

NOVEMBER 16, 2016 HARBOR COMMISSION MEETING

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

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

Commission Member Absent: Bradley Lemire.

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

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

Approval of Minutes of the October 19, 2016 Meeting – Baregi moved to accept and place on file the October 19, 2016 Meeting Minutes with amending the sentence in G. Report on Annual Marina Inspection pertaining to street lights not working adding they are not “working any longer” and Schram seconded. Motion carried 6-0.

Public Comment – None.

Treasurer’s Report – Nowakowski moved to accept and place on file the Harbor Passbook and Marina Operating Accounts and Katzmarek seconded. Motion carried 6-0.

1. **Payment of Invoices** – Baregi moved to approve payment to Five Star Electric invoice #911 for \$13,426.15 and Schram seconded. Motion carried 6-0. Schram moved to approve payment to Huffcutt Concrete Inc. invoice #1637 for \$2,335.50 and Swedberg seconded. Motion carried 6-0.

Slip Transfers – None.

Marina Manager’s Report –

1. **October Financial Statement** – Shrider stated things are going well and there is plenty of work for the winter months, 24 more boats have been hauled out this year compared to last year, and more boats are being stored. Shrider is pleased with this month’s financial statement noting a 22.18% budget surplus year to date and 10.97% above budget this time last year.

Discussion and Action on Amending Slip Transfer Agreement/Marina Rule on Boat Length Gregory Pennella Petitioner – Kluver stated he has been communicating with Pennella, and he has withdrawn his request for the rule change. Discussion occurred and no action was taken.

Discussion and Action on Proposed Capital Improvements/Repairs for 2017 – Broberg listed three items he believes should be taken care of, they are: 1) Pier 3 electrical; 2) Paving the 2 boat ramp project areas and parking lot/drainage culvert area; and 3) fish cleaning station shelter. Shrider stated new signage for the boat ramp project area and painting stripes for parking/boat wash area. Shrider stated the estimate for the epoxy paint for the new bathroom floor is \$1,200.00 and will use the maintenance budget and believes painting the building can also be done using the maintenance budget. Baregi made a motion to put the asphalt paving project out for bids and Katzmarek seconded. Motion carried 6-0.

Update on Marina Boat Ramp Project – Broberg stated the lift station alarm needs to be moved to the outside of the building to be seen by marina personnel, door hinges on the bathroom are a Huffcutt issue that needs to be resolved, the boat wash pedestal has not been installed and guard posts for the transformer are needed. Shrider added all the plant plugs in the retention pond are dead and need to be replaced and site restoration has not been done properly, the top of a pedestal on the new dock is broken and Shrider realized the outlet post for the boat storage yard has not been installed.

Adjourn – Baregi moved and Schram seconded motion to adjourn. Motion carried 6-0 at 6:34 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer