

## APRIL 20, 2016 HARBOR COMMISSION MEETING

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

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

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

Commission Member Absent: Stephen Schram

**Call to Order** – President Carl Broberg called the meeting to order at 5:30 p.m.

**Approval of Minutes of the March 16 and April 6, 2016 Meetings** – Baregi moved to approve the March 16, 2016 Meeting Minutes and Katzmarek seconded. Broberg abstained. Motion carried 5-0-1. Nowakowski moved to approve the April 6, 2016 Meeting Minutes and Baregi seconded. Motion carried 6-0.

**Public Comment** – None.

**Treasurer's Report** – Baregi moved to approve the Harbor Passbook and Marina Operating Account and Lemire seconded. Motion carried 6-0.

1. **Payment of Invoices** – Baregi moved to approve Pier Genius invoice dated 1/19/2016 for \$84,360.84 and Nowakowski seconded. Motion carried 6-0. Katzmarek moved to approve SmithGroup JJR invoice #0115214 for \$3,306.25 and Nowakowski seconded. Motion carried 6-0. Broberg noted the invoice for Quick Books/POS software update was \$1,266.14, which is less than the anticipated amount but does not include installation fee.

**Slip Transfers** – Baregi made a motion to accept the transfer of Slip #107 from Karow to Patterson and Katzmarek seconded. Motion carried 6-0.

**Marina Manager's Report** – Shrider stated the Pier 1 problem is not a structural issue, it is just kinked and Nelson Construction believes it may not be able to be pulled back in place but may need to be replaced. Shrider stated the Harbor Commission/Boater's Picnic is on June 4<sup>th</sup> this year coinciding with the Boat Club's Safety Program. Shrider stated she is looking into two companies that offer OSHA compliant training which will cost \$3,500.00 to \$4,000.00 per year. Shrider stated she would use the contingency budget to cover the initial cost this year and would then work it into the Education & Training budget. Shrider stated dredging in the lift well is needed and will have information from Nelson Construction for next month's meeting. Shrider stated the 2015-2016 Financials have been sent to the auditor for review and hopefully will be ready for approval at next month's meeting.

1. **March Financial Statement** – Shrider stated we have a 48.8% budget surplus year to date and are 28.12% above budget this time last year. Shrider stated the service department is doing very well; the Ship Store is in a budget deficit of 19.54% and hoping with the use of email and radio ads weekly will improve sales. Shrider states she is currently training in a part-time summer helper for the Ship Store.

**Discussion and Action on Repair of Bumpers on Wall** – Shrider stated many of the vertical bulkhead fenders on the SE bulkhead pulled away from the wall below the water line over winter. Shrider discussed the problem with Nelson Construction and could not come up with a permanent solution.

Broberg stated the bolts holding the fenders appear to need tightening and Shrider stated she would look into fixing them.

**Discussion and Action on Repairs and Grading on the Grounds** – Shrider stated gravel is needed along the concrete walkway on the SE bulkhead and many potholes in the back parking lot need to be graded and/or filled before launch starts. Shrider asked Kluver if the public works department could address some of the potholes as soon as possible. Nowakowski made a motion to approve the expenditure up to 10 yards of red gravel and Baregi seconded. Motion carried 6-0.

**Update on Marina Boat Ramp Project** – Kluver stated work will begin next week installing the sewer main and staking out the parking lot; work will begin May 9<sup>th</sup> on the upland and parking lot area; JJR will work out elevations of the dock system and the assembly; the change order is being processed for the electrical panel and the fishing cleaning station will then be ordered. Baregi stated he will check the depths at the West End boat launch and inform Shrider so she can inform boaters that will be looking to launch larger boats when the marina boat ramp is closed.

**Discussion and Action on Proposed Coal Dock Lease with Roen Salvage Company** - Kluver stated a draft lease agreement has been sent to Roen Salvage Company for review but has not heard back from them at this time. Baregi made a motion to approve the Coal Dock Lease with the addition of the use of First Avenue East only to access the coal dock and Swedberg seconded. Motion carried 6-0.

**Adjourn** – Baregi moved and Nowakowski seconded motion to adjourn. Motion carried 6-0 at 6:35 p.m.

Respectfully Submitted,  
Kay Bratley, Deputy Clerk/Treasurer