

JULY 21, 2021 HARBOR COMMISSION MEETING

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

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

Commission Members Absent: John Baregi

Municipal Personnel Present: Scott J. Kluver, City Administrator

Call to Order – President Broberg called the meeting to order at 5:40 p.m.

Approval of Minutes of the June 16, 2021 Meeting – Kolenda moved, and Suminski seconded, to approve and place on file the June 16, 2021 meeting minutes. Motion carried 5-0.

Public/Member Comment – None.

Treasurer’s Report – Kolenda moved, and Gruebele seconded to accept and place on file the Harbor Passbook and Marina Operating reports. Motion carried 5-0. Reiswig arrived at 5:42.

1. **Payment of Invoices** – Suminski moved and Kolenda seconded to approve the Airfox Photography invoice for the photo of the marina and coal dock area in the amount of \$75. Motion carried 6-0. Suminski moved and Kolenda seconded to approve the final payment of \$87,808.80 for Pearl Beach Construction for the West End Boat Ramp Project. Motion carried 6-0. Reiswig moved and Suminski seconded the PSI invoice for soil boring in the amount of \$4,420. Motion carried 6-0. Reiswig moved and Kolenda seconded to approve the Washburn Marina invoice of \$22 for the solar light sample for the west breakwall. Motion carried 6-0. Suminski moved and Gruebele seconded to approve the reimbursement to the Washburn Marina in the amount of \$3460.40 for the Quickbooks Point of Sale software. Motion carried 5-1 (Kolenda opposed). Kolenda moved and Nelson seconded to approve a series of invoices totaling \$6,134.59 for the bathroom/fish cleaning sewerage issue. Motion carried 6-0.

Slip Transfers – Broberg noted that the Slip #60 Sale between Miller and Bratley has been completed.

Marina Manager’s Report:

1. **June Financial Report** – Shrider reported that as of the end of June, there is a budget surplus of 31.25 percent and it is exceeding last year by 32.37 percent. First quarter numbers are higher than any other year to date, except the service department. In 2019, the net income of the net income of the service exceeded this year by eight percent, otherwise the service department is ahead of all previous years. Shrider also reported that she continues to look for service technicians, please help spread the word. In addition, Tom Mager will be retiring from his Harbormaster position at the end of 2021. She will be posting that position in the coming weeks to make a smooth transition through the fall and early winter. Please pass the word on this as well. Suminski moved and Reiswig seconded to place the report on file. Motion carried 6-0.

Update and Possible Action on Various Marina Projects/Repairs:

1. **Pier 1 Water and Decking Project** – Broberg reported that A to Z Plumbing has refastened boards and placards that had fasteners snap because they were overtightened and/or the wood is drying. They have agreed to return a couple more time to check on and do the necessary repairs as well as install the waterline winterization valve. the project is complete except for the fastener issue and drain valve issue that has come up.
2. **Pier 1 Electrical Repairs** – Broberg reported that 12 - 30 amp breakers have been received and those that were faulty replaced. There was an anomaly on the busbar mounting, and there was some moisture within the pedestal. The anomaly was being checked, and caulk was going to be added to address the moisture. No other potential repairs noted. The 50 amp breakers are on backorder indefinitely.

3. **Construction of Picnic Shelters** – The picnic shelters will have an additional brace installed in the rafters to reduce the wobble. Work is complete and an invoice is expected by the next meeting.
4. **Parking Lot Expansion Project** – The soil borings are complete, and we are awaiting the survey of the property.
5. **Sewer Upgrades for Fish Cleaning Station/Bathrooms** – The main sewer line has been replaced from the pump station by the bathroom to the city lift station. There have been a few issues since that time that have caused the system to go down. One time, the pump had a large wipe wrapped around the blades which made it ineffective. The pump has also shown wear and tear and has now been replaced with the backup pump. We are checking into upgrades to the pump to make it more effective with the heavy volume of use. In addition, it has been observed that not everyone is using the fish cleaning station properly. Many are not actually turning it on with the buttons on the sides, and this has led to large amounts of fish guts being processed at once, without any water, which certainly does not help the situation.
6. **West Breakwall Lights** – Sample light is on backorder, awaiting word from Shrider that it was received.
7. **Gravel for Boat Yard Area** – The gravel is supposed to be delivered yet this week.

Update on Planning Efforts for Harbor Commission Boat Storage Facility – Broberg has been in communication with the party interested in a boat storage facility, but they have not been able to put together a plan due to market volatility. As such, he has begun looking at the property and space, along with collecting information on storage rates in order to put together a financial plan as to how this would work. It will take a couple months for a plan to be able to be presented.

Review of Outdoor Recreation Plan Elements Related to Marina/Harbor – The existing listing contained in the County Outdoor Recreation Plan was reviewed and updated in relation to existing facilities and the listing of desired improvements was revised.

Update on Wisconsin Commercial Ports Association Meeting – The agenda for the meeting is included in the packet.

Adjourn – Broberg stated the agenda items have been completed and adjourned the meeting at 7:15 p.m.

Scott J. Kluver
City Administrator