

JANUARY 15, 2020 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, Maryann Edholm, Candace Kolenda, Rodger Reiswig, and Nick Suminski.

Commission Members Absent: John Baregi.

Municipal Personnel Present: Scott Kluver, City Administrator/Clerk, Kay Bratley, Deputy Clerk/Treasurer, and Michelle Shrider, Marina Manager.

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

Approval of Minutes of the November 20, 2019 Meeting – Kolenda moved, and Suminski seconded, to approve and place on file the November 20, 2019 Meeting Minutes. Motion carried 5-0.

Public Comment – None

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

1. **Payment of Invoices** – Suminski moved, and Reiswig seconded, to approve Eagle Waste invoice #357536 for disposal of old pier floats in the amount \$1,656.40. Motion carried 5-0. Suminski moved, and Reiswig seconded, to approve Fast Lane Motor Sports invoice #3845 for fittings at the end of Pier 3 in the amount of \$2,202.78. Motion carried 5-0. Suminski moved, and Reiswig seconded, the Washburn Chamber membership Non-Profit for up to two employees in the amount of \$85.00. Motion carried 5-0. Shrider stated she was able to negotiate a reduction in the charge for the Quickbooks Enterprise subscription this year of \$1,067.28 and will get a similar reduction for the next 3 years. Kolenda moved, and Reiswig seconded, to approve Quickbooks charge after refund of \$2,675.29. Motion carried 5-0. Suminski moved, and Reiswig seconded, to approve Chicago Iron & Supplies invoice #330318 for the harbor entrance lights mounting plates in the amount of \$30.50. Motion carried 5-0

Slip Transfers – Suminski moved, and Kolenda seconded, to allow the transfer of Slip 65 from Bruneau to Rowe.

Marina Manager’s Report – Shrider stated there is lots of winter work going on; the aerators are working to keep the utilities out of ice.

1. **November and December Financial Reports** – Shrider skipped to the December Financial since there were no questions on the November Financials; December reflects we are going along as budgeted; we have a 13.99% budget surplus and 13.03% ahead of budget at this time last year; all departments are on track. Reiswig made a motion, and Suminski seconded, to approve and place on file the November and December Financials. Motion carried 5-0.

Discussion on Release of Bid Pier 1 Electrical Upgrades – Broberg stated there were no responses from local electrical contractors; there have been changes in state statutes on regulations concerning electrical supplies to marinas. Broberg stated last week Rob Wright from SmithGroup got him in touch with Tom Petersen from Hardwood Engineering Consultants who have done previous design work at the marina; discussed the issue with him, took pictures and measurements last week and he responded with the enclosed proposal to engineer the project for \$3,500.00 which will include all the necessary state regulations at this time. Broberg stated the discussion included physical disconnects which would have to be added as an alternative in the bid and have him write out the specs for the disconnects. Kolenda

moved, and Reiswig seconded, to approve the contract with Hardwood Engineering Consultants for \$3,500.00. Motion carried 5-0.

Closed Session – Updates and Discussion of Current Marina Management Contract and Negotiation and Possible Actions Related Thereto – Suminski moved, and Edholm seconded to go into Closed Session Pursuant to 19.85 (1) (e) at 6:03 p.m. for Updates and Discussion of Current Marina Management Contract and Negotiation and Possible Actions Related Thereto with members of City Council present. Roll Call: Broberg – Y, Edholm – Y, Suminski – Y, Kolenda – Y, Reiswig – Y. Motion carried 5-0. The Harbor Commission reviewed a draft contract and discussed it. Suminski moved, and Edholm seconded to adjourn. Motion carried 5-0 at 6:30 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer