



MARINA COMMITTEE MEETING AGENDA

Wednesday, September 23rd at 4:00PM

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

To access the meeting electronically via Zoom, click the link below:

<https://zoom.us/j/3597569647?pwd=671UiJPSuJM9QHfABHmzGC12vIhJa.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	Steve Bacsí - Trustee	
3	Patrice Champeau – Trustee		4	Pat Duffy - Resident	
5	Kevin Grant – Citizen			<i>Marina Manager – David Lienau</i>	
	<i>Benjamin Andrews – Village Administrator</i>			<i>Asst. Marina Manager- Sam Jordan</i>	

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – June 17th, 2026
5. Comments and Correspondence
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.
 - b. Consider a Motion to Reconvene into Open Session
 - c. Action as Appropriate
7. Discussion/Action Items
 - a. Marina Fee Schedule 2027
 - b. Review of Monthly Financials
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
9. 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, Benjamin Andrews. Email administrator@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.

MARINA COMMITTEE MEETING MINUTES

Wednesday, June 17th, 2026

(Approval Pending)

Agenda Item No. 1. The June 17th, 2026 meeting of the Marina Committee was called to order by White at 4:00 P.M.

Agenda Item No. 2. Roll Call

Present: Brigid White, Patrice Champeau, Steve Bacsi, Kevin Grant, Patrick Duffy

Staff: Marina Manager - Dave Lienau, Assistant Manager - Sam Jordan, Village Administrator - Benjamin Andrews

Agenda Item No. 3. Approval of the Agenda

A motion was made by Duffy, seconded by Grant that the Agenda for the June 17th, 2026 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Agenda item No. 4. Approval of the Minutes

A motion was made by White, seconded by Grant that the minutes of the May 20th, 2026 Meeting of the Marina Committee be approved by the committee. Motion carried – All ayes.

Agenda Item No. 5. 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. 6. Discussion/Action Items

a.) New Building Update

Lienau & Andrews provided updates regarding new building progress and next steps. Staff noted that once civil engineering information is provided to the architects by Stantec, an RFP package can be produced and published for bids.

b.) Manager Report

Lienau provided an update on the status of the marina noting that the marina is fully operational with some last-minute repairs underway from fall and spring construction. Lienau added that transient reservations are in high demand & management is working on finalizing any changes to the Marina's Capital Improvement Plan.

c.) Certification Pay Increase

Andrews summarized a recommendation from the Village Personnel Committee to offer increases in compensation for marina managers for earning professional certifications.

1
2 *A motion was made by Bacs, seconded by Duffy to approve a stepped certification pay structure for*
3 *Marina employees consisting of a 6 percent wage increase upon completion of the Certified Marina*
4 *Operator (CMO) certification, applied retroactively for eligible current employees, and an additional 6*
5 *percent wage increase upon completion of the Certified Marina Manager (CMM) certification; and to*
6 *direct staff to prepare an amended Marina wage schedule and update all relevant Marina job descriptions*
7 *to include certification pay language. Motion carried – All ayes.*
8

9 **d.) Review of Financials**

10
11 Lienau noted the distinctions between the final audited 2025 marina financials and the year-to-
12 date financials.

13
14 **Agenda Item No.7. Matters to be placed on a future agenda or referred to a committee,**
15 **official, or employee**

16
17 *It was the consensus of the committee that that following items be included on a future committee*
18 *meeting agenda:*

- 19 - *Marina New Building Plans for Plan Commission*
20

21 *Next marina committee meeting is tentatively scheduled for Wednesday July 15th, 2026 at 4:00 P.M .*
22

23 **Adjournment:** *A motion was made by Grant, seconded by Duffy to adjourn the June 17th, 2026 meeting*
24 *of the Marina Committee at 4:39 P.M. Motion carried – All ayes.*
25

26 Respectfully submitted,

27 

28 Samuel Jordan
29 Assistant Marina Manager

Marina Slip Fee Increase History

2022 – 5% increase for Seasonals/Commercials

10% increase for Transients

2023 – 5% increase for Seasonals/Commercials

12% increase for Transients

2024 – no increases

2025 – 5% increase for Seasonals/Commercials

10% increase for Transients

2026 – 5% increase for Seasonals/Commercials

15% increase for Transients



2026 Marina Fee Schedule

Service

Fee

Daily Launch Pass	\$ 10.00
Seasonal Launch Pass	\$ 100.00
Commercial Seasonal Launch Pass	\$ 300.00
Sanitary Pump Out	\$ 25.00 (up to 60 Gallons) MUST PAY IN ADVANCE
Ice - 7lb Bag	\$ 3.50
Ice Block - 10lb	\$ 4.00
Water, Gatorade, Candy	\$2.00
Washer/Dryer Use	\$ 2.00 per load / \$ 2.00 per load
Laundry Detergent, Fabric Sheets	\$ 1.00
Seasonal Slip Dockage Sister Bay Property Owner	\$ 156.50 per foot of slip
Seasonal Slip Dockage Non-Sister Bay Property Owner	\$ 165.50 per foot of slip
In-Season Transient Dockage (Based length of Boat) May 13 th through October 14 th	\$3.05 + tax PER FOOT 20' – 39' \$3.16 + tax PER FOOT 40' – 49' \$3.28 + tax PER FOOT 50' – 59' \$3.40 + tax PER FOOT 60' – 69' \$3.50 + tax PER FOOT 70' and over
Late Season Transient Dockage – (May not be available) Sun – Thur ONLY , weekends are regular rates. September 15 th through October 13 th	\$ 35.00 per day (Sun – Thur ONLY)
Failure to remove boat at close of Season October 13th, 2025, is closing date	\$ 2.50 per foot per day 20' minimum
Late Check Out Fee per hour after 11:00 am	\$ 50.00 per hour

All of the above-mentioned fees are due and payable upon receipt of the stated service unless other arrangements have been made with the Marina Manager and a specific due date has been established. A late payment charge of 1% but not less than \$0.50 will be assessed on a monthly basis. All of the above-mentioned fees are due and payable upon receipt of the stated service unless other arrangements have been made with the Marina Manager and a specific due date has been established. A late payment charge of 1% but not less than \$0.50 will be assessed on a monthly basis for all fees not paid within twenty days of the due date.

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

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	489,698.84	467,851.00	21,847.84	104.67
690-46372-000-000 DAILY DOCKING/TRANSIENT FEES	13,069.90	293,944.99	278,500.00	15,444.99	105.55
690-46373-000-000 LAUNCH FEES	603.76	15,245.29	16,500.00	(1,254.71)	92.40
690-46375-000-000 PUMP OUT SERVICES	70.74	1,344.23	2,350.00	(1,005.77)	57.20
690-46376-000-000 COMMERCIAL DOCKING	.00	155,275.43	144,244.00	11,031.43	107.65
690-46377-000-000 DISCOUNTED SALES	.00	.00	(1,000.00)	1,000.00	.00
690-46380-000-000 LAUNDRY NON-TAXABLE	.00	276.00	500.00	(224.00)	55.20
690-46381-000-000 PRODUCT SALES	290.08	6,995.25	8,000.00	(1,004.75)	87.44
690-46383-000-000 NON TAXABLE PRODUCT SALES	10.00	268.00	500.00	(232.00)	53.60
	14,044.48	963,048.03	917,445.00	45,603.03	104.97
690-48110-000-000 INTEREST ON INVESTMENTS	.00	32,825.17	50,000.00	(17,174.83)	65.65
690-48995-000-000 MISC OTHER REVENUE	21.69	396.46	300.00	96.46	132.15
	21.69	33,221.63	50,300.00	(17,078.37)	66.05
690-49240-000-000 TRANSFERS FROM CIP FUND	.00	.00	1,000,000.00	(1,000,000.00)	.00
	.00	.00	1,000,000.00	(1,000,000.00)	.00
TOTAL FUND REVENUE	14,066.17	996,269.66	1,970,548.00	(974,278.34)	50.56

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

MARINA

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
690-53540-111-000	FULL-TIME WAGES	4,709.52	100,440.88	128,785.84	28,344.96	77.99
690-53540-111-051	FULL-TIME WAGES FACILITIES	103.10	2,163.41	9,767.00	7,603.59	22.15
690-53540-111-920	FULL-TIME WAGES ADMIN	607.93	11,576.03	16,234.00	4,657.97	71.31
690-53540-114-000	UNWORKED WAGES	523.28	4,341.38	1,469.04	(2,872.34)	295.52
690-53540-121-000	PART-TIME WAGES	1,740.50	52,961.00	72,130.00	19,169.00	73.42
690-53540-122-000	PART-TIME OVERTIME WAGES	697.50	1,461.77	10,200.00	8,738.23	14.33
690-53540-123-000	BONUSES, DOCKMASTERS	.00	3,050.00	3,050.00	.00	100.00
690-53540-131-000	RETIREMENT	427.99	8,533.34	11,099.00	2,565.66	76.88
690-53540-132-000	SOCIAL SECURITY	651.17	13,091.42	18,571.00	5,479.58	70.49
690-53540-133-000	INSURANCE, MEDICAL	666.25	12,125.28	22,837.00	10,711.72	53.09
690-53540-134-000	INSURANCE, DENTAL	28.36	518.99	1,094.00	575.01	47.44
690-53540-135-000	INSURANCE, GROUP LIFE	.70	12.80	59.00	46.20	21.69
690-53540-136-000	INSURANCE, DISABILITY	24.60	444.31	625.00	180.69	71.09
690-53540-137-000	HSA BENEFITS EXPENSE	204.85	3,702.93	6,064.00	2,361.07	61.06
690-53540-138-000	EAP BENEFITS EXPENSE	11.48	126.30	166.00	39.70	76.08
690-53540-140-000	VISION BENEFITS	2.81	51.59	121.00	69.41	42.64
690-53540-141-000	UNIFORM ALLOWANCE	.00	1,515.00	2,000.00	485.00	75.75
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	576.64	400.00	(176.64)	144.16
690-53540-145-000	EXPENSE ALLOWANCE	.00	.00	200.00	200.00	.00
PERSONNEL		10,400.04	216,693.07	306,071.88	89,378.81	70.80
690-53540-201-000	ELECTRIC/GAS	2,504.17	16,516.82	24,000.00	7,483.18	68.82
690-53540-202-000	WATER/SEWER/STORM	.00	5,599.80	10,000.00	4,400.20	56.00
690-53540-203-000	TELEPHONE	57.56	350.44	1,260.00	909.56	27.81
690-53540-204-000	CELL PHONE	.00	574.48	275.00	(299.48)	208.90
690-53540-205-000	INTERNET	330.00	2,932.43	4,500.00	1,567.57	65.17
690-53540-206-000	TELEVISION	.00	.00	850.00	850.00	.00
690-53540-207-000	RECYCLING	166.98	992.59	1,000.00	7.41	99.26
690-53540-208-000	GARBAGE	506.77	2,178.77	5,000.00	2,821.23	43.58
690-53540-209-000	LEGAL	382.50	821.25	500.00	(321.25)	164.25
690-53540-210-000	AUDITING & CONSULTING	.00	2,219.64	10,000.00	7,780.36	22.20
690-53540-211-000	WEED CONTROL	.00	4,492.80	4,500.00	7.20	99.84
690-53540-212-000	ENGINEERING	7,500.00	20,900.00	.00	(20,900.00)	.00
690-53540-214-000	HOLDING TANK EXPENSE	.00	.00	200.00	200.00	.00
CONTRACTUAL SERVICES		11,447.98	57,579.02	62,085.00	4,505.98	92.74

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

MARINA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
690-53540-301-000	VEHICLE & EQUIPMENT GAS, OIL,	.00	.00	250.00	250.00	.00
690-53540-303-000	EQUIPMENT RENTAL	.00	256.55	350.00	93.45	73.30
690-53540-310-000	COMPUTER SOFTWARE MAINTENANCE	194.00	7,826.21	13,200.00	5,373.79	59.29
690-53540-311-000	WEBSITE	.00	.00	1,000.00	1,000.00	.00
690-53540-312-000	IT SUPPORT	400.00	6,688.24	4,000.00	(2,688.24)	167.21
690-53540-321-000	OFFICE SUPPLIES	.00	375.42	1,000.00	624.58	37.54
690-53540-322-000	POSTAGE	.00	221.77	300.00	78.23	73.92
690-53540-323-000	PUBLICATIONS	.00	265.00	.00	(265.00)	.00
690-53540-324-000	PRINTING/COPYING	.00	507.88	2,750.00	2,242.12	18.47
690-53540-325-000	ADVERTISING & PUBLIC NOTICES	.00	.00	2,000.00	2,000.00	.00
690-53540-331-000	MEMBERSHIP DUES	(300.00)	320.00	850.00	530.00	37.65
690-53540-332-000	EDUCATION/TRAINING	.00	3,860.31	7,500.00	3,639.69	51.47
690-53540-351-000	MEDICAL/SAFETY SUPPLIES	.00	170.65	1,500.00	1,329.35	11.38
690-53540-352-000	MINOR EQUIPMENT AND TOOLS	.00	996.79	10,000.00	9,003.21	9.97
690-53540-353-000	GENERAL SUPPLIES	.00	284.34	4,000.00	3,715.66	7.11
690-53540-354-000	SUPPLIES FOR RESALE	79.01	6,257.18	3,500.00	(2,757.18)	178.78
690-53540-357-000	EVENT COSTS	.00	4,325.00	2,000.00	(2,325.00)	216.25
690-53540-362-000	GROUPS MAINTENANCE	.00	.00	3,500.00	3,500.00	.00
690-53540-365-000	COPIER MAINTENANCE	.00	45.33	.00	(45.33)	.00
690-53540-366-000	BUILDING MAINTENANCE	1,824.15	60,901.62	1,276,500.00	1,215,598.38	4.77
690-53540-368-000	DOCK MAINTENANCE	3,000.00	331,781.30	375,000.00	43,218.70	88.48
690-53540-369-000	EQUIPMENT MAINTENANCE	35.16	2,365.83	11,950.00	9,584.17	19.80
690-53540-392-000	MISCELLANEOUS	.00	.00	100.00	100.00	.00
	SUPPLIES AND EXPENSE	5,232.32	427,449.42	1,721,250.00	1,293,800.58	24.83
690-53540-401-000	CUSTODIAL SUPPLIES	345.21	1,880.71	4,000.00	2,119.29	47.02
690-53540-408-000	CONTINGENCY, MARINA	.00	.00	5,000.00	5,000.00	.00
	BUILDING MATERIALS	345.21	1,880.71	9,000.00	7,119.29	20.90
690-53540-510-000	PROPERTY & LIABILITY INSURANCE	1,089.25	23,639.13	24,000.00	360.87	98.50
690-53540-512-000	INSURANCE, WORK COMP	1,436.86	4,372.67	9,000.00	4,627.33	48.59
690-53540-550-000	BANK SERVICE CHARGES	.00	15,021.96	19,000.00	3,978.04	79.06
690-53540-551-000	OTHER FEES AND CHARGES	.00	.00	500.00	500.00	.00
690-53540-599-000	LICENSE AND PERMIT FEES	.00	.00	500.00	500.00	.00
	FIXED CHARGES	2,526.11	43,033.76	53,000.00	9,966.24	81.20
690-53540-602-000	INTEREST	.00	18,321.34	30,996.34	12,675.00	59.11
	DEBT SERVICE	.00	18,321.34	30,996.34	12,675.00	59.11
690-53540-899-000	DEPRECIATION	9,250.00	83,250.00	111,000.00	27,750.00	75.00
	CAPITAL OUTLAY	9,250.00	83,250.00	111,000.00	27,750.00	75.00

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

MARINA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	TOTAL DEPARTMENT 540	39,201.66	848,207.32	2,293,403.22	1,445,195.90	36.98
	DEPARTMENT 541					
690-53541-200-000	OTHER CONTRACTED SERVICES	.00	.00	110.00	110.00	.00
690-53541-201-000	ELECTRIC/GAS	.00	985.05	1,200.00	214.95	82.09
690-53541-202-000	WATER/SEWER/STORM	.00	328.17	500.00	171.83	65.63
	CONTRACTUAL SERVICES	.00	1,313.22	1,810.00	496.78	72.55
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	1,313.22	53,310.00	51,996.78	2.46
690-55301-408-000	EVENT COSTS FOR MARINA	.00	123.67	2,000.00	1,876.33	6.18
	BUILDING MATERIALS	.00	123.67	2,000.00	1,876.33	6.18
		.00	123.67	2,000.00	1,876.33	6.18
690-59210-000-000	TRANSFER TO GENERAL FUND	4,166.67	37,500.01	50,000.00	12,499.99	75.00
	PERSONNEL	4,166.67	37,500.01	50,000.00	12,499.99	75.00
		4,166.67	37,500.01	50,000.00	12,499.99	75.00
	TOTAL FUND EXPENDITURES	43,368.33	887,144.22	2,398,713.22	1,511,569.00	36.98
	NET REVENUES OVER EXPENDITURES	(29,302.16)	109,125.44	(428,165.22)	(2,485,847.34)	25.49