

November 15, 2023

HARBOR COMMISSION MEETING

5:30 P.M.

WASHBURN CITY HALL - 119 N WASHINGTON AVENUE

Commission Members Present: Nick Suminski; Candace Kolenda; Matt Crowell; Jared Trimbo; Caroline Nelson; Michael Wright

Commission Members Absent: Rodger Reiswig

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 5:30 p.m.

Approval of Minutes of the September 20, 2023 Meeting – Kolenda moved, and Crowell seconded, to approve and place on file the September 20, 2023 meeting minutes. Motion carried 6-0.

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 6-0.

Payment of Invoices – Crowell moved, and Trimbo seconded, to approve the invoice from Quality Machine and Manufacturing in the amount of \$4,363.69. Motion carried 6-0. Trimbo moved, and Kolenda seconded, to approve the invoice from Marine Travelift in the amount of \$14,262.52. Motion carried 6-0. Crowell moved, and Trimbo seconded, to approve the invoice from AMI Consulting Engineers in the amount of \$4,465.00. Motion carried 6-0. Crowell moved, and Trimbo seconded, to approve the invoice from Quickbooks in the amount of \$3,215.62. Motion carried 6-0. Nelson moved, and Trimbo seconded, to approve the invoice from Northern Engineering in the amount of \$2,400.00. Motion carried 6-0. Trimbo moved, and Crowell seconded, to approve the invoices from Marina Management in the amounts of \$1,500.00, \$5.98, and \$36.40. Motion carried 6-0.

Slip Transfers – None.

Marina Manager’s Report: Shrider reported the cold weather froze and broke piping on Pier 2, which has been repaired. Another service technician has been hired, for a total of five. Ships Store was down this summer. All other areas are ahead of budget. Nelson moved, and Wright seconded, to accept and place on file the Marina Manager’s Report. Motion carried 6-0.

Update on Pier 4 Improvement Project – All permits have been received. Permits are valid for three years, with renewal options. DNR funding prospects will not be available until next August, which would push this project until spring 2025. The next round of federal grant applications will be due in February. AMI would be needed to prepare bid documents, which is anticipated to take about a month. Grant applications will be resubmitted in 2024, for project completion in 2025.

Discussion and Action on Winter Plans for Pier 4 – Bubbling occurred last year but did not bubble prior years. Significant damage occurred last year even with bubbling. Ice is unpredictable. Minimal bubbling occurs on the front of Piers 1, 2, and 3. Consensus was to not bubble this winter on Pier 4, but to continue bubbling at the ramps of Piers 1, 2, and 3.

Update on Repair of Boat Ramp – The diver worked today and will be back tomorrow. The first test will be ice coverage.

Update on Water Repair Project at Boat Ramp – The contractor has not followed up.

Update on Travelift Repairs/Inspection – The gearbox sprockets required a tool that the technician did not have with. Shrider will be sending the gearboxes to Sturgeon Bay for repair, and then Travelift will come back to reinstall them. The radiator will also need repair and replacement. The fuel injection pump will also need replacing. Travelift will be providing training to the marina staff tomorrow. Shrider noted that much of the equipment at the marina is aging and staff can only do so much for maintenance.

Discussion and Action on Revisions to Capital Equipment/Improvements List, Specifically on Loader and Truck Requests – The current 1973 loader repair would cost more than the machine is worth. The marina is presently using the City's loader, but it is not an ideal machine for the usage, due to failing components and lack of precise control. An electric loader is one possibility, with significant pros and cons. A narrow machine would be preferred. A brand new machine, with all of the necessary attachments, and a maintenance agreement would cost about \$185,000 from McCoy. A used machine would cost around \$107,000 without all the attachments. Discussion occurred on long-term capital planning, including building repair and machine replacement. Shrider will check into lease options based on hourly usage annually. Grant funding may be available for electric equipment. More research will occur on electric options. Repairing the current loader was discussed. Rental options for the winter were suggested due to the City needing their loader back. A discussion occurred regarding a pickup truck purchase. Government pricing would apply for approximately \$40,000 for a new truck with a plow. A used option would be less. A meeting in two weeks was determined to reconvene with pricing options, scheduled for Wednesday, November 29 at 5:30pm. Shrider will gather loader pricing. Suminski will gather truck pricing.

Adjourn – Suminski adjourned at 7:37 p.m.

Respectfully Submitted,
Arianna Austin
Administrative Assistant