



MARINA COMMITTEE MEETING AGENDA

Wednesday May 14, 2025 at 4:00 P.M.

This meeting will be held via ZOOM Video Conferencing. To access the meeting, click below:

<https://zoom.us/j/3597569647?pwd=D1ZJwd6S8ft4i6qu1Nplkia2sdJwab.1&omn=91871029746>

Meeting ID: 359 756 9647

Password: 10733

To connect by telephone, please dial

1-305-224-1968 - Meeting ID 359 756 9647#

Deviations from the agenda order shown may occur.

1	Brigid White – Trustee & Chairperson		2	Chad Kodanko - Trustee	
3	Patrice Champeau – Trustee		4	Pat Duffy - Resident	
5	Kevin Grant – Citizen			<i>Marina Manager – David Lienau</i>	
	<i>Julie Schmelzer – Village Administrator</i>			<i>Asst. Marina Manager- Sam Jordan</i>	

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – April 16th, 2025
4. Comments and Correspondence
5. Discussion/Action Items:
 - a. Boathouse Project
 - b. Water Level & Dredging
 - c. Construction Projects
 - d. Parking Space Stenciling
 - e. Sail Door County Dock Repair
 - f. Current State of Marina for Spring Opening
 - g. Robomow Test Trial
 - h. Review of Financials
6. Executive Session:
 - a. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more particularly marina vendor contracts.
 - b. Consider a Motion to Reconvene into Open Session
 - c. Action as Appropriate
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
8. Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above can be directed to Village Administrator, Julie Schmelzer. Email julie.schmelzer@sisterbaywi.gov. It is possible that members of, and possibly a quorum of members, of other governmental bodies of the municipality may attend the meeting to gather information; no action will be taken by any governmental body other than the governmental body specifically referred to 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 aids 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 Administration Office at 854-4118, (FAX) 854-9637, or by writing to 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 Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. Monday – Thursday, 8 a.m. to 12:00 p.m. on Friday).

The Village of Sister Bay is an Equal Opportunity Provider.

POSTED DATE/SIGNATURE _____

MARINA COMMITTEE MEETING MINUTES

Wednesday April 16th, 2025

(Approval Pending)

Agenda Item No. 1. The April 16th, 2025 meeting of the Marina Committee was called to order by Howson at 4:01 P.M.

Present: Louise Howson, Pat Duffy, and Kevin Grant

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

Others: Terry Wolf, John Lijewski, Nicholas Dokolas, Marley Inksetter, Thor Johnson, Merih Bayirli, Steve Bacsi, Laurie Zelnio

Agenda Item No. 2. Approval of the Agenda

A motion was made by Duffy, seconded by Grant that the Agenda for the April 16th, 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 Grant that the minutes of the March 20th, 2025 meeting of the Marina Committee be amended and 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. Howson asked if anyone would like to make a public comment, and no one responded.

Agenda Item No. 5. Discussion/Action Items

a) Boathouse Project

John Blossom requested the marina committee provide approval for Shadow Preservation Group from the Sister Bay Historical Society to proceed with their proposed development plans for both the first and second stories of the Boathouse. Blossom noted that once the marina committee approves these plans, the group can move on to begin working with the Plan Commission and the Village Board. Howson responded that the committee's remaining questions are primarily financial. Blossom confirmed that the group intends to spend nearly \$300,000 on renovations, however, the project has not yet gone out to bid. Blossom added that the group has about \$190,000 in cash, with pledges of amounts beyond that sum up to an additional \$100,000. Blossom feels confident that the group is financially prepared for the project and hopes to start construction as soon as possible. Howson and Blossom agreed that constructions would not likely start until 2026 at the earliest. Schmelzer seconded that the project wouldn't likely break ground until 2026 and then explained the next steps required for the group to begin construction which includes approval from plan commission, approval from

1 the board, the creation of a signed development contract and then going out to bid for a
2 contractor. Howson inquired as to what the committee will do with the building during the
3 upcoming summer season before any development begins. Blossom explained how the building
4 is not realistically rentable in its current status. Thor Johnson inquired about the need for
5 parking for individuals using the second story of the boathouse facility once the project is
6 complete. Blossom noted that the group has no need for any additional parking based on what
7 is publicly available. Howson noted that it will be important to fully understand the intended
8 use of the second story to determine how the project would affect the demand for parking in the
9 area. Schmelzer noted that the village has not expected parking requirements for other village
10 attractions such as marina park or tour boat operations. Blossom specified that the second story
11 would be an extension of the first story museum and not a lounge for the marina club. This
12 would be made available to small groups of individuals involved with the marina and village,
13 similar to how the village hall is managed. Grant inquired as to how the entire space will be
14 accessed by the public and regulated by staff. Blossom responded that they hope to employ
15 enthusiastic marina club members and security cameras to monitor the space during general
16 hours like those of waterfront park and at least seven days a week during the primary season.
17 Howson and Lienau clarified that the second story would not be available to rent this summer.
18 Duffy voiced assent to the current proposal and asked if the boathouse group will be charged
19 rent to the marina for continuous use of the property. Blossom responded that the group feels
20 their \$300,000 investment into rebuilding the boathouse should allow the marina to forgo
21 charging any rent. Duffy noted that this project benefits the village more than the marina as a
22 for-profit enterprise fund. Duffy added that monthly rent ensures that marina users are offered
23 some benefit when they are losing a marina-owned asset. Blossom assured the committee that
24 the organization could afford to pay \$12,000 a year, as an example, if the committee required
25 that. Schmelzer provided some examples where the village leases properties to non-village
26 entities and made note that the village usually asks little to no rent given that the tenant is also
27 maintaining and investing into the property. Schmelzer added that with the boathouse project
28 happening, the marina can save the \$45,000 that it budgeted to rehabilitate the boathouse.
29 Schmelzer clarified that the specifications of the lease can be determined after the plan
30 commission has approved the intended use of the space.

31
32 *A motion was made by Grant, seconded by Duffy to refer the proposed Boathouse Project from the Sister*
33 *Bay Historical Society's Shadow Preservation Group to the village Plan Commission for consideration.*
34 *Motion carried – all ayes.*

35 36 **b) Water Level & Dredging**

37
38 Lienau summarized pages 11, 12 and 13 of the meeting packet, highlighting that the water level
39 of Lake Michigan is projected to only increase about 3 inches between today and May 4th.
40 Lienau added that 2025 is the first year since 2014 that the year's average water level is below
41 the long-term average water level. Lake Michigan undergoes a cycle of high and low water
42 levels from about 11 to 15 years long and is currently in a downward trend. Lienau listed some
43 risk areas of the marina where the water level is low enough to prevent vessels from traveling
44 safely. These areas are included in the dredging permit from the DNR. However, due to fish
45 spawning times, the DNR does not allow dredging to happen in the bay of Green Bay from
46 November 1st to June 21st. Mike Kahr worked with the marina to submit an appeal for an
47 exception from the DNR to allow dredging to happen during the fish spawning period and

1 before boats begin entering their slips. The appeal has officially been granted by the DNR and
2 the marina is now permitted to dredge until April 27th at the latest. The current maintenance
3 dredging permit does not expire until May 26th, 2026 which will allow the marina to dredge
4 again in the fall, prior to the November 1st deadline. Lienau noted that if the water level
5 continues to decrease, the marina will likely need to dredge again immediately after it closes on
6 October 14th. Lienau added that the \$20,000 the committee reallocated for dredging should be
7 enough money to finance both spring and fall dredging projects.
8

9 **c) Construction Projects**

10
11 Lienau summarized current construction projects underway in the marina, including the
12 refacing of C-Dock main pier, refacing of D-Dock main floating pier, repairing and reinstalling
13 of ten B-Dock finger-piers, refacing of three A-Dock finger-piers and the complete de-
14 winterization and reassembly of the marina. Lienau noted that the contractor completing these
15 projects has assured the marina that they will have them all complete by April 30th. Lienau
16 added that he has consulted alternative contractors to potentially assist if these deadlines and
17 projects are not fulfilled as promised. Lienau has also consulted alternative contractors to assist
18 in lowering various piers throughout the marina to accommodate the extremely low water
19 level. These contractors will also repair a large commercial pier on D-Dock that was damaged
20 over winter due to the impact from floating icebergs. Lienau estimated that this repair project
21 will require anywhere from \$7,000 to \$10,000 unbudgeted dollars. Lienau concluded that all
22 these projects can only be completed after dredging is complete, which puts the marina at risk
23 of not having all of its projects and repairs finished by opening day.
24

25 **d) Parking Space Stenciling**

26
27 Lienau summarized the changes that have occurred in the short-term marina parking lot since
28 the long-term lot is no longer available for public use. These changes include swapping 50
29 unmarked public-use spaces to permit-required, marina only parking spaces. These spots will
30 be stenciled with "Permit Required" signage by the end of the first week of May. Fifteen of
31 these additional permit-required spots will be made specifically available to the commercial
32 entities within the marina to use at their discretion.
33

34 **e) Internet Camera Connection - Parking Lot**

35
36 Lienau outlined the marina's intention to work with their internet and camera providers to
37 establish an internet connection & mount a camera in the short-term marina parking lot to help
38 monitor parking.
39

40 **f) Review of Financials**

41
42 Lienau noted that the YTD actuals for revenue in the packet are still slightly incorrect and as of
43 today, the marina is at \$672,000 YTD total revenue which is greater than the \$644,000 the marina
44 had reached by the same YTD in 2024. Lienau also pointed out that the bottom line for the
45 marina's 2025 Budget is showing a loss of about \$460,000, which is reported incorrectly.
46
47

Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official, or employee

It was the consensus of the committee that that following items be included on a future marina committee meeting agenda:

- The Boathouse Project – Lease*

The next meeting of the Marina Committee is scheduled for May 14th, 2025 at 4:00 P.M. via virtual zoom meeting.

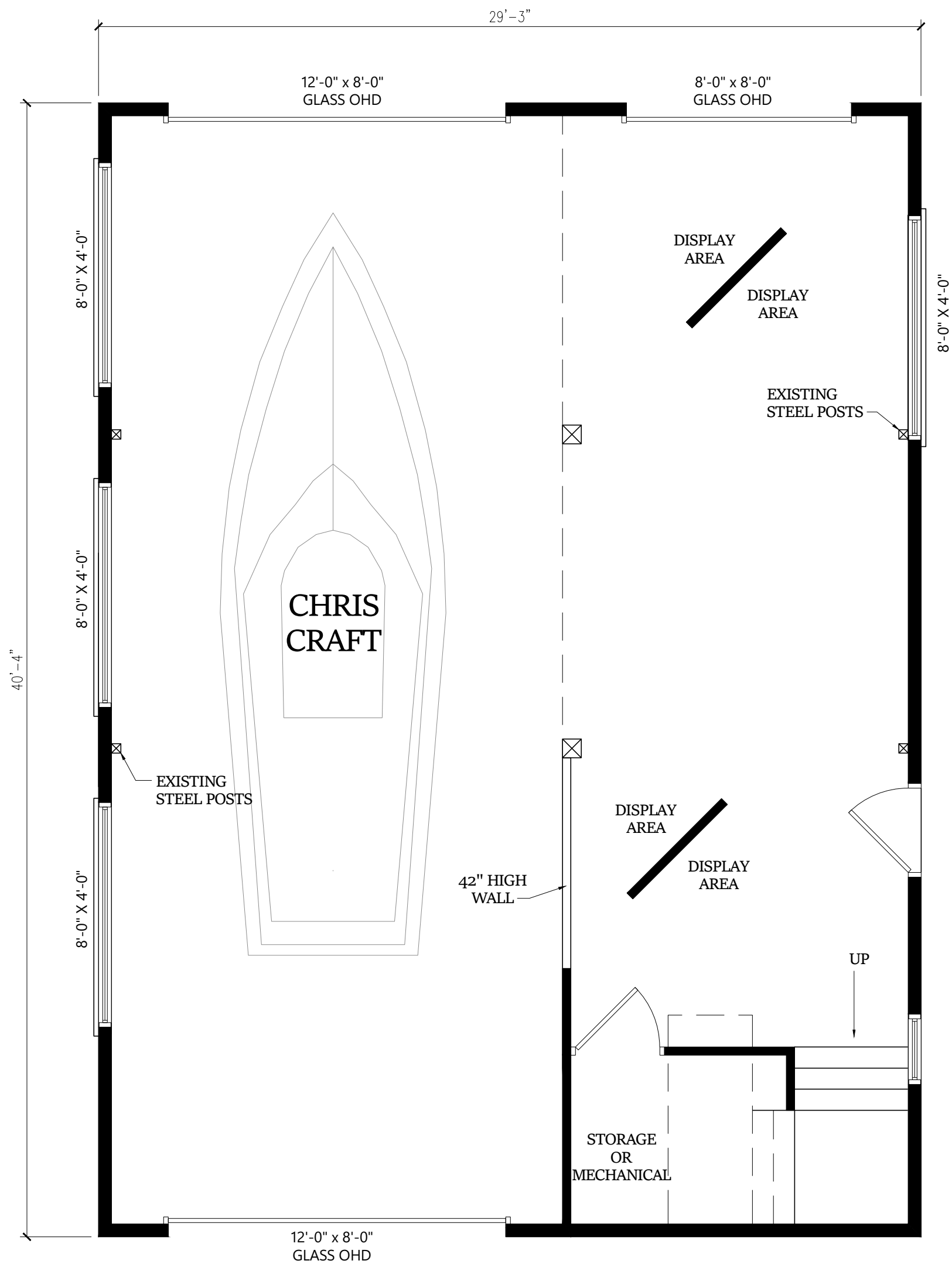
Adjournment: *A motion was made by Grant, seconded by Duffy to adjourn the April 16th, 2025 meeting of the Marina Committee at 5:12 P.M. Motion carried – All ayes.*

Respectfully submitted,



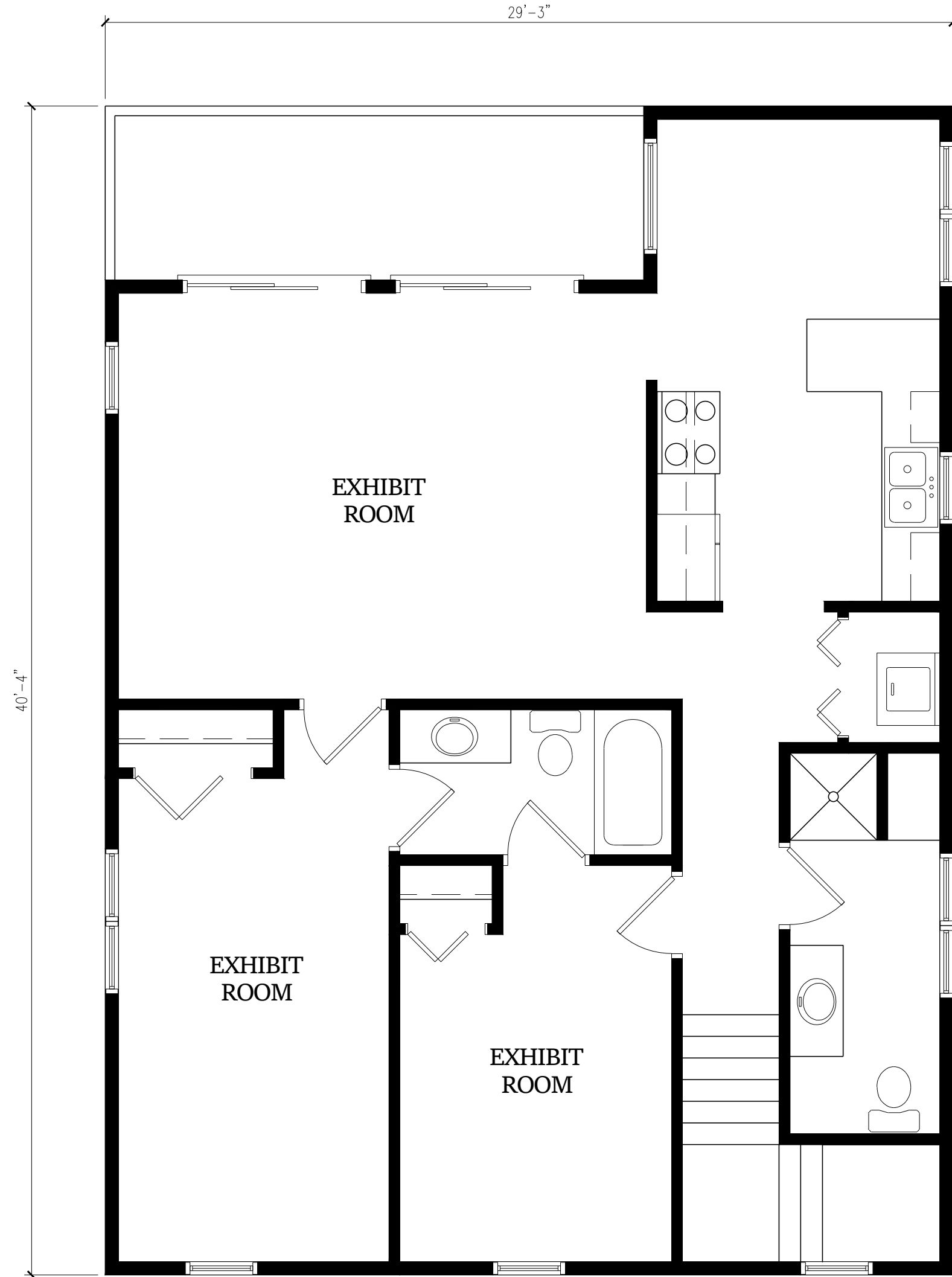
Samuel Jordan

Assistant Marina Manager



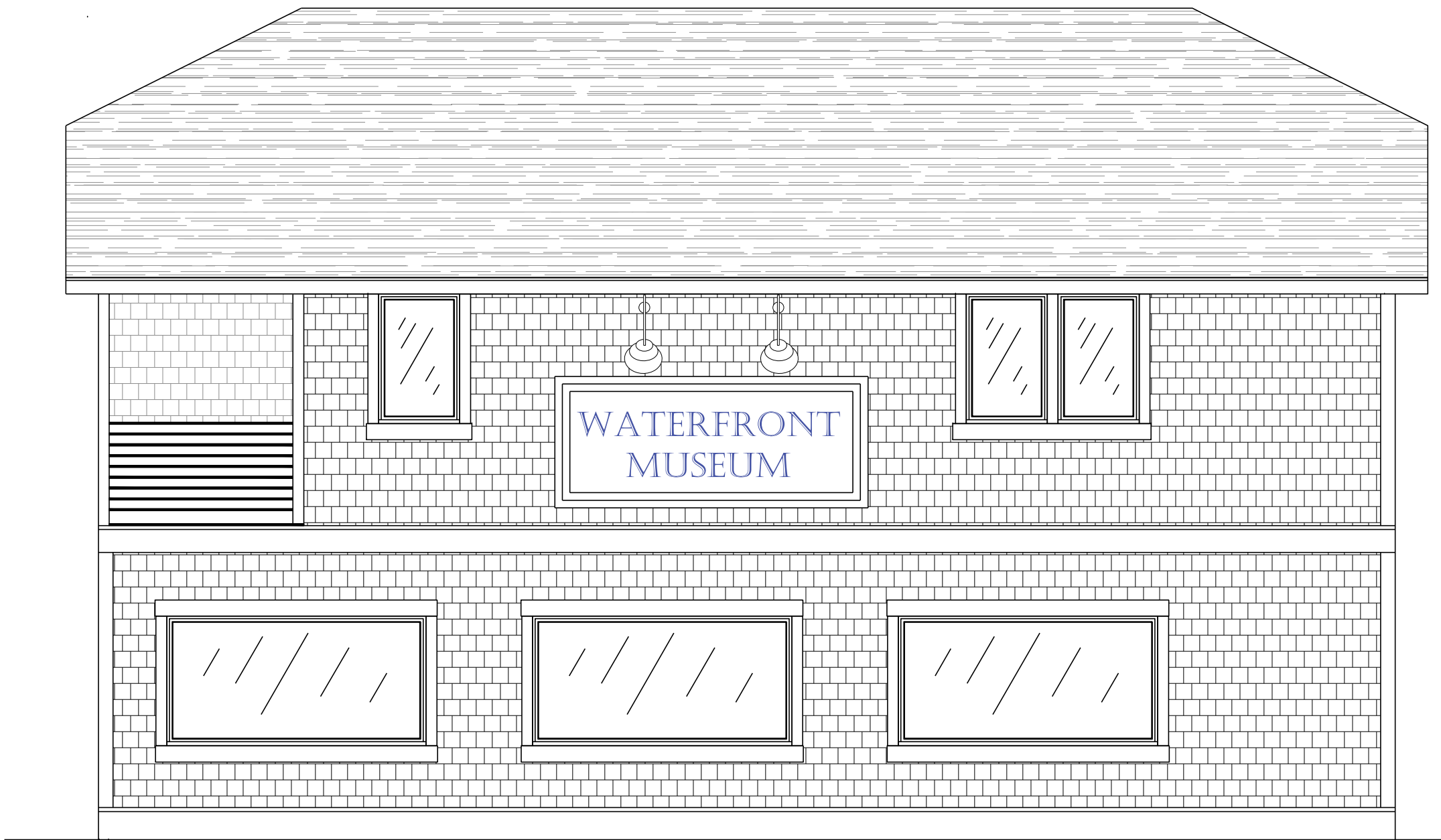
FIRST FLOOR PLAN - 'C'

SCALE: 1/4"=1'-0"



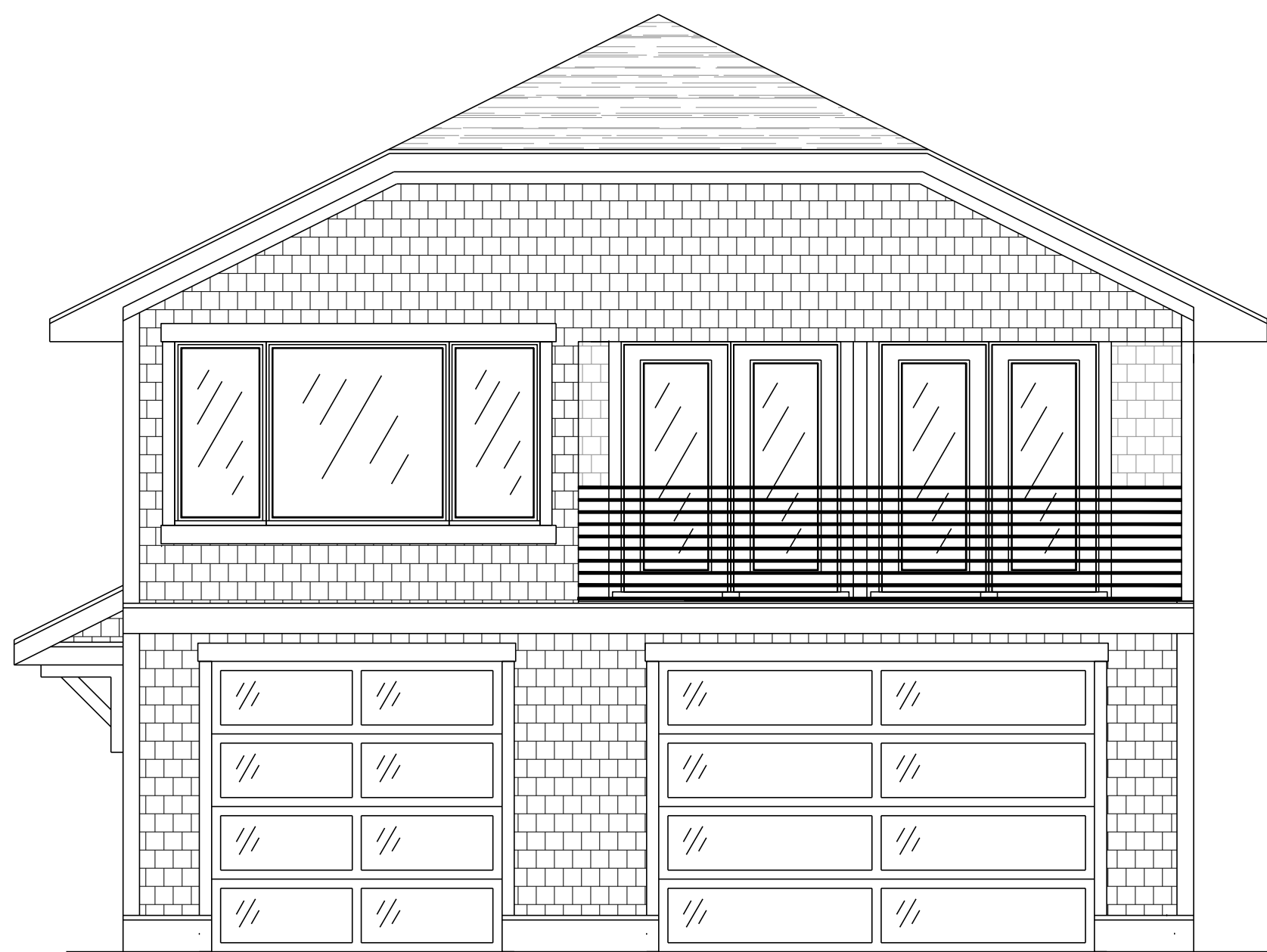
SECOND FLOOR PLAN

SCALE: 1/4"=1'-0"



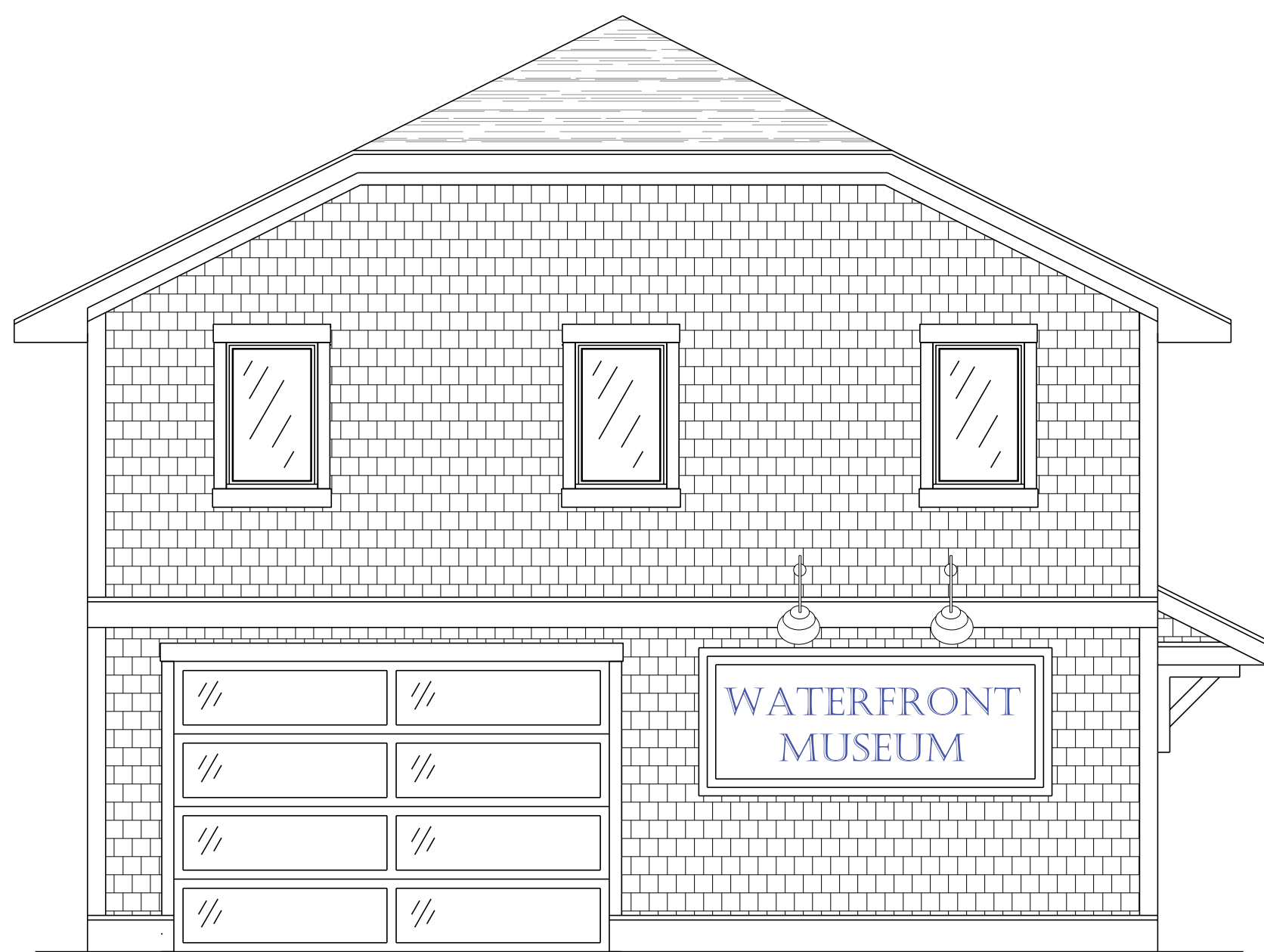
SOUTH ELEVATION

SCALE: 1/4"=1'-0"



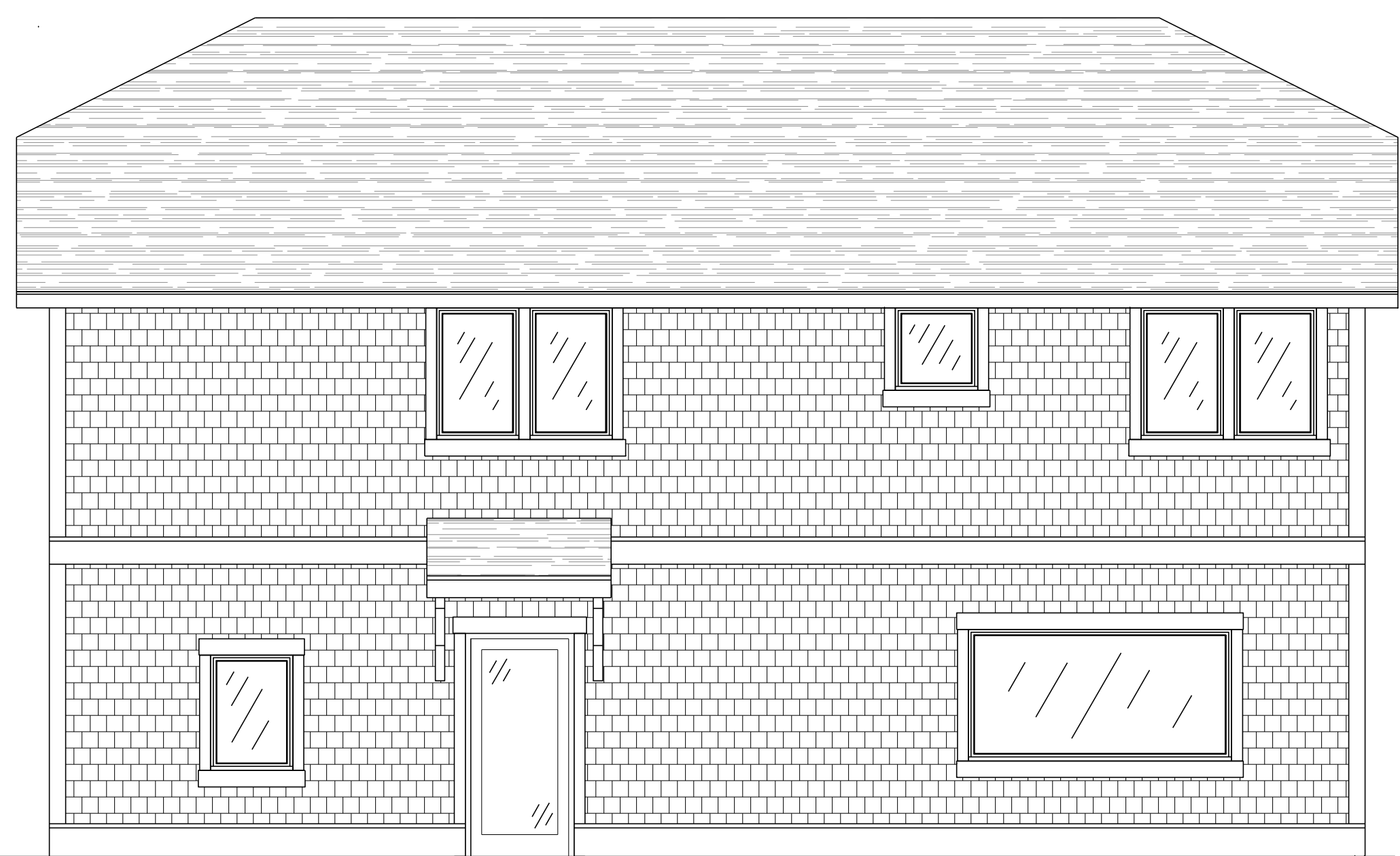
WEST ELEVATION

SCALE: 1/4"=1'-0"



EAST ELEVATION

SCALE: 1/4"=1'-0"

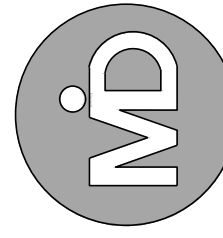


NORTH ELEVATION

SCALE: 1/4"=1'-0"

MARC ISAKSEN DESIGN, L.L.C.

1009 EGG HARBOR RD, SUITE 114
STURGEON BAY, WISCONSIN 54235
EMAIL: midarchitect@gmail.com
PHONE: 920-559-7069
FAX: 920-743-3813



REV	DATE	DESCRIPTION	BY

DESIGNED BY:
MWI
CHECKED BY:
MWI

SISTER BAY BOATHOUSE

PRELIMINARY PLANS

WISCONSIN

SISTER BAY

DATE
04/16/25
PROJECT NO.
25-107



SHEET NO.
A1
SHEET SIZE: 24x36

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

7

MARINA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
690-42800-000-000	AMORTIZATION OF PREMIUM	.00	.00	2,803.00	(2,803.00)	.00
		.00	.00	2,803.00	(2,803.00)	.00
690-46371-000-000	SEASONAL SLIP FEES	.00	450,399.72	467,851.00	(17,451.28)	96.27
690-46372-000-000	DAILY DOCKING/TRANSIENT FEES	2,473.85	224,631.54	278,500.00	(53,868.46)	80.66
690-46373-000-000	LAUNCH FEES	273.58	292.45	19,000.00	(18,707.55)	1.54
690-46375-000-000	PUMP OUT SERVICES	.00	.00	2,350.00	(2,350.00)	.00
690-46376-000-000	COMMERCIAL DOCKING	.00	72,232.99	144,244.00	(72,011.01)	50.08
690-46377-000-000	DISCOUNTED SALES	.00	.00	(1,000.00)	1,000.00	.00
690-46380-000-000	LAUNDRY NON-TAXABLE	.00	.00	500.00	(500.00)	.00
690-46381-000-000	PRODUCT SALES	.00	.00	8,000.00	(8,000.00)	.00
690-46383-000-000	NON TAXABLE PRODUCT SALES	.00	.00	500.00	(500.00)	.00
		2,747.43	747,556.70	919,945.00	(172,388.30)	81.26
690-48110-000-000	INTEREST ON INVESTMENTS	.00	20,137.70	33,673.60	(13,535.90)	59.80
690-48995-000-000	MISC OTHER REVENUE	58.00	291.13	300.00	(8.87)	97.04
	TOTAL SOURCE 48	58.00	20,428.83	33,973.60	(13,544.77)	60.13
	TOTAL FUND REVENUE	2,805.43	767,985.53	956,721.60	(188,736.07)	80.27

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

MARINA

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
690-53540-111-000	FULL-TIME WAGES	.00	37,333.88	123,531.00	86,197.12	30.22
690-53540-111-051	FULL-TIME WAGES FACILITIES	.00	641.88	9,570.00	8,928.12	6.71
690-53540-111-920	FULL-TIME WAGES ADMIN	.00	1,266.00	21,191.00	19,925.00	5.97
690-53540-114-000	UNWORKED WAGES	.00	3,046.32	.00	(3,046.32)	.00
690-53540-121-000	PART-TIME WAGES	.00	.00	72,094.00	72,094.00	.00
690-53540-122-000	PART-TIME OVERTIME WAGES	.00	.00	10,200.00	10,200.00	.00
690-53540-123-000	BONUSES, DOCKMASTERS	.00	.00	3,050.00	3,050.00	.00
690-53540-131-000	RETIREMENT	.00	2,939.78	10,745.00	7,805.22	27.36
690-53540-132-000	SOCIAL SECURITY	.00	3,321.40	18,379.00	15,057.60	18.07
690-53540-133-000	INSURANCE, MEDICAL	.00	5,542.76	19,158.00	13,615.24	28.93
690-53540-134-000	INSURANCE, DENTAL	.00	232.33	915.00	682.67	25.39
690-53540-135-000	INSURANCE, GROUP LIFE	.00	4.01	57.00	52.99	7.04
690-53540-136-000	INSURANCE, DISABILITY	.00	188.56	605.00	416.44	31.17
690-53540-137-000	HSA BENEFITS EXPENSE	.00	2,229.86	6,058.00	3,828.14	36.81
690-53540-138-000	EAP BENEFITS EXPENSE	11.48	57.40	166.00	108.60	34.58
690-53540-140-000	VISION BENEFITS	.00	28.15	121.00	92.85	23.26
690-53540-141-000	UNIFORM ALLOWANCE	.00	.00	2,000.00	2,000.00	.00
690-53540-142-000	RECRUITMENT/TESTING/PHYSICALS	.00	.00	500.00	500.00	.00
690-53540-143-000	RECOGNITION	.00	.00	700.00	700.00	.00
690-53540-144-000	MILEAGE	.00	165.40	400.00	234.60	41.35
690-53540-145-000	EXPENSE ALLOWANCE	.00	.00	200.00	200.00	.00
	PERSONNEL	11.48	56,997.73	299,640.00	242,642.27	19.02
690-53540-201-000	ELECTRIC/GAS	680.13	7,224.32	24,000.00	16,775.68	30.10
690-53540-202-000	WATER/SEWER/STORM	.00	(2,042.68)	10,000.00	12,042.68	(20.43)
690-53540-203-000	TELEPHONE	63.29	322.41	1,260.00	937.59	25.59
690-53540-204-000	CELL PHONE	71.25	358.68	275.00	(83.68)	130.43
690-53540-205-000	INTERNET	.00	1,763.44	4,500.00	2,736.56	39.19
690-53540-206-000	TELEVISION	.00	321.45	850.00	528.55	37.82
690-53540-207-000	RECYCLING	.00	283.21	1,000.00	716.79	28.32
690-53540-208-000	GARBAGE	.00	803.99	5,000.00	4,196.01	16.08
690-53540-209-000	LEGAL	90.00	562.00	500.00	(62.00)	112.40
690-53540-210-000	AUDITING & CONSULTING	.00	4,325.17	2,750.00	(1,575.17)	157.28
690-53540-211-000	WEED CONTROL	.00	195.00	3,500.00	3,305.00	5.57
690-53540-214-000	HOLDING TANK EXPENSE	.00	.00	200.00	200.00	.00
	CONTRACTUAL SERVICES	904.67	14,116.99	53,835.00	39,718.01	26.22

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

MARINA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
690-53540-301-000	VEHICLE & EQUIPMENT GAS, OIL,	.00	.00	250.00	250.00	.00
690-53540-303-000	EQUIPMENT RENTAL	.00	2.59	350.00	347.41	.74
690-53540-310-000	COMPUTER SOFTWARE MAINTENANCE	725.63	4,251.68	13,200.00	8,948.32	32.21
690-53540-311-000	WEBSITE	.00	.00	1,000.00	1,000.00	.00
690-53540-312-000	IT SUPPORT	.00	1,000.00	4,000.00	3,000.00	25.00
690-53540-321-000	OFFICE SUPPLIES	.00	65.04	1,000.00	934.96	6.50
690-53540-322-000	POSTAGE	.00	30.64	300.00	269.36	10.21
690-53540-324-000	PRINTING/COPYING	228.00	828.69	2,750.00	1,921.31	30.13
690-53540-325-000	ADVERTISING & PUBLIC NOTICES	.00	.00	2,000.00	2,000.00	.00
690-53540-331-000	MEMBERSHIP DUES	.00	300.00	850.00	550.00	35.29
690-53540-332-000	EDUCATION/TRAINING	.00	4,337.59	7,500.00	3,162.41	57.83
690-53540-351-000	MEDICAL/SAFETY SUPPLIES	.00	.00	1,500.00	1,500.00	.00
690-53540-352-000	MINOR EQUIPMENT AND TOOLS	.00	2,350.00	10,000.00	7,650.00	23.50
690-53540-353-000	GENERAL SUPPLIES	.00	.00	4,000.00	4,000.00	.00
690-53540-354-000	SUPPLIES FOR RESALE	.00	.00	3,500.00	3,500.00	.00
690-53540-357-000	EVENT COSTS	.00	2,200.30	2,000.00	(200.30)	110.02
690-53540-362-000	GROUND MAINTENANCE	.00	.00	3,500.00	3,500.00	.00
690-53540-366-000	BUILDING MAINTENANCE	.00	293.19	16,500.00	16,206.81	1.78
690-53540-368-000	DOCK MAINTENANCE	130.32	21,478.92	125,000.00	103,521.08	17.18
690-53540-369-000	EQUIPMENT MAINTENANCE	149.91	149.91	1,950.00	1,800.09	7.69
690-53540-392-000	MISCELLANEOUS	.00	.00	100.00	100.00	.00
	SUPPLIES AND EXPENSE	1,233.86	37,288.55	201,250.00	163,961.45	18.53
690-53540-401-000	CUSTODIAL SUPPLIES	.00	.00	4,000.00	4,000.00	.00
690-53540-408-000	CONTINGENCY, MARINA	.00	.00	5,000.00	5,000.00	.00
	BUILDING MATERIALS	.00	.00	9,000.00	9,000.00	.00
690-53540-510-000	PROPERTY & LIABILITY INSURANCE	.00	21,208.90	22,140.00	931.10	95.79
690-53540-512-000	INSURANCE, WORK COMP	.00	2,832.72	7,923.00	5,090.28	35.75
690-53540-550-000	BANK SERVICE CHARGES	.00	7,538.27	16,000.00	8,461.73	47.11
690-53540-599-000	LICENSE AND PERMIT FEES	.00	.00	25.00	25.00	.00
	FIXED CHARGES	.00	31,579.89	46,088.00	14,508.11	68.52
690-53540-602-000	INTEREST	.00	16,112.50	35,621.96	19,509.46	45.23
	DEBT SERVICE	.00	16,112.50	35,621.96	19,509.46	45.23
690-53540-899-000	DEPRECIATION	.00	35,854.68	107,564.00	71,709.32	33.33
	CAPITAL OUTLAY	.00	35,854.68	107,564.00	71,709.32	33.33
	TOTAL DEPARTMENT 540	2,150.01	191,950.34	752,998.96	561,048.62	25.49
	DEPARTMENT 541					

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

10

MARINA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
690-53541-200-000	OTHER CONTRACTED SERVICES	.00	.00	110.00	110.00	.00
690-53541-201-000	ELECTRIC/GAS	.00	.00	1,200.00	1,200.00	.00
690-53541-202-000	WATER/SEWER/STORM	.00	214.84	500.00	285.16	42.97
	CONTRACTUAL SERVICES	.00	214.84	1,810.00	1,595.16	11.87
690-53541-367-000	BOATHOUSE MAINTENANCE	.00	.00	51,500.00	51,500.00	.00
	SUPPLIES AND EXPENSE	.00	.00	51,500.00	51,500.00	.00
		.00	214.84	53,310.00	53,095.16	.40
690-55301-408-000	EVENT COSTS FOR MARINA	.00	.00	2,000.00	2,000.00	.00
	BUILDING MATERIALS	.00	.00	2,000.00	2,000.00	.00
		.00	.00	2,000.00	2,000.00	.00
690-59210-000-000	TRANSFER TO GENERAL FUND	.00	19,802.00	59,406.00	39,604.00	33.33
	PERSONNEL	.00	19,802.00	59,406.00	39,604.00	33.33
		.00	19,802.00	59,406.00	39,604.00	33.33
690-59240-000-000	TRANSFER TO CAPITAL PROJECTS	.00	.00	550,000.00	550,000.00	.00
	PERSONNEL	.00	.00	550,000.00	550,000.00	.00
		.00	.00	550,000.00	550,000.00	.00
	TOTAL FUND EXPENDITURES	2,150.01	211,967.18	1,417,714.96	1,205,747.78	14.95
	NET REVENUES OVER EXPENDITURES	655.42	556,018.35	(460,993.36)	(1,394,483.85)	120.61