

MAY 19, 2021 HARBOR COMMISSION MEETING

5:30 P.M. WASHBURN CITY HALL – 119 N WASHINGTON AVENUE

Commission Members Present: President Carl Broberg; John Baregi via Zoom; Rick Gruebele via Zoom; Candace Kolenda; Caroline Nelson; Rodger Reiswig; Nick Suminski

Commission Members Absent:

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

Call to Order – President Broberg called the meeting to order at 5:32 p.m.

Approval of Minutes of the April 21, 2021 Meeting – Baregi moved, and Suminski seconded, to approve and place on file the April 21, 2021 meeting minutes. Motion carried 7-0.

Public/Member Comment – None.

Election of Officers – Broberg sought nominations for President. Suminski nominated Broberg. No other nominations. Kolenda moved and Reiswig seconded to approved Broberg as President. Motion carried 7-0. Broberg sought nominations for Vice President. Baregi nominated Suminski for Vice President. No other nominations. Kolenda moved and Reiswig seconded to approve Suminski as Vice President. Motion carried 7-0.

Treasurer’s Report – Baregi moved, and Kolenda seconded to accept and place on file the Harbor Passbook and Marina Operating reports. Motion carried 7-0.

1. **Payment of Invoices** – Kolenda moved, and Baregi seconded, to approve the International Dock Products invoice for two pedestals in the amount of \$1696.22. Motion carried 7-0. Reiswig moved and Kolenda seconded to approve the A to Z Plumbing pay request for Pier 1 in the amount of \$51,336.00. Motion carried 7-0. Suminski moved and Kolenda seconded to approve the APG invoice for the ad related to the Picnic Shelter Project in the amount of \$81.60. Motion carried 7-0. Baregi moved and Kolenda seconded to approve the Commercial Ports Association invoice in the amount of \$250.00. Motion carried 7-0.

Slip Transfers – Suminski moved and Reiswig seconded to approve the transfer of Slip #97 from Amelia Burnett to Neal M. and Lee Ann Frey. Motion carried 7-0.

Marina Manager’s Report:

1. **April Financial Report** – Shrider stated that this is the first month of the fiscal year. So far, April was 14.52 percent higher than budgeted, and 46.88 percent higher than last year. Shrider also stated that launching process is going slowly, but is hoping to be able to move more boats around to open the parking lot. Baregi moved and Suminski seconded to place the report on file. Motion carried 7-0.
2. **Review of 2020-21 Fiscal Year, Allocation of Profit Sharing** – Shrider explained the process for the Financial Review and went through the contents. The net profit before and after the PPP Loan forgiveness was explained. For the purposes of the profit sharing, the PPP loan forgiveness amount is included for a total net profit of \$287,233. Based on the formula in the contract, the profit sharing would be \$143,650.10 for Marina Management and \$143,572.90 for Harbor Commission. Once Shrider transfers the PPP funds, the checks can be cut. Reiswig moved and Nelson seconded to approve the financial review for the 2020-2021 fiscal year and to approve the profit-sharing disbursement. Motion carried 7-0.

Update on Various Marina Projects/Repairs

1. **Pier 1 Water and Decking Project** – Broberg reported that the project is substantially complete. We are waiting for the winterization drain valve to be placed, and the final change orders to be processed so that final payment can be made. Kolenda asked about water pressure on the new water line. Broberg explained

that the line is larger than the previous line, but the system is not designed to provide water to every faucet if every faucet is turned on at once.

2. **Construction of Picnic Shelters** – Broberg reported that the contractor was delayed on another project and intends to start on this next week.
3. **Parking Lot Expansion Project; Discussion & Action on Soil Boring Proposals** – Broberg reported that the contract for this project has been signed, but it would be good to discuss the sewerage issue for the bathroom and fish cleaning station first. In addition, soil borings were not included in the original contract, and we need to approve that work. Broberg reviewed the three proposals that were received. The lowest cost proposal is from Intertek PSI with a cost of \$4,490. Baregi moved and Suminski seconded to approve the boring proposal from Intertek PSI. Kolenda asked if there were going to be any other unexpected costs. Kluver responded that there are no other anticipated unexpected costs. In the proposal with Cooper Engineering, it was assumed that boring information already existed, but it does not. Motion carried 7-0.
4. **Discussion on Preliminary Information Related to Assist Chair for Boat Launch/Dock** – Broberg provided some preliminary information and stated that he is working with Pier Genius and Spectrum Aquatics on details of a potential dock system. Baregi asked about concerns with liability, who would operate the chair, and if the chair would be available for general public use. Broberg responded that these are good questions, and it will be necessary to do further research on this in order to get those answers.

Discussion and Action on Capital Project Items –

1. **Proposal to Replumb Sewer System for Fish Cleaning Station Prior to Parking Lot Plan** – As the grinder pump failed again, and given that any long-term fix should be done prior to parking lot improvements, Broberg has been investigating solutions to the problem. Input has been sought from the City's sewerage pump repairman, City staff, and Cooper engineering. There are four components to this issue which are: (1) All parties agree that the existing sewer line (1 ¼ inch and 532 feet long) from the existing grinder pump to the City's lift station is inadequate. It was suggested that this be replaced with a 3 inch pipe. Later during the meeting Gerry Schuette, DPW Director, explained how clogged this line was. The cost of this repairs, which would bore the line under the asphalt and concrete would cost between \$3,000 and \$5,000; (2) The fish cleaning manufacturer, Quality Machine and Manufacturing, has stated that there has been an upgrade to the grinder in the fish cleaning station that reduces the size of the chunks of fish guts. This self repair is estimated to cost about \$4,500; (3) there is still concern over the adequacy of the grinder pump at the bathroom facility and suggested that in the future it be replaced with a Flygt pump which is the same style used in City lift stations; (4) the final potential improvement would be to install a dedicated three-inch line from the fish cleaning station to the city lift station separating it from the bathroom. The estimated cost of the last two items is expected to be between \$20,000 and \$30,000. Discussion occurred on the options. Broberg stated the last two options were likely the most complete; however, there is time prior to future asphalt work to see if that solved the issue. Reiswig moved and Baregi seconded to approve the first component and install a three-inch sewer pipe from the bathroom lift station to the city lift station, bored under the asphalt, at an estimated cost up to \$5,000. Motion carried 7-0.
2. **West Breakwall Lights** – A sample light that Shrider obtained was demonstrated. Information on another potential light was provided. They are currently on back-order through Amazon. Shrider stated she would look to obtain one light similar to this from her vendor in order to test its effectiveness.
3. **Gravel for Boat Yard Area** – Shrider has requested additional gravel, on the order of 300 yards, to help maintain the stabilization of the boat storage area. This is an area that we have been adding gravel to nearly every year. The estimate from C&W Trucking for this amount is \$8,700. The City would be able to obtain gravel from another source, in the same amount, for significantly less. Discussion occurred on how much gravel should be obtained and where it could be stored. Kolenda moved and Baregi seconded to obtain 20 truck loads of gravel at a calculated cost of \$6,300 with the understanding that 10 loads would be spread immediately and 10 loads could be stored on the dock for future Harbor Commission use. Motion carried 7-0.

Discussion on Budget Timeline – Kluver stated the memo is for informational purposes. Typically the Harbor Commission discusses its budget in September; however, if there are any thoughts to modify slip fees, those proposals should be discussed in advance as a public hearing is required.

Adjourn – Broberg stated the agenda items have been completed and adjourned the meeting at 7:10 p.m.

Scott J. Kluver
City Administrator