

DECEMBER 15, 2021

HARBOR COMMISSION MEETING

5:30 P.M.

WASHBURN CITY HALL – 119 N WASHINGTON AVENUE

Commission Members Present: President Carl Broberg; Matt Crowell; Rick Gruebele via Zoom (muted first five minutes); Caroline Nelson; Rodger Reiswig; Nick Suminski

Commission Members Absent: 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 5:32 p.m.

Approval of Minutes of the November 17, 2021 Meeting – Suminski moved, and Reiswig seconded, to approve and place on file the November 17, 2021 meeting minutes. Motion carried 5-0.

Public/Member Comment – None.

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

1. **Payment of Invoices** – Suminski moved and Nelson seconded to approve an invoice from Washburn Marina for a snowblower in the amount of \$1,399.00. Motion carried 5-0. Reiswig moved and Suminski seconded to approve an invoice to the Washburn Marina for reimbursement for quickbooks software in the amount of \$2,673.80. Motion carried 5-0. Crowell moved and Reiswig seconded to approve the #2 Septic & Plumbing invoice in the amount of \$135 for pumping out the lift station basin. The City is paying this time as a fitting needed to be replaced, and they were not available the same time the station was shut down. This should not be necessary next year. Motion carried 6-0. Reiswig moved and Nelson seconded to approve the Washburn Chamber renewal in the amount of \$85. Motion carried 6-0.

Slip Transfers – None

It was noted that the transfer between Miller and Hanan for Slip #18 has been completed.

Marina Manager’s Report:

1. **November Financial Report** – Shrider reported that the Marina is a busy as can be. November financial statements show there is a 41 percent budget surplus at this time, and the Marina is 55 percent ahead of last year at this time. There is work for all of the service techs for the entire winter. Suminski moved and Nelson seconded to place the report on file. Motion carried 6-0.

Update, Discussion, and Possible Action on the Following Projects/Items:

1. **Service Bay Heater** – Shrider reported that as of the 23rd of November, there was a six to eight week wait for the repair. She will follow up on the roof vent issue.
2. **Store Window** – Broberg reported that Ratliff was informed of the repair. He was out of town, but should be back so Broberg will follow up and ask him about also addressing the overhead doors.
3. **Retrieval of Breakwall Bumpers** – Broberg reported that an attempt was made to recover the seven missing bumpers. Three were found. But conditions were too dangerous to lift them all the way, so marina staff hauled the three out with the crane within a couple days. Debris and bicycles were reported at the bottom of the wall. Broberg will follow up with Nasi now about placing the bumpers when the ice forms.

Review of and Possible Action on Capital Projects List: An updated capital projects list was provided. Broberg explained the situation in trying to get tires for the Tavelift. The bottom line is that it appears we are stuck ordering the tires from Marine Travlift, and then there will be the costs of shipping and installing the tires if we can find someone to install them. Discussion among the members that this should be a priority matter. Suminski moved and Crowell seconded to proceed with the five items related to improvements to Pier 4. Discussion on costs, potential grants, and timeline possibly needing to be extended. Motion carried 6-0. Commission discussed that the breakwall/bumper repairs were already approved. Reiswig moved and Crowell seconded to also proceed with the Travelift Tire Replacement Project in the amount of \$40,000. Motion carried 6-0. It was noted that the approved projects are expected to take up all of the allocated budget dollars for 2022.

Adjourn – Broberg stated the agenda items have been completed and adjourned the meeting at 6:17 p.m.

Respectfully Submitted,
Scott J. Kluver
City Administrator