel	<input type="checkbox"/>
7	Administrator – Zeke Jackson	<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. Presentation by the Committee Chairman on the proposed fuel dock; consider a motion for action if necessary
3. Discussion on Capital Improvement Projects (CIP) proposal for 2017 budget; consider a motion to recommend to the Finance Committee/Village Board for approval.
4. Marina Managers report and discussion
5. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits.
6. Consider a motion to reconvene into Open Session.
7. Consider a motion to take action, if required.
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 *A motion was made by Clove, seconded by Duffy that Peninsula Painting's bid for the Boathouse*  
 2 *Painting Project in the amount of \$5,500 shall be accepted on the condition that the job must*  
 3 *completed by June 25, 2016. Motion carried – All ayes.*

4  
 5 Jackson noted that there are some trees and shrubs as well as flower beds which are becoming  
 6 overgrown at the Boathouse, and they are quite unsightly. It was the consensus that those trees and  
 7 shrubs shall be removed prior to the time that the Boathouse is painted.

8  
 9 *A motion was made by Duffy, seconded by Sunstrom that the Parks Department employees shall be*  
 10 *asked to remove the overgrown Cedar trees and shrubs by the Boathouse ASAP. They shall also be*  
 11 *asked to clean up and re-landscape the flower beds on the Boathouse property, and, if possible, the*  
 12 *propane tank on that property shall be removed or screened. Motion carried – All ayes.*

13  
 14 **Item No. 3. Discussion regarding an alternative to allowing the winner of the “Seeking Sven”**  
 15 **Contest stay at the Boathouse; Consider a motion for action if necessary:**

16 Last year the SBAA Coordinator was informed that the winner of the “Seeking Sven” Contest could  
 17 spend a weekend at the Boathouse in April of 2016 as the Muellers, the long-term renters, planned on  
 18 moving in for the season in May. Since that time the Muellers have gotten permission to do  
 19 remodeling at the Boathouse at their expense, but the contractors they hired would like to do the work  
 20 in April. The Muellers have indicated that they would be willing to pay for alternate lodging  
 21 arrangements for the prize winners.

22  
 23 It was the consensus that the Muellers should not pay for alternate lodging arrangements for the  
 24 “Seeking Sven” Contest prize winners. Instead, Krauel was asked to contact a few local lodging  
 25 establishments to see if they would be willing to rent out a room for a weekend in April or early May  
 26 at a reduced rate. Once a reservation has been made the lodging expenses will be charged to the  
 27 Marina.

28  
 29 *A motion was made by Sunstrom, seconded by Duffy that the Marina Committee has determined that*  
 30 *the SBAA Coordinator shall be informed that the Boathouse will no longer be available as a prize for*  
 31 *the “Seeking Sven” Contest, but alternate lodging arrangements will be made for the 2016 contest*  
 32 *winner. To that end the Marina Manager shall contact the owners/Managers of a few Sister Bay*  
 33 *lodging establishments to see if they would be willing to rent out a room for a weekend in April or*  
 34 *early May at a reduced rate and make a reservation for the prize winner at one of those*  
 35 *establishments. The lodging expenses at the alternate location shall be charged to the Sister Bay*  
 36 *Marina. Motion carried – All ayes.*

37  
 38 **Item No. 4. Discussion regarding the progress which has been made on the Marina marketing**  
 39 **piece and creation of a mobile-friendly website; Consider a motion for action if appropriate:**

40 Krauel presented a draft of the Marina marketing piece, and the Committee members jointly reviewed  
 41 that document. A few grammatical revisions were suggested and Krauel took note of all of them. She  
 42 was asked to provide a copy of the revised document to the Committee members ASAP.

43  
 44 Krauel is working with a website designer on making the Marina website more user and mobile  
 45 friendly and will provide updated information as soon as it is available.

46  
 47 **Item No. 6. Discussion regarding the Slip Rental Policy at the Marina; Consider a**  
 48 **motion for action if appropriate:**

49 **a. Slip Use**

50 **b. Slip Holding**

51 **c. Slip Discounting**

52 A draft of a document which describes the Sister Bay Marina Usage Rules and Procedures was

1 included in the meeting packets, and the Committee members jointly reviewed that document. During  
 2 the review process several grammatical revisions were suggested and Krauel took note of all of them.  
 3 It was the consensus that anyone wishing to reserve a seasonal slip must pay a non-refundable \$500  
 4 deposit by January 15th.

5  
 6 *A motion was made by Sunstrom, seconded by Duffy that the Sister Bay Marina Procedure and Usage*  
 7 *Rules which were reviewed at this meeting are approved as amended. Motion carried – All ayes.*

8  
 9 **Item No. 5. Marina Manager's Report:**

10 The Marina Manager's Report was included in the meeting packets, and the Committee members  
 11 jointly reviewed that document. During the review process Krauel noted that there were a number of  
 12 people who applied for Dock Hand positions. She's happy to report that all but one position has been  
 13 filled. An all- staff training workshop will be conducted in May. The mobile pump-out has arrived. A  
 14 Cedar tree which had been leaning into the Marina parking lot was removed. Krauel has also discussed  
 15 lighting issues with the Facilities Manager and and necessary repairs will be made. Port-A-Pier placed  
 16 the docks into their respective positions without much difficulty, but during the process they  
 17 discovered that "J" Dock's 32' pier mounts have weakened and are bent over time. The Facilities  
 18 Manager and Krauel have devised a plan to reinforce the pier mounts over the course of the winter.  
 19 The Parks Department crew members will work on restoration of the area between the new sidewalk  
 20 on N. Bay Shore Drive and the Marina parking lot. A large planter box which is similar to the planters  
 21 which were installed by the Post Office will be built and installed ASAP. Eighteen seasonal slips have  
 22 been sold and the Marina is full. As time goes on Krauel is becoming more and more familiar with the  
 23 new Marina software. At the present time a \$5 "early bird" launch special has been instituted.

24  
 25 *Clove noted that the garage doors on the Boathouse do not close properly. Jackson will ask the Parks*  
 26 *Department crew members to address this issue ASAP.*

27  
 28 **Item No. 7. Consider a motion to convene into executive session pursuant to Wis. Stats.,**  
 29 **§19.85(1)(c) to discuss personnel and employee benefits:**

30 *At 3:40 P.M. a motion was made by Sunstrom, seconded by Duffy that the Marina Committee*  
 31 *convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personal and*  
 32 *employee benefits. A roll call vote was taken on that motion and the Committee members*  
 33 *voted in the following fashion:*

34  
 35 *Clove – Aye; Duffy – Aye; Sunstrom – Aye*

36  
 37 *Motion carried.*

38  
 39 **Item No. 8. Consider a motion to reconvene into open session:**

40 *At 4:02 P.M. a motion was made by Sunstrom, seconded by Duffy that the Marina Committee*  
 41 *reconvene into open session. Another roll call vote was taken and the Committee members*  
 42 *voted in the following fashion:*

43  
 44 *Clove – Aye; Duffy – Aye; Sunstrom – Aye*

45  
 46 *Motion carried.*

47  
 48 **Item No. 9. Consider a motion to take action, if required:**

49 *No formal action was taken.*

50  
 51  
 52

1 **Item No. 10. Consider a motion to discuss matters to be placed on a future agenda or**  
2 **referred to a committee, official or employee:**

3 *The next meeting of the Marina Committee was scheduled for 3:00 P.M. on Tuesday, May 10,*  
4 *2016. The following issues will be addressed at that meeting:*

- 6 • *Consider a motion to convene into executive session pursuant to Wis. Stats.*  
7 *§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  
11 *The Marina Fest Committee will be meeting at 5:30 P.M. on April 27, 2016.*

12  
13 **Adjournment:**

14 *A motion was made by Clove, seconded by Duffy that the April 12, 2016 meeting of the Marina*  
15 *Committee be adjourned at 4:20 P.M.*

16  
17 Respectfully submitted,



19  
20 Janal Suppanz,  
21 Assistant Administrator

# VILLAGE OF SISTER BAY

BALANCE SHEET

MAY 31, 2016

## FUND 201 - MARINA FUND

### ASSETS

201-10100-0000	DUE TO/FROM GF - S/B \$0 @ ME	( 65,621.87 )	
201-10110-0000	CHECKING	163,254.95	
201-10120-0000	MONEY MARKET - DOCK	112,600.44	
201-10165-0000	MM - FIRST BUSINESS BANK	39,761.75	
201-10170-0000	MM - AMERICAN DEP MANAGEMENT	213,839.05	
201-10950-0000	UNDER/OVER	( .05 )	
201-12900-0000	RECEIVABLES - OTHER	714.22	
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	( 109,647.51 )	
201-18896-0000	ACCUM DEPR - MARINA DOCKS	( 1,824,981.04 )	
201-18897-0000	ACCUM DEPR - MARINA EQUIP	( 8,881.51 )	
	TOTAL ASSETS		<u>4,233,311.79</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

201-21650-0000	ACCRUED INTEREST - MARINA	20,486.00	
201-23200-0000	SLIP DEPOSITS	16,800.00	
201-23900-0000	DEPOSITS HELD - OTHER	90.00	
201-24213-0000	SALES TAX PAYABLE	7,235.77	
201-29151-0000	JOHNSON PROPERTY LOAN #51	1,758,750.00	
201-29152-0000	MARINA EXPANSION LOAN #52	705,813.13	
	TOTAL LIABILITIES		2,509,174.90

#### FUND EQUITY

201-31100-0000	DESIGNATED FUND BALANCE	1,582,023.91	
	REVENUE OVER EXPENDITURES - YTD	127,840.47	
	TOTAL FUND EQUITY		<u>1,709,864.38</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,219,039.28</u>

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	107,450.09	323,862.75	345,000.00 ( 21,137.25)	93.87
201-46752-00-0000	DAILY DOCKING/TRANSIENT FEES	.00	.00	112,000.00 ( 112,000.00)	.00
201-46753-00-0000	LAUNCH FEES	.00	22.75	12,000.00 ( 11,977.25)	.19
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	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
	<b>TOTAL PUBLIC CHARGES</b>	<b>107,450.09</b>	<b>323,929.27</b>	<b>558,805.00 ( 234,875.73)</b>	<b>57.97</b>
<u>MISCELLANEOUS REVENUES</u>					
201-48110-00-0000	INTEREST ON INVESTMENTS	.00	153.63	670.00 ( 516.37)	22.93
201-48260-00-0000	BLDG RENTAL - BOATHOUSE	.00	9,275.00	19,500.00 ( 10,225.00)	47.56
201-48990-00-0000	MISC OTHER REVENUE	.00	64.13	200.00 ( 135.87)	32.06
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>.00</b>	<b>9,492.76</b>	<b>20,370.00 ( 10,877.24)</b>	<b>46.60</b>
	<b>TOTAL FUND REVENUE</b>	<b>107,450.09</b>	<b>333,422.03</b>	<b>579,175.00 ( 245,752.97)</b>	<b>57.57</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2016**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MARINA EXP</u>						
201-55101-00-0000	WAGES, MANAGER	.00	11,894.22	40,000.00	28,105.78	29.74
201-55105-00-0000	WAGES, ADMIN	.00	9,914.26	10,159.00	244.74	97.59
201-55105-04-0000	MAINTENANCE, PARKS	.00	3,958.69	8,498.00	4,539.31	46.58
201-55105-08-0000	DOCKMASTERS, PART-TIME	.00	154.00	39,466.00	39,312.00	.39
201-55105-32-0000	WAGES, MARINA FEST	.00	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	.00	1,376.51	5,807.00	4,430.49	23.70
201-55112-00-0000	UNWORKED WAGES	.00	413.46	.00	( 413.46 )	.00
201-55115-00-0000	RETIREMENT	.00	1,732.32	3,871.00	2,138.68	44.75
201-55120-00-0000	SOCIAL SECURITY	.00	1,985.62	7,968.00	5,982.38	24.92
201-55125-00-0000	INSURANCE, MEDICAL	.00	2,967.56	9,281.00	6,313.44	31.97
201-55127-00-0000	HSA EXPENSE MARINA	.00	1,577.68	.00	( 1,577.68 )	.00
201-55130-00-0000	INSURANCE, DENTAL	.00	346.51	725.00	378.49	47.79
201-55135-00-0000	INSURANCE, DISABILITY	.00	185.21	480.00	294.79	38.59
201-55140-00-0000	INSURANCE, GROUP LIFE	.00	43.46	48.00	4.54	90.54
201-55145-00-0000	INSURANCE, WORK COMP	.00	1,793.26	6,659.00	4,865.74	26.93
201-55150-00-0000	UNEMPLOYMENT COSTS	.00	232.46	.00	( 232.46 )	.00
201-55190-00-0000	BENEFIT FEES AND PENALTIES	.00	17.86	.00	( 17.86 )	.00
	<b>PERSONNEL</b>	<b>.00</b>	<b>38,671.19</b>	<b>133,185.00</b>	<b>94,513.81</b>	<b>29.04</b>
201-55201-00-0000	TRAVEL/TRAINING	.00	1,039.15	500.00	( 539.15 )	207.83
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>.00</b>	<b>1,039.15</b>	<b>1,800.00</b>	<b>760.85</b>	<b>57.73</b>
201-55340-00-0000	MARINA UTILITIES	.00	5,442.58	24,000.00	18,557.42	22.68
201-55341-00-0000	BOATHOUSE UTILITIES	.00	75.38	1,350.00	1,274.62	5.58
201-55360-00-0000	TELEPHONE	.00	165.62	750.00	584.38	22.08
201-55365-00-0000	CELL PHONES	.00	310.39	900.00	589.61	34.49
201-55370-00-0000	INTERNET	.00	435.00	2,000.00	1,565.00	21.75
201-55375-00-0000	CHARTER TV	.00	207.40	567.00	359.60	36.58
	<b>UTILITY COSTS</b>	<b>.00</b>	<b>6,636.37</b>	<b>29,567.00</b>	<b>22,930.63</b>	<b>22.45</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 31, 2016**

**MARINA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
201-55401-00-0000 OFFICE SUPPLIES	.00	85.89	400.00	314.11	21.47
201-55405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	146.98	5,000.00	4,853.02	2.94
201-55410-00-0000 PRINTING AND COPYING	.00	12.23	500.00	487.77	2.45
201-55415-00-0000 POSTAGE	.00	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	.00	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
	.00	397.74	13,000.00	12,602.26	3.06
SUPPLIES	.00	397.74	13,000.00	12,602.26	3.06
201-55501-00-0000 AUDIT	.00	2,527.00	3,210.00	683.00	78.72
201-55502-00-0000 ACCOUNTING SUPPORT	.00	92.80	1,900.00	1,807.20	4.88
201-55503-00-0000 CREDIT CARD FEES	.00	370.72	7,800.00	7,429.28	4.75
201-55504-00-0000 INFORMATION TECHNOLOGY	.00	1,427.04	600.00	( 827.04 )	237.84
201-55510-00-0000 CONSULTING	.00	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	.00	1,484.37	7,750.00	6,265.63	19.15
201-55530-00-0000 LEGAL NOTICES	.00	.00	100.00	100.00	.00
201-55532-00-0000 MARKETING/PUBLICITY	.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
	.00	6,595.43	58,960.00	52,364.57	11.19
SERVICES	.00	6,595.43	58,960.00	52,364.57	11.19
201-55601-00-0000 OFFICE EQUIPMENT	.00	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	4.49	1,000.00	995.51	.45
201-55647-00-0000 DOCK MAINTENANCE	.00	4,617.28	15,000.00	10,382.72	30.78
201-55675-00-0000 EQUIPMENT RENTAL	.00	.00	150.00	150.00	.00
	.00	4,626.64	21,900.00	17,273.36	21.13
MAINTENANCE	.00	4,626.64	21,900.00	17,273.36	21.13

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING MAY 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	124.34	450.00	325.66	27.63
201-55710-00-0000 GAS/OIL/FLUIDS	.00	.00	400.00	400.00	.00
VEHICLES AND EQUIPMENT	.00	124.34	950.00	825.66	13.09
201-55930-00-0000 BANK FEES & FINANCE CHARGES	.00	85.03	50.00	( 35.03 )	170.06
201-55950-00-0000 MISC OTHER EXP	.00	.00	100.00	100.00	.00
201-55971-00-0000 DEPRECIATION EXPENSE	.00	66,666.68	200,000.00	133,333.32	33.33
201-55986-00-0000 INTEREST ON LONG-TERM DEBT	.00	38,620.31	90,810.00	52,189.69	42.53
201-55992-00-0000 MARINA PILOT TRANSFER	.00	42,118.68	126,356.00	84,237.32	33.33
MISCELLANEOUS	.00	147,490.70	417,316.00	269,825.30	35.34
TOTAL MARINA EXP	.00	205,581.56	676,678.00	471,096.44	30.38
TOTAL FUND EXPENDITURES	.00	205,581.56	676,678.00	471,096.44	30.38
NET REVENUES OVER EXPENDITURES	107,450.09	127,840.47	( 97,503.00 )	( 716,849.41 )	131.11





## Village of Sister Bay

### MARINA MANAGER REPORT

**Meeting Date 05/10/16**

**Item No.: 4**

Staff – There is a trend happening with staff that I would like to shed some light on. Capturing and keeping good seasonal staff can be a difficult endeavor primarily because of the winter uncertainty and need to look elsewhere for full time employment. A few marinas have gotten smart to this and are now offering limited winter hours to their seasonal staff. How that affects Sister Bay Marina is, we have lost 2 seasonal members to Skipper Buds for a better job opportunity. Most unfortunately, one of those members was my early and late season worker. We still have dependable staff to kick off the season as well as myself to take care of all early and late operations.

Docks & Grounds –All docks are secure and in place. All power and water is supplied to the docks and marina with the exception of the South end of D Dock, a broken pipe is being taken care of by Waster Water before we can reopen that water pipe. Garbage cans and picnic tables are out, grills will go out once staff returns.

Beach House –I have set the Seeking Sven winners up at the Scandinavian Lodge May 14<sup>th</sup> and 15<sup>th</sup>, they couldn't be happier to come stay and play in Sister Bay.

Transients – Presentation on Dockwa, a mobile app as well as online transient booking software.

Seasonal Tenants – Payment was due May 2<sup>nd</sup> as it fell on a Monday, and most have complied, it is my priority to secure payment from the few tenants that have not contacted me. We did have a tenant back out of their slip which according to policy we refunded; however, I was able to resell the slip. It has always been my philosophy to allow tenants to place their boat in their slip early provided docks are secure. It is communicated that power and water is not guaranteed until the official open date as well as daily staff and with the exception of one tenant in my eight years' experience, this has always been an exceed of expectation in service for tenants whom have been grateful and compliant.

Marketing - Thank you to all your comments and grammatical finds on the Multi-Functional Marketing Piece, we make a great team! The piece is being printed and mailed as we speak. We have a new hosting for our marina website and I am working closely with TWEAK to make the necessary updates before I take to word press for control. For National Boating Safety Week in June, I will be recording a small blurb to run on Door County Daily News radio in support of. The ad will run 40 times throughout the week and will cost \$100.00.

Nicole Krauel  
Marina Manager