

JUNE 16, 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; Gerry Schuette, DPW Director via Zoom

Call to Order – President Broberg called the meeting to order at 5:31 p.m.

Approval of Minutes of the May 19, 2021 Meeting – Kolenda moved, and Suminski seconded, to approve and place on file the May 19, 2021 meeting minutes. Motion carried 7-0.

Public/Member Comment – Reiswig brought up that part of the ice shield on the south breakwall has fallen off into the lake, and that some of the concrete on the breakwall is crumbling and is in need of repair. Broberg noted that he will look into the issue with the contractor working on the fender retrieval matter.

Treasurer’s Report – Suminski 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 Reiswig seconded to approve the Anderson Electric invoice for installation of additional pedestals and junction box work to Pier 1 in the amount of \$841.06. Motion carried 7-0. Suminski moved and Kolenda seconded to approve the final A to Z Plumbing pay request for Pier 1 in the amount of \$10,194.00 pending final resolution of the fastener issue and the winterization valve. Motion carried 7-0.

Slip Transfers – Suminski moved and Reiswig seconded to approve the transfer of Slip #60 from Keith and Diana Miller to Brent and Naomi Bratley. Motion carried 7-0.

Marina Manager’s Report:

1. **May Financial Report** – Shrider reported that May was exceedingly busy and the budget is currently 19.5 percent to the positive, and certainly far better than last year. Baregi moved and Suminski seconded to place the report on file. Motion carried 7-0.
2. **Action on Upgrade of Quickbooks Point of Sale Software** – Shrider explained the point of sale software needs to be upgraded, it was last done in 2016. Suminski moved and Baregi seconded to approve the Quickbooks Point of Sale Software Upgrade in the amount of \$4,958.50. Gruebele asked if this would allow for on-line sales to increase Ship’s Store revenue. Shrider responded that it would not, and the upgrade to do that would be cost prohibitive. The Ship’s Store is a convenience and unable to compete with big, on-line retailers. Motion carried 6-1 (Kolenda opposed).

Update on Various Marina Projects/Repairs

1. **Pier 1 Water and Decking Project** – Broberg reported that the project is complete except for the fastener issue and drain valve issue that has come up.
2. **Pier 1 Electrical Repairs** – Anderson Electric has completed their electrical repairs to the junction boxes. Shrider contends that there is still an electrical issue at certain pedestals. Broberg reported that the electrical issue is likely related to personal equipment. Shrider stated that there are still breakers that are not functioning and the replacement breakers that were sent by the supplier were the wrong ones. Waiting on breakers to arrive, timeline unknown due to supply chain issues.

3. **Construction of Picnic Shelters** – Broberg reported that the concrete pads were poured. There was a little mix-up on materials; however, the contractor was able to get the materials locally and will be constructing the shelters. Nonetheless, the lumber costs have increased significantly recently. Requesting \$1,000 additional for lumber. Suminski moved and Nelson seconded to approve an additional \$1,000 for lumber expenses. Motion carried 5-2 (Baregi, Gruebele opposed).
4. **Parking Lot Expansion Project; Soil Borings** – Broberg reported that the soil borings were being conducted today. Survey work is expected to start next week.
5. **Discussion on Preliminary Information Related to Assist Chair for Boat Launch/Dock** – Broberg reported that Pier Genius would charge \$18,980 to have the lift installed; however, they would require a liability waiver with indemnification of Pier Genius on the lift. The City’s insurance was asked about such a lift, and there would be no increase in the premium to insure it. It would be up to the City as to how it would be operated, and best practice would likely be to have a staff person operate it. Suminski moved and Reiswig seconded to table the discussion until the next time future capital projects are discussed. Motion carried 7-0.
6. **Sewer Upgrades for Fish Cleaning Station/Bathrooms** – After further discussion with staff, engineers, and contractors, a two-inch line is to be installed with an automatic flushing system. This will ensure that there will be enough pressure that the system will not collect sediment, and that the bathrooms will not flood out when the line is disconnected for winterization. The sewer line has arrived after taking unexpected travels; however, it missed the boring company by a day. The boring company will be back next week to install. Discussion occurred on how much extra water this would cost the Marina.
7. **West Breakwall Lights** – Shrider reported that the sample light is on backorder.
8. **Gravel for Boat Yard Area** - DPW Director Schuette reported that the gravel has been ordered and could start to arrive as early as next week.

Discussion on Status of Lot 48 (Former Pearl Beach Property) on City’s “For Sale” List – Broberg reported that the Council rejected the Harbor Commission recommendation from last fall to limit/restrict the sale of the property for marina related uses. The property is currently on the list for anyone to submit offers on. Discussion occurred on the reasons why that occurred. Suminski moved and Reiswig seconded to develop a site plan and proposal for the site. Discussion. Suminski moved and Kolenda seconded to open the floor. Motion carried 7-0. Council member Karen Spears-Novachek spoke and stated that the City is updating the comprehensive plan and suggested that the Harbor Commission may wish to get involved in that process. Further discussion on public/private development. Suminski moved and Kolenda seconded to close the floor. Motion carried 7-0. Vote on main motion. Motion carried 7-0.

Update on Wisconsin Commercial Ports Association Meeting – The meeting will be held at the Harborview Event Center on the afternoon of August 5 and morning of the 6. There is no charge for Commission members, but they should RSVP if they want to attend. Broberg discussed the entertainment option of sponsoring an Apostle Island Cruise; however, it would interfere with the social hour at the event center. The Big Top Chautauqua currently does not have a show scheduled for the evening of the 5th.

Adjourn – Broberg stated the agenda items have been completed and adjourned the meeting at 7:12 p.m.

Scott J. Kluver
City Administrator