

SEPTEMBER 17, 2014 HARBOR COMMISSION MEETING

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

Commission Members Present: Vice President Carol Avol, Martin Katzmarek, Brad Lemire, Mary Nowakowski, Don Swedberg, and Jack Stewart.

Commission Member Absent: President Carl Broberg.

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

Call to Order – Vice President Carol Avol called the meeting to order at 5:30 p.m.

Approval of Minutes of the August 13, 2014 Meeting – Swedberg moved to approve the August 13, 2014 Meeting Minutes and Nowakowski seconded. Motion carried 6-0.

Public Comment – None.

Treasurer's Report – Swedberg moved to accept the Harbor Passbook and the Marina Operating Account and Katzmarek seconded. Motion carried 6-0.

1. **Payment of Invoices** – Nowakowski moved to accept ICECOR invoice dated 8/27/2014 for \$1,192.50, SmithGroup JJR invoice #103740 for \$3,825.00, and SmithGroup JJR invoice #103739 for \$7,022.56 and Lemire seconded. Motion carried 6-0.

Slip Transfers – None.

Marina Manager's Report –

1. **July and August Financial Statements** - Shrider talked with other marina operators who are also experiencing low sales and activity, blaming the weather. Shrider states she will be able to keep 4 service technicians busy this winter with the many jobs lined up to date, which is a large source of income for the marina. Shrider states the Ships Store took a hit due to inactivity. Shrider stated the net surplus over budget was 8.07%, a combination of the July and August financials and were 10.29% below budget in August this time last year. Shrider expressed concern for boat placement with the potential boat launch project pending, as haul out has begun. Lemire made a motion to approve the July and August Financial Statements and Katzmarek seconded. Motion carried 6-0.

Update on Yard Trailer Purchase – Shrider stated the yard trailer design is taking shape however it will not be done in time for haul outs this fall.

Update on Travelift Well and Fuel Pier Replacement Project – Kluver states the final payment has not been released due to the painting issue. Shrider stated the marina has replaced dock lines for multiple slip holders due to the yellow paint rubbing off on them because the painting was not done properly and they never came back to do the second/third coat.

Discussion and Action on Conducting the Annual Marina Inspection – Shrider states Broberg and Swedberg volunteered to do the inspection which has been tentatively scheduled for September 22, 2014.

Discussion and Action on Establishment of 2015 Slip Fees – Nowakowski made a motion to have the 2015 Slip Fees remain the same as the 2014 Slip Fees and Swedberg seconded. Motion carried 6-0.

Discussion and Action on Draft 2015 Harbor Commission Budget – Nowakowski made a motion to approve the proposed Draft 2015 Harbor Commission Budget with the understanding there will be a slight change in wage/benefits once they are finalized by City Council and Stewart seconded. Motion carried 6-0.

Discussion and Action on Attendance at Annual Chamber Dinner – Swedberg made a motion to have Broberg represent the Harbor Commission at the Annual Chamber Dinner at the Steak Pit on October 16, 2014 and Nowakowski seconded. Motion carried 6-0.

Adjournment – Lemire moved and Nowakowski seconded motion to adjourn. Motion carried 6-0 at 6:08 p.m.

Respectfully Submitted,

Kay Bratley
Deputy Clerk/Treasurer