

## SEPTEMBER 23, 2015 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, Vice President Martin Katzmarek, John Baregi, Bradley Lemire, Mary Nowakowski, Stephen Schram, and Don Swedberg.

Municipal Personnel Present: Scott Kluver, City Administrator/Clerk, Kay Bratley, Deputy Clerk/Treasurer, 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 August 19 Meetings** – Swedberg moved to approve the August 19, 2015 Meeting Minutes and Baregi seconded. Motion carried 7-0.

**Public Comment** – None.

**Treasurer's Report** – Baregi moved to accept the Marina Operating and Harbor Passbook accounts and Nowakowski seconded. Motion carried 7-0.

1. **Payment of Invoices** – Swedberg moved to accept Marine Travelift invoice dated August 25, 2015 for \$4,615.75 and Schram seconded. Motion carried 7-0. Baregi moved to accept SmithGroup JJR invoice #110839 for \$9,257.50 and Nowakowski seconded. Motion carried 7-0. Nowakowski moved to accept Washburn Public Works e-mail billing dated September 14, 2015 for \$550.00 and Lemire seconded. Motion carried 7-0. Swedberg moved to accept C&W Trucking invoice #15199C&W for \$1,800.00 and Baregi seconded. Motion carried 7-0. Katzmarek moved to accept SmithGroup JJR invoice # 111306 for \$1,676.83 and Baregi seconded. Motion carried 7-0.

**Slip Transfers** – None.

**Marina Manager's Report** – Shrider presented the Marine Travelift Inspection report results that were done on September 9, 2015; Twelve out of the seventeen items on the list are done and the other five are in the process of being completed. Shrider stated the inspector and the Marina Service Tech that drives and repairs the Travelift went over it together, the inspector stated it is in good condition despite its age. Shrider stated the recently purchased items from Marine Travelift were used to update the Travelift along with some items purchased last year in anticipation of fixing this year with the exception of number 4 on the Marine Travelift Inspection List which may be a large purchase item. Shrider asked to go directly to the Update on Gravel Work.

1. **Update on Gravel Work** – Shrider stated the Washburn Public Works crew did a good job on repairing the areas necessary and Leino mentioned it might be a good idea to add the gravel purchase into your budget as a yearly item.

Shrider stated she would like to add the gravel purchase in the amount of \$1,800.00 into the marina budget on a yearly basis with the already established budget of \$5,000.00 for Travelift parts. Shrider also listed potential Capital items needed for next year due to regulation changes on credit card Point of Sales (POS) such as: \$3,500.00 to \$5,000.00 for the necessary upgrade on three computer terminals and possibly an upgrade on Quickbooks, if needed, due to the POS upgrade. Shrider stated the marina crew have started the yearly updates on all equipment and the facility. Shrider stated the concrete items needing repair have been done by Mackey Construction.

2. **August Financial Statements** – Shrider stated the year-to-date versus budget has a 16.26% surplus and is over 11.7% this year compared to this time last year. Shrider stated the Ship Store sales were down which she believes is due to gasoline sales. Shrider believes it is because Madeline Island marina was able to purchase gasoline last year at rock bottom prices and have larger storage tanks than our marina which gave them the ability to sell it cheaper this year. Shrider stated with the help of the Ship Store manager and assistant, they will continue to look for different ways to advertise and increase sales.

**Update and Action on Marina Boat Ramp Project** – Kluver stated negotiations are still going on between SmithGroup JJR and Ashland Construction on the changes made to the plan; SmithGroup JJR has requested and received bids from dock suppliers and may recommend to the City to purchase them directly which could lead to a significant cost savings. Kluver stated SmithGroup JJR applied to the Boating Infrastructure Grant and received an additional \$77,000.00 and would like to apply to the Wisconsin Waterway/Recreational Boating Fund, re-phase the project and go back next year for the bathroom facility. Shrider stated she needs to know where to put boats for winter storage at haul out time so not to be in the way during construction; Nowakowski suggested to discuss the storage building project prior to calling SmithGroup JJR. Broberg asked Shrider if she mentioned to SmithGroup JJR the new problem with the boat launch due to a timber sticking out into the launch area at an approximate 45 degrees from the south pier of the boat launch, to use the north pier. Shrider stated she told Brose with SmithGroup JJR and she has put up a barricade with signs not to use the south pier of the boat launch. Broberg then moved onto the Storage Building Project. Discussion occurred concerning the two alternate plans proposed by SmithGroup JJR. A telephone call commenced with Stangland from SmithGroup JJR at 6:25 p.m. Discussion occurred concerning the negotiations. Stangland stated he will express the urgency to Ashland Construction to conclude the negotiations so a begin date will be determined and to review the area so Shrider will know where boats can be placed at haul out time. Kluver stated the City recently purchased the property that the proposed storage building is on in Alternate 2; a proposal will need to be presented to City Council by Harbor Commission to allow the building to be placed there if that site is chosen. Discussion occurred with Stangland concerning the two alternates for the storage building project. The Harbor Commissioners unanimously agreed to have SmithGroup JJR re-do Alternate 1 by pushing the proposed storage building back as far as it can go to the lift station and possibly angling the building slightly east to make it parallel to the walking trail for more area needed for the travelift to move. Stangland stated he would have Alternate 1 re-done and will keep in touch with the negotiation. Telephone call ended at 6:56 with Stangland.

**Update on "Fishing at the Marina" Issue** – Kluver stated this issue was discussed at last month's City Council meeting and the City Council agreed to have the city attorney contact a DNR representative to set up a meeting concerning this issue and to create a committee to work on it.

**Discussion and Action on Marina Inspection Report** – Broberg and Katzmarek walked through the marina on August 25, 2015 noting that some of the items on the Marina Inspection Report have been taken care of and some non-urgent are pending.

**Adjourn** – Baregi moved and Katzmarek seconded motion to adjourn. Motion carried 7-0 at 7:15 p.m.

Respectfully Submitted,  
Kay Bratley, Deputy Clerk/Treasurer