

MAY 20, 2020 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, Candace Kolenda, Nick Suminski, and Maryann Edholm. Rick Gruebele, and John Baregi were present via telephone.

Commission Members Absent: Rodger Reiswig.

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

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

Approval of Minutes of the April 15, 2020 Meetings – Kolenda moved, and Suminski seconded, to approve and place on file the April 15, 2020 Meeting Minutes. Motion carried 5-0-1. Baregi abstained.

Public Comment – None.

Election of President and Vice President – Suminski moved, and Edholm seconded, to nominate Carl Broberg as President. Broberg asked if there were any more nominations. Kolenda moved, and Suminski seconded to close the nominations and approve by acclamation Broberg as President. Motion carried 6-0. Suminski moved, and Kolenda seconded to nominate John Baregi as Vice President. Broberg asked if there were any more nominations. Edholm moved, and Kolenda seconded, to nominate Nick Suminski for Vice President. Broberg asked if there were any more nominations. Baregi stated he would drop out of the candidacy for Vice President. Kolenda moved, and Edholm seconded, to close the nominations and approve by acclamation Suminski as Vice President. Motion carried 6-0.

Treasurer's Report – Kolenda moved, and Edholm seconded to accept and place on file the Harbor Passbook and Marina Operating reports. Motion carried 6-0.

1. **Payment of Invoices** – Kolenda moved, and Suminski seconded to approve Anderson Electric, LLC invoice #20071823 for \$18,763.18 to re-wire shore side to Pier 1. Motion carried 6-0. Suminski moved, and Kolenda seconded to approve Anderson Electric, LLC invoice #20071824 for \$1,606.33 to design and install the conduit and wiring for the 2 additional pedestals on Pier 1 which were an additional expense. Motion carried 6-0. Suminski moved, and Kolenda seconded to approve Anderson Electric, LLC invoice #20071825 for \$1,790.10 to update 18 submersible splices to comply with NEC regulations which was discovered when the decking was removed is additional expense. Motion carried 6-0. Kolenda moved, and Suminski seconded to approve Fast Lane Motor Sports invoice #3904W for \$1,664.94 for the 2 spuds for Pier 3. Motion carried 6-0.

Slip Transfers – Suminski moved, and Kolenda seconded to approve Slip 85 transfer from Anderson to Pennella/Clifford. Motion carried 6-0. Suminski moved, and Edholm seconded to approve Slip 99 from Darwin to Crowell. Motion carried 6-0.

Marina Manager's Report – Shrider stated we are only launching boats on Mondays, Wednesdays & Fridays; only, 39 boats have been launched to date versus 71 last year and very few are scheduled for next week; seven people have canceled launching this year; Ship Store is open as of today, along with showers, rest rooms and fish cleaning station with the Covid-19 protocol in place; all staff are working except one service tech with children and no daycare available due to the Executive Order at this time.

1. **April Financial Reports** – Shrider stated the April report is indicative of what occurred due to the emergency shut down; the phone never rang; no activity through the Ship Store; we had a 20.17% deficit in the budget and a 29.1% deficit of where we were this time last year. Shrider stated the Facility Budget appears to be staying intact with the slip rental fees; upon discussion with other people in the boating industry, we have declined cancellations of slip rentals or carrying over slip rental fees paid to next year due to the lifting of the stay-at-home order; the service department and Ship Store will take huge hits. Shrider stated she applied for and has received the Paycheck Protection Program Loan (PPP) in the amount of \$101,300.00 which will take care of payroll from April 13th through June 13th; whatever portion of the loan is forgiven will go back into the operating budget to cover the losses that we will experience later this year per PPP rules. Shrider stated there is not a previous year comparison on this budget because April is the first month of the new fiscal year.
2. **Review of 2019-20 Fiscal Year, Allocation of Profit Sharing** – Shrider stated the only difference from the March Financials Net Operating income and the draft review done by Ehlers & Pierce, CPAs Inc. this month is approximately \$2,741.00. Shrider stated it was a boat that was held on the books which was destroyed and disposed of last fall that was written off. Shrider stated that the auditor found everything in order and nothing was found out of the ordinary; the net income for the fiscal year end March 2020 was \$238,058.00. Suminski moved, and Edholm seconded to accept and approve the 2019-20 Fiscal Year allocation of Profit Sharing as follows Marina Management will receive \$112,875.75 and Harbor Commission will receive \$125,185.25. Motion carried 6-0.

Update on Pier 1 Electrical Upgrade - Broberg stated the work should be done; did additional prep work for the pedestals at the end of Pier 1 and will be completed when the pedestals arrive.

Update on Pier 3 Piling Replacement – Broberg stated the 2 new pilings were installed yesterday; the old one was pulled out. Shrider stated they will keep the old piling.

Discussion and Action on Renewal of Dock Usage Agreements with Nelson Construction Co., and Pearl Beach Construction – Kluver received notification from Nelson Construction Co. that they are good with the draft proposal and wish to renew their contract; the only contingency with Pearl Beach is they need to sign off on it and provide us with their 2019 use report and payment. Suminski moved, and Edholm seconded to approve Nelson Construction Company Dock Usage Agreement. Motion carried 6-0. Suminski moved, and Kolenda seconded to approve Pearl Beach Construction Company Dock Usage agreement contingent upon receiving their usage report and payment for 2019. Motion carried 6-0.

Report on 2019 Coal Dock Usage – Broberg stated Pearl Beach Construction information is still needed at this time; Nelson Construction Co. had 615 tons of material, total storage and transload fee - \$2,377.50; Wren Works LLC had 166.5 tons of equipment, total transload fee \$416.25; US Army Corps of Engineers had 3,500 tons of material, total transload fee \$9,158.00; the report is placed on file.

Discussion on Allowable Coal Dock Usage – Broberg stated it was suggested by a commission member to establish a permit/fee for fisherman to fish off the coal dock, which could be administratively difficult to accomplish. Broberg stated if we charged fisherman to utilize the coal dock, the coal dock would be considered a recreational dock which would conflict with the terms of the grant and could result in having to return some or all of the grant monies. Discussion occurred. Kluver stated a proposal to charge fishermen would have to be submitted to the WisDOT if this is something you want to pursue; any time you would generate revenue off the coal dock, the WisDOT will be interested; we have a very specific agreement for the commercial use of the coal dock for the next 25 years and we are not allowed to make a profit off the dock. Edholm moved, and Baregi seconded to table the subject to elect members to do research and present a proposal to submit to the WisDOT. Motion 6-0.

Update on Commercial Ports Association Conference – Broberg stated the conference has been canceled due to the COVID-19 pandemic so they plan on doing a video conference.

Adjourn – Broberg stated all agenda items have been completed and the meeting was adjourned at 6:38 p.m.

Respectfully Submitted,

