

MARCH 21, 2018 HARBOR COMMISSION MEETING

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

Commission Members Present: Vice President John Baregi, Mary McGrath, Rodger Reiswig, Stephen Schram, and Don Swedberg.

Commission Member Absent: President Carl Broberg, Bradley Lemire.

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

Call to Order – Vice President John Baregi called the meeting to order at 5:30 p.m.

Approval of Minutes of the February 14, 2018 Meeting – Swedberg moved to approve and place on file the February 14, 2018 Meeting Minutes and Schram seconded. Motion carried 5-0.

Public Comment – None.

Treasurer's Report – Schram made a motion to approve and place on file the Marina Operating Account and the Harbor Passbook reports and Swedberg seconded. Motion carried 5-0

1. **Payment of Invoices** –Schram moved to approve MSA Professional Services invoice #1 for \$6,230.86 and Swedberg seconded 5-0. Kluver stated this will finalize the project and a claim will be filed to reimburse \$4,512.72 from the PECFA program. Swedberg moved to approve International Dock Products, Inc. sales order ID#18-0080239 for \$9,959.40 and Schram seconded. Motion carried 5-0. Swedberg moved to approve Washburn Area Chamber of Commerce membership fee of \$85.00 and Schram seconded. Motion carried 5-0.

Slip Transfers – Baregi stated slip transfer of Slip #101 from Lupa-Fleig to Patterson has been completed.

Marina Manager's Report – Shrider stated spring work requests come in at this time however they are not and the service department work has slowed down; she has had requests for boat launching however the ice is still in the marina.

1. **January and February Financial Reports** – Shrider stated our February Financial report shows that our budget surplus is below by 3.1% year to date and we are under 15.85% compared to this time last year; believes it has to do with the 5 year commercial boat inspections done last year and the service department staffing changes last summer. Reiswig moved to approve and place on file the January and February Financial Reports and Schram seconded. Motion carried 5-0.
2. **Update on Marina Basin Tree Trimming/Removal** – Shrider stated she discussed with Quality Tree Service what trees should be removed and what should be trimmed, which was done and they will be back to remove stumps and clean up when the snow is gone. Shrider stated they will ask the owner of Harbor View Event Center to allow them to chip out a bunch of trees to put ground cover down in an area that was cleared to create a park like area and to prevent thicket brush to grow up. Shrider stated this project is being paid by the owner of the Harbor View Event Center and hotel.

Discussion and Action on Surrender of Slip 109 – Bob Mick, Petitioner – Shrider stated Mick has agreed to give up ownership of slip 109 which will put it into the marina rental pool and the only slip available for rent at this time. Reiswig moved to accept Slip 109 and Schram seconded. Motion carried 5-0.

Discussion and Action on Proposed Signage for Marina - Shrider wanted to wait until the boat launch project was completed before ordering the signs. The sign drafts were reviewed and critiqued by commissioners. Schram moved to accept the signage with changes as discussed for \$1,521.50 and McGrath seconded. Motion carried 5-0. Shrider will check on the “No Power Loading” sign at the boat launch.

Update on Boat Ramp Project Electrical Matter Dispute – Kluver stated Ashland Construction/Brown Plumbing/5-Star Electric are to fix the whole electrical issue in one day, which was agreed upon in a February 22nd email from Wright at SmithGroup JJR; they are to contact us to set up a date in which they will do the work, but have not heard from them yet.

Update on Coal Dock Project – Kluver stated the DOT needed photos of the coal dock for publicity exposure and they stated they are working on the grant contract.

Adjourn – Schram moved and Reiswig seconded motion to adjourn. Motion carried 5-0 at 6:38 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer