

MAY 16, 2018 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, V.P. John Baregi, Mary McGrath, Rodger Reiswig, Nicholas Suminski, and Don Swedberg.

Commission Member Absent: Bradley Lemire.

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 April 16, 2018 Meeting – Swedberg moved to approve and place on file the April 16, 2018 Meeting Minutes and McGrath seconded. Baregi and Suminski abstained. Motion carried 4-0-2.

Public Comment – None.

Oaths of Office and Election of Officers – Kluver stated the Oaths of Office have been taken by Baregi, who was appointed for a three year term and Suminski, our newest member was appointed by the Mayor at the last City Council meeting on Monday for a three year term as well; President and Vice President are currently up for election. Broberg opened the floor for nominations for President of the Harbor Commission. Swedberg nominated Broberg for President and Baregi seconded. Swedberg moved to cast a unanimous ballot for Broberg for President and Baregi seconded. Motion carried 6-0. Broberg opened the floor for nominations for Vice President. Swedberg nominated Baregi for Vice President and Reiswig seconded. Swedberg moved to cast a unanimous ballot for Baregi for Vice President and Reiswig seconded. Motion carried 6-0.

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

1. **Payment of Invoices** – Swedberg moved to approve Lake Effect Builders, LLC invoice #2695 for \$11,940.00 and Baregi seconded. Motion carried 6-0.

Slip Transfers – Broberg stated slips #109 from Mick to Washburn Harbor Commission and slip #73 from Hultgren to Moen have been completed.

Marina Manager's Report – Shrider stated they are finally launching boats, the ice is gone and all is well.

1. **April Financial Reports** – Shrider stated April is the first month of the new fiscal year; considering we had almost no business in April, aside from service work orders that were completed and having ice still in the bay, the staff worked on equipment repairs. Shrider stated that resulted in a small surplus on budget of 2.45%.
2. **Review of 2017-18 Fiscal Year, Allocation of Profit Sharing** – Shrider hired a new auditing firm, Ehlers & Pierce, CPAs, Inc. who have worked with Roe & Meyers in the past, so the draft document you have received will look significantly the same as in the past. Shrider stated after Ehlers & Pierce, CPAs, Inc. have reviewed all of our accounting practices for the fiscal year ending March 31, 2018 has resulted in a net income of \$201,817.00. Baregi moved to accept the Draft report of Marina Management, Inc. for the Year Ended March 31, 2018 and McGrath seconded. Motion carried 6-0. Broberg stated the division of revenue between Marina Management, Inc. and Harbor Commission according to contract will result in Marina Management, Inc. receiving \$90,673.62 and Harbor Commission will receive \$111,143.18. Shrider stated a huge portion of the profit received is shared with the marina staff. Baregi moved to approve the division of revenue as follows, Marina Management, Inc. to receive \$90,673.62 and Harbor Commission to receive \$111,143.18 and Swedberg seconded. Motion carried 6-0.
3. **Report of Ice Damage** – Shrider stated the marina was very lucky this winter compared to other local marinas with ice damage, the majority of the damage was easy to repair. Shrider stated on the SW side of the short pier a hinge pin was ripped away from the boat ramp, contacted Pier Genius concerning the issue and they offered to make the necessary section for the pin at no cost, which can then be fixed by marina staff. Shrider stated the damage to Pier 3 was between the first and second section of the floating system which has been repaired in the past and can be shored up for now without being a safety issue, then have it repaired properly when Lake Effect Builders begins work on Pier 3. Shrider believes she has resolved the water issue that occurred with Pier 1 and 3 however it may be a problem going into the future. Shrider stated the main water line going into the marina is huge and the gate valves are not sealing properly which caused water to infiltrate when they blew out the lines last fall to shut down the docks it caused a line before Pier 3 to blow out, which was fixed; Pier 1 sustained damage as well, it was the last line to blow out last fall and because it froze up early last year, the infiltration came through; all the water issues have been fixed and the marina has water at this point in time. Shrider stated the fuel dock has sunk approximately 1/2" inch which was predicted and may result in mud jacking again this fall, however will monitor the progress. Shrider stated a big problem is on the SW storm drain culvert on the lift pad; believes the ice has jacked it up approximately 2" this year which is more than in the past years and water can't drain; believes the whole culvert is coming up. Shrider will call Maki Construction that did the work on the lift pad for suggestions on how to fix it. Shrider stated the need to find a diver who knows how to deal with electrical current to check out the cable that is draped over the huge boulder in the entrance of the marina that sailboats have hit and will talk to Pearl Beach Construction to see if they can pick it up to move or remove it.

Discussion and Action on Renewal of Agreement with Nelson Construction Company of LaPointe, Inc. for Commercial "Coal" Dock Space – Broberg stated that Nelson Construction Company of LaPointe, Inc. wants to renew his agreement. Broberg stated after reviewing last year's agreement there was a need to make two minor changes in order to meet the requirements of the Harbor Assistance Grant, one is to avoid the word "lease" and second, Nelson wants section C and Pearl Beach wants sections A and B, language was added so Nelson's operation would not prohibit ingress and egress on A and B sections and fishermen would be able to get to the end of the coal dock to fish. Baregi moved to approve the one year Renewal Agreement for the use of section C with Nelson Construction Company of LaPointe, Inc. and Swedberg seconded. Motion carried 6-0.

Discussion and Action on Agreement with Pearl Beach Construction Company for Commercial "Coal" Dock Space – Broberg stated the agreement is essentially the same as Nelson Construction with the exception of sections used would be A and B plus access to the end of the coal dock. Broberg stated Pearl Beach Construction, Inc. has agreed to put up snow fencing or barricades, if necessary, which would allow ingress and egress along the east wall and south wall leaving room for fishermen to drive their vehicles out to the end

of the coal dock to fish. Broberg stated any long term tie-up of the tug boats and barge would have to be addressed separately upon review of the Harbor Assistance grant provisions. Swedberg moved to approve the Agreement with Pearl Beach Construction Company for one year and Baregi seconded. Motion carried 6-0.

Discussion and Action on Request to Purchase Gravel – Shrider stated approximately 100 yards of gravel is needed for the pot holes and the aprons of the three storage buildings. Baregi made a motion to approve the purchase of 100 yards of gravel not to exceed \$3,500.00 and Suminski seconded. Motion carried 6-0.

Discussion and Action on Sleeving of Pier 4 Water Line – Broberg suggested to use foam pipe cover to sleeve the PEX water line from UV exposure. Shrider state she has not investigated the situation yet but will look into what may be used to cover the water line and get back to the commission. Baregi stated there may be a possibility of muskrats chewing on the foam pipe cover.

Discussion and Action on Utilization of Gangway Section for Trail Bridge – Broberg stated since we have not been able to find a buyer for the gangway that was purchased for the boat ramp project and did not work properly, could we authorize the city to use it to replace the bridge on the hiking trail to the marina. Baregi moved to give the gangway section to the City to be used to replace the trail bridge and Swedberg seconded. Motion carried 6-0.

Update on Boat Ramp Project Electrical Fix – Broberg stated the work has been completed with the exception of a panel. Shrider stated the electricians have been there off and on all day, told her the spacer panels are wrong and are waiting for new ones to arrive; she asked for the exact date when they would be done, they could not give her one. Kluver stated measurements were needed for the panel pieces and would take up to two weeks to arrive; there will be no further power interruptions at this point. Kluver stated Rob Wright from JJR will be in town tomorrow to look over the electrical project and will also inspect the frost issues with the culvert; the electrical sub-consultant will be here Friday to inspect the electrical work as well, which leaves the question, does the commission want to have other inspections done on the electrical project when completed. Broberg stated we have two options, 1) call in the state inspector, or 2) have Anderson Electric, who discovered the deficiency in the first place, inspect it as he will be working on the panel this fall during the Pier 3 project. Unanimous agreement to have Anderson Electric do the follow-up visit on the electrical fix.

Update on Coal Dock Sheetpile Project – Kluver stated all contract with the State have been approved, the engineering contract was also approved by State so we can officially begin this project in May; he will meet with the engineer of the project tomorrow; the project should be underway in September or October and must be completed by spring 2019.

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

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer