

March 1, 2023

HARBOR COMMISSION MEETING

5:30 P.M.

WASHBURN CITY HALL - 119 N WASHINGTON AVENUE

Commission Members Present: President Carl Broberg; Nick Suminski; Caroline Nelson; Matt Crowell; Michael Wright; Candace Kolenda; Rodger Reiswig

Commission Members Absent: None.

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

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

Approval of Minutes of the January 18, 2023 Meeting – Crowell moved, and Reiswig seconded, to approve and place on file the January 18, 2023 meeting minutes. Motion carried 7-0.

Public/Member Comment – None.

Treasurer’s Report – Kolenda moved, and Suminski seconded, to accept and place on file the Harbor Commission financial reports. Motion carried 7-0.

1. **Payment of Invoices** – Reiswig moved, and Kolenda seconded, to approve the invoice from Sabel Mechanical LLC in the amount of \$5,566.78. Motion carried 7-0. Kolenda moved, and Reiswig seconded to approve the invoice from #2 Septic Pumping & Excavating Inc in the amount of \$390.00. Motion carried 7-0. Nelson moved, and Kolenda seconded, to approve the invoice from Nasi Construction LLC in the amount of \$1,662.78. Motion carried 7-0. Crowell moved, and Reiswig seconded, to approve the invoice from Washburn Area Chamber of Commerce in the amount of \$120.00. Motion carried 7-0.

Slip Transfers – Slip #121 Erickson/McGinley - Suminski moved, and Crowell seconded the approval of the slip transfer for slip #121 Erickson/McGinley. Motion carried 7-0.

Marina Manager’s Report: Shrider reported more winter work than they can handle. A budget surplus was noted, but slightly lower than this time last year. Kolenda moved, and Suminski seconded to accept the report and place on file. Motion carried 7-0.

Update on the Following Projects/Items:

1. **Electrical Disconnect on Pier 4/Replacement of Meter Box/Installation of Bubblers** – Remaining electrical work is the connection in the main distribution panel. The component was ordered from a secondary supplier about a week ago. Bubblers are working well. Water line replacement is on hold until the snow melts.
2. **Grant/Permit Applications for Pier 4 Improvement Project** - Two grant applications have been submitted. Decisions will be announced in April. Four required permit applications have also been submitted. A third grant application has yet to be submitted. Shrider noted that a current stormwater permit held by the marina may be useful in the permitting process.

Discussion & Action on Marina Financial Review Process and Potential Amendment to Contract with Marina Management Inc. – Kluver discussed changes to the financial review process and the necessary amendment to the contract. Crowell contacted Ryan Pierce regarding the option of a compilation with notes by a CPA. Crowell suggested a one-year temporary exception to the contract to allow for additional time to find an accounting service for the full review process. Kolenda moved, and Nelson seconded to accept a compilation by Ryan Pierce, CPA for this year. Motion carried 7-0.

Discussion & Action on 2023-24 Marina Budget and Marketing Plan – Shrider discussed the budget strategy, with a seven-year comparison. Proposed budget was reviewed by department and category. Marketing will remain consistent, with the addition of a texting option. Suminski moved, and Kolenda seconded the 2023-24 marina budget and marketing plan. Motion carried 7-0.

Discussion & Action on Review of City Property Inventory List - An offer was received to purchase the lot directly behind the current boat storage buildings (Lot 48) but is not zoned for marina storage, therefore the Plan Commission declined the offer. Broberg suggested making a recommendation to the City Council to rezone the lot to marina. Suminski moved, and Kolenda seconded the recommendation to the City Council to rezone Lot 48 to marina Motion carried 7-0.

Discussion & Action on Next Meeting Date - Wednesday, April 5, 2023 at 5:30 p.m.

Adjourn – Broberg adjourned at 7:03 p.m.

Respectfully Submitted,
Arianna Austin
Administrative Assistant