



MARINA COMMITTEE MEETING AGENDA

December 13, 2016 at 3:00 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	Scott Baker		4	Greg “Fuzzy” Sunstrom	
5	Dwight Anderson - Alternate		6	Dan Jungwirth - Alternate	
7	Marina Manager –			Administrator – Zeke Jackson	
	Enterprise Clerk – Anastasia Bell				

Approval of the Agenda as presented

Approval of minutes as published

Comments and Correspondence

New Business Items

1. Discussion regarding parking and slip assignments for Commercial Vendors; consider a motion to recommend to the Parking Committee and Plan Commission for further action.
2. Discussion regarding refund policy on Seasonal Tenants; consider an appropriate motion for action.
3. Discussion on ice inventory report; consider an appropriate motion for action.
4. Discussion regarding a Boathouse lease extension request from Scott and Mary Mueller; consider an appropriate motion for action.
5. Discussion on Marina Fest and recommendations of the Marina Fest Committee; consider an appropriate motion for action.
6. Report from the Marina Manager
7. Report from Marina Committee Chair
8. Review of Financial Statements
 - a. Review of Marina Fest Financial Statements
9. Discussion regarding 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 **MARINA COMMITTEE MEETING MINUTES**
2 **THURSDAY, OCTOBER 20, 2016**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
4 **(APPROVAL PENDING)**

5
6 The October 20, 2016 meeting of the Marina Committee was called to order by Chairperson
7 John Clove at 11:02 A.M.

8
9 **Present:** Chairperson John Clove, and Committee members Scott Baker, Pat Duffy, Dwight
10 Anderson and Greg Sunstrom

11
12 **Excused:** Dan Jungwirth

13
14 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, Marina
15 Manager Nicole Krauel and Enterprise Clerk Anastasia Bell.

16
17 **Others:** Cory Diltz, Eric Lundquist, Mark Matson, and Jim Robinson

18
19 **Approval of the agenda:**

20 *A motion was made by Baker, seconded by Sunstrom that the Agenda for the October 20, 2016*
21 *meeting of the Marina Committee be approved as presented. Motion carried – All Ayes.*

22
23 **Approval of minutes as published:**

24 **As to the minutes for the June 27, 2016 meeting of the Marina Committee:**

25 *A motion was made by Anderson, seconded by Sunstrom that the minutes for the June 27, 2016*
26 *meeting of the Marina Committee be approved as presented. Motion carried – All Ayes.*

27
28 **As to the minutes for the October 11, 2016 meeting of the Marina Committee:**

29 *A motion was made by Sunstrom, seconded by Baker that the minutes for the October 11, 2016*
30 *meeting of the Marina Committee be approved as presented. Motion carried – All Ayes.*

31
32 **Comments, correspondence and concerns from the public:**

33 Clove asked if anyone wished to comment regarding a non-agenda item.

34
35 Jim Robinson stated that he would like to withdraw the RFP he had submitted for Shoreline
36 Scenic Tours and Charters, and thanked the members of the Marina Committee for doing
37 business with him for 10 years. He then left the meeting.

38
39 **Business Items:**

40 **Item No. 2. Review of RFPs and recommend approval to the Village Board/Plan**
41 **Commission for consideration of commercial vendor parking requirements. Consider an**
42 **appropriate motion for action if necessary:**

43 Clove noted that it is possible that parking and foot traffic issues could arise at the Marina if
44 all the proposals which have been submitted are accepted. He suggested that the Committee
45 members be prepared to discuss those issues during the RFP review process.

46
47 Discussion then turned to possible placement for all the vessels which were the subject of the
48 remaining proposals, and Krauel noted that any forced changes in seasonal tenant slip

1 assignments could result in tenants becoming upset or leaving the Marina. Eric Lundquist
2 informed her that if Sister Bay Scenic Boat Tours' proposal is accepted he would need a slip
3 which can accommodate a 64' boat with a starboard stern tie. Slip 103 would meet his needs.
4

5 Clove confirmed that Lundquist would like to bring in an additional vessel and do business
6 as Sister Bay Scenic Boat Tours, and asked the Committee members what size boat and
7 related foot traffic they believe the Marina could accommodate. Duffy responded that this is
8 difficult to assess at this time. Lundquist commented that although the new boat has a large
9 capacity, he would expect customer counts to resemble those which he experiences in Fish
10 Creek. (He currently averages 43 passengers per trip in Fish Creek.) He also is willing to
11 negotiate a daily capacity limit as long as a specified number of "over capacity" days are
12 designated for special trips or occasions. Clove commented that such an agreement would
13 have to be re-evaluated in one year.
14

15 Lengthy discussion took place regarding the parking needs for the Commercial Vendors'
16 customers and employees. Clove stated that he guarantees that parking is going to be a
17 very sensitive issue for a lot of people in the Village and it would behoove us to have those
18 answers before we go to the Board. Anderson pointed out that he is always in the Marina
19 Parking lot and it is underutilized most of the time and that might be a good solution to the
20 parking. Duffy asked if it was a Marina property and Jackson responded that it was.
21 Considerable discussion took place on how to reconstitute the Marina Parking lot to
22 accommodate boat trailers and commercial vendor parking. Jackson commented that it
23 should really help the parking situation as we would be getting them off Bayshore Drive.
24 Clove suggested that if we designated parking for commercial vendors we should put it into
25 their contracts and charge a nominal fee for it. Further discussion took place on whether or
26 not we should have a time limit on parking and Jackson commented that he realizes this is
27 Marina property but if we are going to charge a fee and set time limits it should go before the
28 Plan commission and Board to discuss parking in totality. Duffy commented that the best
29 solution at this time might be to create a "Commercial Vendor" parking area in the back
30 portion of the Short-Term Marina Parking Lot. This alternative would only require a walk-
31 through to determine the number of available spaces and re-painting in the spring. Clove
32 suggested that a "Commercial Vendor Parking" sign be created, and Jackson noted that the
33 Highway Department could be asked to stripe the lot when they are painting streets
34 throughout the Village in spring. The Committee would then have to designate "per space"
35 fees. Cory Diltz asked if signs could be erected on Mill road which direct people to the
36 parking area due to traffic patterns, and Jackson responded that off-site signage which is not
37 part of the Village's way-finding signage system is not compliant with the Village's Sign
38 Code. It was the consensus that Duffy's suggestion would be a great first step to address the
39 parking issue, as long as there is an applicable provision included in each vendor's contract.
40

41 Clove asked that each of the Committee members express their opinions about traffic,
42 aesthetics and the overall impact Sister Bay Scenic Boat Tour's proposal would have on the
43 Village, and the Committee members responded in the following fashion:
44

- 45 • Anderson stated that he was worried about parking, but with Robinson "backing out"
46 and the numbers which are being proposed by Lundquist, he believes Sister Bay
47 Scenic Boat Tours is offering something which is needed here.

- 1 • Sunstrom stated that he likes the idea that Lundquist is willing to compromise
2 regarding boat capacity and negotiate the number of days on which he will be
3 allowed to exceed that limit, since we already have a parking problem. He also
4 believes it will help if Slips 103 or 104, which are inside, are utilized.
- 5 • Duffy stated that he would like to accept Sister Bay Scenic Boat Tour's proposal, and
6 Baker concurred.
- 7 • Clove stated that he also is in favor of accepting Sister Bay Scenic Boat Tour's
8 proposal.
9

10 *A motion was made by Clove, seconded by Baker that the Marina Committee awards a Commercial*
11 *Vendor Contract to Sister Bay Boat Rentals in accord with the proposal which was reviewed at this*
12 *meeting. Motion carried - All Ayes.*
13

14 *A motion was made by Clove, seconded by Anderson that the Marina Committee awards a*
15 *Commercial Vendor Contract to Sail Door County in accord with the proposal which was reviewed at*
16 *this meeting. Motion carried - All Ayes.*
17

18 *A motion was made by Sunstrom, seconded by Duffy that the Marina Committee awards a*
19 *Commercial Vendor Contract to Sister Bay Scenic Boat Tours in accord with the proposal which was*
20 *reviewed at this meeting on the condition that a review of traffic flow for that business shall be*
21 *conducted in one-year. A provision shall be added to the contract with Sister Bay Scenic Boat Tours*
22 *that there will be an 80-person trip limit per day, but that limit may be exceeded for 16 days out of the*
23 *year. Motion carried - All Ayes*
24

25 Krauel noted that to date Beacon Marine has not paid their 2016 commercial vendor fees,
26 and, therefore, she would be uncomfortable with awarding a new Commercial Vendor
27 Contract to that company. Jackson responded that Mark Matson has been in contact with
28 him and is attempting to satisfy the obligation. Anderson commented that the person who is
29 in charge of financials for Beacon has been out of town for a significant amount of time and
30 will be back in the office on Monday.
31

32 *A motion was made by Clove, seconded by Baker that the Marina Committee awards a Commercial*
33 *Vendor Contract to Beacon Marine in accord with the proposal which was reviewed at this meeting,*
34 *on the condition that any and all fees related to the 2016 contract must be paid in full by October 31,*
35 *2016. Motion carried - All Ayes.*
36

37 *Eric Lundquist asked when he would be able to get his copy of the Sister Bay Scenic Boat Tours*
38 *contract. He also asked if it would be o.k. for him to purchase the 160 seat boat at this time. Jackson*
39 *responded that he believed it would be in Lundquist's best interest to have a signed contract in hand*
40 *prior to making any financial outlays. He also stated that President Lienau and Christy Sully are the*
41 *only Village officials authorized to execute a document of this nature. Lienau will be out of the country*
42 *until the last week of October.*
43

44 *Clove stated, "But the Committee has approved your boat", to which Anderson replied, "But he*
45 *doesn't want to go out and purchase a big boat . . .", and Clove responded, "It's subject to figuring out*
46 *slip assignments, but you know you have it, and you're going to be able to run the operation next*
47 *year.". Duffy then stated, "In any situation, before you make a large expenditure, it would be wise for*
48 *anybody to have a signed contract. That's not going to limit your ability to use said purchased asset.*

1 *There has not been any history of that signature changing things drastically, but I can't tell you that*
 2 *that couldn't happen."*

3
 4 **Item No. 1. Review of the draft contract for Commercial Vendors. Consider an**
 5 **appropriate motion for action if necessary.**

6 The boilerplate for the new Commercial Vendor Contract was revised in accord with the
 7 Committee's directives, and a draft of the revised version of that document was included in
 8 the meeting packets. During the review process Clove clarified that the new contracts will be
 9 valid for three (3) years.

10
 11 *A motion was made by Duffy, seconded by Sunstrom that the Marina Committee approves the*
 12 *"boilerplate" version of the Commercial Vendor Contract which was reviewed at this meeting as*
 13 *amended. Staff members are directed to utilize the boilerplate when drafting contracts for Sister Bay*
 14 *Boat Rentals, Sail Door County, Sister Bay Scenic Boat Tours and Beacon Marina, and see that the*
 15 *contracts are executed. The previously mentioned conditions shall be added to Sister Bay Scenic Boat*
 16 *Tours' contract, and the Beacon Marina contract shall not be executed unless and until any and all*
 17 *2016 commercial vendor fees have been paid. Motion carried – All Ayes.*

18
 19 **Item No. 4. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
 20 **§19.85(1)(f) to discuss personnel matters and consider financial, medical, social or personal**
 21 **histories or disciplinary data with respect to specific persons, and preliminarily consider**
 22 **specific personnel problems or investigation of charges against specific persons, which, if**
 23 **discussed in public would be likely to have a substantial adverse effect on the reputation**
 24 **of any person mentioned in such histories or data or involved in such problems or**
 25 **investigations, and §19.85(1)(e) to deliberate or negotiate the purchase of public**
 26 **properties, the investment of public funds, or conduct other specified public business,**
 27 **whenever competitive or bargaining reasons require a closed session:**

28 *At 12:30 P.M. a motion was made by Clove, seconded by Baker that the Marina Committee convene*
 29 *into executive session pursuant to Wis. Stats., §19.85(1)(f) to discuss personnel matters, consider*
 30 *financial, medical, social or personal histories or disciplinary data with respect to specific persons, and*
 31 *preliminarily consider specific personnel problems or investigate charges against specific persons,*
 32 *which, if discussed in public would be likely to have a substantial adverse effect on the reputation of*
 33 *any person mentioned in such histories or data or involved in such problems or investigations, and*
 34 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public*
 35 *funds, or conduct other specified public business, whenever competitive or bargaining reasons require*
 36 *a closed session.*

37
 38 *A roll call vote was taken on that motion, and the Committee members voted in the following fashion:*

39 *Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Sunstrom – Aye*

40 *Motion carried.*

41
 42 **Item No. 5. Consider a motion to reconvene into open session:**

43 *At 1:15 P.M. a motion was made by Clove, seconded by Anderson that the Marina Committee*
 44 *reconvene into open session. Another roll call vote was taken, and the Committee members again voted*
 45 *in the following fashion:*

46 *Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Sunstrom – Aye*

47 *Motion carried.*

48
 49

Item No. 6. Consider a motion to take action, if required:

A motion was made by Duffy, seconded by Baker that the issue which was discussed in closed session shall be referred to the Personnel Committee. Motion carried - All Ayes.

Item No. 3. Update regarding the internet upgrades for the Marina; consider an appropriate motion for action if necessary.

Krauel noted that as part of the 2017 proposed budget \$3,500.00 has been budgeted for internet upgrades at the Marina. Applicable documentation was included in the meeting packets and the Committee members jointly reviewed it. It was the consensus that this issue shall be fully addressed at a future meeting of the Marina Committee.

Item No. 7. Review of Financial Statements:

Financial reports for the period of January 1, 2016 to October 17, 2016 were included in the meeting packets, and the Committee members jointly reviewed those documents.

Clove requested that a report be prepared which delineates the fees each of the Marina Fest vendors paid to the Village. Rass confirmed that this information will be included in the packets for a future Marina Committee Meeting after all the required information has been compiled. Clove requested clarification of the wages which were paid to Village employees who worked at Marina Fest, and Rass stated that she intends to re-code those items as the Parks Department is under a flat fee arrangement, and the Dockhands who worked at Marina Fest would be under their normal wage category. Janal Suppanz volunteered to work at the Wooden Boat Show registration table during Marina Fest and did not include any of her volunteer hours on her Village time sheet, but since she is salaried she technically "exceeded her normal working hours".

Item No. 8. Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or Employee.

The next meeting of the Marina Committee has been scheduled for Wednesday, November 9, 2016 at 3:00 P.M.

It was the consensus that the following issues shall be addressed at a future meeting of the Marina Committee:

- Consider a motion to approve the following Commercial Vendor Contracts.
 - Sister Bay Boat Rentals – Eric Lundquist
 - Sister Bay Scenic Boat Tours – Eric Lundquist
 - Beacon Marine – Mark Matson
 - Sail Door County – Peder Nelson
- Discussion regarding parking and slip assignments for the Marina Commercial Vendors; consider a motion for action if necessary;
- Update regarding the internet upgrades for the Marina; consider an appropriate motion for action if necessary.
- Review of Marina Fest, 2016 financials.

Adjournment:

A motion was made by Duffy, seconded by Anderson that the October 20, 2016 meeting of the Marina Committee be adjourned at 1:24P.M.

1 Respectfully submitted,

2 *Anastasia Bell*

3 Anastasia Bell

4 Enterprise Clerk

MARINA COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 9, 2016
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
(APPROVAL PENDING)

The November 9, 2016 meeting of the Marina Committee was called to order by Chairperson John Clove at 3:00 P.M.

Present: Chairperson John Clove, and committee members Scott Baker, Pat Duffy, and Greg Sunstrom

Staff Members: Village Administrator Zeke Jackson and Enterprise Clerk Anastasia Bell.

Excused: Dwight Anderson, Dan Jungwirth, and Marina Manager Nicole Krauel

Approval of the agenda:

A motion was made by Sunstrom, seconded by Baker, that the Agenda for the November 9, 2016 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Approval of the October 20, 2016 minutes as published:

Clove requested this item be tabled until the next meeting because he would like to prepare corrections after listening to the recording of the meeting. Jackson suggested that Clove make the proposed edits using the current Word document as a base.

Sunstrom clarified Page 24, line 23 should read “80-person limit per trip”

Comments, correspondence, and concerns from the public:

Clove asked if anyone wished to comment regarding a non-agenda item. Nobody responded.

Business Items:

Item No. 1. Consider a motion to approve the following Commercial Vendor Contracts.

Baker identified the following grammatical corrections to be made:

- Page 12, Line 28: section ‘b’ should start a new section
- Page 13, Line 13: section ‘5’ should start a new section
- Page 14, Line 4: “if less” which is crossed out, needs to be removed.
- Page 14, Line 21: a period and two spaces need to be inserted after ‘14’
- Page 20, Line 19: this line should read “in the water.”

Clove requested that a cover letter be sent with the contracts that identifies that the Village will determine parking requirements through the established ad hoc parking committee. Jackson commented that the ad hoc committee may come up with several options including but not limited to (1) A fee in lieu of parking – Vendors would be able to access public parking by paying a set fee instead of building their own parking lot. (2) Business Improvement District (BID) – annual payment on a lower level. The question remains if the Marina would be willing to absorb the parking fees, if applicable, and adjust the Vendor rates accordingly for payment as

1 set in the contract instead of requiring a potentially large sum at the start of the
2 season.

3
4 Duffy commented we have to wait and see what the Parking Committee decides
5 before the Marina Committee can make that type of decision. Sunstrom requested
6 clarification as to how the Vendors would to sign the contract without the parking
7 fee established. Clove replied that the Vendors who submitted proposals were
8 present for previous committee discussions and confirmed their understanding that a
9 parking fee was going to be required as soon as the amount was determined. Also, if
10 the Marina were to absorb this cost and apply it to the contract invoice it could cause
11 unwanted separation between Marina business and other businesses being held to
12 the same parking standards.

13
14 Sunstrom confirmed that Beacon has paid all outstanding invoices.

15
16 *A motion was made by Sunstrom, seconded by Duffy, that the Marina Committee confirms*
17 *the directive of the Village Board to issue Commercial Vendor contracts to the following*
18 *vendors: (1) Sister Bay Boat Rentals – Eric Lundquist; (2) Sister Bay Scenic Boat Tours –*
19 *Eric Lundquist; (3) Beacon Marine – Mark Matson; (4) Sail Door County – Peder Nelson.*
20 *No discussion, motion carried – All ayes.*

21
22 **Item No. 2. Discussion regarding parking and slip assignments for Commercial Vendors;**
23 **consider an appropriate motion if relevant.**

24 All current vendors, be awarded new contracts, have indicated they are happy with their
25 current number of slips. The Commercial Vendor slip assignment changes to be considered
26 include Shoreline Charters no longer using the 90-foot commercial slip and Sister Bay Scenic
27 Boat Tours requiring a slip for a 60-foot vessel.

28
29 The following items were discussed:

- 30 • If Lundquist were to use 103D there would be a 16-foot overhang. Steering will not be
31 an issue but the beam will likely restrict the size of the boat able to dock in 104D.
32 Clove commented that he is uncomfortable with this much of an overhang.
- 33 • The fairway between slips 110D and 109D is 42 feet and all other fairways are along 'D'
34 dock are 32 feet. Moving one finger pier would cause an increase in one fairway and
35 an equal decrease in the next; this is not the best plan as it is already close for many
36 neighboring tenants.
- 37 • There may be additional power needs for the 90-foot slip because the current light
38 house would need to provide 50Amps instead of 30Amps. Seasonal or transient
39 tenants would also have power cords on the dock to reach this house.
- 40 • The public tends to travel only on the main piers which keep the finger piers relatively
41 private. The privacy would be significantly decreased by the foot traffic if a
42 commercial vendor shared a finger pier with a seasonal or transient tenant.
- 43 • 27J should remain for rafting purposes or emergency dock use. A floating pier would
44 require a ladder for the tenant to get access their boat.
- 45 • Sail Door County requires a starboard tie.
- 46 • Lundquist currently occupies 28E, 29E, 32E, 101D, and 102D.

- 1 • Current commercial docks should remain commercial instead of reassigning the usage
2 due to wind testing that is performed. Clove stated his primary concern would be
3 liability if a commercial boat were docked at a non-commercial pier. 101D/102D
4 would provide more shelter than other slips.
5

6 It was the recommendation of the committee members for Jackson to ask Lundquist
7 if he would be willing to back the new boat into 101D/102D and move some of his
8 current boats, such as the pontoons, to 110D.
9

10 **Item No. 3. Review of financial statements.**

11 Jackson commented that the period actual for the Commercial Docking account (201-46761-
12 00-0000) is negative due to a refund issued to Jim Robinson. The Daily Docking/Transient
13 Fees account (201-46752-00-0000) is expected to have additional funds due to a long-term
14 transient customer being invoiced recently.
15

16 Clove commented that the budget went to the Village Board last week and was approved.
17 Duffy played a large role in the Marina PILOT calculation which has been reduced to
18 approximately \$56,000.00 from over \$100,000.00. The difference will be going to the CIP fund
19 for future repairs.
20

21 Jackson confirmed the services included in the Marina Services account (201-46755-00-0000)
22 were pump-outs. Duffy and Clove confirmed that this service was very well received by
23 tenants and this amount will probably increase next year as a longer hose has been
24 purchased for the machine. Jackson added that an invoice, estimated to be \$600.00, will be
25 created for Kevin Grant for this service. Sunstrom requested that pump-outs be specifically
26 identified under marina services in the future.
27

28 Jackson commented that washer and dryer sales have increased since 2015. Clove stated that
29 a new washer and dryer have been approved for purchase for the 2017 season. Sunstrom
30 will provide contact information for a possible set.
31

32 Clove commented that the separation of Marina Fest from regular financials was extremely
33 beneficial. Marina Fest made \$6,000.00 this year which is an improvement from previous
34 years where \$6,000.00-\$7,000.00 was lost. The largest part of this income is attributed to
35 donations received for fireworks. The Marina Committee has budgeted \$10,000.00 for
36 Marina Fest 2017 and is committed to holding the festival.
37

38 It was identified that the Fire Department has not yet paid their portion. Jackson noted that
39 the bouncy houses, cheese curds, and popcorn were the "for-profit vendors" and Tim's Toys
40 was a great choice as he has a wide selection of items and brought staff for the entire event.
41 All three of the above mentioned vendors have asked for consideration to operate on
42 Monday. Clove stated that there would be a lot of push back from other organizations
43 involved to make this a three-day event, but bouncy house operation could be considered for
44 the third day. Sunstrom commented that problems could occur with the downtown
45 businesses if food were severed on the third day. It has been identified that the exclusivity
46 still brings up issues.

