

MARINA COMMITTEE MEETING MINUTES

Wednesday September 17th, 2025

(Approved)

Agenda Item No. 1. The September 17th, 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, Chad Kodanko

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

Others: Nick Dokolas, John Blossom, Thor Johnson

Agenda Item No. 2. Approval of the Agenda

A motion was made by Grant, seconded by Kodanko that the Agenda for the September 17th, 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 August 13th, 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

Blossom provided an update to the committee noting that the boathouse group collected over \$114,000 in 2025 in addition to the previous fundraising efforts. Blossom confirmed that the group has over \$210,000 in cash. Blossom added that they are still waiting for complete plans from the architect but noted that the project should be just under \$300,000. Blossom clarified the function of the Marina Club in this project, noting that it was an important part of collecting \$114,000 for the project in 2025 and that the club's intention is to have itself operate as a standing committee on the Sister Bay Historical Society. Blossom added that the club's main function is to raise money for the construction and operational costs of the Boathouse Museum.

Schmelzer followed, summarizing the status of the project from the village's perspective. Schmelzer confirmed that the operational agreement is still to be signed by the Boathouse group's attorney. Schmelzer added that a member on the board of trustees did show concern over freezing the marina's PILOT at \$50,000 for as long as thirty years. Lienau proposed an alternative plan where the marina pays the village \$10,000 less than its annual PILOT for the boathouse, so that the marina then saves \$10,000 a year as the committee requested in previous

1 meetings. White recommended that it should be \$10,000 a year while also accounting for cost of
2 living and inflationary increases, to which the other committee members responded with
3 assent.

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5 *The committee came to consensus that the Boathouse Museum lease agreement will be amended to have*
6 *the marina annually pay the boathouse PILOT to the village, minus \$10,000 and a current consumer*
7 *price index adjustment.*

8 9 **b.) Marina Building Schematic Layouts**

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11 White summarized the changes to the new building's schematic layout that occurred since the
12 last committee meeting. Lienau noted that the committee will need to approve a final schematic
13 design for the board to approve as well as a contract to have the exterior of the building be
14 designed as a part of phase two of the project. Schmelzer and Lienau agreed that these
15 approvals from the board need to happen at the board's October meeting. Grant voiced dissent
16 for an uncovered deck and noted that the boater's lounge should have a centralized wall for a
17 television. Duffy followed requesting the committee consider having a section of the boater's
18 lounge that can be temporarily closed off with sliding or accordion doors. Champeau provided
19 historical context as to what the property around the marina used to be and looked like with the
20 request that the committee consider paying tribute to this history when designing the building.
21 White and Lienau affirmed that they would take the committee's comments into consideration
22 at the next meeting with the architectural design firm.

23 24 **c.) Parks Committee & Public Restroom Input**

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26 Lienau summarized what the Parks Committee requested from the public restrooms that will be
27 a part of the new marina building. Lienau noted that the Parks Committee would like to see the
28 restrooms redone in their current style but with showers added as well as a single unisex
29 restroom that is open all winter. Lienau followed, noting that these requested changes were
30 factored into the current design of the new building but that the additions to the public
31 restrooms may not be feasible due to the considerable increase in size. This size increase may
32 not work given that this would push the foundation of the building too close to the property
33 line as well as the building's utility lines and propane tank. Lienau added that the upcoming
34 survey of the property will officially clarify if this is the case or not. The committee debated
35 whether the public restrooms should be open during the winter. Lienau noted that marina staff
36 do not see frequent use of the public restrooms during the winter and that there may be
37 difficulty accessing them after snowfall given that snowplows use the area in front of the public
38 restrooms as a deposit. The committee further discussed whether they want showers in the
39 public restrooms, to which most of the committee responded with dissent. The committee
40 members also pointed out the showers will increase the cost of the public restrooms.

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42 *The committee came to consensus that the new marina building will not be designed with showers in the*
43 *public restrooms.*

44 45 **d.) Marina Winterization & Fall Dredging**

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47 Lienau summarized the responsibilities and projects arriving with the marina's upcoming

1 closing date on Monday, October 13th, specifically mentioning that the marina's water and
2 septic lines will be winterized on Tuesday, October 14th and that dock removal could begin as
3 early as Wednesday, October 15th. Lienau noted that the entire north side of D-Dock will need
4 to be dredged and some small sections of D-Dock's south side. Lienau noted that potential
5 contractors estimate the length of the dredging project only to last 8-10 days, but this project has
6 an urgent timeline because the Wisconsin DNR does not allow dredging after November 1st, and
7 the marina's dredging permit expires in May of 2026.

8 9 **e.) Launch Ramp Closure**

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11 Lienau noted that due to the dredging and upcoming construction, the launch ramp will be
12 closed intermittently throughout the end of October. Lienau noted that marina staff are
13 communicating with companies who use the launch ramp frequently so that they are aware of
14 this closure and its potential effects on their routine.

15 16 **f.) Boardwalk Project Timeline/Permitting**

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18 Lienau noted that the DNR permit was just awarded to the marina to drive sheet steel into the
19 lakebed for the new concrete boardwalk project. Lienau added that the permit does not expire
20 until October of 2028, and that there are no DNR restrictions as to what time of year the sheet
21 steel can be installed, unlike in the dredging permit. Lienau followed that he is working to have
22 a bid package assembled and published in the Peninsula Pulse as soon as possible so that
23 contractors can bid on the project and get started immediately after the marina closes. Lienau
24 added that the dredging project and boardwalk project will be included together in the same
25 bid package so that they can potentially be done this fall, as to save on time and on the cost of
26 mobilization fees. Lienau added that marina staff are working to ensure that electrical services
27 are not completely shut off during this project, as the marina still must power the ice eaters that
28 prevent stationary pilings from being destroyed by ice in winter.

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30 Lienau and Schmelzer agreed that this process will likely require a special meeting of the
31 marina committee and potentially the board of trustees, to award and approve the bid contract
32 by the time the project will need to start.

33 34 **g.) Staff Trainings**

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36 Lienau updated the committee on future marina conferences and staff training events, noting
37 that some conferences in 2026 will be funded by monies in the 2025 budget.

38 39 **h.) Review of Monthly Financials**

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41 Lienau provided the committee with the most up-to-date revenue of \$939,000. Lienau followed
42 noting that with interest included, the total revenue is \$989,000, which is around \$30,000 to
43 \$40,000 ahead of the marina's 2025 budgeted projections.

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45 **Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee,**
46 **official, or employee**
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1 *It was the consensus of the committee that that following items be included on a future committee*
2 *meeting agenda:*

- 3 - *New Boathouse PILOT financing plan to Finance Committee*
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5 *The next meeting of the Marina Committee is scheduled for October 15th, 2025 at 4:00 P.M. at the Sister*
6 *Bay Fire Station & via zoom.*

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8 **Adjournment:** *A motion was made by Kodanko, seconded by Grant to adjourn the September 17th, 2025*
9 *meeting of the Marina Committee at 5:15P.M. Motion carried – All ayes.*

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11 Respectfully submitted,



12 Samuel Jordan

13 Assistant Marina Manager
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