



MARINA COMMITTEE MEETING AGENDA

Wednesday October 15th, 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=671UiJPuJM9QHfABHmzGC12vIhJa.1&omn=99413666077>

Meeting ID: 359 756 9647

Password: 8544457

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 – September 17th, 2025
4. Approval of Minutes – October 10th, 2025
5. Comments and Correspondence
6. Discussion/Action Items:
 - a. Boathouse Project Update
 - b. New Marina Building - Schematic Layout
 - c. New Marina Building - Phase 2 Contract
 - d. Boardwalk Project Review
 - e. Marina Winterization and Fall Dredging
 - f. Commercial Vendor Contracts – Renewals, Extensions & Pricing
 - g. Review of Monthly Financials
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 September 17th, 2025
(Approval Pending)

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.

4
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**

10
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**

25
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.

41
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**

46
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**

10
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**

17
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.

29
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**

35
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**

40
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.

44
45 **Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee,**
46 **official, or employee**
47

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*
4

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.*
7

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.*
10

11 Respectfully submitted,



12 Samuel Jordan

13 Assistant Marina Manager
14

SPECIAL MARINA COMMITTEE MEETING MINUTES

Friday October 10th, 2025

(Approval Pending)

Agenda Item No. 1. The October 10th, 2025 meeting of the Marina Committee was called to order by White at 1:05 P.M.

Present: Brigid White, Pat Duffy, Chad Kodanko

Absent: Kevin Grant, Patrice Champeau

Staff: Marina Manager - Dave Lienau, Assistant Manager - Sam Jordan

Others: Nick Dokolas

Agenda Item No. 2. Approval of the Agenda

A motion was made by Duffy, seconded by Kodanko that the Agenda for the October 10th, 2025 special meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. 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. 4. Discussion/Action Items

a.) Boardwalk & Dredging Project – Bid Evaluation & Award

Lienau summarized the bid opening process for the Boardwalk & Dredging Project that occurred at 10:00AM on Friday October 10th, 2025. Lienau noted that the marina received bids from three companies including Summerset Marina Construction, Iron Works Construction, and Pier & Waterfront Solutions to dredge just over 1000 cubic yards of sediment in the marina and to replace the wooden boardwalk with a concrete dock enclosed in a sheet steel wall. Lienau noted that all three bids were significantly over what the marina had budgeted for in its capital improvement plan, which was around \$250,000 not including the cost of dredging. Summerset Marine Construction bid for the project at about \$463,000, Iron Works Construction bid for the project at about \$380,000 and Pier & Waterfront Solutions bid for the project at about \$385,000. Lienau and White confirmed that even though the cost for dredging was estimated to be around \$45,000 to \$50,000 in addition to the \$250,000 set aside for the boardwalk, the bids are still nearly \$100,000 over what the marina had budgeted for the projects in total. Given this, Lienau recommended that the committee vote to reject all bids and reconvene at the next marina committee meeting to finalize an alternative plan to proceed with the boardwalk project.

A motion was made by Duffy, seconded by Kodanko to accept Lienau's recommendation to reject all proposed bids due to them being significantly over the marina's budget. Motion carried – All ayes.

Agenda Item No.5. 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 committee meeting agenda:

- *Address alternative options for the Boardwalk Project at next Marina Committee Meeting*

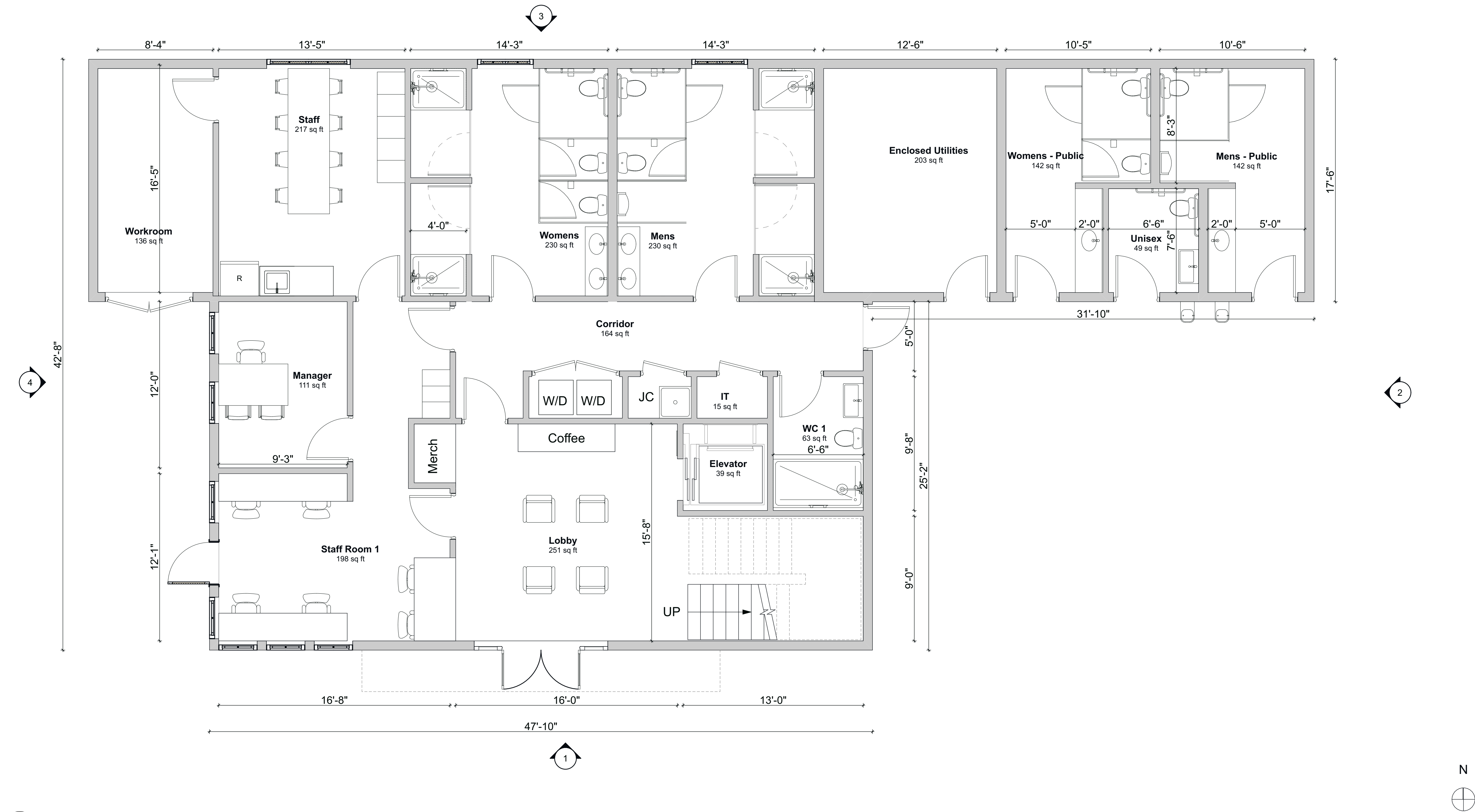
Adjournment: *A motion was made by Kodanko, seconded by Duffy to adjourn the October 10th, 2025 special meeting of the Marina Committee at 1:15P.M. Motion carried – All ayes.*

Respectfully submitted,



Samuel Jordan

Assistant Marina Manager



1 First Floor
A101 SCALE: 1/4" = 1'-0"

Plan Notes:

1. Areas shown in gray are out of scope.
2. Provide all labeled doors and windows as shown and dimensioned on plan. (see A401)
3. Provide 3" x 3" x 48" corner guards with aluminum retainers on all exposed drywall corners at new walls.
4. Dimensions to be verified in field.
Existing walls to be verified as code compliant.
5. See A402 for Painting Notes

Wall Types:

- | | |
|-----|---|
| WT1 | Interior Partition to Deck |
| WT2 | Interior Partition to 6" above Finished Ceiling |
| WT3 | Plumbing Wall |
| WT4 | Knee Wall |

AREA

First Floor: 2005 Sqft
Second Floor: 1651 Sqft
Total: 3655* sqft

* does not include enclosed utilities or public bathrooms

MDT

manske • dieckmann • thompson
architecture • interiors
Registered Professional Design Firm # 184.000792

4629 N Broadway
Chicago, IL 60640

773.561.1987
www.mdtarch.com

Date	Issued For	RevID

First Floor Plan

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

A101



1
A102
Second Floor
SCALE: 1/4" = 1'-0"



AREA
First Floor: 2005 Sqft
Second Floor: 1651 Sqft
Total: 3655* sqft
* does not include enclosed utilities or public bathrooms

Plan Notes:

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2. Provide all labeled doors and windows as shown and dimensioned on plan. (see A401)
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Second Story Plan

New Marina Building

Sister Bay Marina

10733 Bay Shore Drive,
Sister Bay, Wisconsin

A102



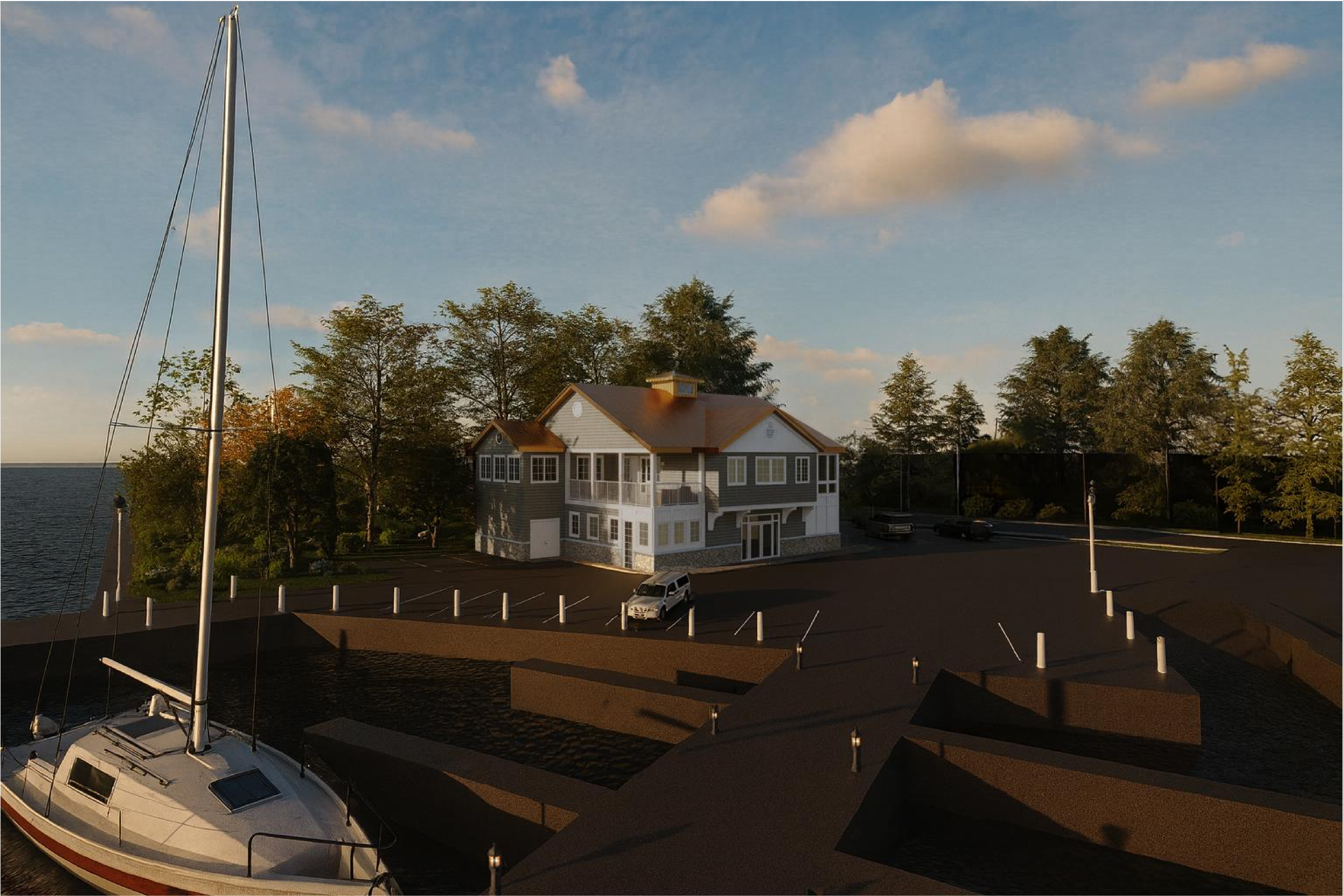
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Date	Issued For	RevID

Render 01

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin



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Date	Issued For	RevID

Render 03

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

18 July 2025

Mr. David W. Lienau
Sister Bay Marina
10733 Bay Shore Drive
Sister Bay, WI

Proposal for Architectural Services
Design Development
Sister Bay Marina
10733 Bay Shore Drive
Sister Bay, WI

Dear Dave:

Thanks for the opportunity to submit our proposal for the Sister Bay Marina building. We look forward to working with you.

PROGRAM

The project is construction of a new 2-story marina building. Budget is \$1.2 million (building only – parking/site to remain as is). Program elements include:

First Floor

- Spaces for marina staff including manager's private office, assistant manager, plus 3 to 5 "helping hands." View of marina and bay from this area is critical. Screen for marina cameras plus IT closet. Break room with microwave, sink, refrigerator, and a table for 4. Hoteling station with 2 computers/2 phones, adjacent to lobby.
- Lobby connecting staff area, boater restrooms boater experience areas. Merchandise sales.
- Restrooms, two sets. One set for boaters (one family size – with shower?), possibly off lobby or outdoor access, limited access via code or card reader. Another set for community restrooms, outdoor access, always open (funded separately and not subject to the \$1.2 million budget).
- Utility/equipment room with workbench - may be accessible from outside.
- Golf cart parking.

Second Floor

- Boater experience area. Lounge with kitchenette, coffee, bottled water, concessions etc. with possible balcony overlooking the marina.
- Restrooms.

- Small conference room.

Lines to dock and existing equipment must remain in existing locations.

PROJECT APPROACH

Mechanical/electrical/plumbing design, structural design, civil design, and other disciplines as necessary will be by others with their work and fees described in their own separate proposals.

MDT's work will ultimately be in four phases, each under separate contract, executed sequentially at your option. Phases not included under this agreement are included for reference and context only.

Design Development Phase:

- Refine the approved Schematic Design via plans, interior elevations and details, equipment layouts, and outline specifications defining materials, systems, and general levels of quality.
- Ongoing contact as necessary with reviewing bodies.
- Owner/Architect/Engineers meetings throughout the phase.
- Update project schedule.
- All parties sign-off and assistance with Owner/Developer/GC in preparing an updated cost analysis at phase end.

COST OF SERVICES

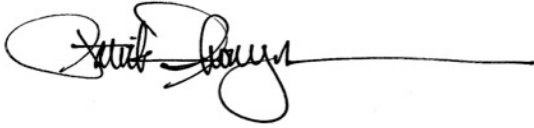
We propose architectural fees of \$20,000.00 for Design Development services.

Costs such as MEP, civil, and structural engineering, landscape design, geotechnical testing, environmental reports, public presentations for zoning/use approvals, expediting, LEED consulting and commissioning etc. are excluded. Other costs directly attributable to this project such as travel, lodging, printing, photocopying, postage, messenger service, or overnight delivery will be billed through at our cost. We bill monthly, due on receipt of invoice, by phase fee and percentage of completion. Additional services not covered in this letter or our contract would be billed at an additional cost at the following rates. If additional services are substantial we'd be happy to negotiate a flat or not-to-exceed fee.

Principals A (Patrick Thompson, Larry Dieckmann)	\$195
Principals B (Kate Lipkowitz)	\$145
Architect III (Kathy Guzik,)	\$130
Architect II (Max Pozen, Darius Greenleaf, Monica Mulica)	\$105
Architect I (Rocio Valenzuela, Zoe Flynn)	\$85
Administrative (Selma Hudson)	\$85

Thank again for this opportunity. We trust that this meets with your expectations and approval, and look forward to answering any questions you may have. If acceptable, please sign below and return with the initial payment.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Thompson", followed by a long horizontal line.

Patrick Thompson, AIA, NCARB, LEED-AP
Principal

Accepted

Date

Year 2025							
				Cost (\$)	S. Tax (\$)		
Business	Dock	Slip #	Size (ft)	223.5	0.06	Total for each slip (\$)	Total for Account (\$)
Boathouse	J 13	40	8,940.00	536.40	9,476.40	29,376.84	
	J 12	40	8,940.00	536.40	9,476.40		
	E 31	44	9,834.00	590.04	10,424.04		
Sail Door County	D 110	90	20,115.00	1,206.90	21,321.90	42,643.80	
	D 111	90	20,115.00	1,206.90	21,321.90		
Boat Tours	D 103	44	9,834.00	590.04	10,424.04	22,269.54	
	D 104	50	11,175.00	670.50	11,845.50		
Boat Rental	E 28	52.5	11,733.75	704.03	12,437.78	58,398.32	
	E 29	44	9,834.00	590.04	10,424.04		
	E 30	50	11,175.00	670.50	11,845.50		
	D 101	56	12,516.00	750.96	13,266.96		
	D 102	44	9,834.00	590.04	10,424.04		
						Total Revenue (\$)	152,688.50

Year 2026							
				Cost (\$)	S. Tax (\$)		
Business	Dock	Slip #	Size (ft)	235	0.06	Total for each slip (\$)	Total for Account (\$)
Boathouse	J	13	40	9,400.00	564.00	9,964.00	30,888.40
	J	12	40	9,400.00	564.00	9,964.00	
	E	31	44	10,340.00	620.40	10,960.40	
Sail Door County	D	110	90	21,150.00	1,269.00	22,419.00	44,838.00
	D	111	90	21,150.00	1,269.00	22,419.00	
Boat Tours	D	103	44	10,340.00	620.40	10,960.40	23,415.40
	D	104	50	11,750.00	705.00	12,455.00	
Boat Rental	E	28	52.5	12,337.50	740.25	13,077.75	61,403.15
	E	29	44	10,340.00	620.40	10,960.40	
	E	30	50	11,750.00	705.00	12,455.00	
	D	101	56	13,160.00	789.60	13,949.60	
	D	102	44	10,340.00	620.40	10,960.40	
						Total Revenue (\$)	160,544.95