

FEBRUARY 22, 2019 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, V.P. John Baregi, Mary McGrath, Rodger Reiswig, and Don Swedberg.

Commission Member Absent: Bradley Lemire and Nicholas Suminski.

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

Approval of Minutes of the December 19, 2018 Meetings – Baregi moved to approve and place on file the December 19, 2018 Meeting Minutes and Swedberg seconded. Motion carried 5-0.

Public Comment – None.

Broberg made a motion to advance to Marina Manager’s Report agenda and Discussion and Action on 2019/2020 Marina Budget items and Baregi seconded. Motion carried 5-0.

Marina Manager’s Report – Shrider stated the service department started out with a thin load this fall which has grown dramatically and have taken on a couple of nice projects in the last 30 days which has booked us through launch time.

- 1. December/January Financial Reports** – Shrider stated to skip the December Financial, move onto January. Shrider stated we had a budget surplus of 4.5% and are 18.5% ahead of last year at this time; the service department is getting on track, all other departments are on track; our slip rental income helped the facility budget out this year; the way things are looking so far this month, February should come in pretty healthy.
- 2. Discussion & Action on Computer Purchase** – Shrider stated the Ship Store’s current computer/cash register is the oldest one we have and is not compatible with Windows 10; it is still working but likes to shut down every so often. Complete Computer Solutions, Inc. quote to replace it is \$1,059.00 which includes labor to install, transfer data, configure on workgroup, setup printers, install QB POS and QB applications along with a 3 year parts and labor warranty. Baregi made a motion to approve the purchase of the computer package from Complete Computer Solutions, Inc. for \$1,059.00 and Reiswig seconded. Motion carried 5-0.

Discussion & Action on 2019/2020 Marina Budget – Shrider stated this is her 12th budget to prepare; as per the contract renewed in 2012, it was decided a 5 year projected budget was a reasonable amount of time; creating a budget now focusing on the actual numbers going back six years and then anticipate what this year’s outcome will be; in 2016 we reached our highest point, then things tapered off and the service department which is the lion’s share of where our revenue is generated took a bit of a hit in 2017 and 2018. Shrider stated it is starting to come around again and we will be marketing the service department heavier now with competition from Barker’s Island for business out of this region and Pike’s Bay Marina with a new building who are pushing to keep their customers there. Shrider stated when the budget is created she looks at previous year’s actual and previous year’s budget to find a number that is based on known costs and other costs that are speculated to get a number that falls in the middle, and maybe lower. Shrider reviewed each of the departments and explained their numbers. Kluver stated we will be looking into renewing the marina contract which expires in March 2020. Baregi made a motion to approve the December and January Financial Reports and the Washburn Marina Draft Budget Fiscal Year April 2019 through March 2020 and Reiswig seconded. Motion carried 5-0.

Shrider excused herself and left at 6:04 p.m.

Treasurer's Report – Swedberg made a motion to accept and place on file the Marina Operating Account reports for December 31, 2018 and February 28, 2019 and the Harbor Passbook reports for December 31, 2018 and February 28, 2019 and Baregi seconded. Motion carried 5-0

1. **Payment of Invoices** – Baregi moved to approve for payment SmithGroup, Inc. invoices #135740 for \$22,127.00 and #136330 for \$25,327.00 and McGrath seconded. Motion carried 5-0. Swedberg moved to approve for payment Michels Foundations Application for Payment No. 2 for \$580,599.83 and Baregi seconded. Motion carried 5-0. Baregi moved to approve for payment Wisconsin Harbor Towns Association invoice #270 for \$250.00 and Swedberg seconded. Motion carried 5-0. Baregi moved to approve for payment Walkie's Diesel and Marine Service invoice #2199 for \$1,067.26 and Swedberg seconded. Motion carried 5-0. Baregi moved to approve for payment Washburn Area Chamber of Commerce 2018 Membership dues of \$85.00 and Swedberg seconded. Motion carried 5-0.

Slip Transfers – Swedberg moved to accept the transfer of Slip 59 from Franzen to Franzen and Harris and Reiswig seconded. Motion carried 5-0.

Update on 2018 Coal Dock Usage – Broberg stated Nelson Construction paid \$1,565.00 which included \$625.00 for 2017 usage; J.R. Brennan paid \$1,000.00 which was paid in 2019; and Pearl Beach owes \$4,055.78 yet to be paid in 2019. Kluver stated need to check with Nelson Construction concerning the storage of materials for a late penalty. Broberg stated next year may be better with the Corp of Engineering coming in this year to use the dock.

Update on Dock 3 Utility Upgrade Project – Broberg stated the pedestals were taken off the dock last fall and this week started removing the decking off; they have proposed a slight modification on how to re-fasten the decking by putting a furring strip, using treated yellow pine, completely around the dock's edge to be bolted to the rails, then screw the decking onto the furring strips. Baregi moved to approve the work order change to install treated yellow pine furring strip around the complete dock to fasten decking to and Reiswig seconded. Motion carried 5-0. Baregi stated the decking removal has been completed and water system had been installed on Dock 3 per information received last night.

Update on Coal Dock Rehabilitation Project – Broberg stated Michels Foundation has suspended work due to snow and ice in order to pour concrete; the bollards need to be installed; the light base at the end of the pier remains to be poured; and the gravel needs to be done. Broberg stated the project is on budget and on time. Kluver stated the contingency fund has not been used and do not anticipate doing so. Broberg stated 60 feet of sheet piling at the end of the coal dock could not be driven into the bedrock; they have marked areas on the coal dock adjacent to the sheet piling to place tubes filled with underwater concrete in order to pin the bottoms of the sheet piling to; and the revetment near the shore line will be shored up with the rocks the city owns.

Adjourn – Baregi moved and Reiswig seconded motion to adjourn. Motion carried 5-0 at 6:35 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer