

## **APRIL 18, 2018 HARBOR COMMISSION MEETING**

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

Commission Members Present: President Carl Broberg, Bradley Lemire, Mary McGrath, Stephen Schram, and Don Swedberg.

Commission Member Absent: John Baregi and Rodger Reiswig.

Municipal Personnel Present: Scott Kluver, City Administrator/Clerk, 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 March 21, 2018 Meeting** – Schram moved to approve and place on file the March 21, 2018 Meeting Minutes and Swedberg seconded. Broberg and Lemire abstained. Motion carried 3-0-2.

**Public Comment** – None.

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

1. **Payment of Invoices** – None.

**Slip Transfers** – Swedberg made a motion to accept the transfer of Slip #73 from Hultgren to Moen and Schram seconded. Motion carried 5-0.

**Marina Manager's Report** – Shrider stated she has no idea when boat launching will occur as the ice is still in; less than 1/3 of boat launch forms have been received to date.

1. **March Financial Reports** – Shrider stated the Ship Store is slow with no activity around the marina due the ice still in the bay; because of the recent snow fall the outside work can't be done yet; the service department had an approximate \$5,000.00 deficit for the first time and believes it was due to no big money making jobs this winter; projecting forward, believe it will pick when the season begins. Shrider stated the fiscal yearend audit will be done in a couple of weeks and should be available for the next Harbor Commission meeting; the new auditors for this year is Ehlers & Pierce. Schram moved to approve and place on file the March Financial Reports and Lemire seconded. Motion carried 5-0.

**Discussion and Action on Contract with Smithgroup JJR Design and Engineering Services for the Coal Dock Sheetpile Project** – Kluver stated there was an error found on the contract when compared to the one from last year, Task 4 was missing however the contract dollar amount did not change; the State needs to approve the contract after we have accepted the contract terms. Kluver stated construction would start this fall pending Harbor Commission and state approval; any long term leases of the coal dock would have to be approved by the Department of Transportation due to the grant monies received to repair the coal dock. Swedberg made a motion to approve the Contract with Smithgroup JJR Design and Engineering Services for the Coal Dock Sheetpile Project and Schram seconded. Motion carried 5-0.

**Discussion and Action on Purchase of Parts Washer** – Schram moved to approve the purchase of the SmartWasher for \$1,599.00 and Lemire seconded. Motion carried 5-0.

**Update on Boat Ramp Project Electrical Matter Fix** – Kluver stated pursuing two fronts, 1) 5 Star Electric stated they are working on it and it takes time to get these things done, noting that Ashland Construction who subcontracted 5 Star Electric, has been sold and 2) we began the process to collect the performance bond. Kluver stated 5 Star Electric informed him the equipment has been ordered but have not received it; if 5 Star Electric does fix the job, we will demand to have the state inspector inspect their work.

**Adjourn** – Lemire moved and Schram seconded motion to adjourn. Motion carried 5-0 at 6:02 p.m.

Respectfully Submitted,  
Kay Bratley, Deputy Clerk/Treasurer