1 *The next Marina Fest Committee meeting will be held on December 6, 2016 at 5:30 P.M.*

- 2 • SBAA should be involved so all organizations are aware of their intentions.
- 3 • Financials should be provided to show separate funds based on vendors. A note
- 4 should be included in the meeting notice that unpaid fees need to be paid by this
- 5 meeting.
- 6 • Sunstrom commented that Water Board Warriors may need to be evaluated for 2017.
- 7 The Coast Guard has done a rescue presentation in the past.
- 8 • Jackson commented on the fireworks. It may be possible to have the same size show
- 9 for less money. Sunstrom will talk with Mark Weborg to see if he is willing to
- 10 captain and rent his boat for Marina Fest Fireworks.

11
12 *The next Marina Committee Meeting will be held on December 13, 2016 at 3:00 P.M.*

13
14 **Item No. 4. Report from the Marina Manager.**

15 This report was provided by the Village Administrator, the report was included in the

16 meeting packets, and the Committee jointly reviewed that document. During the Review

17 process Jackson noted that:

- 18 • Krauel is currently on vacation
- 19 • The Parks staff is working on the winterizing the Marina.
- 20 • Rass is working on tying up the loose financial ends; Jackson stated that some
- 21 questions have been answered since the writing of the report and this meeting. Duffy
- 22 confirmed that letters will be sent to returning seasonal slip tenants requesting a
- 23 \$500.00 deposit for their slip.

24
25 Sunstrom inquired about the number of parties who should make up the Marina Committee.

26 Jackson read the by-laws in response, "The Marina Committee, which is a standing

27 committee, shall serve and consist of 3 Trustees, 4 Residents or Citizens, two of whom shall

28 serve as alternates."

29
30 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a**

31 **Committee, Official, or Employee.**

- 32 • The Marina Fest Committee may have items to discuss.
- 33 • Slip Assignments for Commercial Vendors in 2017

34
35 **Adjournment:**

36 *A motion was made by Sunstrom, seconded by Baker, that the November 9, 2016 meeting of the*

37 *Marina Committee be adjourned at 4:14 P.M.*

38
39 Respectfully submitted,

40 

41 Anastasia Bell
42 Enterprise Clerk
43

Hi Zeke,

I hope you had a wonderful Thanksgiving. I wanted to touch base with you and the committee. I signed both of my commercial contracts. You will receive shortly. Thank you for all your diligence in this.

I had the boat that I had intended on buying surveyed after our last meeting. It failed survey due to discrepancies in the original build drawings and the actual boat. This is a really rare event. I've never seen this happen before in a survey. We were all quite impressed and disappointed that my surveyor found this. Imagine, this boat had been USCG certified since new without ever being discovered to have faulty drawings. I brought this to the attention of the USCG. Long story short, it would have cost an additional \$100,000+ to create new drawings and get USCG approval once again. And the USCG couldn't commit to me what the process would look like including scope of repair, cost and timeliness.

As soon as I heard this news, while we were going through the process of finding a solution, I concurrently started talking to a boat company about building us a similar brand new boat. I ended up signing a new build contract on a new boat of similar scale and layout of the boat I had proposed. This was the only way to guarantee I had a boat of the design I wanted ready to go for 2017. I feel in the long-term, Sister Bay and the boat tour industry is worth the investment. But, make no mistake this is a big commitment on my part.

I have included a photo of a similar boat they have built with the same dimensions. This will be a 63' x 24' twin diesel catamaran double decker 149 passenger tour boat. I have spec'd out side thrust so that boat will be able to back into the slips I proposed without problem. We are also attempting to modify the transom mold to allow wheel chair access from the stern. All in all, it may turn out a blessing because we are able to customize this boat to fit the exact scenario we face in Sister Bay. Though be it at a great expense.

Door County has never seen a boat like this. We're all very excited. It is scheduled to complete construction in April. We will be bringing to WI in May. Look forward to some early season community cruises when we will introduce the new boat. Sister Bay is going to set a new bar for Boat Tours in WI.

Thanks,

Eric Lundquist
SBSBT
920-333-0217



2016					
Unit #	Year	Make and Model	Type	Length	Hull ID#
21	2012	Sweetwater 2486	Pontoon	25'	GDY2968TC212
22	2008	Four Winns 210 w/trl	Runabout	21'	GFNMW184J708
30	2013	Sweetwater SW2486C3	Tritoon	24'3"	GDY16358E313
31	2013	Sweetwater SW2486C3	Tritoon	24'3"	GDY16354E313
32	2004	Cobalt 240	Runabout	23'9"	FGE40118A404
33	2014	Sea Doo BRP 23EE	PWC	11'1"	YDV57009F414
34	2014	Sea Doo BRP 23EE	PWC	11'1"	YDV51951D414
35	2014	Sea Doo BRP 23EE	PWC	11'1"	YDV51948D414
36	2015	Landau Pontoon 25" transom	Tritoon	25"	KPZ01955E515
37	2015	Landau Pontoon 25" transom	Tritoon	25"	KPZ01954E515
38	2015	Landau Pontoon 25" transom	Tritoon	25'2"	KPZ01960E515
39	2015	Landau Pontoon 25" transom	Tritoon	25'2"	KPZ01968F515
42	2006	Four Winns 210 Horizon w/trl	Runabout	20'10"	GFNMW059G506
43	2016	Yamaha VX1050C-R PWC	PWC	11'	YAMA1341C616
44	2016	Yamaha VX1050C-R PWC	PWC	11'	YAMA1342C616
45	2016	Cobalt 220S	Runabout	21'4"	FGE2S127D616
46	2016	Landau Tritoon 212 Is Breeze	Tritoon	21'2"	KPZ02362F616
47	2016	Landau Tritoon 212 Is Breeze	Tritoon	21'2"	KPZ02364F616



SISTER BAY MARINA
RENEWAL APPLICATION FOR SEASONAL DOCKAGE

Today's Date: _____

2016 Slip Assignment: _____

OWNER/USER INFORMATION (Please Print Clearly)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Work Phone: () _____ Cell: () _____

E-Mail Address: _____ Do You Own Property in the Village? _____

Sister Bay Address: _____ Property Identification Number: _____

Local Telephone Number: () _____

Boat Name: _____ Power: _____ Sail: _____

Over-All-Length: _____ Beam: _____ Draft: _____

Boat Owned By: Individual(s) ___ Partnership ___ Corporation ___ Dealer ___ Other Entity ___

If the owner of the above-mentioned boat is not the same as the user, please attach documentation verifying the user's relationship to the owner. Please attach a copy of your boat's State Registration Certificate.

IMPORTANT DATES:

December 31, 2016 – RENEWAL APPLICATION FOR SEASONAL DOCKAGE IS DUE.

By submitting your application, the slip holder agrees to pay according to the policies of the Marina's payment plan options. Deposit of \$500.00 required

February 28, 2016 – PAYMENT FOR SEASONAL DOCKAGE IS DUE.

Payment option plans are available. Please select your payment plan on your invoice. Failure to pay in full will result in your slip being reassigned.

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 or e-mailed to stacy.bell@sisterbaywi.gov.

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.

Boat Removal Policy: Your boat must be removed from the Marina by October 24th, or you will be charged the daily fee.

I, the undersigned, hereby apply for a Seasonal Slip Renewal, certify that all the information above attached is true, and correct to the best of my knowledge. I agree to comply with the Marina Rules and Regulations and the Marina Rules on Slip Leasing, which can be found at www.sisterbaymarina.com. I understand that my failure to comply with any of these regulations may result in being given notice to leave the Marina and/or forfeiture of rental fees and slip holder rights and privileges.

Signature: _____

Date: _____

Please mail completed application to:

Village of Sister Bay
P.O. Box 769
Sister Bay, WI 54234



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Sister Bay Marina Procedure and Usage Regulations

6

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.

7

8

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.

9

10

11

12

13

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.

14

15

3. The Village will not be responsible for damage to or theft of the lessee's property or boat(s) regardless of the cause.

16

4. The speed limit in the harbor, when approaching or leaving will be DEAD SLOW.

17

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.

18

19

20

21

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.

22

23

7. No swimming, water skiing or racing will be allowed within the harbor. Fishing will be permitted in designated areas only.

24

25

8. Skateboarding and/or rollerblading will not be allowed on the docks or Marina grounds.

26

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.

27

28

29

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.

30

31

32

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.

33

34

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.

35

36

13. Seasonal and transient slips must be vacated by October 31st, unless otherwise prearranged. All boats must be removed from the Marina by October 31st, or they may be forcibly removed at the owner's expense. (Enforcement of this rule allows for timely and orderly winterization of the Marina.)

37

38

- 1 14. All persons using the Sister Bay Marina must conduct themselves with discretion and be considerate of their
2 neighbors. NO EXCESSIVE DISTURBANCES OF ANY SORT WILL BE ALLOWED BETWEEN 10:00 P.M. AND 7:00
3 A.M.
- 4 15. Any individual(s) behaving in a disruptive fashion at the Marina, or who is/are abusive to Marina employees, other
5 boaters or citizens will initially be warned by the Marina Manager or staff that such activity is not permissible. If
6 he/she/they fail to heed the warning, or if he/she/they have exhibited similar behavior in the past, the Manager does
7 have the authority to permanently ban the individual(s) from the Marina. Any fees or lease amount paid to the Marina
8 shall be forfeited at that time.
- 9 16. All visitors, lessees and users of the Marina, Marina Park, other Village parks and property are required to comply
10 with Chapter 38 of the Village code. Chapter 38 includes regulations related to: boating, park rules, dogs, alcoholic
11 beverages, vehicles, littering, curfew, launching fees, fires, hunting and trapping. The complete regulations are availa-
12 ble on line at www.sisterbaymarina.com
- 13 17. The application for a slip must be completed in its entirety including the proof of ownership (boat title and registra-
14 tion) and submitted along with a non-refundable \$500.00 deposit by (December 31st). Payment for seasonal dockage
15 may be made in two installments. The first installment for seasonal dockage will be made by March 1st – second and
16 final installment for seasonal dockage must be made by May 1st. Payments postmarked after May 1st will be considered
17 late and the slip may be awarded to the next person on the list.
- 18 18. If you are unable to produce your registration and boat title by December 31st, a copy of the boat title and registra-
19 tion must be on file prior to placing the boat in the If the information on the boat registration and title does not match the
20 application, the Marina Manager can reassign the slip and refund the annual rental fee according to the refund policy
21 below.
- 22 19. In order to qualify for the Village property owner rate you must own real property in the Village and provide the Vil-
23 lage with the property identification number. The name on the property records maintained by Door County must match
24 the name on the application in order to qualify for the Village property owner rate.
- 25 20. A deposit of \$200 must accompany a request to be placed on the waiting list. Being placed on the waiting list does
26 not guarantee assignment of a slip. There are two waiting lists – one for Village property owners and one for non-
27 property owners. Owners of property in the Village will be offered any available seasonal slips before non-property
28 owners.
- 29 21. The Village cannot guarantee year-to-year leasing of individual slips, but the prior lessee will have priority. If you
30 have been assigned a seasonal slip and wish to purchase a new boat of a different size, you must confirm in writing
31 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
32 lose your slip without any refund.
- 33 22. There will be no subletting or exchanging of slips by lessees. The boat must be owned by the slip lessee. The
34 transfer of boat ownership does not confer any rights to the use of a seasonal slip.
- 35 23. Proof of ownership of all boats, which occupy a seasonal slip, must be provided to the Marina Manager.
- 36 24. There shall be no signage on boats other than a temporary for sale sign less than two square feet in size. No sign-
37 age including a "for sale" sign is permitted on any boat owned by a dealer other than the permitted commercial opera-
38 tors. No commercial activity, boat sales or signage is permitted on boats other than the permitted commercial opera-
39 tors. The commercial operators shall comply with such other or additional regulations that the Marina may establish.
- 40 25. When and if you become eligible for a seasonal slip you will be notified by the Village. If you decline a seasonal
41 slip which is a reasonable fit for your boat as determined by the Marina Manager your name will remain on the waiting

1 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
2 the Marina Manager your name will remain in its current location on the waiting list.

3 26. The lease of a slip is to an individual located at a particular property. The annual slip lease fee is dependent upon
4 owning or not owning property in the Village. If an individual lessee moves to a different location then the fee is adjust-
5 ed. If a slip holder decides not to renew his/her seasonal rental, written verification shall be provided to the Village at
6 P.O. Box 769, Sister Bay, WI 54234.

7 **27. Refund Policy: If, after paying your annual slip rental fee, the Village is notified in writing by March 15th of your de-**
8 **sire to release the slip, 75% of that fee will be refunded. If notification is received between May 1st and June 1st, 50%**
9 **of the fee will be refunded, and, after June 1st no refunds will be allowed.**

10 28. Boat Removal Policy: Your boat must be removed from the Marina by October 24th, or you will be charged the out
11 of season dockage fee of \$2.00 per foot of boat per day.

12 29. The Village reserves the right to assign boat slips and dock ties. Vessels assigned a seasonal slip will appropriate-
13 ly fit the slip assigned inclusive of all attachments fore and aft. Vessels may be considered non-compliant based on
14 any number of factors, and may result in a slip move, additional fees, or slip lease termination; at the discretion of the
15 marina manager.

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

20 31. The break wall and all floating and fixed piers are considered public walkways and should remain free of gear,
21 chairs, tables, bicycles, inflatables and similar items for patron safety and access. Likewise, shore power cords and wa-
22 ter hoses should not create a trip hazard. No attachments can be made to the break wall, floating and fixed piers with-
23 out the approval of the marina manager.

24
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32 **Failure to comply with any of these regulations may result in boat owners being given**
33 **notice to leave the Marina and/or forfeiture of rental fees and slip holder rights and**
34 **privileges.**

35

36 Name: \\sbs01.local.sisterbay.com\users\rlkuftrin\files\active\marina\2011\marina commercial vendor lease v11.docx Created: 5/19/2011
37 12:55 PM Printed: 10/14/2016 2:42 PM Author: Robert Kuftrin Last Saved By: Robert Kuftrin Revision: 7

38

Marina Ice Inventory

Inv #	Delivery Date	Cube Ice	Block Ice
14407	5/23/2016	40	
14654	6/7/2016	36	
14833	6/19/2016	90	
14882	6/21/2016	25	5
15018	6/28/2016	30	
15026	6/28/2016	84	
15338	7/12/2016	60	
15259	7/8/2016	84	
15148	7/3/2016	99	10
15532	7/23/2016	87	
15463	7/19/2016	81	30
15746	8/2/2016	126	
15652	7/28/2016	20	
15619	7/26/2016	66	22
15832	8/6/2016	123	
15746	8/2/2016	62	36
16074	8/19/2016	50	
16026	8/16/2016	35	23
15953	8/12/2016	25	
15898	8/9/2016	93	
16128	8/23/2016		10
16215	8/30/2016	84	21
16283	9/4/2016	150	
16364	9/13/2016	20	
	Total	1570	157
	Picked Up	-89	-12
	Total Inventory	1481	145
	Sold (\$)	\$ 2,579.54	\$ 349.34
	Price Per	\$ 1.90	\$ 2.84
	Qty Sold	1361	123
	Lost Ice	120	22
	Lost Sales	\$ 228.56	\$ 62.46

November 17, 2016

Village of Sister Bay

Sister Bay Marina Committee

P.O. Box 769

Sister Bay, WI 54234

RE: Boathouse Lease Extension

Dear Zeke, Janal & Marina Committee,

Mary and I just completed our first season at the boat house and truly enjoyed it. In reference to the letter we wrote in May regarding extending our lease agreement, Mary and I would like to propose an extension of five years through the year 2023. Under our current agreement we are paying Eighteen Thousand Six Hundred Twenty-five and 00/100 per year, May through October, for three years. Per this agreement Mary and I were responsible for the cost of the updates we did in the boathouse which totaled Six Thousand and Eighty Four Dollars. Please see attached sheet for an itemized cost breakdown and the updates we did. Our proposal for the five year extension would be a 1.75% increase each year, along with Mary and I incurring the cost of general maintenance expenses. For example, this upcoming year the sliding screen doors going out on to the deck, will need to be replaced as there are some holes in the screens and the rollers are worn out, window cleaning, pest control, furnace and air conditioner serviced annually, cable television and utilities, and any other minor maintenance that would be needed. We feel very strongly that we will continue to treat this property as it is our own, as long as we are leasing it and don't want to bother you for every little thing that occurs and needs attention.

We look forward to working with you on this lease extension and hope to continue our wonderful relationship with the village administration and the marina committee well into the future. Thank you for attention to this matter.

Sincerely,

Scott & Mary Mueller

2016 UPDATE EXPENSES

CABINET HARDWARE	\$76.59
STEAMGARD CAPET CLEANING	\$476.76
COUNTER MICROWAVE	\$42.23
GONZALES PAINTING	\$2,480.57
NOOR DOOR FLOOR	\$1,220.00
LIGHT FIXTURES	\$227.00
(KITCHEN & HALLWAY)	
CEILING FANS BEDROOMS 2	\$166.00
WINDOW BLINDS	\$1,195.37
(BEDROOMS, KITCHEN & 1 WINDOW IN LIVING RM)	
ADVANCED PEST CONTROL	\$200.00
TOTAL EXPENSES	\$6,084.52

1 **MARINA FEST COMMITTEE MEETING MINUTES**
2 **TUESDAY, DECEMBER 6, 2016**
3 **SISTER BAY FIRE STATION - 2258 MILL ROAD**
4 **(APPROVAL PENDING)**

5
6 *The December 6, 2016 meeting of the Marina Fest Committee was called to order by Chairperson*
7 *Pat Duffy at 5:32 P.M.*

8
9 **Present:** Chairperson Duffy and Committee members John Clove and Sue Lundquist

10
11 **Staff Members:** Zeke Jackson, Village Administrator, Anastasia Bell, Enterprise Clerk.

12
13 **Others:** Gary Chaudoir, Chris Hecht, Fred Johnson, Ron Kane, and John Skogbakken.

14
15 **Approval of the Agenda:**

16 *A motion was made by Duffy, seconded by Clove, that the Agenda for the December 6, 2016*
17 *meeting of the Marina Fest Committee be approved as presented. Motion carried – All ayes.*

18
19 **Approval of Minutes as Published:**

20 Minutes for the August 10, 2016 meeting will be available for the next meeting.

21
22 **Comments and correspondence:**

23 Duffy asked if anyone wished to comment regarding a non-agenda item. No one
24 responded.

25
26 **Business Items:**

27 **Item No. 1. Discussion regarding Marina Fest 2016; consider a motion(s) for action if**
28 **relevant:**

29 Financial reports were included in the meeting packets, and the Committee members
30 jointly review that documentation. During the review process Duffy pointed out that
31 this is the first year the festival made money. Duffy then asked the non-profit
32 organization representatives to indicate the positives and negatives of 2016 as well as
33 their suggestions for 2017. Jackson indicated that comments should also include
34 whether the organization would like future events to be one or two days; he felt the
35 discussion could include offering a split between non-profit and for-profit vendors
36 based on days of the event.

37
38 The non-profit representatives commented as follows:

- 39 • Jackson, on behalf of the Northern Door Childrens' Center, indicated that staffing
40 the two-day event was a challenge as he was the only person available.
41 • Chris Hecht, on behalf of the Sister Bay & Liberty Grove Fire Department,
42 indicated that the second location was beneficial with some changes to be made
43 at the department level. Overall the event was profitable, but not nearly as
44 profitable as previous years due to increased vendors. SBLGFD would strongly
45 encourage a one-day event due to the lack of personnel available and he is
46 unable to commit the group to a second day without further discussion at the

- 1 next meeting.
- 2 • Fred Johnson, on behalf of the Sister Bay Historical Society, commented that the
 - 3 organization is looking for another item to sell with ice cream. The group did
 - 4 not sell cherry pie this year because the margin for profit was too small. They do
 - 5 not have enough people to cut and serve pie on site. The group did not
 - 6 participate on the second day due to staffing issues.
 - 7 • Gary Chaudoir, on behalf of the Teen Center, commented that 20% of the overall
 - 8 sales occurred on Sunday. The local crowd Sunday wasn't interested and the
 - 9 repeat traffic was minimal.
 - 10 • John Skogsbakken, on behalf of the Kiwanis Club, indicated that it was 65/35
 - 11 between the two days. Sunday wasn't great, but it worked. Increasing prices,
 - 12 returning unused product, and working with the fire department were the items
 - 13 that made this event profitable. If the fire department is not available the second
 - 14 day Kiwanis would do their best to overcome the challenges. Hecht commented
 - 15 that the partnership was beneficial to the department as well.
 - 16 • John Clove, on behalf of the Maritime Museum, commented that the
 - 17 organization sold 107 raffle tickets, which is a record high.

18
19 Discussion occurred regarding the financial success of the festival. Hecht noted that
20 donations were significantly higher than previous years. Jackson replied that
21 expenditures were also lower. SBAA has not yet indicated if they are going to provide
22 the funding for the Sunday evening entertainment in 2017.

23
24 Skogsbakken requested clarification regarding the security expense on the financial
25 statement. Hecht confirmed that the Fire Department generally pays for reserve officers
26 due to the wrist banding process. Jackson commented that this will be reviewed and
27 corrected if needed.

28
29 Cloves commented that the carnival vendors were not interested in coming for a one
30 day event but have expressed interest in staying for a third day if possible. Duffy
31 commented that these vendors could fill in the gaps on the second day. Hecht replied it
32 would benefit the community if local business or other non-profit organizations were
33 offered the space first. Jackson commented that other groups have been declined due to
34 the exclusivity rule.

35
36 **Item No. 2. Discussion regarding Marina Fest schedule and activities; consider a**
37 **motion for action if relevant:**

38 Jackson commented that activities and menu choices may need to be evaluated as he
39 received complaints that they have been the same for the last 20 years. Jackson
40 requested the Committee specifically evaluate Water Board Warriors and the fireworks.

41
42 Duffy asked for comments regarding Water Board Warriors. Skogsbakken commented
43 that the current layout isn't the best for viewing of the show. Chaudoir commented that
44 the show took customers away from the vendors. The committee came to agreement
45 that Water Board Warriors is no longer providing a unique experience. A drone show,
46 boat race, and a 50/50 raffle were among the many ideas mentioned to improve the

1 experience.

2

3 Duffy asked for comments regarding the fireworks. Jackson commented that Mark
4 Weborg has been contacted and can provide a boat for \$800.00-\$1,000.00; firework costs
5 would be significantly less for the same size show or the same amount for a larger show.

6

7 Skogsbakken inquired as to the discussions that occurred about future Marina Fests.
8 Clove commented that information was misinterpreted and printed. Marina Fest will
9 continue with the Marina supporting \$10,000.00 of the costs as part of their budget.

