



MARINA COMMITTEE MEETING AGENDA

Wednesday June 18th, 2025 at 4:00 P.M.

Sister Bay Liberty Grove Fire Station – 2258 Mill Road, Large Meeting Room

To access the meeting electronically via Zoom, 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 – May 14th, 2025
4. Comments and Correspondence
5. Discussion/Action Items:
 - a. Boathouse Project
 - b. Water Levels & Dock Changes
 - c. Construction Projects
 - d. Parking Update – Long Term Parking Lot
 - e. Robomow Test Trial
 - f. Pump-Out Update
 - g. Review of Financials
 - h. Current State of Marina
 - i. New Building Update
6. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
7. 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 May 14th, 2025****(Approval Pending)**

Agenda Item No. 1. The May 14th, 2025 meeting of the Marina Committee was called to order by White at 4:00 P.M.

Present: Brigid White, Chad Kodanko, Patrice Champeau, and Pat Duffy

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 Bacs, Laurie Zelnio

Agenda Item No. 2. Approval of the Agenda

A motion was made by Kodanko, seconded by Duffy that the Agenda for the May 14th, 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 April 16th, 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. White asked if anyone would like to make a public comment, and no one responded.

Agenda Item No. 5. Discussion/Action Items**a) Boathouse Project**

Blossom summarized the status of the boathouse project. Schmelzer provided further context of the project's status noting that a state plans examiner has yet to determine if an elevator is required to be included as a part of the current project plans. Alternatively, rather than installing an elevator, the proposed plans can be changed accordingly so that an elevator is not required. Blossom voiced confidence that based upon the architect's analysis of the project and state code, an elevator will not be needed with the current plans. Duffy inquired what annual rent that committee and historical society can agree upon for the group's use of the boathouse, which was previously a revenue-producing asset of the marina. Blossom responded that the group hopes that the over \$300,000 investment they are putting into the boathouse, a marina asset, will allow the committee to forget the \$18,000 yearly revenue from the boathouse as a rental business. Duffy responded that although the proposed project benefits the village, the marina is an enterprise fund that needs to produce its own revenue to pay its expenses. Duffy added that the committee previously discussed interest in receiving some sort of compensation for providing this asset to the group and the village, even if it is only \$10,000 to \$12,000 a year.

Blossom noted that the group may need to reconsider the project if the committee requires a monthly payment that is too high for their budget. Champeau voiced assent for the project and dissent to requiring the group to pay rent, given that the marina already must spend funds from its own budget to make the boathouse rentable again. Kodanko voiced assent for the marina finding a way to recoup the loss of rental revenue given it is fiscally separate from the village as an enterprise fund. Duffy followed that since the revenue of the marina comes from the marina customers, the priority of the marina is to use its funds and assets to benefit them, but the proposed boathouse project primarily benefits the village rather than marina customers specifically. Duffy added that the marina and the customers who generate its revenue have already allocated \$50,000 for the boathouse project when the three slips were constructed in front of the boathouse for the historical society to use to display a historic wooden boat. Duffy proposed a rent of \$10,000 dollars a year, 50% of the typical annual rental revenue. White inquired what the lease length would be. Blossom hopes the lease would be at least 20 years long, but voiced concern at the proposed monthly rate proposed by Duffy. White voiced assent for the project but agrees that the marina must recoup the revenue lost, especially given that the potential rental revenue could be as great as \$35,000. Duffy proposed that the marina pay \$25,000 to benefit the project and then charge \$10,000 in annual rent. Champeau said that the rate should be lower than Duffy's proposal and that the marina will still have to spend a large amount of money to allow the boathouse to be rentable at a rate of \$35,000 a year. Schmelzer added that it would likely be a 20-year lease. Blossom and Champeau both noted that renting the boathouse benefits only the renter and the marina as opposed to the boathouse project benefiting both the marina and the entire village by generating more traffic along the waterfront. Schmelzer explained the process of how the marina committee can move forward with approving the project now and working out the details of monthly rent when the lease agreement is made and provided to the committee at a later meeting.

A motion was made by White, seconded by Champeau to approve the contract for the boathouse project pending an agreement reached between the marina committee and the historical society on what its financial contribution to the marina will be. Motion carried – all ayes.

The committee discussed a specific monthly rent to require the historical society to pay. Blossom voiced concern that the group has not created a revenue stream to fulfill these payments but noted that they will find a way to pay it.

A motion was made by Kodanko, seconded by White to move forward with a \$10,000 annual rent lease. Motion carried, all ayes.

b) Water Level & Dredging

Lienau noted that due to low water levels, the marina will need to continue dredging in the fall under the current maintenance dredging permit. Lienau continued that since the water levels will continue to decrease in the next couple years, some slips throughout the marina will become smaller in length and decrease in their revenue output, as dredging can't be done in various areas given how close the lakebed is to bedrock.

c) Construction Projects

Lienau noted that the several dock redecking and pier rehabilitation projects are now complete, including C Dock redecking, D Dock redecking, and B dock finger pier rehabilitation.

d) Parking Space Stenciling

Lienau stated that the permit-required stenciling in the short-term marina parking lot is now complete and new signage to compliment this will be posted in the next week.

e) Sail Door County Dock Repair

Lienau noted that the sail door county dock was damaged severely over winter due to the movement of ice in the marina, but it is now repaired and floating thanks to Pier and Waterfront Solutions. Lienau added that some of the finger-piers on J Dock are also in the process of being lowered by Pier and Waterfront Solutions to accommodate the low water levels.

f) Current State of Marina for Spring Opening

Lienau noted that the marina is roughly two to three weeks behind on its opening repairs. Staff is currently working to address about 20 separate water leaks across the marina, which can take as long as 2 to 3 hours to fix depending on the severity of the leak. Lienau added that the static piers on A Dock also have yet to be lowered to accommodate the low water levels. This will be completed by Pier and Waterfront Solutions as well. Lienau affirmed that there are no major concerns to the marina opening on time.

g) Robomow Test Trial

Lienau explained how the marina is working with the parks department to demo an automated lawn mower for no cost to either entity, given that this offers an opportunity for the brand to advertise its product in Door County. Lienau noted that the parks department will still have to trim and edge, but the automated lawn mower will handle most of the mowing in marina park.

h) Review of Financials

Dave noted that the marina's year-to-date revenue in the meeting packet is approximately \$747,000, but the marina's actual revenue is currently at \$780,000. Lienau added that this is about \$45,000 ahead of last year's year-to-date revenue on the same date.

Agenda Item No.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.

5:20 P.M., a motion was made by White, seconded by Duffy to convene into Executive Session 2 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

1 *competitive or bargaining reasons require a closed session, more particularly marina vendor contracts.*

2
3 *A roll call vote was taken on the motion, and the members voted in the following fashion:*

4
5 *White – aye; Kodanko – aye; Champeau -aye; Duffy -aye*

6 *Motion carried.*

7
8 **b. Consider a Motion to Reconvene into Open Session**

9
10 *At 5:30 P.M. a motion was made by White, seconded by Kodanko to reconvene into an open session.*

11 *A roll call vote was taken and the members voted in the following fashion:*

12
13 *White – aye; Kodanko – aye; Champeau -aye; Duffy -aye*

14 *Motion carried.*

15
16 **c. Motion for Action, if Appropriate**

17
18 *No motion was made.*

19
20 **Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee,**
21 **official, or employee**

22
23 *It was the consensus of the committee that that following items be included on a future marina committee*
24 *meeting agenda:*

- 25 - *Boathouse Project Contract to Board*
26 - *Boathouse Project Marina Financing*

27
28 *The next meeting of the Marina Committee is scheduled for June 18th, 2025 at 4:00 P.M. at the Sister Bay*
29 *Fire Station & via zoom.*

30
31 **Adjournment:** *A motion was made by Kodanko, seconded by Champeau to adjourn the May 14th, 2025*
32 *meeting of the Marina Committee at 5:35 P.M. Motion carried – All ayes.*

33
34 *Respectfully submitted,*

35 

36 Samuel Jordan

37 Assistant Marina Manager

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

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	4,371.61	244,798.41	278,500.00	(33,701.59)	87.90
690-46373-000-000 LAUNCH FEES	1,745.30	5,851.45	19,000.00	(13,148.55)	30.80
690-46375-000-000 PUMP OUT SERVICES	.00	.00	2,350.00	(2,350.00)	.00
690-46376-000-000 COMMERCIAL DOCKING	.00	86,373.01	144,244.00	(57,870.99)	59.88
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	37.74	66.04	8,000.00	(7,933.96)	.83
690-46383-000-000 NON TAXABLE PRODUCT SALES	.00	2.00	500.00	(498.00)	.40
	6,154.65	787,490.63	919,945.00	(132,454.37)	85.60
690-48110-000-000 INTEREST ON INVESTMENTS	.00	22,677.14	33,673.60	(10,996.46)	67.34
690-48995-000-000 MISC OTHER REVENUE	.00	291.13	300.00	(8.87)	97.04
TOTAL SOURCE 48	.00	22,968.27	33,973.60	(11,005.33)	67.61
TOTAL FUND REVENUE	6,154.65	810,458.90	956,721.60	(146,262.70)	84.71

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

MARINA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
690-53540-111-000	FULL-TIME WAGES	4,278.96	51,121.64	123,531.00	72,409.36	41.38
690-53540-111-051	FULL-TIME WAGES FACILITIES	124.55	1,205.85	9,570.00	8,364.15	12.60
690-53540-111-920	FULL-TIME WAGES ADMIN	716.33	3,435.86	21,191.00	17,755.14	16.21
690-53540-114-000	UNWORKED WAGES	475.44	3,521.76	.00	(3,521.76)	.00
690-53540-121-000	PART-TIME WAGES	3,312.50	4,379.00	72,094.00	67,715.00	6.07
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	387.67	4,119.88	10,745.00	6,625.12	38.34
690-53540-132-000	SOCIAL SECURITY	652.66	4,935.75	18,379.00	13,443.25	26.86
690-53540-133-000	INSURANCE, MEDICAL	675.11	6,961.46	19,158.00	12,196.54	36.34
690-53540-134-000	INSURANCE, DENTAL	29.45	295.94	915.00	619.06	32.34
690-53540-135-000	INSURANCE, GROUP LIFE	2.10	8.61	57.00	48.39	15.11
690-53540-136-000	INSURANCE, DISABILITY	23.35	235.99	605.00	369.01	39.01
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	68.88	166.00	97.12	41.49
690-53540-140-000	VISION BENEFITS	3.50	36.03	121.00	84.97	29.78
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		10,693.10	82,721.91	299,640.00	216,918.09	27.61
690-53540-201-000	ELECTRIC/GAS	1,028.01	8,252.33	24,000.00	15,747.67	34.38
690-53540-202-000	WATER/SEWER/STORM	.00	(2,042.68)	10,000.00	12,042.68	(20.43)
690-53540-203-000	TELEPHONE	55.47	377.88	1,260.00	882.12	29.99
690-53540-204-000	CELL PHONE	.00	358.68	275.00	(83.68)	130.43
690-53540-205-000	INTERNET	319.96	2,124.31	4,500.00	2,375.69	47.21
690-53540-206-000	TELEVISION	81.99	403.44	850.00	446.56	47.46
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	.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		1,485.43	15,643.33	53,835.00	38,191.67	29.06

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

MARINA

		PERIOD		BUDGET	% OF
		ACTUAL	YTD ACTUAL	AMOUNT	BUDGET
690-53540-301-000	VEHICLE & EQUIPMENT GAS, OIL,	.00	.00	250.00	250.00
690-53540-303-000	EQUIPMENT RENTAL	1.62	4.21	350.00	345.79
690-53540-310-000	COMPUTER SOFTWARE MAINTENANCE	194.00	4,445.68	13,200.00	8,754.32
690-53540-311-000	WEBSITE	359.88	359.88	1,000.00	640.12
690-53540-312-000	IT SUPPORT	.00	1,000.00	4,000.00	3,000.00
690-53540-321-000	OFFICE SUPPLIES	.00	89.16	1,000.00	910.84
690-53540-322-000	POSTAGE	91.59	122.23	300.00	177.77
690-53540-324-000	PRINTING/COPYING	.00	875.77	2,750.00	1,874.23
690-53540-325-000	ADVERTISING & PUBLIC NOTICES	.00	.00	2,000.00	2,000.00
690-53540-331-000	MEMBERSHIP DUES	.00	300.00	850.00	550.00
690-53540-332-000	EDUCATION/TRAINING	.00	4,337.59	7,500.00	3,162.41
690-53540-351-000	MEDICAL/SAFETY SUPPLIES	235.80	235.80	1,500.00	1,264.20
690-53540-352-000	MINOR EQUIPMENT AND TOOLS	165.64	2,515.64	10,000.00	7,484.36
690-53540-353-000	GENERAL SUPPLIES	47.56	47.56	4,000.00	3,952.44
690-53540-354-000	SUPPLIES FOR RESALE	134.57	700.52	3,500.00	2,799.48
690-53540-357-000	EVENT COSTS	.00	2,200.30	2,000.00	(200.30)
690-53540-362-000	GROUNDS MAINTENANCE	1,054.15	1,054.15	3,500.00	2,445.85
690-53540-366-000	BUILDING MAINTENANCE	652.58	6,737.22	16,500.00	9,762.78
690-53540-368-000	DOCK MAINTENANCE	558.78	32,199.77	125,000.00	92,800.23
690-53540-369-000	EQUIPMENT MAINTENANCE	.00	812.23	1,950.00	1,137.77
690-53540-392-000	MISCELLANEOUS	.00	.00	100.00	100.00
	SUPPLIES AND EXPENSE	3,496.17	58,037.71	201,250.00	143,212.29
690-53540-401-000	CUSTODIAL SUPPLIES	7.98	132.95	4,000.00	3,867.05
690-53540-408-000	CONTINGENCY, MARINA	.00	.00	5,000.00	5,000.00
	BUILDING MATERIALS	7.98	132.95	9,000.00	8,867.05
690-53540-510-000	PROPERTY & LIABILITY INSURANCE	1,076.25	22,285.15	22,140.00	(145.15)
690-53540-512-000	INSURANCE, WORK COMP	1,415.86	4,248.58	7,923.00	3,674.42
690-53540-550-000	BANK SERVICE CHARGES	.00	9,328.76	16,000.00	6,671.24
690-53540-599-000	LICENSE AND PERMIT FEES	.00	.00	25.00	25.00
	FIXED CHARGES	2,492.11	35,862.49	46,088.00	10,225.51
690-53540-602-000	INTEREST	.00	16,112.50	35,621.96	19,509.46
	DEBT SERVICE	.00	16,112.50	35,621.96	19,509.46
690-53540-899-000	DEPRECIATION	.00	44,818.35	107,564.00	62,745.65
	CAPITAL OUTLAY	.00	44,818.35	107,564.00	62,745.65
	TOTAL DEPARTMENT 540	18,174.79	253,329.24	752,998.96	499,669.72
	DEPARTMENT 541				

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

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	24,752.50	59,406.00	34,653.50	41.67
	PERSONNEL	.00	24,752.50	59,406.00	34,653.50	41.67
		.00	24,752.50	59,406.00	34,653.50	41.67
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	18,174.79	278,296.58	1,417,714.96	1,139,418.38	19.63
	NET REVENUES OVER EXPENDITURES	(12,020.14)	532,162.32	(460,993.36)	(1,285,681.08)	115.44