

**September 20, 2023**

**HARBOR COMMISSION MEETING**

5:30 P.M.

WASHBURN CITY HALL - 119 N WASHINGTON AVENUE

Commission Members Present: Nick Suminski; Candace Kolenda; Rodger Reiswig; Matt Crowell; Jared Trimbo

Commission Members Absent: Caroline Nelson; Michael Wright

Municipal Personnel Present: Scott Kluver, City Administrator; Michelle Shrider, Marina Manager; Arianna Austin, Administrative Assistant

**Call to Order** – President Suminski called the meeting to order at 5:35 p.m.

**Approval of Minutes of the August 16, 2023 Meeting** – Trimbo moved, and Kolenda seconded, to approve and place on file the August 16, 2023 meeting minutes. Motion carried 4-0.

**Public/Member Comment** – None.

**Treasurer’s Report** – Kolenda moved, and Trimbo seconded, to accept and place on file the Harbor Commission financial reports. Motion carried 4-0.

Payment of Invoices – Crowell moved, and Trimbo seconded, to approve the invoice from Marine Travelift in the amount of \$1,880.24. Motion carried 4-0.

**Slip Transfers** – None.

**Marina Manager’s Report:** Shrider reported that things have been going well, very busy with haul outs. All departments are doing well, except for the Ship’s Store. Guest dockage was down due to the weather in August. Trimbo moved, and Crowell seconded, to accept and place on file the Marina Manager’s Report. Motion carried 4-0.

**Update on Pier 4 Improvement Project** – DNR permits have been received. Waiting for the Army Corp permit before the last grant application can be processed.

**Discussion and Action on Draft Ordinance Against Power Loading and Disposal of Fish Skins** – Boat launch payment and fish cleaning station usage discussion occurred. Shrider noted that discouraging usage and enforcement are not desirable. Wording was suggested to state as “Valid Washburn Launch Pass.” Trimbo moved, and Kolenda seconded to approve the ordinance following changing 12-1-11 ( c ) to include wording for a Valid Washburn Launch Pass. Motion carried 5-0.

**Discussion and Action on Repair of Boat Ramp** – Discussion on increasing the authorized budget occurred. Additional suggestions were made on how to repair the ramp. Crowell moved, and Trimbo seconded to increase the authorized budget to \$7,500 to include the purchase of the necessary tools, materials, and labor. Motion carried 5-0.

**Discussion and Action on 2024 Harbor Commission Budget** – Slip distribution is as follows: 100 slip holders, 38 commission owned, 5 guest dockage. The waiting list is currently 35 customers. Comment was made to budget for one or two slip buybacks per year should slips come up for sale. Suminski suggested budgeting \$20,000 per year. Kolenda moved, and Reiswig seconded to add a \$25,000 line item to the budget for slip buyback purchases annually. Motion carried 5-0. Increasing slip fees versus rental rates were discussed. Slip fee increases were discussed to occur at 3% every other year versus 1.5% every year. Determined to leave rates for this year, however, will plan for an increase in the next budget. Kluver noted that the Harbor Commission used to have a spring picnic for the slip holders, as an opportunity for boaters and commissioners to connect. Comment was made on annual and daily boat

launch pass rates. Crowell inquired on interest rates on investments. Trimbo moved, and Crowell seconded a recommendation to approve the budget as proposed with slight adjustments to wages/benefits. Motion carried 5-0.

**Discussion and Action on Capital Equipment/Improvements List and Potential Approvals** – List of items was reviewed. Shrider noted that the copy machine is currently on sale. Suminski recommended that we move forward with purchase now and payment in January. Official quote has yet to be received. Point of sale system will no longer be serviced after October so an updated option is necessary. The cleaning station upgrade is nearing completion. Lift pad concrete and fuel dock were noted as priorities. The pavement in front of the Ship's Store and near the culvert in the parking lot is a concern. Pier 4 improvements have been committed and invested in large part. Shrider noted that 100 yards of gravel is necessary annually for maintenance and repair of surfaces. Shrider commented that doors and windows are not a priority. Crowell moved, and Trimbo seconded to total up costs for a copy machine, point of sale system, lift pad concrete and fuel dock repairs, and make an amendment to the budget for these items. Motion carried 5-0.

**Adjourn** – Suminski adjourned at 7:28 p.m.

Respectfully Submitted,  
Arianna Austin  
Administrative Assistant