

SEPTEMBER 15, 2021 HARBOR COMMISSION MEETING

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

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

Commission Members Absent: Rick Gruebele; Candace Kolenda

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 5:30 p.m.

Approval of Minutes of the August 18, 2021 Meeting – Reiswig moved, and Suminski seconded, to approve and place on file the August 18, 2021 meeting minutes. Motion carried 5-0.

Public/Member Comment – None.

Treasurer’s Report – Suminski moved, and Reiswig seconded to accept and place on file the Harbor Passbook and Marina Operating reports. Motion carried 5-0.

1. **Payment of Invoices** – Reiswig moved and Suminski seconded to approve two invoices for the Washburn Marina totaling \$150 for the solar light on the west breakwall. Motion carried 5-0. Rieswig moved and Nelson seconded to approve the Cooper Engineering invoice in the amount of \$7,812.74 for work done to date on the parking lot project. Motion carried 5-0. Suminski moved and Reiswig seconded to approve Marine Travelift Invoice in the amount of \$6,105.99. Motion carried 5-0. Crowell moved and Reiswig seconded to approve the Wiikwaibaan Inini Inc. invoice in the amount of \$2,233.05 for the new backup grinder pump. Motion carried 5-0. Suminski moved and Reiswig seconded to approve the invoice for Zifko Tire & Battery for new tires for the blue yard trailer in the amount of \$2,411. Motion carried 5-0.

Slip Transfers – None.

Marina Manager’s Report:

1. **August Financial Report** – Shrider reported that the marina is still extremely busy, haul outs began early, and there is a good amount of winter work lined up. As of the end of August the marina is 38 percent ahead of budget and 59 percent ahead of last year. This is the best season ever for this point in time. Suminski moved and Reiswig seconded to place the report on file. Motion carried 5-0.
2. **Update on Travelift Repairs** – Shrider reported that the inspection occurred; however, she has not received the report yet. Repairs have not occurred as parts are on back order until January.

Update and Possible Action on Various Marina Projects/Repairs:

1. **Pier 1 Electrical Repairs** – No further issues to report, even with the wet weather. Suminski asked if the cleanout has been installed, Kluver responded that should be completed any day. Electrical project is considered complete.
2. **Parking Lot Expansion Project/Review of Draft Plan** - Broberg reported on the cost estimate that was provided today on the proposed parking lot plan. The cost provided was \$450,932.81. Two reasons for the higher than estimated cost is that material prices are high right now, and the soil is poor in the area which would require a significant amount of base course replacement. The cost currently exceeds the available funds to complete next year without additional money or a grant to help cover. Discussion occurred, and it was suggested to obtain an estimate to do the project with out the portion of the blacktop that goes up along the walking trail and to explore grant possibilities. Shrider expressed concern that if the entire area as depicted was blacktopped, new space would be needed for trailers and cradles. Shrider did not believe that the additional parking area would result in additional revenue.

3. **Sewer Upgrades for Fish Cleaning Station/Bathrooms** – The backup pump has been purchased. The temporary connection will need to be made permanent once the season ends and the tank can be drained and flushed. Other than that issue, the repairs have been working and the project is considered complete.
4. **West Breakwall Lights** – Lights have been ordered and installed. Project is considered complete.

Discussion & Action on Proposed 2022 Harbor Commission Budget and Slip Maintenance Fees – Broberg discussed other capital projects for the Harbor Commission to consider as part of the budget. Those projects include hiring a diver to recover the fenders that have fallen from the wall adjacent to the marina. There may be a cost for that. In addition, the steel caps and the whaler board on the breakwall needs to be replaced. This would be a time and materials project, and Broberg estimates that we should set aside \$50,000 for this. In exploring the possible placement of an ADA lift on Pier 4, Pier Genius has informed us that they are not able to provide quotes valid for more than 72 hours because of a several material shortage at this time. Broberg did receive information from Racine on the costs, and the grant, that they had in installing such a device. We would need to have firm figures from Pier Genius in order to pursue a grant for this.

Kliver reported on the budget for the Harbor Commission. Most of the expenses are status quo items, except for the available dollars for capital and the priorities for the capital items. If the Commission is interested in increasing the slip fees, there would need to be a public hearing with the slip holders before such an action could take place. Consensus of the Commission was to leave the fees unchanged for next year. Discussion resulted in consensus that the Commission refine potential capital items and costs before taking action on the budget. Broberg left meeting at 6:38 due to ambulance call and turned chair over to Suminski. Discussion continued on the request to have a pick-up truck for Marina use. Currently, the Harbor Master has been using his personal vehicle, but he is retiring. Suminski did get an estimate of some \$40,000 for a new truck with a plow. The truck would be used for hauling items at least once a week during the season, and for occasional snow clean up in the winter. Suminski asked if the City might have an old truck that could be transferred. Kliver will check on this.

Adjourn – Suminski stated the agenda items have been completed and adjourned the meeting at 6:47 p.m.

Scott J. Kliver
City Administrator