10

11 *A motion was made by Clove, seconded by Duffy, to not renew the contract with Water Board*
12 *Warriors for Marina Fest 2017. The activities that will occur in place are to be determined at a*
13 *future meeting. Motion carried – All ayes.*

14

15 *A motion was made by Duffy, seconded by Clove, to not renew the firework contract with*
16 *Speilbauer. Mark Weborg will be contacted to reserve his boat for the event and Jackson will*
17 *coordinate the firework display for Marina Fest 2017. Motion carried – All ayes.*

18

19 Duffy requested input from the organization representatives regarding a one or two day
20 event for 2017. The representatives responded as follows:

21

Sister Bay Historical Society - 1 day

22

Kiwanis Club - Will try to make 2 days work

23

Sister Bay & Liberty Grove Fire Department - 1 day preference; Hecht will discuss
24 day 2 events at the fire department meeting on December 7, 2016.

25

Teen Center - 2 days

26

27 Duffy stated that local businesses will be contacted about participation on the second
28 day after currently involved non-profit organizations decline availability. Kane
29 commented that local restaurants have not been very interested in the past due to
30 festivals pulling resources needed for normal business. Skogsbakken commented that
31 the second day vendors could be food trucks and/or caterers.

32

33 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred**
34 **to a committee, official, or employee:**

35

The next meeting will occur in January to gather non-profit availability and allow
36 adequate time to pursue vendors for the second day.

37

38 **Adjournment:**

39

A motion was made by Duffy, seconded by Clove to adjourn the December 6, 2016 meeting of the
40 *Marina Fest Committee at 8:50 P.M. Motion carried – All ayes.*

41

42 Respectfully submitted,

43

44 *Anastasia Bell*

45

Anastasia Bell

46

Enterprise Clerk

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PUBLIC CHARGES</u>						
201-46741-00-0000	MARINA FEST	.00	27,111.40	17,500.00	9,611.40	154.92
201-46751-00-0000	SEASONAL SLIP FEES	.00	356,400.36	345,000.00	11,400.36	103.30
201-46752-00-0000	DAILY DOCKING/TRANSIENT FEES	.00	129,187.41	112,000.00	17,187.41	115.35
201-46753-00-0000	LAUNCH FEES	.00	14,479.11	12,000.00	2,479.11	120.66
201-46755-00-0000	PUMP OUT SERVICES	.00	1,464.66	200.00	1,264.66	732.33
201-46759-00-0000	DISCOUNTED SALES	.00	.00	(7,500.00)	7,500.00	.00
201-46761-00-0000	COMMERCIAL DOCKING	.00	76,679.11	76,730.00	(50.89)	99.93
201-46764-00-0000	PRODUCT SALES	.00	3,178.20	2,200.00	978.20	144.46
201-46767-00-0000	VENDING SALES	.00	185.99	350.00	(164.01)	53.14
201-46768-00-0000	WASHER/DRYER	.00	658.99	300.00	358.99	219.66
201-46900-00-0000	MISC CHARGES FOR SERVICES	.00	.00	25.00	(25.00)	.00
	TOTAL PUBLIC CHARGES	.00	609,345.23	558,805.00	50,540.23	109.04
<u>MISCELLANEOUS REVENUES</u>						
201-48110-00-0000	INTEREST ON INVESTMENTS	.00	790.59	670.00	120.59	118.00
201-48260-00-0000	BLDG RENTAL - BOATHOUSE	.00	18,525.00	19,500.00	(975.00)	95.00
201-48500-00-0000	DONATIONS	.00	220.00	.00	220.00	.00
201-48990-00-0000	MISC OTHER REVENUE	.00	309.09	200.00	109.09	154.55
	TOTAL MISCELLANEOUS REVENUES	.00	19,844.68	20,370.00	(525.32)	97.42
	TOTAL FUND REVENUE	.00	629,189.91	579,175.00	50,014.91	108.64

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>MARINA EXP</u>					
201-55101-00-0000	WAGES, MANAGER	.00	34,587.71	40,000.00	5,412.29 86.47
201-55105-00-0000	WAGES, ADMIN	.00	10,847.00	10,159.00 (688.00)	106.77
201-55105-04-0000	MAINTENANCE, PARKS	.00	8,498.00	8,498.00	.00 100.00
201-55105-08-0000	DOCKMASTERS, PART-TIME	.00	39,279.08	39,466.00	186.92 99.53
201-55110-00-0000	OVERTIME, MANAGER	.00	.00	223.00	223.00 .00
201-55110-08-0000	OVERTIME, DOCKMASTERS	.00	1,992.69	.00 (1,992.69)	.00
201-55111-00-0000	BONUSES, DOCKMASTERS	.00	1,976.51	5,807.00	3,830.49 34.04
201-55112-00-0000	UNWORKED WAGES	.00	875.00	.00 (875.00)	.00
201-55115-00-0000	RETIREMENT	.00	3,885.73	3,871.00 (14.73)	100.38
201-55120-00-0000	SOCIAL SECURITY	.00	7,650.93	7,968.00	317.07 96.02
201-55125-00-0000	INSURANCE, MEDICAL	.00	6,777.58	9,281.00	2,503.42 73.03
201-55127-00-0000	HSA EXPENSE MARINA	.00	3,593.04	.00 (3,593.04)	.00
201-55130-00-0000	INSURANCE, DENTAL	.00	749.66	725.00 (24.66)	103.40
201-55135-00-0000	INSURANCE, DISABILITY	.00	404.45	480.00	75.55 84.26
201-55140-00-0000	INSURANCE, GROUP LIFE	.00	80.52	48.00 (32.52)	167.75
201-55145-00-0000	INSURANCE, WORK COMP	.00	5,388.64	6,659.00	1,270.36 80.92
201-55150-00-0000	UNEMPLOYMENT COSTS	.00	904.59	.00 (904.59)	.00
201-55190-00-0000	BENEFIT FEES AND PENALTIES	.00	17.86	.00 (17.86)	.00
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	PERSONNEL	.00	127,508.99	133,185.00	5,676.01 95.74
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201-55201-00-0000	TRAVEL/TRAINING	.00	1,039.15	500.00 (539.15)	207.83
201-55205-00-0000	RECRUIT/TESTING/PHYSICALS	.00	132.00	200.00	68.00 66.00
201-55210-00-0000	EXPENSE ALLOWANCE	.00	39.07	200.00	160.93 19.54
201-55215-00-0000	UNIFORMS & CLOTHING	.00	935.05	900.00 (35.05)	103.89
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	INDIRECT EMPLOYEE	.00	2,145.27	1,800.00 (345.27)	119.18
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201-55340-00-0000	MARINA UTILITIES	.00	19,792.52	24,000.00	4,207.48 82.47
201-55341-00-0000	BOATHOUSE UTILITIES	.00	790.16	1,350.00	559.84 58.53
201-55360-00-0000	TELEPHONE	.00	676.74	750.00	73.26 90.23
201-55365-00-0000	CELL PHONES	.00	669.50	900.00	230.50 74.39
201-55370-00-0000	INTERNET	.00	1,450.00	2,000.00	550.00 72.50
201-55375-00-0000	CHARTER TV	.00	294.41	567.00	272.59 51.92
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	UTILITY COSTS	.00	23,673.33	29,567.00	5,893.67 80.07

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
201-55401-00-0000 OFFICE SUPPLIES	.00	690.62	400.00	(290.62)	172.66
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	477.87	500.00	22.13	95.57
201-55415-00-0000 POSTAGE	.00	100.72	500.00	399.28	20.14
201-55420-00-0000 DUES & PUBLICATIONS	.00	62.50	300.00	237.50	20.83
201-55430-00-0000 CUSTODIAL SUPPLIES	.00	2,063.98	2,500.00	436.02	82.56
201-55434-00-0000 SUPPLIES FOR RESALE	.00	1,435.30	1,500.00	64.70	95.69
201-55440-00-0000 MEDICAL & SAFETY	.00	277.47	100.00	(177.47)	277.47
201-55460-00-0000 MINOR EQUIPMENT	.00	2,412.36	500.00	(1,912.36)	482.47
201-55465-00-0000 SERVICE EQUIPMENT	.00	159.00	200.00	41.00	79.50
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	590.12	750.00	159.88	78.68
201-55495-00-0000 MISCELLANEOUS SUPPLIES	.00	931.15	200.00	(731.15)	465.58
SUPPLIES	.00	9,348.07	13,000.00	3,651.93	71.91
201-55501-00-0000 AUDIT	.00	8,250.83	3,210.00	(5,040.83)	257.04
201-55502-00-0000 ACCOUNTING SUPPORT	.00	8,029.60	1,900.00	(6,129.60)	422.61
201-55503-00-0000 CREDIT CARD FEES	.00	8,457.09	7,800.00	(657.09)	108.42
201-55504-00-0000 INFORMATION TECHNOLOGY	.00	2,638.27	600.00	(2,038.27)	439.71
201-55510-00-0000 CONSULTING	.00	1,163.50	350.00	(813.50)	332.43
201-55515-00-0000 LEGAL SERVICES	.00	4,056.30	500.00	(3,556.30)	811.26
201-55525-00-0000 PROPERTY/LIABILITY INSURANCE	.00	2,726.52	7,750.00	5,023.48	35.18
201-55530-00-0000 LEGAL NOTICES	.00	410.60	100.00	(310.60)	410.60
201-55532-00-0000 MARKETING/PUBLICITY	.00	1,555.56	8,000.00	6,444.44	19.44
201-55535-00-0000 WEBSITE SUPPORT	.00	95.40	500.00	404.60	19.08
201-55551-00-0000 GARBAGE PICKUP	.00	1,619.26	1,800.00	180.74	89.96
201-55552-00-0000 RECYCLING	.00	204.50	300.00	95.50	68.17
201-55565-00-0000 MARINA COMMITTEE	.00	.00	800.00	800.00	.00
201-55567-00-0000 FESTIVAL/EVENT COSTS	.00	20,057.63	25,000.00	4,942.37	80.23
201-55570-00-0000 PERMITS & FEES	.00	110.00	250.00	140.00	44.00
201-55595-00-0000 MISC SERVICES	.00	.00	100.00	100.00	.00
SERVICES	.00	59,375.06	58,960.00	(415.06)	100.70
201-55601-00-0000 OFFICE EQUIPMENT	.00	7.91	300.00	292.09	2.64
201-55615-00-0000 GROUNDS MAINTENANCE	.00	875.05	250.00	(625.05)	350.02
201-55635-00-0000 WEED CONTROL SERVICES	.00	.00	3,200.00	3,200.00	.00
201-55640-00-0000 BUILDING MAINTENANCE	.00	690.82	2,000.00	1,309.18	34.54
201-55641-00-0000 BOATHOUSE MAINTENANCE	.00	5,991.01	1,000.00	(4,991.01)	599.10
201-55647-00-0000 DOCK MAINTENANCE	.00	13,571.10	15,000.00	1,428.90	90.47
201-55675-00-0000 EQUIPMENT RENTAL	.00	.00	150.00	150.00	.00
MAINTENANCE	.00	21,135.89	21,900.00	764.11	96.51

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

MARINA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
201-55701-00-0000	VEHICLE MAINTENANCE	.00	.00	100.00	100.00	.00
201-55705-00-0000	EQUIPMENT MAINTENANCE	.00	151.03	450.00	298.97	33.56
201-55710-00-0000	GAS/OIL/FLUIDS	.00	394.24	400.00	5.76	98.56
	VEHICLES AND EQUIPMENT	.00	545.27	950.00	404.73	57.40
201-55910-00-0000	BAD DEBT EXP	.00	506.40	.00	(506.40)	.00
201-55930-00-0000	BANK FEES & FINANCE CHARGES	.00	157.65	50.00	(107.65)	315.30
201-55950-00-0000	MISC OTHER EXP	.00	.00	100.00	100.00	.00
201-55971-00-0000	DEPRECIATION EXPENSE	.00	183,333.37	200,000.00	16,666.63	91.67
201-55986-00-0000	INTEREST ON LONG-TERM DEBT	.00	90,810.01	90,810.00	(.01)	100.00
201-55992-00-0000	MARINA PILOT TRANSFER	.00	115,826.37	126,356.00	10,529.63	91.67
	MISCELLANEOUS	.00	390,633.80	417,316.00	26,682.20	93.61
	TOTAL MARINA EXP	.00	634,365.68	676,678.00	42,312.32	93.75
	TOTAL FUND EXPENDITURES	.00	634,365.68	676,678.00	42,312.32	93.75
	NET REVENUES OVER EXPENDITURES	.00	(5,175.77)	(97,503.00)	7,702.59	(5.31)

MARINA FEST HISTORY
Budget vs Actual

	2014		2015		2016	
	<u>Budget</u>	<u>Actual to date</u>	<u>Budget</u>	<u>Actual to date</u>	<u>Budget</u>	<u>Actual to date</u>
Revenues						
Fireworks donations		3,990.00		12,025.00		21,572.00
Rackcard/poster donations		-		57.00		
Nonprofit fundraising (10%)		1,878.56		3,295.07		
Shep. Of the Bay						173.00
SBLG Library						282.89
ND Children's Center						34.00
SB Lions						92.00
SB Teen Center						65.40
SBLG Firefighters						1,269.49
SB Historical Society						63.90
Snowmobile Club					pay 1/1/17	
Maritime Museum					Est.	200.00
Kiwanis						202.01
For-Profit Vendors						-
Cheese Curd Vendor						580.00
Popcorn Guy						450.00
Scenic Boat Tours						365.00
Net Token Proceeds				413.00		
Bouncy House Proceeds				3,300.00		1,820.00
Reimb. For Security Services						1,356.12
Poker Run Entry Fees						70.00
subtotal:	8,500	5,868.56	8,500	19,199.55	17,500	28,595.81
Expenses						
Entertainment:						
After Dark/Replica		3,000.00		3,000.00		3,500.00
Bouncers (Jumping Bean Bouncers)				2,495.07		
River City Six		850.00		850.00		
Shanty Singer		400.00				
Timberwork Lumberjacks				5,900.00		
Viking Ship expenses				27.86		
Waterboard Warriors		3,000.00		3,000.00		3,000.00
Last Man Standing						500.00
Advertising/Printing		493.50		1,799.58		2,140.32
Postage						705.00
Fireworks		5,500.00		9,580.00		5,500.00
Garbage collection		350.00		315.76		295.63
Gift certificates/Prizes		100.00		-		132.94
Lighting/Electrical work		90.00		55.80		272.00
Lodging for Performers				639.36		
Porta Potties		631.00		1,300.00		700.00
SBAA				264.00		
Sheriff's services						1,565.46
Supplies		70.82		430.88		23.00
Tents		2,025.00		1,600.00		1,050.00
Festival Costs	18,500	13,510.32	18,500	31,258.31	25,000	19,384.35
Net Revenues/(Losses)	(10,000)	(7,641.76)	(10,000)	(12,058.76)	(7,500)	9,211.46
<i>Over Budget / (Under Budget)</i>		<i>(2,358.24)</i>		<i>2,058.76</i>		
Labor (contributed)						
Marina staff		415.08		58.06		0
Village staff		2026.09		4191.23		0.00
Total Labor		2,441.17		4,249.29		-