

June 15, 2022

HARBOR COMMISSION MEETING

5:30 P.M.

WASHBURN CITY HALL - 119 N WASHINGTON AVENUE

Commission Members Present: Rodger Reiswig; Nick Suminski; Candace Kolenda; Matt Crowell; Michael Wright

Commission Members Absent: President Carl Broberg; Caroline Nelson

Municipal Personnel Present: Scott J. Kluver, City Administrator; Michelle Shrider, Marina Manager via Zoom

Call to Order – Vice-President Suminski called the meeting to order at 5:30 p.m.

Approval of Minutes of the May 24, 2022 Meeting – Kolenda moved, and Reiswig seconded, to approve and place on file the May 24, 2022 meeting minutes. Motion carried 5-0.

Public/Member Comment – None.

Treasurer’s Report – Crowell moved, and Reiswig seconded to accept and place on file the Harbor Commission financial reports. Motion carried 5-0.

1. **Payment of Invoices** – Kolenda moved and Crowell seconded to approve the invoice from A to Z Plumbing & Heating for final connections at the restroom lift station in the amount of \$530.68. Motion carried 5-0. Crowell moved, and Kolenda seconded to approve an invoice from Ashland Lock & Key for the keying of the new doors in the amount of \$280.75. Motion carried 5-0.

Slip Transfers – Slip #44 – Kilbane/Peterson – Shrider reported that this offer has been withdrawn. No action taken.

Marina Manager’s Report:

1. **April and May Financial Report** – Shrider commented that the weather stripping on the doors recently installed was not to her satisfaction and does not believe it will last more than one season. In addition, she would like to see the doors painted. Decking is popping on the piers due to the temperature weather changes, and boards are being replaced as needed with southern yellow pine from Olsons Lumber. Additional fasteners have been ordered. Today, the fourth tire on the travelift lost air and is in the process of being replaced. It should be completed in the morning; however, this is taking additional staff time and there are four launches scheduled for tomorrow. April, May, and June has been very busy, and all departments are doing well so far. Shrider does expect that fewer people will be utilizing their boats due to the high fuel costs. Crowell moved and Reiswig seconded to place the reports on file. Motion carried 5-0.
2. **2021-2022 Year End Financial Report/Action of Disbursement of Profit Sharing** – The year-end financial summary was presented for review. The calculation for the profit sharing was presented. Reiswig moved and Crowell seconded to approve the distribution of \$173,311.50 to Marina Management Inc., and \$147,357.50 to the Harbor Commission. Motion carried 4-0-1(Wright abstained).
3. **Discussion and Action on Fire Fighting Foam Request** – Shrider reported that per state statutes, an upgraded fire suppression system is required at the fuel dock. This includes having a foaming agent which

is in a canister that would be thrown into a fire. An estimate of \$2,017 was presented from Bay Area Fire Protection. Kolenda moved, and Reiswig seconded to approve purchase of the fire system in the amount of \$2,017. Discussion. Staff would receive training on this system. Motion carried 5-0.

Update on the Following Projects/Items:

1. **Service Bay Heater** – Shrider reported that the parts have come in, but this has been rescheduled for July 26th for when the area will be empty.
2. **Pier 4 Improvements/Issues** – Suminski reported that engineers from AMI were on site to inspect the condition of the dock. Various plans and specifications of the dock and of the soils in the area were provided in order to assist AMI's analysis. Per AMI, based on the grants needed as well as permits, any improvements to the dock would not occur until 2023. However, they are looking at the flexing issue occurring on the pier and will be providing a recommendation in the coming days/weeks to address this issue to minimize damage.
3. **Boat Ramp Repairs** – Shrider reported that this has been rescheduled as the area could not be repaired as originally planned. Other options are being looked at. Follow-up on this occurred. Discussion occurred on the cause of the issue and concerns regarding the enforcement of “no-power loading” were discussed.

Discussion and Possible Action on Pier 4 Water Line Repair – Kluver reported that the water line that feeds Pier 4 broke near the restroom building. This is a horrible area to dig because of a large number of utilities in that area, and it would require breaking up the concrete at that location. Shrider suggest holding off on repair until later in the season to avoid disruption in that area. Public works believes they have isolated the location of the break. Agreed that work on this can proceed in the fall.

Schedule Annual Inspection of Marina – Suminski noted that it is time to schedule the annual inspection of the Marina facility. Typically, Shrider prepares a report and then two Harbor Commission members review and do a walk-around before presenting back to the Harbor Commission. Wright expressed interest, Broberg will be asked if he is also interested. Shrider will complete her report in the coming weeks.

Wisconsin Ports Association Meeting – Kluver reported that the Harbor Commission has been active in this organization the past several years. Sometimes there is good information that comes from this gathering. This year's meeting will be in Marinette on September 15 and 16. The Harbor Commission can designate a representative(s) to attend. Anyone who is interested should contact Kluver.

Closed Session: Discussion & Possible Action Regarding Replacement of Tires for the Travelift – Crowell moved and Reiswig seconded to go into closed session pursuant to Wisconsin State Statute 19.85 (1) (e) and (g) for discussing and negotiating disputes with vendors and for conferring with legal counsel in regard to strategy for potential litigation over contract disputes following which the Harbor Commission may reconvene in open session to take any action that may be necessary on the closed session items. Shrider and Kluver to be present during closed session. Motion carried on a roll call vote of 5-0 of the members present.

Adjourn – Reiswig moved, and Wright seconded, to adjourn. Motion carried 5-0 at 7:32 p.m.

Respectfully Submitted,
Scott J. Kluver
City Administrator