

NOVEMBER 19, 2014 HARBOR COMMISSION MEETING

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

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

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

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

Approval of Minutes of the October 15, 2014 Meeting – Nowakowski moved to approve the October 15, 2014 Meeting Minutes and Swedberg seconded. Motion carried 7-0.

Public Comment – None.

Treasurer's Report – Lemire moved to accept the Harbor Passbook and the Marina Operating Account and Katzmarek seconded. Motion carried 7-0.

1. **Payment of Invoices** – Stewart moved to accept SmithGroup JJR invoice #0104917 for \$3,464.10 and Nowakowski seconded. Motion carried 7-0. Avol moved to accept Spears, Carlson & Coleman invoice dated October 20, 2014 to Bremer Bank, NA for \$100.00 for the refinancing of Marina Line of Credit and Nowakowski seconded. Motion carried 7-0.

Slip Transfers – Nowakowski moved to approve slip #016 transfer from Atkins to Haubenschild and Lemire seconded. Motion carried 7-0. Broberg confirmed the completion of slip #134 transfer however Katzmarek noticed registration fees were paid by Washburn Marina on the Slip Assignment Transfer Report and Shrider stated that was a typo and will have a corrected report forward to Commission members.

Marina Manager's Report – Shrider stated haul out was completed about one week earlier than normal and the marina now has ice forming throughout. Shrider stated the lake level went up this fall however it should have no effect on the docks, just the boat ramp, which will be taken care of with the upcoming boat ramp project.

1. **October Financial Statements** - Shrider stated we are 1.88% below budget year to date and 11.72% down compared to last year at this time, blaming the weather; the service techs have started the winter jobs line up which will make a difference on the budget. Shrider stated the decline in fuel sales this summer is a direct correlation to weather affecting boater's usage.

Update on Yard Trailer Purchase – Shrider stated she called Kropf Conolift getting the outstanding questions ironed out and comfortable with the design; the only issue not answered was her proposed payment schedule which the salesperson was not authorized to accept. Shrider offered a 30% down payment receiving detailed drawings & stress analysis within 30 days on key items; another 30% deposit with construction drawing approval and begin construction; then go to the facility before April 1, 2015 to see the unit function, give buyer approval with another 30% deposit before shipping, then hold a 10% retainage to be paid 30 days after using the yard trailer; requesting a delivery around April 15, 2015.

Update on Boat Ramp Improvement Project – Kluver stated we are in the process of obtaining permits and a meeting has been set on February 10, 2015 for re-approval of our design due to changes that have occurred. Kluver stated we will get the same dollar amount, from the grant that was anticipated on the first design and possibly more upon re-approval; the rest of the financing has been approved and is in place and hopefully begin advertising for bids in March 2015.

Discussion and Action on Facility Inspection Report – Shrider stated along with Broberg and Swedberg the inspection did not bring any new issues not already known which will be addressed in the next agenda item.

Discussion and Action on Maintenance Repairs –

1. **Electrical Panel** – Shrider stated when placing the boats from haul out this fall to an area away from the boat ramp project area, caused the electrical panel to be further away for boater's to use which caused for concern on the condition of the wiring in the panel. Shrider received a quote from Foss Electric for a proper repair to the panel of \$1,775.00.
2. **Travelift** – Shrider stated many of the safety items/parts on the inspection report are low price items which we could attempt to get manufactured locally at a lower price and install as much as we can in house. Shrider stated to disregard item 6

because Travelift would not inspect the slings since we purchased them several years ago through another company; they have been taken care of properly and in excellent shape.

- 3. Pressure Washer** – Shrider stated the pressure washer is showing its age and would like to purchase a comparable model for approximately \$1,500.00 or less and keep the old one for back up.

Kluver stated there is \$10,600.00 left in the maintenance budget. Broberg stated maybe another panel could be installed close to the break wall and Shrider agreed, stating maybe a feed could be added to the panel repair for future use and would talk to Foss Electric about it. Swedberg made a motion to approve the expenditures for the electrical panel, Travelift repairs and pressure washer not to exceed \$9,000.00 and Nowakowski seconded. Motion carried 7-0.

Adjournment – Nowakowski moved and Lemire seconded motion to adjourn. Motion carried 7-0 at 6:32 p.m.

Respectfully Submitted,

Kay Bratley
Deputy Clerk/Treasurer