

OCTOBER 18, 2017 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, John Baregi, Bradley Lemire, Mary Nowakowski, Stephen Schram, and Don Swedberg.

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

Municipal Personnel Absent: Scott Kluver, City Administrator/Clerk.

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

Approval of Minutes of the September 20, 2017 Meeting – Baregi moved to approve and place on file the September 20, 2017 Meeting Minutes and Schram seconded. Motion carried 4-0-2, Lemire and Nowakowski abstained.

Public Comment – None.

Treasurer's Report – Baregi made a motion to approve and place on file the Marina Operating Account and the Harbor Passbook reports and Schram seconded. Motion carried 6-0

1. **Payment of Invoices** – Nowakowski moved to accept Anderson Electric, LLC invoice #20071485 for \$1,773.41 and Lemire seconded. Motion carried 6-0. Swedberg moved to accept Fast Lane Motor Sports invoice #586141W for \$1,898.40 and Schram seconded. Motion carried 6-0. Nowakowski moved to accept Café Coco invoice #955 for \$135.00 and Baregi seconded. Motion carried 6-0. Shrider explained the circumstances that occurred with the diesel pump repair in July 2017 and the invoices that followed for the repair. Discussion followed. Baregi made a motion to approve and accept T&D Enterprises, LLC invoices #2508 for \$348.00 and #2511 for \$610.74 and Lemire seconded. Motion carried 6-0. Swedberg made a motion to approve and accept Belknap Electric, Inc. invoice #28877 for \$1,137.99 and Nowakowski seconded. Motion carried 6-0. Baregi made a motion to conditionally approve Minnesota Petroleum Service invoice #27138 pending the acceptance of the offer to pay for 4 hours verses 8 hours of Travel Labor/Vehicle Mobilization and Schram seconded. Motion carried 6-0.

Slip Transfers – None.

Marina Manager's Report –

1. **September Financial Statement** – Shrider stated the financials are on target with a 6.5% budget surplus year to date and 1.58% over actual compared to this time last year; the Ship Store Budget has a 40% budget surplus year to date and 24.76% over actual compared to this time last year. Lemire made a motion to accept and place on file the September Financial Statement and Swedberg seconded. Motion carried 6-0.
2. **Travel Lift Report** - Shrider stated travelift inspector was impressed with the condition of the travelift and there were no significant issues. Shrider stated there is an issue with the steering box which will be replaced in November or December, however the parts must be purchased from Marine Travelift. Shrider stated another issue just began last week with the diesel engine not sounding normal; the diesel mechanic stated the turbo needs a rebuilt kit which has been ordered for approximately \$400.00 and

should be here next week. Swedberg made a motion to approve the purchase of the steering box parts from Marine Travelift for \$1,573.80 and Baregi seconded. Motion carried 6-0.

- 3. Update on Pier 1 Repairs** – Shrider stated all the parts have been received and the vendor will be here around October 30th to fix Pier 1. Shrider is concerned with the high lake level and seiches that may occur and possibly tear off the electrical conduit on Piers 1 and 2 this winter. Shrider stated she took pictures and sent them to Meyers Electric for suggestions on the best way to protect the electrical conduit; we may have to purchase a bubbler system to keep it clear of ice. Baregi suggested using a disconnect type system with the electrical conduit if it would be applicable and maybe used for the Pier 3 upgrade.

Discussion and Action on Walking Trail Improvements – Broberg stated a site plan would need to be completed and Kløver estimated it would cost around \$5,000.00; we would use JJR Smithgroup because they have some of the information necessary concerning the area needing improvements. Baregi made a motion to approve up to \$5,000.00 to have a site plan completed by JJR SmithGroup for Walking Trail improvements and Swedberg seconded. Motion carried 6-0.

Update on Boat Ramp Project – Broberg stated the timers and lighting have been installed in the fish cleaning station. Broberg stated he had a discussion with the electrician that discovered a mess behind the power panel and has no idea of how long it will take to straighten it out; he also noted some discrepancies which he took care of and observed a conduit pipe coming into the panel with nothing in it and believes it is for the Pier 3 upgrade. Broberg stated the electrician also noted that CTs, which measures amperage, were used for Pier 4, but they will not work for the Pier 3 upgrade and suggested ground fault switches. Broberg stated we need to know what is going on behind the power panel before putting together the specs for the Pier 3 upgrade and it needs to be done before next year's boating season; he hopes to get some answers for the November meeting.

Adjourn – Baregi moved and Schram seconded motion to adjourn. Motion carried 6-0 at 6:30 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer