

MAY 17, 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, and Donald Swedberg.

Commission Member Absent: Mary Nowakowski and Stephen Schram.

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 5:33 p.m.

Approval of Minutes of the April 19, 2017 Meeting – Baregi moved to approve and place on file the April 19, 2017 Meeting Minutes with the correction in March Financial Statement, second sentence replacing the word *budget* in the statement *below budget* compared with *actual* and Lemire seconded. Motion carried 5-0.

Public Comment – None.

Oaths of Office and Election of Officers – Broberg and Lemire signed the Oath of Office for another 3 year term. Baregi made a motion to nominated Carl Broberg for President and Martin Katzmarek for Vice President, no other nominations were made and Lemire seconded. Motion carried 5-0.

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

1. **Payment of Invoices** – None.

Slip Transfers – None.

Marina Manager's Report –

1. **April Financial Statement** – Shrider stated the service department continues to be busy, the Ship Store is ahead of budget and the other departments are on budget this month.
2. **Review of 2016-17 Fiscal Year, Allocation of Profit Sharing** – Shrider stated the net operating income for the 2016-17 Fiscal Year was \$244,125.00; a suggestion was made by Roe Meyer, SC to transfer the uncollected slip/storage fee amount which resulted in ownership of 2 boats into a line called “Seized Assets”. Shrider stated she will work with a boat auction to recoup those loses. Shrider stated the Review of 2016-17 Fiscal Year came through clean resulting in \$119,168.00 going to Marina Management, Inc. and \$124,957.00 going to Harbor Commission. Katzmarek made a motion to accept the Allocation of Profit to be \$124,957.00 to the Harbor Commission and \$119,168.00 to Marina Management Inc. and Baregi seconded. Motion carried 5-0.
3. **Discussion of Future Capital Improvement Needs** – Shrider stated the bend in Pier 1 is worse this year than last year and will contact the maker of the dock for suggestions as to how to fix the issue; the launch pad needs repairs as the drain has popped back up this spring and appears it will be a regular annual maintenance issue; the fan for the shower room has been ordered and is designed to be removable for winter months; a list of signage that is needed in the marina is in process of being compiled and would like all to be made in the same style. Shrider stated the area where the boat cradles are stored is becoming an issue as it appears to be turning into a swamp-like area and will need to be dealt with.

Discussion and Action on Shower Room, New Bathroom, and Wi-Fi Improvements – Shrider stated the old bathroom will remain open until the new bathroom floor is taken care of; Sherwin Williams reviewed the bathroom floor area and said it would have to be done by hand. Shrider suggested to hire someone who knows what they are doing to have it done properly plus it would have to be done when the weather warms up and marina staff is very busy now. Shrider will contact Sherwin Williams to see if they know someone who could do the job. Shrider stated she received a quote from Norvado but the gentleman could not answer her technical questions and has not received a phone call back from a Norvado tech; Shrider believes Norvado's set up would not be any better than what is there now. Broberg stated he has talked with tech people who deal with Wi-Fi in marinas and referred back to the quote Shrider received from Corporate Armor that deals with Wi-Fi in marinas. Shrider stated Corporate Armor stated a ball park figure for a 100'-150' marina would be about \$7,500.00; the Ruckus access point is designed to work in a large outside environment with

multiple users; this Wi-Fi system would be considered a capital improvement purchase as it costs \$1,136.18 and maybe a longer term solution because it is more powerful and has the Omni directional. Broberg made a motion to purchase the Ruckus access point with a 3 year license and Baregi seconded. Motion carried 5-0.

Discussion and Action on Acceptance of Bid and Approval of Contract for Parking Lot Asphalt Improvements – Kluver stated 2 bids were received for the asphalt improvements from Northwoods Paving and Angelo Lupino, Inc.; Angelo Lupino, Inc. being the lowest bidder with base bid and alternates 1 and 2 for the marina at \$88,713.52, to begin in June. Swedberg moved to accept Angelo Lupino, Inc. bid of \$88,713.52 for the base bid and alternates 1 and 2 for the parking lot areas and Baregi seconded. Motion carried 5-0.

Discussion and Action on Approval of Contract with Smithgroup JJR for HAP Grant Application for Coal Dock Project – Kluver asked Smithgroup JJR to submit a proposal for grant writing, engineering, and permits applications for the coal dock project; the proposal is broken down into 4 groups containing six tasks. Baregi made a motion to proceed with Task 1 for the grant application for \$19,300 to be paid by Harbor Commission and Swedberg seconded. Motion carried 5-0.

Review of Coal Dock Lease with Marine Tech LLC – Broberg stated Marine Tech LLC is working on the dock replacement on Raspberry Island and asked to use Coal Dock since it is closer than Duluth. Broberg explained a decision was made to use the same lease agreement we approved for Nelson Construction with the exception of a flat fee of \$1,000.00 for 30 days, ending May 31st. Broberg stated this is another commercial use that will benefit the grant application.

Discussion and Action on Fish Cleaning Pavilion Design, and Authorization to Release Notice for Contract with Lake Effect Builders, LLC – Kluver stated Lake Effect Builders, LLC needed structural engineering advice, which JJR is doing at a cost of \$1,200.00 and hopefully there will be more information for next month's meeting.

Update on Boat Ramp Project Outstanding Matters – Kluver stated he has 3 main concerns: 1) moving the alarm for the lift station outside the building, 2) placing a timer on the fish cleaning station, and 3) the boat wash down spigot. Kluver stated JJR will be contacting the contractor again concerning these 3 items. Discussion occurred and it was decided to have Kluver write a letter to the contractor giving him 10 days to complete the 3 items or we will do it and send the bill to them to be paid in full. Shrider stated power needs to be restored on the north parking lot area and Broberg stated we will deal with that this fall.

Update on Fuel Dock Repairs – Kluver stated approval was received and the mud jacking has been done, Shrider is happy with the way it turned out.

Discussion and Action on Annual Boaters Picnic - Discussion occurred. Baregi made a motion to table the discussion to next month's meeting and Katzmarek seconded. Motion carried 5-0.

Adjourn – Baregi moved and Katzmarek seconded motion to adjourn. Motion carried 6-0 at 7:18 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer