

## MARCH 15, 2017 HARBOR COMMISSION MEETING

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

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

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 January 18, 2017 Meeting** – Nowakowski moved to approve and place on file the January 18, 2017 Meeting Minutes and Swedberg seconded. Broberg, Baregi, and Schram abstained motion carried 4-0-3.

**Public Comment** – None.

**Treasurer's Report** – Katzmarek made a motion to approve and place on file the Harbor Passbook and Marine Operating Account reports and Lemire seconded. Motion carried 7-0

1. **Payment of Invoices** – Nowakowski moved to accept Washburn Area Chamber of Commerce membership for \$85.00 and Baregi seconded. Motion carried 7-0. Swedberg moved to accept Complete Computer Solutions, Inc. invoice for \$2,279.99 and Baregi seconded. Motion carried 7-0.

**Slip Transfers** – Lemire moved to approve Slip #079 transfer from Nesseth to Larson and Katzmarek seconded. Motion carried 7-0. Nowakowski moved to approve Slip # 076 transfer from Bailey to Gangle/Guest Baregi seconded. Motion carried 7-0. Broberg confirmed the completion of Slip #121 transfer from Weese to Giddings.

**Marina Manager's Report** –

1. **January and February Financial Statement** – Shrider stated phone calls have been coming in about opening; service department is very busy; all summer staff has been hired except for the Ship Store, which she will be reviewing applicants on Friday this week. Shrider asked to review the February Financial stating we have a 34.22% budget surplus year to date and 2.81% above budget compared to this time last year. Shrider stated the Ship Store is coming along and all departments are on track at this time.

**Discussion and Action on 2017/2018 Marina Budget** – Shrider stated she is using the same format as previous years and explained how she compiles the numbers into the budget. Shrider noted the numbers compiled as of February 2017 where 22% above what was projected 5 years ago for the 2017-2018 budget and 16% higher than previous year budget outcome. Shrider stated she does not look forward to jumping the budget numbers that much and to expect every year going forward to continue to grow that much each year, after 10 years in business you eventually reach a plateau in growth. Shrider explained you only have so many slips to rent out, large boats only get hauled out into storage for inspection every 5 years, so not much else can be done. Shrider stated key note changes in this budget are: no health insurance in the budget for the Ship's Store; additional expense in Education & Training for an OSHA consultant, and an increase in labor expense for additional needs in cleaning and marina maintenance. Shrider stated the focus will be on the Ship Store with additional radio advertising. Baregi made a motion to approve the 2017-2018 Marina Budget and Schram seconded. Motion carried 7-0.

**Discussion and Action on Draft Coal Dock Lease with Nelson Construction** – Broberg stated he understood Nelson Construction has a potential use of the coal dock for 4 projects. Nowakowski stated the hours of operation and days of the week should be clarified and Baregi believes the term "city" in Section 2.8 Dock Access needs clarification. Unanimous agreement on working hours to be 6:00 a.m. to 6:00 p.m., Monday through Friday with a start date of June 1, 2017 and end date of May 31, 2018; no work allowed on July 3<sup>rd</sup> and 4<sup>th</sup> and July 28<sup>th</sup> – 30<sup>th</sup> this year. Broberg recommended the money received from this project be used to help repair the coal dock. Broberg stated the option to extend is considered a mutual agreement which would come into play if Nelson needs to extend the year time frame of this agreement. Broberg stated before the final addendum is completed, discussion needs to occur with Nelson to specify the area he will need on the coal dock. Baregi made a motion to approve the Draft Coal Dock Lease with Nelson Construction and Katzmarek seconded. Motion carried 7-0.

**Discussion and Action on Fish Cleaning Shelter** – Baregi stated he did inquiry with a contractor for an estimate on the fish cleaning shelter who told him it would cost around \$10,000.00 but has not received an official estimate, all contractors appear to be too busy to do a small project such as this. Broberg asked Baregi to include a ceiling to enclose the trusses in the estimate.

**Update on Fuel Dock, Coal Dock, and Boat Ramp Outstanding Matters** – Kluver stated a letter has been sent to Nelson Construction stating there is a problem with the fuel dock pier and they need to fix it without charge. Kluver stated he will be handling the issue with the door hinges with Huffcuff and JJR will look into boat wash station issue and the restoration of the bio-swale. Shrider stated outstanding items that have not been taken care of are: the alarm for the lift station has not been moved; the timer for the fish cleaning station has not been fixed; the transformer protection posts were put in without being painted first and cement has not been poured into them or capped; the damaged pedestal on the new pier was never followed up with; painting on the black top at the boat wash down station was never done. Shrider stated the heaters in the new bathroom are at ceiling height with a ceiling fan and need to be moved to the floor, which is why the bathroom floor has not been painted because of the inability to heat the floor; the conduit run out to the boat storage area for the extra 110V outlet has been crushed and are unable to run wire through it. Shrider stated some of these items are not worth going back to the contractor about. Kluver stated the other items have been discussed with Ashland Construction and they should be getting back to us concerning those issues. Shrider stated she will be working on the signage for the boat ramp parking area. Kluver stated the asphalt for the boat ramp parking area will be ordered in conjunction with city street projects and will ask the vendor if the boat ramp parking area can be done in June. Kluver stated we have the potential to apply for eligibility for an emergency Harbor Assistance Program grant that has \$500K remaining. Nowakowski presented information concerning TIGER Discretionary Grant which appears we would meet the criteria, but they are a highly competitive grant program. Discussion occurred. Kluver will discuss with JJR the possibility of writing a Statement of Intentions for the Emergency Harbor Assistance Program to stabilize the south corner of the coal dock and to put together the rest of the plan to fix the remainder of the coal dock east wall. Nowakowski will continue to gather information concerning the TIGER grant process. Unanimous agreement to have a special meeting on March 28, 2017 at 5:30 p.m. to review the three-year for the potential of applying for the Harbor Assistance Grant to fix the coal dock.

**Adjourn** – Baregi moved and Schram seconded motion to adjourn. Motion carried 7-0 at 7:30 p.m.

Respectfully Submitted,  
Kay Bratley, Deputy Clerk/Treasurer