

OCTOBER 19, 2016 HARBOR COMMISSION MEETING

5:30 P.M. COUNCIL CHAMBERS, WASHBURN CITY HALL

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

Municipal Personnel Present: Kay Bratley, Deputy Clerk/Treasurer, and Michele 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 21, 2016 Meeting – Baregi moved to accept and place on file the September 21, 2016 Meeting Minutes and Schram seconded. Lemire abstained. Motion carried 6-0-1.

Public Comment – None.

Treasurer's Report – Baregi moved to accept and place on file the Harbor Passbook and Marina Operating Accounts and Schram seconded. Motion carried 7-0.

1. **Payment of Invoices** – None.

Slip Transfers – None.

Marina Manager's Report –

1. **September Financial Statement** – Shrider stated the majority of the boats in the marina have been hauled out this week. Shrider is pleased with this month's financial statement noting she had budgeted an overall decrease with anticipation of revenue leveling off, adding the boat ramp project did not help. Shrider stated all departments are on track and the service department has a lot of winter work ahead of them. Nowakowski moved to accept and place on file the September Financial Report and Schram seconded. Motion carried 7-0.

Report on Annual Marina Inspection – Shrider stated the diver has changed his dive to Friday, October 21st at 10:00 a.m. to locate and discuss a recovery plan for the outside seawall fenders; emailed the DNR for information on how to handle the zebra mussel issue with tug "LL Smith JR", adding the Duluth Harbor cruise ship "Vista Star" was hauled out recently and is covered with zebra mussels; stated the drainage culvert in the parking lot has gotten worse and Broberg stated an estimate has been requested from Northwoods Paving for asphalt in three areas which includes the drainage culvert, but has not received it yet. Shrider stated she may have a potential buyer for the 24' gangway; plans to shrink wrap the fish cleaning station for the winter; has a new sensor to be installed for the boat ramp light; will look into why Pier 3 lights are on 24x7. Shrider stated the wooden boat was on marina property when she arrived and the owners appear every year to cover it, they have insurance on it and have plans to restore it, but it is falling apart. Shrider stated she will contact the owners and discuss a land storage contract with them. Shrider stated the street lights were working and will look into why they are not working any longer; planning to fix Slip 137 before winter; the missing cover for the power pedestal at head of Pier 2 has been replaced 3 or 4 times already stating the boaters' extension cords don't fit under it and they break the cover off. Shrider stated that many items on the Annual Marina Inspection list are items we are aware of and some have already been taken care of.

Discussion and Action on Future Use of Old Public Restrooms – Shrider stated she would like to use the concrete public restroom building for potential hazardous material storage. Shrider stated they would remove the toilets and leave the sinks attached and the porta-potty dump station intact. Baregi moved to allow the marina personnel to use the Old Public Restrooms as storage space and Nowakowski seconded. Motion carried 7-0.

Update on Marina Boat Ramp Project – Broberg referred back to the Boat Ramp Deficiencies List on the Marina Inspection list. Broberg stated there is an issue between Nelson Construction and Ashland Construction with removal of the sand pile and believes JJR SmithGroup needs to resolve the issue; adding Nelson Construction is still interested in using the coal dock this winter. Shrider stated Xcel Energy can put guard posts around the transformer but we may want to find out what can legally be done and do it ourselves; the exterior door hinges on the new restroom have been replaced once and need to be done again, and believes it is due to the wind. Broberg stated there are 3 issues for the electricians to take care of which are 1) switching out the timer vs. photo cell, 2) the in ground utility box cover has wires sticking out, and 3) the lift station alarm needs to be placed on the outside south wall of the restroom building visible to marina staff. Shrider stated she spoke with the electricians about the Huffcutt spec for 200 amp power panel vs. the 100 amp that was installed in the restroom building and they said 100 amp would be appropriate. Broberg stated a hose hanger and bib needs to be put on the post containing the boat wash water connection and "NO PARKING" stripes need to be done in the boat wash area. Shrider stated she went through the retention pond spec plan for plant type and number of plants noting many of the plants put in were not all to spec and the quantity was reduced, plus many of them have died already. Baregi expressed concern and feels we should install the 200 amp service per Huffcutt spec in the bathroom rather than the 100 amp service. Shrider asked if JJR SmithGroup is going to do a walk through on the boat ramp project. Broberg stated we should contact Maki Construction and get an estimate on the fuel dock issue before damage occurs to the fuel and electrical lines. Broberg will review the Marina Inspection list with Kluver upon his return and discuss contacting JJR SmithGroup about our concerns.

Update on Electrical Repairs to Pier 1 – Broberg stated the electrical repair on Pier 1 has been completed and Pier 2 has been put back together. Shrider stated \$1,350.00 was received for the copper wire that had been replaced during the repair.

Broberg stated we need to list our priorities for the upcoming year and get estimates for these items that need to be completed, then find out how much money we will have to work with. Items such as: Pier 3 electrical and decking, asphalt issues from boat ramp project and parking lot drainage culvert, fish cleaning station building, and the fuel dock issue. Nowakowski brought up the rust issue on the interior wall of the service bay building and possible painting of the building, Shrider stated she would also like to have the awnings replaced; she will have the estimate for sealing the bathroom floor for next month meeting.

Adjourn – Baregi moved and Schram seconded motion to adjourn. Motion carried 7-0 at 6:32 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer