

FEBRUARY 18, 2015 HARBOR COMMISSION MEETING

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

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

Commission Members Absent: Carol Avol and Jack Stewart

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.

Approval of Minutes of the December 17, 2014 and January 21, 2015 Meeting – Nowakowski moved to approve the December 17, 2014 Meeting Minutes stating there was not a January 21, 2015 meeting and Swedberg seconded. Motion carried 5-0.

Public Comment – None.

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

1. **Payment of Invoices** – Katzmarek moved to accept SmithGroup JJR three invoices totaling \$9,236.25 and withdrew the motion due to a duplication of an invoice. Katzmarek made a new motion to accept SmithGroup JJR invoice #0106963 for \$8,596.25 and invoice #0106917 for \$320.00 totaling \$8,916.25 and Nowakowski seconded. Motion carried 5-0. Swedberg moved to accept MarineTravelift order #00103841 for \$3,182.10 and Lemire seconded. Motion carried 5-0.

Slip Transfers – Swedberg moved to accept transfer of Slip #33 from Welford to Groenke, Living Trust and Katzmarek seconded. Motion carried 5-0.

Marina Manager's Report –

1. **December and January 2015 Financial Statements** – Shrider focused on January 2015 financial statement, stating we are 14.07% above budget year to date and 7.06% above compared to last year at this time. Shrider is pleased with the increase since the deficit was approximately 5% at the end of summer 2014. Shrider attributes it to the work orders received for winter work which will keep the service techs busy through July 2015.

Discussion and Action on Proposed 2015-16 Marina Budget and Marketing Plan – Shrider explained how she compiles the information to create the marina budget and marketing plan. Nowakowski moved to accept the proposed 2015-16 Marina Budget and Marketing plan and Swedberg seconded. Motion carried 5-0.

Discussion and Action on Proposed Rule as Recommended by Marina Management Inc. Pertaining to Fire Rings/Pits – Shrider stated propane based fire pits have no smoke/embers to damage boats and give off plenty of heat and can be purchased for under \$300.00. Shrider states it would be bolted to the deck adjacent to the gazebo and she would create rules which would govern its use such as minors must be attended by an adult, no cooking over pit, etc. Lemire made a motion to approve purchase of propane based fire pit and for Marina Management to develop the appropriate rule and Katzmarek seconded. Motion carried 5-0.

Update on Recreational Boating Fund Grant for Boat Ramp Project and Discussion and Action on Adjustment to Project Plans – Kluver attended the Waterways Commission meeting on February 10, 2015 to present the Boat Ramp Project for re-approval due to the modifications that have been made. Kluver stated the Waterways Commission made a decree to no longer fund fish cleaning stations, however Waterways Commission offered in exchange of the fish cleaning station they would keep our project percentage at 42.6% by giving us the dollar amount equivalent in asphalt. Kluver stated there is a possibility our percentage may go up to 50% because Waterways Commission has money available that needs to be spent before the end of April 2015. Kluver suggested to ask JJR to bid out the fish cleaning station as an alternate bid since alternative fund resources are available such as the Sport Fish Restoration grant. Nowakowski made a motion to proceed with the Boat Ramp Project as approved by the Water Ways Commission which removes the fish cleaning station from the base bid of the project and bid the fish cleaning station as an alternate and to proceed bidding this project before all permits have been received and Swedberg seconded. Motion carried 5-0.

Adjournment – Lemire moved and Katzmarek seconded motion to adjourn. Motion carried 5-0 at 6:40 p.m.

Respectfully Submitted,

Kay Bratley
Deputy Clerk/Treasurer