

MARINA COMMITTEE MEETING MINUTES
Wednesday July 16th, 2025
(Approved)

Agenda Item No. 1. The July 16th, 2025 meeting of the Marina Committee was called to order by White at 4:03 P.M.

Present: Brigid White, Pat Duffy, Kevin Grant, Patrice Champeau, Chad Kodanko

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

Others: Merih Bayerli, Marley Inksetter, Nick Dokolas, John Blossom, Eric Lundquist, Thor Johnson, Laurie Zelnio, Terry Wolf

Agenda Item No. 2. Approval of the Agenda

A motion was made by Duffy, seconded by Grant that the Agenda for the July 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 Kodanko, seconded by Grant that the minutes of the June 18th, 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/PILOT

Schmelzer summarized the status of the boathouse project following last month's committee discussion of the boathouse lease and the operational agreement with the Historical Society. Schmelzer noted that since then, the Finance Committee has approved the proposed financing of the Boathouse's yearly rent by freezing the marina's annual payment in lieu of taxes (PILOT) to cover the lost revenue from leasing the boathouse to the Historical Society for free. Schmelzer explained to the committee that with the Village freezing the PILOT rate at \$50,000 for the marina, the marina will avoid paying the difference between the marina's yearly PILOT based on its annual valuation and the current rate of \$50,000. Schmelzer noted that as the yearly value of the marina increases with all its upcoming projects, the marina's cost avoidance from not paying an updated PILOT rate will likely increase each year. Schmelzer added that although the committee initially agreed to charge an annual rate to the Historical Society of \$10,000 dollars, the marina would still have to pay continually higher PILOT rates. Freezing the PILOT is more optimal for the marina's cost avoidance in this project than charging the Historical Society \$10,000 a year. Schmelzer clarified that this freeze could be for the duration of the lease, which

1 is currently set at 20 years, with opportunity for 10 year-long renewals. The committee agreed
2 that the longer the PILOT is frozen at its current rate, the better this is for the marina to recover
3 its losses from this project.

4
5 Schmelzer summarized some of the rules and regulations in the operational agreement
6 regarding maintenance responsibilities, utility costs, restroom use and hours, landscaping
7 responsibilities, waste disposal, second-floor usage, staffing, marketing and advertisement,
8 signage, permitting, insurance requirements and legal details.

9
10 *The committee came to consensus to approve the operational agreement with the amendment that the*
11 *marina will forgo charging any rent for the boathouse if the Village freezes the marina's PILOT at the*
12 *current rate of about \$50,000 for the next 30 years or for the duration of time that the boathouse is*
13 *operating as a museum, whichever of the two scenarios is longer.*

14 15 **b) Water Levels & Dock Changes**

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17 Lienau reported that the marina has finally lowered all its static piers to accommodate the
18 lowering water levels. The process required marina management to constantly move around
19 boats to accommodate the marine construction company barges to enter the slips and lower
20 them. Lienau noted that if the marina wasn't open and slips weren't being used, the
21 construction could've been completed in less than a week, but because the marina was hosting
22 customers, this process took several weeks.

23 24 **c) Parking Lot Update**

25
26 Lienau reminded the committee of the changes that the marina made to its short-term parking
27 lot as well as the Village's removal of the long-term parking area by the sports complex. Lienau
28 noted that marina staff are facing daily confrontations with individuals who are seeking
29 parking in the marina-owned lot but are not users of the marina. Many of them think that
30 purchasing a launch pass is a work-around they can use for free parking, but the marina is not
31 allowed to sell launch passes as parking passes. Lienau also added that the fifteen automobile
32 parking stalls that the marina left unmarked for public use are being filled by un-permitted boat
33 trailers. Therefore, the marina will now have to stencil those stalls as "Autos Only" to prevent
34 this incorrect usage of car stalls for unrestricted trailer parking. Lienau ended noting that
35 seasonal boaters are now depending on the marina parking lot for overnight parking since
36 Highway 42 has signs that disallow overnight parking.

37 38 **d) Robomower Update**

39
40 Lienau noted that the Robomower is no longer being used at the marina, but the Village Parks
41 Department is likely to start using the product in other areas of the village that need mowing.

42 43 **e) Pump Upgrade**

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45 Lienau updated the committee that marina management is still working with Crane
46 Engineering to increase the strength of the current pump at the marina so that pump-out
47 services are available on D Dock. Lienau noted that it may involve trading in the current pump

1 and replacing it with a larger volume pump. The marina is doing its best to work with
2 commercial vessels on D Dock to schedule pump-outs at other locations within the marina
3 where the pump has adequate vacuum.
4

5 **f) Marina Building Architectural Services**

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7 Lienau summarized what happened with the previous designs for a new marina building that
8 were devised in 2023, noting that the plans were ultimately not passed by the board due to
9 disagreement primarily over whether the building should have a second story and what its
10 function should be. Now that marina management has met with a new architectural firm to
11 start designing plans for a new building, the architects need some questions answered by the
12 committee before they draw up a design. Lienau asked the committee if the new building
13 should expand upon the existing framework or if the current building's foundation should be
14 scraped away and the contractors build an entirely new one. Lienau also inquired if the
15 committee would like the new building to be one or two stories and requested the committee
16 decide what the use of the second story will be for. Lienau added that constructing the new
17 marina building will include the opportunity to renovate the attached public restrooms which
18 will be funded by the village, but the Village will need to decide their plan for those restrooms
19 before the marina can finalize a design for construction. Schmelzer also informed the committee
20 that the Village's Plan Commission will have to revise zoning codes to allow this project to
21 proceed. Grant and White voiced assent for focusing the design on offering better boater
22 amenities and agreed that a second story boater's lounge would be an effective way to do this.
23 Committee members voiced concern over the necessity for an elevator and the costs associated
24 with it. Committee members noted that building a second story will help decrease the footprint
25 of the new building and therefore lower the building's intrusion on the marina parking lot and
26 launch ramp staging area. Lienau confirmed to the committee that there will likely be future
27 increases in slip rates to assist in financing the new building. Lienau also requested that the
28 committee consider whether the building will be heated in the winter, to which members
29 responded with assent for.
30

31 *The committee came to consensus that the new building design should involve an entirely new*
32 *foundation and include two stories.*
33

34 The committee then discussed different options for bathroom styles in the new building. The
35 committee requested that the architects draw up individual stalls that are complete with all
36 fixtures as well as versions with shared sinks and toilets but with the showers kept separate.
37 White noted that there may be a disadvantage to the complete-use single stalls, in that users
38 may occupy an unused toilet and shower because they are only using the complete stall for its
39 access to the sink and mirror.
40

41 **g) Marina Winterization & Fall Dredging**

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43 Lienau noted that due to the continuing decrease in water levels, the marina will need to do at
44 least a week of dredging in the fall. The current maintenance dredging permit held by the
45 marina is valid until May of 2026, but dredging cannot occur past November 1st of 2025 due to
46 the fish spawning season regulated by the DNR. Lienau noted that it will be ideal if the
47 dredging can occur during the same time frame as the reconstruction of the boardwalk so that

1 the marina can save on mobilization fees.

2
3 **h) Boardwalk Project Timeline/Permitting**

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5 Lienau noted that Mike Kahr has requested a permit from the DNR for the driving of sheet steel
6 into the lakebed as a part of the boardwalk reconstruction project. Lienau and Kahr estimate
7 that the DNR will approve the permit by late August or September. Lienau noted that driving
8 of the sheet wall could occur within 3-4 days and ideally around the same time as the fall
9 dredging. Kahr will also assemble a request for proposals from contractors in the area.

10
11 **i) Delayed Departure Fees**

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13 Lienau summarized some of the difficulties marina staff have with enforcing check-out times
14 for transient boaters. Jordan noted that the marina fee schedule includes late check out fees for
15 seasonal boaters that run at a daily rate and requested that the committee allow the marina to
16 enforce a transient boater-specific late checkout fee that runs at an hourly rate. The committee
17 deliberated what the hourly rate should be.

18
19 *A motion was made by Grant, seconded by Kodanko that a \$50 an hour late checkout fee be added to the*
20 *marina fee schedule and approved by the Village Board. Motion carried – All ayes.*

21
22 **j) Review of Financials**

23
24 Lienau noted that the marina is budgeted to make about \$919,000 in revenue for 2025 and is
25 currently at around \$889,000. Lienau feels confident that the marina will hit the budgeted
26 number with the incoming revenue from July and August.

27
28 **k) 2026 Budget Review**

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30 Lienau noted that the marina's operational expenses shouldn't increase in any significant way,
31 maybe 1% to 2% maximum, and this has stayed consistent throughout the past couple years.
32 Schmelzer inquired if the marina still intends to budget and advertise the maintenance position,
33 to which Lienau confirmed that management is still looking to fill this position. White asked if
34 the budgeted amount for the new marina building is still around 1.2 million dollars and Lienau
35 estimated that in the CIP for 2026 the amount was raised to 1.5 million. White further inquired
36 as to how much is currently in the marina fund, to which Lienau responded that the marina
37 fund sits around 2.6 to 2.7 million dollars, with around \$980,000 unrestricted. Lienau explained
38 that to finance the building, the marina committee discussed taking out a 1-million-dollar bond
39 and then financing the remaining bill using dollars from the marina fund.

40
41 Lienau requested the committee decide if and how much the committee wants to increase
42 seasonal and transient fee rates. Lienau noted that previous projections provided by the
43 village's former finance director recommended rate increases every other year for seasonal and
44 transient rates. The last increases happened in 2024 where the seasonal rates increased by 5%
45 and the transient rates by 10%. Jordan noted that whatever change is made to the seasonal rate
46 will directly change the commercial rate, as the commercial rate is always set at 150% of the
47 seasonal rate. The committee agreed that a 5% seasonal rate increase and a 10% transient rate

1 increase should happen at minimum. Grant and White agreed that the transient rate should
2 increase beyond 10%, with White specifying a 15% increase due to the added expenses of the
3 new building. Jordan and Lienau added that the current transient rates are competitive with
4 surrounding marinas and that there are few complaints from transient customers about the
5 marina's current rates.

6
7 *A motion was made by Grant, seconded by Duffy that the marina increase its seasonal slip rates by 5%*
8 *and its transient slip rates by 15% for 2026. Motion carried – All ayes.*
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10 **Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee,**
11 **official, or employee**

12
13 *It was the consensus of the committee that that following items be included on a future marina committee*
14 *meeting agenda:*

- 15 - *Fee schedule changes*
- 16 - *Plan Commission to address zoning ordinance for marina*

17
18 *The next meeting of the Marina Committee is scheduled for August 13th, 2025 at 4:00 P.M. at the Sister*
19 *Bay Fire Station & via zoom.*

20
21 **Adjournment:** *A motion was made by Kodanko, seconded by Grant to adjourn the July 16th, 2025*
22 *meeting of the Marina Committee at 6:06P.M. Motion carried – All ayes.*
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24 Respectfully submitted,



25 Samuel Jordan
26 Assistant Marina Manager
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