

**DECEMBER 16, 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, Mary Nowakowski, Stephen Schram, and Don Swedberg.

Commission Member Absent: Brad Lemire

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 October 21, 2015 Meeting** – Swedberg moved to approve the October 21, 2015 Meeting Minutes and Nowakowski seconded. Motion carried 6-0.

**Public Comment** – None.

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

1. **Payment of Invoices** – Baregi moved to accept SmithGroup JJR invoice #112048 for \$416.99, invoice #112053 for \$6,612.50 and to pay 25% of \$7350.00 for invoice #112913 which is \$1,837.50 and Nowakowski seconded. Motion carried 6-0.

**Slip Transfers** – None.

**Marina Manager's Report** – Shrider stated they have a heavy workload for this winter and are not accepting anymore requests.

1. **October and November Financial Statements** – Shrider requested to focus on the November financial as no questions were asked on the October financial report. Shrider stated the year-to-date budget has an 18.15% surplus and is over 7.46% over this year compared to this time last year. Shrider stated all departments are on target except the Ship Store which Shrider and Ship Store employees are analyzing past venues that worked and what marketing ideas can be changed.

**Update and Action on Marina Boat Ramp Project** – Kluver stated the concrete has been poured for the bathroom foundation and the colors have been chosen, which will match the marina office/service building. Kluver stated an attempt will be made to get additional dollars from the Waterways/Recreational Boating Fund because Harbor Commission has put more money into the Boat Ramp Project.

**Discussion and Action on Request to Replace Light Fixtures** – Shrider requested to complete the upgrade of light fixtures in the offices and Ship Store that had started with the service bay some time ago. The proposal from Energy Solutions is \$1,212.00 using LED bulbs with an anticipated annual energy savings of \$1,365.00. Swedberg moved to accept the proposal from Energy Solutions for \$1,212.00 and Baregi seconded. Motion carried 6-0.

**Discussion on Planning and Addressing Future Projects and Issues at the Marina** – Kluver stated a site has been picked for the development of the storage building but has not received a response from the developer. Discussion occurred. Broberg put into retrospect the order of the discussion as follows: Complete the boat ramp project; build the fish cleaning station; do the electrical on Pier 3 and possibly include decking for Pier 1 in 2017; the coal dock repair of the northeast wall is on hold; and to have the understanding the RV park on the master site plan may not be a reality as that area may be needed for marina operation expansion.

**Adjourn** – Baregi moved and Katzmarek seconded motion to adjourn. Motion carried 6-0 at 6:40 p.m.

Respectfully Submitted,  
Kay Bratley, Deputy Clerk/Treasurer