

DECEMBER 20, 2017 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, John Baregi, Don Swedberg, and Rodger Reiswig.
Commission Member Absent: Bradley Lemire and Stephen Schram.
Municipal Personnel Present: Scott Kluver, City Administrator/Clerk and 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.

Discussion with Nicolas Sawyer, Officer-In-Charge Coast Guard Station Bayfield – Baregi made a motion to address this agenda item first and Swedberg seconded. Motion carried 4-0. Broberg stated Station Bayfield is the smallest Coast Guard station on the Great Lakes and has the largest area of responsibility. Sawyer stated he is a 20 year resident of Bayfield, WI and member of the local Coast Guard station; they offer a lot of resources and services along with search and rescue. Sawyer stated our primary mission for the lake we do is recreational boater safety which is our year around educational mission and has a direct correlation in lowering search and rescue missions; we are a free resource for people on information and education. Broberg stated the Bayfield Coast Guard reports to the sector commander at Sault Sainte Marie which has over all operational control for search and rescue; they have two boats, one is a 29 foot RB-S which can respond to emergencies at high speed and a 45 foot RB-M, which can handle 12 foot seas and tow disabled vessels up to 100 displacement tons. Sawyer stated the Coast Guard also partners with the local fire departments to do ice rescues.

Approval of Minutes of the November 15, 2017 Meeting – Swedberg moved to approve and place on file the November 15, 2017 Meeting Minutes and Baregi seconded. Motion carried 3-0-1, Reiswig abstained.

Public Comment – None.

Treasurer's Report – Baregi made a motion to approve and place on file the Harbor Passbook and Marine Operating Account reports and Swedberg seconded. Motion carried 4-0

1. **Payment of Invoices** – Baregi moved to accept SmithGroup JJR invoice #124714 for \$1,040.00 and Swedberg seconded. Motion carried 4-0. Baregi moved to accept SmithGroup JJR invoice #125066 for \$9,650.00 and invoice #125630 for \$9,650.00 and Swedberg seconded. Motion carried 4-0.

Slip Transfers –

1. **#55 – Franklin/Baker** - Baregi made a motion to accept the slip transfer of Slip #55 from Franklin to Baker and Swedberg seconded. Motion carried 4-0.
2. **#58 – Mettler/Sandor** - Baregi made a motion to accept the slip transfer of Slip #58 from Mettler to Sandor and Swedberg seconded. Motion carried 4-0.
3. **Update on Agreement with Robert Mick on Slip #109** – Broberg stated Mick is considering retaining slip #109 and paying the back owed slip fees as per the agreement.

Marina Manager's Report –

1. **November Financial Statement** – Shrider stated the financials were a little off budget due to three payrolls in November; each department is on target except the service department but there are plenty of work orders to fill the winter schedule and is confident it will balance out at fiscal year-end. Baregi made a motion to approve and place on file the November Financial Statement and Swedberg seconded. Motion carried 4-0.
2. **Discussion and Action on Insurance Requirements for Marina Management** – Broberg stated the life insurance policy that covered Shrider was for the marina start up loan which has since been paid off; a business continuation insurance policy is now carried by the marina manager. Baregi made a motion to drop the term life insurance policy on Shrider that was associated with the marina start up loan and recommend to City Council to amend the marina manager contract eliminating that portion of the marina manager contract and Swedberg seconded. Motion carried 4-0.
3. **Discussion on Marina Boat Ramp Charges** – Shrider apologized for not bringing this issue up sooner, not realizing that it is a budget item and needs approval by City Council. Shrider believes with the upgrades and improvements and the quality of the boat ramp and parking area, the marina should raise their boat ramp fees. Shrider stated because DNR monies were used for the improvements that we are governed by the DNR and can raise the daily ramp fee to only \$8.00; there are no rules governing the seasonal pass fees and recommends raising it to \$50.00. Shrider is in favor of raising the rates at some point in time, maybe not now, but next year. Kluver stated a recommendation can be made to City Council but it would be hard to justify it as improvements are needed; he doesn't believe the city wants to push the West End boat launch as the primary boat launch but it would be nice to maintain the boat launch there and we do appreciate the simplicity of keeping the rates the same. Broberg stated the complicating issue is the one pass covers all between the marina and West End Park. Shrider stated the joint component is the "hand shake deal"; there is nothing in writing that says the City pass is equally as viable at the marina and the marina pass at West End Park. Baregi moved to increase the daily boat launch fee to \$8.00 and the seasonal launch pass to \$50.00 at the marina. Discussion occurred. Baregi withdrew his motion. Baregi made a motion to have Harbor Commission recommend to City Council to increase the boat launch fees at West End Park to \$8.00 for a daily pass and \$50.00 for a seasonal pass and if not accepted by City Council then the boat launch passes issued by the City will not be accepted by the Marina and Swedberg seconded. Motion carried 4-0.

Discussion and Action on Obtaining Quote for Marina Audit – Broberg explained the back ground which resulted this issue to be on the addenda and the discussion that occurred with the person inquiring. A unanimous decision was made to continue doing the type of audit that has been done in the past.

Update on Boat Ramp Project – Kluver stated the city attorney sent letters concerning the electrical issue that needs to be fixed. Broberg stated SmithGroup JJR responded with a detailed email stating who, what and how this issue will be fixed. Swedberg made a motion to have the electrical issue resolved by January 17, 2018. Reiswig stated if there were going to be power outages during this time frame that is should be discussed with the marina manager. Swedberg amended the motion to have the electrical issue resolved by January 17, 2018 and any power outages to the marina building must be coordinated in advance with the marina manger and Baregi seconded. Motion carried 4-0.

Discussion and Action on Contract with SmithgroupJJR for Pier 3 Upgrade Project – Broberg stated he has issues concerning the SmithGroupJJR's proposal for the Pier 3 Upgrade Project due to the cost involved and previous dealings with SmithGroupJJR on the boat ramp project. Discussion occurred. Baregi made a motion to allow Shrider and Broberg to look into alternate engineering and design for the Pier 3 Upgrade Project and Swedberg seconded. Motion carried 4-0.

Review of New Certified Survey Map of Marina Area – Kluver stated this is for Harbor Commission's information only; the map has been approved by City Council; the city is considering to sell a portion of city property to the owners of the Harbor View and the hotel for their expansion project of the hotel to allow for adequate parking. Kluver added this map is to let the Harbor Commission know the new boundaries for the marina.

Update on Grant Status for Coal Dock – Kluver stated the Harbor Assistance people have made decisions and recommendations on the grants which now have to be reviewed by the department secretary and the Governor before releasing the information by the end of year.

Discussion on Potential Lease of Coal Dock – Broberg stated the individual is a retired Coast Guard Commander who wants to move a construction company here; wants to purchase some property to build an office and main facility close to the marina; and is looking at the prospect of having a long term lease agreement using the coal dock as a staging area. Kluver stated he has shown interest in purchasing city property. Broberg stated that a lot of discussion needs to be done before anything can occur and is waiting to hear back from him.

Adjourn – Baregi moved and Swedberg seconded motion to adjourn. Motion carried 4-0 at 7:25 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer