

OCTOBER 15, 2014 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, Carol Avol, Martin Katzmarek, Mary Nowakowski, and Don Swedberg.

Commission Member Absent: Brad Lemire and Jack Stewart.

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

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

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

Approval of Minutes of the September 17, 2014 Meeting – Nowakowski moved to approve the September 17, 2014 Meeting Minutes and Swedberg seconded. Motion carried 4-0, Broberg abstain.

Public Comment – None.

Treasurer’s Report – Swedberg moved to accept the Harbor Passbook and the Marina Operating Account and Katzmarek seconded. Motion carried 5-0.

1. **Payment of Invoices** – Avol moved to accept SmithGroup JJR invoice #0104440 for \$1,374.76 and Nowakowski seconded. Motion carried 5-0. Katzmarek moved to accept Foss Electric invoice #3993 for \$732.25 and Nowakowski seconded. Motion carried 5-0. Swedberg moved to accept Cady Plumbing and HVAC, LLC invoice #1541 for \$440.67 amending the motion to remove the sales tax of \$22.97 and approve invoice #1541 for \$417.70. Avol seconded. Motion carried 5-0.

Slip Transfers – Swedberg moved to approve slip transfer from Dykstra to Salmonson and Avol seconded. Motion carried 5-0

Marina Manager’s Report – Shrider stated the Travelift had been inspected and will present the inspection documents at next month’s meeting.

1. **September Financial Statements** - Shrider stated she was happy with 1.06% below budget with the exceedingly challenging summer that occurred. Shrider believes the net surplus under budget of 9.46% will be improved with the many jobs lined up for this winter. Nowakowski made a motion to approve the September Financial Statements and Katzmarek seconded. Motion carried 6-0.

Update on Yard Trailer Purchase – Shrider stated she is preparing an email to send to Kropf Conolift with a detailed proposal of what we expect to have delivered, adding the components of expectation and a proposed payment schedule with a little more payment retainage than what they proposed, and to confirm delivery in April 2015.

Update on Travelift Well and Fuel Pier Replacement Project – Broberg stated Kluver had met with the parties involved concerning the paint issue and decided to release the final payment on the project and declare it complete; Broberg stated there were not specifications on the paint in the contract. Shrider stated the painting will be redone in the spring by marina personnel.

Update on Boat Ramp Improvement Project – Broberg stated Kluver, himself and a Representative of Water Ways Commission met yesterday to review the proposed changes in the scope of the project and the Representative felt it would require an amendment and review; the Representative accepted the documents on the project and stated the review would not take place in the November meeting, possibly in December but more likely not until after the first of the year. Broberg stated it would not change our financial plans and suggested to continue the discussion at next month's meeting.

Update on Recent Coal Dock Lease – Discussed previously, Shrider stated Terra Contracting Services called her to see if they could use the same space to haul out the barge/break wall units they used putting them in earlier this year. Shrider explained that she is already hauling out boats and would not be available but suggested calling the City administrator about using the coal dock. Shrider stated Kluver agreed to lease the coal dock to Terra Contracting at a fee of \$3,500 per storage area, and they used 2 storage areas for a total of \$7,000.00.

Adjournment – Nowakowski moved and Avol seconded motion to adjourn. Motion carried 6-0 at 6:02 p.m.

Respectfully Submitted,

Kay Bratley
Deputy Clerk/Treasurer