

MAY 18, 2016 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, Martin Katzmarek, John Baregi, Mary Nowakowski, Stephen Schram, 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: Bradley Lemire

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

Approval of Minutes of the April 20, 2016 Meeting – Baregi moved to approve and to place on file the April 20, 2016 Meeting Minutes and Swedberg seconded. Schram abstained. Motion carried 5-0-1.

Public Comment – None.

Oaths of Office and Election of Officers – Kluver stated the Oaths of Office have been done. Nowakowski made a motion to nominate Carl Broberg for President and Martin Katzmarek for Vice President and Baregi seconded. Broberg asked if there were any more nominations. Swedberg moved to close nominations and to cast a unanimous ballot for President and Schram seconded. Motion carried 6-0. Nowakowski moved to cast a unanimous ballot for Vice President and Schram seconded. Motion carried 6-0.

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

1. **Payment of Invoices** – Katzmarek moved to approve Energy Solutions invoice #723 for \$1,791.00 and Nowakowski seconded. Motion carried 6-0.

Slip Transfers – None.

Shrider respectfully requested to move the Discussion and Action on Request from Captain Michael Garnich to Utilize the Marina to Occasionally Allow Passengers to Board and Disembark at the marina. Swedberg made a motion to move the above mention Discussion and Action on Captain Michael Garnich's Request next and Nowakowski seconded. Motion carried 6-0.

Discussion and Action on Request from Captain Michael Garnich to Utilize the Marina to Occasionally Allow Passengers to Board and Disembark – Baregi made a motion to approve the request as long as the passengers were not driving the boat. Motion died for lack of a second. Broberg asked to have a motion made to open the floor. Baregi made a motion to open the floor for Captain Michael Garnich and Schram seconded. Motion carried 6-0. Garnich stated his business is operated out of Cornucopia, has a slip in Washburn Marina and lives outside of Washburn. Garnich states he is only allowed 6 passenger and will not be running tours, marketing or advertising his business out of the marina; his intent is to utilize the marina as a cost recovery when repairs need to be done or bad weather occurs in order to transfer his boat from one side of the peninsula to the other. Baregi made a motion to approve the request as long as the passengers are not driving the boat and the passengers must load on and off the boat from the south break wall or the break wall down from the Steak Pit and Katzmarek seconded. Motion carried 6-0. Swedberg made a motion to close the floor and Nowakowski seconded. Motion carried 6-0.

Marina Manager's Report – Shrider stated launching of stored boats is going exceedingly well despite the construction occurring at the boat launch ramp.

1. **April Financial Statement** – Shrider stated this is the first month of the new financial year which appears to be doing well and maintenance fees have been coming in and will provide a listing of past dues for next month's meeting. Nowakowski asked Shrider how the weekly advertising is doing for the Ship Store, Shrider stated she is getting more phone calls from the immediate area and believes the radio advertising may be the reason for it.
2. **Review of April 2015- March 2016 Fiscal Year and Allocation of Profit Sharing** – Shrider stated there were no significant changes to the financials as they were presented to the auditors, the total year end profit sharing is \$261,946.00. Kluver stated the profit sharing split per the formula in the marina manager's contract is as follows: Harbor Commission receives \$129,739.95 and Washburn Marina receives \$132,206.05. Baregi made a motion to approve and receive to place on file the April 2015 – March 2016 Fiscal Year report and the Allocation of Profit Sharing funds as follows: \$129,739.95 to Harbor Commission and \$132,206.05 to Washburn Marina and Swedberg seconded. Motion carried 6-0.

Update on Marina Boat Ramp Project – Kluver stated work is progressing; an issue occurred with the assembling of the new pier sections between the contractor and Pier Genius, which Pier Genius elected to do the assembling for approximately \$2,000.00. Kluver stated another issue occurred when the electrical work began on the electrical panel, it was discovered there were extra circuits that would require expensive adjustments of approximately \$10,000.00 -12,000.00, but it is unknown as to how it will be done at this time. Kluver stated dredging samples were taken for the pier work for an approximate \$1,500.00 to \$2,000.00 fee. Shrider stated the new bathroom's floors are a raw concrete color and would like to have them painted with a marine fast-cure 2 part epoxy paint called Macropoxy. Shrider stated the paint and necessary supplies needed to prepare the floors prior to painting is approximately \$500.00, but not sure of labor costs at this time. Kluver stated the paint/labor expense will come out of the contingency fund.

Update on Travel Lift Well Status – Kluver stated there has been significant shifting of the dock and Shrider stated she has not received a response from Nelson Construction on how/when it will be fixed.

Discussion and Action on Dredging/Pier Repairs – Shrider stated the kink is not a structure issue and will contact Pier Genius to get their opinion on the situation. Shrider stated the maintenance dredging permit is in place and dredging will begin tomorrow.

Discussion and Action on Seawall Fender Repairs – Shrider stated some bolts that hold the fenders in place have been broken off by ice over winter. Shrider states it will be necessary to get into a boat with a water camera to check the bolts below the waterline and decide how to fix them; the bolts that have loosened up will be tightened.

Reminder of Annual Boaters Picnic – Broberg stated the picnic is on June 4th. Kluver stated the food will arrive around 11:30 a.m. at the marina.

Adjourn – Baregi moved and Nowakowski seconded motion to adjourn. Motion carried 6-0 at 6:29 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer