

MARINA COMMITTEE MEETING MINUTES
Wednesday August 13th, 2025
(Approved)

Agenda Item No. 1. The August 13th, 2025 meeting of the Marina Committee was called to order by White at 4:00 P.M.

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

Absent: Chad Kodanko

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

Others: Merih Bayerli, Marley Inksetter, Nick Dokolas, John Blossom, Thor Johnson, Patrick Thompson, Charlie Saville, Max Pozen

Agenda Item No. 2. Approval of the Agenda

A motion was made by Duffy, seconded by Grant that the Agenda for the August 13th, 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 July 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 Update

Schmelzer updated the committee on the development agreement and the lease agreement for the boathouse museum project. Schmelzer noted that the board of trustees approved the development agreement and made a few minor changes to the lease agreement, including the marina's request for a 30-year term.

The marina committee came to consensus to recommend the boathouse lease agreement to the board of trustees for approval.

Schmelzer summarized the main points of the operational agreement for the boathouse project which includes specifying the use of the boathouse as a waterfront museum, what the village's role and responsibilities include, and what is expected of the operator. Schmelzer noted that no real changes were made besides making sure that insurance requirements were consistent with

1 other agreement documents.

2
3 Grant voiced concern over the operational agreement's requirement that the marina ask
4 permission from the Historical Society to use the second story of the boathouse. Grant added
5 that with that clause, the marina committee could potentially never have access to the second
6 story for the duration of 30-year lease. Grant stated that he was under the impression that it
7 would require advanced notice rather than approval from the Historical Society. Schmelzer
8 noted the change and continued with her summary. Grant inquired as to what remedies are
9 required of the Historical Society if they fail to adhere to the rules of the agreements. Grant
10 noted that termination as the only option for reprimand seems extreme given that there are easy
11 and simple ways in which the agreement could be breached by the operator. Schmelzer
12 explained that the options for remediation following any violations of the agreement are listed
13 in the lease agreement, not the operational agreement.

14
15 Blossom requested the committee consider removing the requirement that the museum be open
16 at a minimum of 4 days a week between Memorial Day and Labor Day. Schmelzer responded
17 that it is unlikely the board of trustees will support this given that it would permit a scenario
18 where the museum is not open at all. Blossom noted that the Historical Society would like the
19 museum to be open 7 days a week, during the village's waterfront park hours, but staffing is
20 often a challenge in Door County. Duffy, Grant and White both voiced assent to keeping the 4-
21 day minimum requirement.

22
23 *The marina committee came to consensus to recommend the boathouse operational agreement to the board*
24 *of trustees for approval, with the amendment that marina committee use of the second story requires*
25 *advanced notice rather than permission from the Historical Society.*

26 27 **b.) Water Level Projections**

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29 Lienau reminded the committee that the water levels have dropped since last year and continue
30 to drop. Projections suggest that around this time next year, the water will be 8-9 inches below
31 its current level.

32 33 **c.) Pump Upgrade**

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35 Lienau noted that marina management was expecting new information regarding upgrading
36 the pump-out system but unfortunately does not currently have any updates for the committee.

37 38 **d.) Marina Building Draft Design Quote**

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40 Lienau noted that marina management and chairperson White have worked with the MDT
41 architectural design firm for the first phase of constructing a new marina building. Lienau
42 requested the committee approve the spending of \$9500 for the schematic drawings as a part of
43 the first step in the new building design process. Lienau noted that this first phase is separate
44 from following phases in the process, which are each independent and free to be completed by
45 contractors outside of the current company being used. Schmelzer added that the committee
46 will have to go out to bid for services if the cost of a later phase exceeds \$25,000.

1 *A motion was made by Duffy, seconded by Grant, that the committee approve the \$9500 contract with*
2 *MDT architectural services for a schematic design of a new marina building. Motion carried – All ayes.*

3
4 **e.) Marina Building Schematic Draft Layouts**
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6 White noted that the proposed schematic designs in the packet are the best variations seen so
7 far by White and marina management. Duffy inquired if the building could be pushed closer to
8 the water and have the staff parking relocated as needed. Lienau responded that this is unlikely
9 due to the setbacks based on high water marks set by the DNR. White added that there is an
10 existing area for utilities connections that cannot be moved. Schmelzer noted that the village has
11 a contractor that can be contacted to schedule a survey so that the architects can be certain of the
12 dimensions of the marina's waterfront property.

13
14 *A motion was made by Duffy, seconded by Grant to have village administration and marina management*
15 *contract a surveyor for the marina's waterfront property.*
16

17 The committee discussed different aspects of the proposed designs, specifically noting that the
18 waterfront view should be prioritized for boater access on the second floor and staff access on
19 the first floor. The committee agreed to take time to consider the proposed schemes and
20 reconvene later with the architects to share additional recommendations.

21
22 **f.) Public Restrooms & Parks Committee**
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24 Lienau noted that since the public restrooms attached to the marina building were funded by
25 the village with assistance from a DNR grant, the committee must work with the rest of the
26 village board and Parks Committee to decide how the restrooms will be designed and
27 integrated into the new marina building designs. Lienau and Schmelzer confirmed that
28 administration will work to recommend this item be on the agenda at the next Parks Committee
29 meeting.

30
31 **g.) Marina Winterization & Fall Dredging**
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33 Lienau noted that in response to lowering water levels, the marina will be dredging in the fall
34 on a strict timeline based upon regulations set by the DNR. Lienau noted that per these
35 regulations, fall dredging can only be done until November 1st. However, the marina can't start
36 this process until about October 15th, once all boats have vacated the marina. Lienau ended by
37 stating that the dredging could be anywhere from \$10,000-\$15,000, which is not currently
38 factored into this year's budget.

39
40 **h.) Boardwalk Project Timeline/Permitting**
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42 Lienau explained that the DNR regulations for dredging are also applicable to the driving of
43 sheet steel into the lakebed for the new concrete boardwalk project. Lienau suggested that the
44 driving of the sheet steel should begin during the same timeline as the fall dredging as opposed
45 to waiting for the next period in which the DNR will allow interference of the lakebed, likely in
46 the Spring of 2026. Lienau noted that once the sheet steel is driven into the lakebed, the rest of
47 the boardwalk can be completed at any later date in the spring when the weather permits, with

no time restrictions or permitting concerns from the DNR. Lienau added that this process will require that all vessels on D-Dock are vacated, which includes nearly all the marina's commercial tenants. Lienau went on noting that Fall Fest will happen between the marina's closing date and the DNR's deadline for lakebed intrusions, which further tightens the window to complete these projects. Lienau stated that the cost of driving sheet steel could add up to \$70,000-\$110,000 in unplanned expenses for this year's budget. Lienau ended by stating that he will work with village finance director to move around funds as needed to finance and complete these projects happening in 2025.

i.) 2026 Schedule of Fees

Lienau reminded the committee of the changes made for the marina's 2026 Schedule of Fees which included a 15% increase in the transient dockage rate, a 5% increase in the seasonal dockage rate, the addition of the late checkout fee of \$50 an hour and an increase in the price of ice.

A motion was made by Grant, seconded by Duffy to approve the 2026 Schedule of Fees as presented. Motion carried – All ayes.

j.) Review of Monthly Financials

Lienau corrected the total YTD revenue in the financials to the actual number of about \$911,000. Lienau added that management is confident that it will reach its projected total revenue figure of \$919,000 within the next month.

k.) 2026 Budget Review & Approval

Lienau noted that of the expense items that marina management can control, there were no notable increases or decreases. Lienau pointed out that the expense of weed control has increased by around \$1000, but the quality of the treatment has notably improved. Grant voiced concern over the lack of inflation adjustment for most of the marina's major expenses.

A motion was made by Grant, seconded by Duffy to approve the 2026 Budget as presented. Motion carried – All ayes.

Agenda Item No. 6. 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:

- Marina Building Public Restrooms at Parks Committee

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

Adjournment: *A motion was made by Duffy, seconded by Grant to adjourn the August 13th, 2025 meeting of the Marina Committee at 5:25P.M. Motion carried – All ayes.*

1

2 Respectfully submitted,

A handwritten signature in black ink, appearing to read "Samuel Jordan", written over a horizontal line.

3

4 Samuel Jordan

5 Assistant Marina Manager