

MARINA COMMITTEE MEETING MINUTES
Wednesday February 19, 2025
Approved Version

Agenda Item No. 1. The February 19th, 2025 meeting of the Marina Committee was called to order by Chairperson Alison Werner at 4:00 P.M.

Present: Alison Werner, Louise Howson, Patrice Champeau, Pat Duffy, and Kevin Grant

Staff: Marina Manager Dave Lienau, Assistant Manager Sam Jordan, Village Administrator Julie Schmelzer

Others: Nicholas Dokolas, John Lijewski, John Blossom, Thor Johnson

Agenda Item No. 2. Approval of the Agenda

A motion was made by Grant, seconded by Champeau that the Agenda for the February 19th, 2025 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of the Minutes

A motion was made by Duffy seconded by Champeau that the minutes of the January 8th, 2025 meeting of the Marina Committee be approved by the committee. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting. Werner asked if anyone would like to make a public comment, and Dokolas responded. Speaking on behalf of the commercial slip holder, Sister Bay Boat Tours, Dokolas requested that the committee give him permission to continue conducting nighttime astronomy tours.

Agenda Item No. 5. Discussion/Action Items

a) Marina Annual Report

Lienau summarized the report and highlighted the results shown in the marina's economic impact study.

b) Boathouse Project

Schmelzer explained the necessary steps before the any development on the boathouse can begin. The plan commission needs to see a development plan to then approve. The marina committee needs to determine what to do with the second floor and what the design of the building should look like before anything can be brought to the plan commission. Blossom explained the Shadow Group's current plan for the boathouse. Phase one of their plan is to

46 build the boathouse museum on the first floor. Phase two is the development of the second
47 floor. The Shadow Group intends to be responsible for the financing and maintenance of the
48 entire building in this plan, rather than having to share responsibilities and utilities with the
49 village. The second floor would likely be classified as private use, given the large number of
50 safety and ADA requirements the second floor would need to meet if it were to be public use.
51 Blossom added that once plans are finalized with the village, the group will launch a public
52 fundraising campaign. Part of this campaign will include the "Sister Bay Marina Club". Grant
53 inquired what the latest plan for the upstairs looks like and voiced concern about there being
54 exclusive access only given to affluent members of the community. Blossom responded that
55 once phase one of the project is complete, the second story could be used as a meeting space
56 related to the museum and the historical society. Grant then asked how Blossom and the
57 Shadow Group plan to replace the revenue that the marina loses from not being able to use the
58 second story as a short-term rental operation. Blossom responded that the group hopes that
59 their \$350,000 investment into repairing the boathouse and developing the waterfront museum
60 for the public would allow the village to forgo charging the Shadow Group for any lost rental
61 revenue. Blossom added that the group is open to compromise if the village decides that they
62 want compensation. Werner noted that the marina wouldn't be able to generate revenue from
63 the second story without investing a large amount of its own money into rehabilitating the
64 space. Duffy rebutted that the second story is currently habitable and rentable without any
65 rehabilitation other than cleaning. Duffy added that the money invested by the Shadow Group
66 should be considered by the committee when deciding what compensation is required from the
67 Shadow Group if they take over the second floor. Lienau added that the marina has funds
68 budgeted for a variety of repairs and furnishings for the second story. Grant voiced concern
69 over the rapid shift in the project's plans before having a clear development plan in place, and
70 that the marina was likely charging a well below market rate for the second story rent. Blossom
71 added that any renovations completed by the Shadow Group project will inevitably impact the
72 entirety of the boathouse, both the first and second floor. Howson asked if museum
73 construction would occur while members rent the second story. Blossom replied that the
74 complexity of that issue is why he thinks it makes sense for the second story to be taken over by
75 the Shadow Group even if they must compensate the village for their use of it. Howson
76 summarized the next steps needed to proceed with this project based upon the email
77 correspondence from Schmelzer shown in the packet. The steps include approval from marina
78 committee, approval from plan commission, a written contract between village administrator
79 and Shadow Group, and then approval by the village board. The marina committee's
80 responsibility now is to approve the use of the building and the proposed plans, specifically
81 regarding the second story. Duffy noted that the committee needs to see how the development
82 of the first story would impact access to the second story, specifically regarding the current
83 doorways and staircase. Duffy noted that it is important to have separate and secure entry
84 points for the museum and upstairs rental space. Blossom noted that the Shadow Group hopes
85 to allow public entrance into the museum building during the same hours of the local park.
86 Grant requested a clear and updated plan, with emphasis on the intended use of the second
87 story. Blossom and Grant agreed that open use for marina users would be ideal for the second
88 story's use, but the main concern is the second story's limited capacity. Champeau noted that it
89 seems difficult to continue the rental operation in the second story with the public museum
90 operating below. Champeau voiced assent to the idea of a marina lounge and to passing the

responsibility of the second story from the village to the Shadow Group. Champeau added that the investment from the Shadow Group into a village asset feels worth forgoing the loss of yearly rental revenue. Lienau and Werner discussed the need for two marina lounges, to which Lienau responded that it seems unnecessary to have both a marina office lounge and a lounge in the boathouse. Howson recommended a motion to Werner that the committee review updated plans for the ground floor and second floor and see an updated market projection of what revenue the second story rental operation could realistically generate. Werner questioned how the committee would determine the next upstairs tenant and for how long the lease would last. Lienau provided context on how the marina had rented the upstairs in previous years and added that the marina advertised the rental listing to rental management companies, to which none of them responded with any interest. From the marina management's perspective, the resources and time spent running a weekly rental operation out of the boathouse are not worth it, therefore Lienau would recommend a seasonal lease. Blossom promised the committee that if they want yearly revenue from the second story and require the Shadow Group to pay \$15,000 a year, for example, that the Shadow Group could raise and provide that amount of money. Grant restated that the committee needs to decide on the second story's use, given that previous discussion has only focused on the Shadow Group's use of the first floor. He cautioned against relinquishing the second story to the Shadow Group as private space, given the negative optics of exclusivity and the potential to permanently lose an asset. Schmelzer requested that the Shadow Group return to the committee with plans for the second floor and conceptual drawings for the committee to consider and vote on. Schmelzer noted that the committee needs to decide if the second story is public or private so that plans can be drawn up accordingly. Grant thanked Blossom for proposing alternative ideas regarding the best use for this village asset.

c) Utilities Update

Schmelzer provided context and justification for the marina's need to pay for a second sewer connection. Schmelzer explained that based upon her conversations with the village's legal counsel and utility department, there are no exceptions that can legally be made to avoid paying the monthly fees. Lienau outlined plans to use the boardwalk construction project as an opportunity to connect the main water line from the marina office to the entirety of the marina so that the marina will only have to pay fixed sewer charges on a single water meter rather than two.

d) Seasonal & Transient Revenue

Lienau summarized the updated seasonal and transient revenue amounts shown in the meeting packet and noted that the marina is tracking well in comparison to last year's revenue. Duffy inquired if management has found a cancellation policy to handle delinquent customers who book several transient reservations and then cancel at the last minute. Lienau detailed how management evaluates customer reservation history at the marina and takes this into account when processing new reservations. Typically, management will limit a frequently cancelling customer to three reservations until the boating season begins. Lienau added that he continues to speak with other local marina managers regarding this issue. Werner noted the marina

should consider establishing a formal policy to show any customers who are frustrated and doubtful over this reservation limitation.

e) Dock Repair & Rehab

Lienau updated the committee on the status of dock construction projects currently in progress. Lienau noted that Summerset Marine Construction requires a twenty percent down deposit to purchase material for their projects, which the marina has now paid.

f) Boardwalk Quotes

Lienau updated the committee with a quote to rebuild the boardwalk with wood which ranged from \$87,000 to \$99,000 dependent upon the spacing of the stringers. Duffy and Lienau discussed the importance of having higher quality and longer lasting wood with a warranty included. Werner inquired about the cost of a concrete boardwalk to which Lienau responded \$229,000. Duffy inquired about using polymer/composite material. Lienau explained that using this material would require nine inches on center frames and monthly chemical applications to eliminate static electricity buildup. Lienau noted that following his conversations with the finance director, both wood and concrete options are feasible based upon the marina's current fund balance. Grant noted that based upon the longevity of the wood and a yearly average inflation rate of 3% across the next 20 years, the increased cost to replace the wood boardwalk in the future should be considered. Werner assented to the wood option but questioned the longevity of the wood compared to the concrete. Werner concluded that the concrete seems like the better option, despite the better appearance of the wood. Grant added that in his experience, many newer marinas are opting for the concrete option. Lienau seconded that fact based upon the marina tours he and assistant manager, Jordan, attended in Fort Lauderdale, FL. Howson joined the assent for the concrete option given its sturdiness and longevity. Duffy and Champeau agreed with the other members in this sentiment. Lienau added that the concrete will save the marina time and money in forgoing the weekly maintenance that a wood boardwalk requires.

Grant motioned to allocate funds for the replacement of the wooden boardwalk with a concrete dock, seconded by Champeau. Motion carried – All ayes.

g) Dredging

Lienau highlighted that the Army Corps of Engineers reported that the highest water level in 2025 will be 12 to 16 inches lower than last year. Lienau noted that three different areas in the marina will need at least two feet of lakebed dredged off the top layer to accommodate this lowering water level. The operation would be conducted under a maintenance dredging permit that is currently in process with the DNR. The total cost to dredge the three locations would be about \$15,000, which is not currently in the budget. Lienau added that to do additional dredging, the cost is \$48.07 per cubic yard of material. Lienau shared concern about other locations in the marina where lowering water levels may lead to decreased slip length and advised that the committee consider budgeting more than \$15,000.

Duffy motioned to allocate \$20,000 for a non-budgeted item of "Maintenance Dredging", seconded by Howson. Motion carried – 4 Ayes, Grant abstained.

h) Review of Financials

Lienau noted that the revenue numbers from Item D on the agenda are more up to date than is shown in the packet's financial report.

Howson motioned to approve the marina financials as shown, seconded by Grant. Motion carried – All ayes.

i) AMI National Conference Review

Lienau and Jordan noted highlights from their recent attendance to the AMI National Conference & Expo in Fort Lauderdale, FL.

Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee, official, or employee

The next meeting of the Marina Committee is scheduled for March 20th, 2025 at 4:00 P.M. via virtual Zoom meeting.

The committee found consensus that the comments from Dokolas requesting the committee's permission to continue the nighttime astronomy tours be added to next meeting's agenda.

Adjournment: A motion was made by Grant, seconded by Champeau to adjourn the February 19th, 2025 meeting of the Marina Committee at 5:30P.M. Motion carried – All ayes.

Respectfully submitted,



Samuel Jordan
Assistant Marina Manager