



MARINA FEST COMMITTEE MEETING AGENDA

Wednesday April 27th, 2016 at 5:30 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	Pat Duffy – Chair		2	John Clove – Marina Committee Rep	
3	Sue Lundquist – Citizen Mem			<i>Marina Manager – Nicole Krauel</i>	
	<i>Administrator – Zeke Jackson</i>				

AT LEAST ONE REPRESENTATIVE OF EVERY ORGANIZATION INVOLVED IN MARINA FEST WHO IS ABLE TO SPEAK ON BEHALF OF THAT ORGANIZATION IS REQUIRED TO ATTEND THIS MEETING.

Approval of minutes as published
Comments and Correspondence
Business Items

1. Discussion on Marina Fest schedule and activities for 2016; consider a motion for action if necessary.
2. Discussion on organization and duty assignments for 2016; consider a motion for action if necessary.
3. Discuss matters to be placed on a future agenda or referred to a committee, official or employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:

Administration Building Library Post Office

Name _____ / _____

MARINA FEST COMMITTEE MEETING MINUTES
TUESDAY, MARCH 8, 2016
SISTER BAY FIRE STATION – 2258 MILL ROAD
(APPROVAL PENDING)

The March 8, 2016 meeting of the Marina Fest Committee was called to order by Chairperson Pat Duffy at 6:03 P.M.

Present: Chairperson Duffy and Committee member John Clove

Excused: Sue Lundquist

Staff Members: Zeke Jackson, Village Administrator, Steve Mann, Facilities Manager, Nicole Krauel, Marina Manager, and Janal Suppanz, Assistant Administrator.

Others: Chris Hecht, Stacey Bell, Gary Chaudoir, Fred Johnson, Kirby Olson, John Ludwigsen, Chuck Klima, Ralph Blankenburg and John Stiefel.

Approval of the Agenda:

A motion was made by Clove, seconded by Duffy, that the Agenda for the March 8, 2016 meeting of the Marina Fest Committee be approved as presented. Motion carried – All ayes.

Approval of Minutes As Published:

A motion was made by Duffy, seconded by Clove, that the minutes for the January 12 2016 meeting of the Marina Fest Committee be approved as presented. Motion carried – All ayes.

Comments and correspondence:

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

Business Items:

Item No. 1. Discussion regarding the Marina Fest schedule and activities for 2016; Consider a motion for action if necessary:

Item No. 2. Discussion regarding organization and duty assignments for 2016; Consider a motion for action if necessary:

A number of years ago Village officials established Marina Fest to celebrate the completion of remodeling work at the Marina and create an avenue for local non-profit organizations to raise money. Last year, in spite of receiving sponsorship dollars a loss of approximately \$13,000 was realized. From Marina Fest's inception an exclusivity clause with respect to product offerings was established, and that clause has always been honored. This year a new non-profit organization, the Top O' The Thumb Snowmobile Club, will be coming on board and will be selling fish sandwiches.

Duffy noted that the Village really does not want to be "in the festival business" and is considering turning organization of Marina Fest over to one or more of the non-profit groups which have participated in that event for a number of years. Village employees and

1 the members of the Marina Fest Committee will still help organize Marina Fest this year.

2
3 Those present jointly reviewed a map of Waterfront Park, and it was the consensus that if
4 carnival rides can be obtained they should be located in the Marina parking lot. The
5 Historical Society will not be selling pie this year but will again be selling ice cream, and,
6 therefore, it was the consensus that their booth should be located near the Boathouse as
7 that location is closer to the children's activities. Hecht indicated that the Fire Department
8 will be flexible with the location of their food tent(s) and beer wagon(s), and it was
9 eventually the consensus that a food and beverage court should be created. The suggestion
10 was made that the Kiwanis, the Top O' The Thumb Snowmobile Club and the Fire
11 Department share a beverage tent(s). Representatives of those organizations will meet at a
12 later date in an attempt to arrive at a mutually agreeable selling arrangement and report
13 back to the Committee.

14
15 A Duty and Supply Checklist was distributed, and those present signed up for the duties
16 and tasks they would be willing to perform. A tentative festival schedule was also
17 established, and Jackson and Clove took note of all the scheduled activities. Clove will see
18 that a Marina Fest poster is prepared and present a draft of it at the next meeting.

19
20 Clove noted that since Marina Fest, 2016 will be conducted over the course of two days he
21 would like to see the Lions conduct an activity in their tent on both days of the festival. He
22 suggested that the Lions Club be treated the same as all the other non-profit organizations,
23 since that is what the Marina Fest By-Laws call for. In an attempt to realize cost savings the
24 Lions and the Fire Department could share a tent in the location where the bouncy houses
25 were last year and the bouncy houses could be moved closer to the Marina. Ludwigsen
26 indicated that he will present this suggestion to the members of the Lions Club at their next
27 meeting and report his findings to Jackson.

28
29 *At 7:00 P.M. Ludwigsen indicated that he had another obligation and left the meeting.*

30
31 *Several of those present noted that it was relatively "quiet" on the Sunday of last year's*
32 *Marina Fest, and the suggestion was made that the water ski show be moved to Sunday. It*
33 *was the consensus that this is a good idea. Duffy will contact the Waterboard Warriors to*
34 *see if that would be possible.*

35
36 *Discussion took place regarding booking of bands and other entertainment for Marina Fest,*
37 *and Hecht volunteered to contact one of the major sponsors from last year to see if they*
38 *would again be willing to make a donation. It was the consensus that River City Six should*
39 *not be booked this year. Hecht will attempt to book another band and report his findings*
40 *at the next meeting.*

41
42 Discussion took place regarding additional food offerings which could be made available
43 at Marina Fest, and Hecht indicated that the Fire Department would be willing to sell deep
44 fried potatoes. If they are allowed to sell the potatoes they would be willing to turn a
45 higher percentage of the profits which are realized from the sale of them to the Village. He
46 also stressed that he believes it is imperative for all the representatives of the non-profit
47 organizations which participate in Marina Fest to work together.

1 Clove thanked Hecht for making the previously mentioned offer. He stressed that he
2 definitely wants Marina Fest to continue, but believes that event must reach the “break
3 even” point. He is the Chair of the Marina Committee, and would not be opposed to
4 having the Marina “kick in \$5,000 to help fund Marina Fest”. He also doesn’t have a
5 problem with the Marina employees providing assistance at Marina Fest. Duffy concurred.
6

7 **Item No. 3. Discussion regarding matters to be placed on a future agenda or referred to**
8 **a committee, official or employee:**

9 *The next meeting of the Marina Fest Committee will be conducted at 5:30 P.M. on April*
10 *27, 2016. At that meeting a draft of the Marina Fest poster will be reviewed.*
11

12 **Adjournment:**

13 *A motion was made by Clove, seconded by Duffy to adjourn the meeting of the Marina*
14 *Fest Committee at 8:02 P.M. Motion carried – All ayes.*
15

16 Respectfully submitted,

17 

18 Janal Suppanz, Secretary

MARINAFEST DUTY AND SUPPLY CHECKLIST 2016

	DUTY	VOLUNTEER
	Replica	Chris Hecht
	Waterboard Warriors	Pat Duffy
	Lumberjack Show or Sunday Event	Cancelled per 3/7 meeting
	Fireworks	Zeke Jackson/Fuzzy Sunstrom
	River City Six	Cancelled per 3/7 mtg-CH find Alternate
	Portta Poties	Pat Duffy
	Mobile ATM Station	Pat Duffy
	Signs from Flannigan	Chris Hecht
	Find and contract commercial vendors	Zeke Jackson
	Menu Prices	group
	Vendor Agreements	Zeke Jackson
	Banner for sponsors	Sue Lundquist
	Wooden Boat Show	John Clove/Deb
	Poster Production and distribution	John Clove/Sue Lundquist
	Rack card production and distribution	cancelled per 3/7 meeting
	Advertising-radio, print, dcvb, sbaa	SBAA
	Tent-Lions	Steve Mann - see below
	Tent-Fire Department Pancake Breakfast	Steve Mann? Maybe using same tent 4 Lions
	Contact Sherriffs Dept./reserve officers	Chris Hecht/Scott Baker
	Wristbands	Fire Department
	Weather Policy	Zeke Jackson
	Marina Event Permit	Janal Suppanz
	Coast Guard Patrol	Janal Suppanz
	Water Hoses	Steve Mann
	Barricades and traffic patterns	Steve Mann
	Trash Cans and Dumpsters	Steve Mann
	Temporary Parking	Steve Mann
	Mark sprinkler heads	Steve Mann
	Action to mark power lines	Steve Mann
	Marinafest signs	Steve Mann
	Viking Ship	Steve Mann
	Coast Guard Auxulary	Nicole Krauel
	Coast Guard Power Squadron	Nicole Krauel
	Buckshot and small animails	Nicole Krauel
	Carnival rides	Nicole Krauel
	Bouncy Houses	Nicole Krauel
	Firework donation letter	Nicole Krauel
	Flags on dock	Kwanis

