

APRIL 19, 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, and Stephen Schram.

Commission Member Absent: 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 March 28, 2017 Meeting – Baregi moved to approve and place on file the March 28, 2017 Meeting Minutes and Schram seconded. Motion carried 6-0.

Public Comment – None.

Treasurer's Report – Baregi made a motion to approve and place on file the Harbor Passbook and Marine Operating Account reports and Schram seconded. Motion carried 6-0

1. **Payment of Invoices** – Nowakowski moved to accept Marine Travelift invoice #115125 for \$1,321.36 and Katzmarek seconded. Motion carried 6-0.

Slip Transfers – Broberg confirmed the completion of Slip #079 transfer from Nesseth to Larson, Slip #041 transfer from Smoot to Schumacher, and Slip #076 transfer from Bailey to Gangle/Guest.

Marina Manager's Report – Shrider stated the launch season has started earlier than usual; service techs are behind due to an overrun of budgeted hours for a job and the owner of another job kept adding more work than what was originally planned for; at the end of Pier 1 some finger piers need fixing due to winter ice; the curve on the end of Pier 1 does not look like it has gotten any worse; an anchor post popped out of place on the new pier at the boat ramp, overall the piers wintered well and the water to the docks has not been turned on due to the cold weather still hanging over our area.

1. **March Financial Statement** – Shrider stated this month's report is the preliminary yearend financial with a 29.45% budget surplus year to date and 6.81% below actual compared to this time last year; overall we did meet the budget this year however we have reached a plateau since we only have so many slips to rent out, so much area for boat storage and can do so much service work. Shrider stated the majority of the \$17,842.23 under budget this month is due to a job that was under bid and a write off amount of \$6,000 in uncollected slip fees which resulted in ownership of the boats that will be sold to recoup the loss. Shrider stated the auditors have the fiscal yearend books at this time. Lemire made a motion to approve and place on file the March Financial Statement and Schram seconded. Motion carried 6-0.

Broberg asked to move the Discussion and Action on Capital Improvements Plan for 2017 to the end of tonight's meeting and was unanimously agreed upon.

Discussion and Action on Wi-Fi Improvements – Shrider stated a long time boater of the marina depends on the marina Wi-Fi for a business purpose and due to the number of boaters owning Smart phones, tablets, laptops, etcetera, our Wi-Fi has become inadequate and Wi-Fi over water is another issue. Baregi made a motion to open the floor and Nowakowski seconded. Motion carried 6-0. Jose Fleig, a marina slip owner and speaking in a boater's capacity. Fleig stated she works for Norvado and receives phone calls from people who are looking to purchase homes in remote areas that are concerned about internet availability, realizing how important it is to them. Fleig finds that more people (boaters) are taking time off and enjoying their boating investment because of internet capabilities. Discussion occurred. Baregi made a motion to table the Discussion and Action on Wi-Fi Improvements until more information is available along with cost is looked into and Nowakowski seconded. Motion carried 6-0. Nowakowski moved to close the floor and Baregi seconded. Motion carried 6-0.

Discussion and Action on Replacement of Light Fixtures – Shrider stated she had Foss Electric inspect the light fixture at the boat ramp and fuel dock due to deterioration. Foss Electric recommended replacing each with a 2 headed LED fixture, at an estimated cost of \$2,400.00 for both and a 5 year warranty. Baregi made a motion to approve \$2,400.00 for the purchase of the two LED light fixtures plus installation and Schram seconded. Motion carried 6-0.

Discussion and Action on Float Purchases – Baregi made a motion to approve the purchase of 8 floats for \$1,212.80 and Katzmarek seconded. Motion carried 6-0.

Shrider asked to review the Capital Improvements Plan for 2017 at this time which was unanimously agreed upon.

Discussion and Action on Capital Improvements Plan for 2017 – Shrider stated she will get a firm price for re-sealing the new bathroom floor for next month's meeting. Nowakowski asked if a sign for West End Park boat ramp would be a good idea to be made and posted stating the availability of a fish cleaning station, boat wash area and upgraded boat ramp to encourage boater to use the marina. Shrider stated she will accumulate a list of needed signage for the marina and get a quote from the previous firm used for the highway marina sign.

Discussion and Action on Final Draft Coal Dock Lease with Nelson Construction – Broberg stated Nelson Construction will be moving over 1,000 ton of rock over the course of this lease. Baregi moved to approve the Final Draft Coal Dock Lease with Nelson Construction and Schram seconded. Motion carried 6-0.

Discussion and Action on Submitting Application to Harbor Assistance Program for Coal Dock Improvements – Kluver feels going through the regular cycle for the Harbor Assistance Program application instead of the emergency application would be more beneficial. Discussion occurred. Baregi made a motion to go with the regular application for the Harbor Assistance Program and Schram seconded. Motion carried 6-0.

Update on Boat Ramp Matters and Action on Fish Cleaning Pavilion - Kluver stated the fish cleaning pavilion estimate is not available at this time due to additional information needed by the contractor for the quote and will be available at next month's meeting. Shrider stated the new hinges for the bathroom door did not change how the door closes and believes the shims need to be changed. Baregi suggested that the building may be settling and that should be looked into. Kluver stated he will continue to follow up with the problem list. Shrider asked if the marina grounds keeper could take care of the retention pond if the Harbor Commission would pay for the plants needed and it was unanimously agreed upon. Kluver stated the asphalt improvement quote will be available for next month's meeting.

Update on Fuel Dock Matters – Kluver and Broberg met with Nelson Construction and discussed mud jacking to fix the fuel dock issues. Nelson Construction will gather the necessary information and a quote to submit to JJR for approval, when approval is received from JJR, they will proceed with the repair.

Adjourn – Baregi moved and Schram seconded motion to adjourn. Motion carried 6-0 at 7:28 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer