

MARCH 18, 2020 HARBOR COMMISSION MEETING

5:30 P.M. WASHBURN CITY HALL – 119 N WASHINGTON AVENUE

Commission Members Present: President Carl Broberg and John Baregi were present via telephone, Rick Gruebele, Candace Kolenda, Rodger Reiswig, and Nick Suminski.

Commission Members Absent: Maryann Edholm

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

Call to Order – Reiswig nominated, and Kolenda seconded to nominate Suminski to preside over the meeting. Motion carried 6-0. Suminski called the meeting to order at 5:35 p.m.

Approval of Minutes of the February 19 and March 5, 2020 Meetings – Kolenda moved, and Gruebele seconded, to approve and place on file the February 19 and March 5, 2020 Meeting Minutes. Motion carried 6-0.

Public Comment – None

Treasurer's Report – Kolenda moved, and Gruebele seconded, to accept and place on file the Harbor Passbook and Marina Operating reports. Motion carried 6-0.

1. **Payment of Invoices** – Reiswig moved, and Kolenda seconded, to approve Hardwood Engineering Consultants invoice #1220994 for the electrical design for repair of Pier 1 in the amount of \$3,500. Motion carried 6-0.

Slip Transfers – Suminski confirmed Slip #66 transfer was complete from Holmes to Pearson.

Marina Manager's Report –

1. **February Financial Reports** – Shrider stated the service techs have been busy until now, usually in March and April the telephone starts ringing off the wall for work, which has hardly occurred because of the state of the nation shutting down due to the epidemic; we do not know what to expect but we continue to work and have closed the doors to the public at this time until told otherwise. Shrider stated February did very well with a 10.94% budget surplus and we were 2.16% over where we were last year considering we were down one service tech. Shrider stated a new service tech has been hired and scheduled to begin March 30th however that is in limbo however he still intends to come. Shrider believes we will finish out this year fine but believes it will be tight. Baregi moved, and Reiswig seconded to approve and to place on file the February Financial Reports. Motion carried 6-0.

Discussion & Action on 2020/2021 Marina Budget - Broberg stated we may want to postpone accepting the 2020/2021 Marina Budget until a later date not knowing if we will be open or not with the situation at hand. Kluver stated the budget assumes normal activity and must be accepted by March 21, 2020. Baregi moved, Broberg seconded to accept the 2020/2021 Marina Budget with the right to re-examine/amend the Marina budget pending the outcome of the pandemic, if necessary, in the May 2020 Harbor Commission meeting. Shrider stated it reflects last years budget and where we will end up this year; we have reached a plateau and was conservative with the numbers. Shrider stated she increased rental rates by 3% and has approximately 6 slips available for rent this season; the service department numbers have been held back a little since the loss of one service tech, not knowing what to expect with the pandemic; we are going to sharpen up the margins where we know we can make a little more money and have the Ship Store department cut back to the bone; in the general expenses budget there is a service charges line item which reflects the amount we pay out for taking credit card payments, which Shrider will look into to eliminate by passing it onto the customer; will do a little more advertising

and do a better job on social media; and if the pandemic goes later into the season, Shrideer may cut out some of the radio advertising. Motion carried.

Discussion & Action on Pier 1 Electrical Upgrade Proposal(s) - Kluver stated a plan was put together for the electrical upgrade on Pier 1 which was less than anticipated so we decided not to bid the proposal but solicit various entities and only received a proposal back from Anderson Electric, LLC; it came in a little more than we anticipated but needs to be done before the boats go into the water. Kolenda moved, and Reiswig seconded to accept the proposal from Anderson Electric LLC. Motion carried 6-0.

Discussion & Action on Float Replacement Plan for 2020 – Reiswig moved, and Broberg seconded to use the six existing floats at the marina for replacement as necessary. Motion carried 6-0.

Discussion & Action on Pier 3 Piling Replacement Plan – Broberg moved, and Reiswig seconded to have Broberg and Kluver proceed getting a quote from Fast Lane for two spuds and from Pearl Beach for the installation of the spuds for Pier 3 and have a special meeting to approve quotes, if necessary, or present at the April 2020 meeting. Motion carried 6-0.

Discussion & Action on Construction on Pavilions/Shelter (Tabled from Fall of 2019) – Baregi moved, and Gruebele seconded to table the discussion and action on the construction of the pavilions/shelter until April 2020. Motion carried 6-0.

Discussion on Planning for Pending Capital Improvements/Updating Marina Improvement Plan – Broberg moved, and Baregi seconded to table discussion on the Planning for Pending Capital Improvements/Updating Marina Improvement Plan. Motion carried 6-0.

Adjourn – Reiswig moved, and Broberg seconded to adjourn. Motion carried unanimously at 6:41 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer