

JUNE 21, 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, Mary Nowakowski, and Donald Swedberg.

Commission Member Absent: 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 5:34 p.m.

Approval of Minutes of the May 17, 2017 Meeting – Baregi moved to approve and place on file the May 17, 2017 Meeting Minutes with the correction in Discussion of Future Capital Improvement Needs, fourth sentence replacing the word *installed* to *ordered* and Swedberg seconded. Motion carried 5-0. Nowakowski abstained.

Public Comment – Leo Ketchum-Fish of Lake Effect Builders is present for any questions concerning the Fish Cleaning Pavilion design.

Treasurer's Report – Baregi made a motion to approve and place on file the Harbor Passbook and Lemire seconded. Motion carried 6-0. Kluver stated the balance page for the Marina Operation Account is missing and will be presented for approval at new month's meeting.

1. **Payment of Invoices** – Katzmarek made a motion to accept Corporate Armor Order #13197 for \$971.25 and Baregi seconded. Motion carried 6-0. Baregi made a motion to accept Foss Electric, Inc. invoice #4260 for \$2,482.00 and Swedberg seconded. Motion carried 6-0. Lemire made a motion to accept Earth Sense invoice #989053 for \$390.00 and Nowakowski seconded. Motion carried 6-0.

Slip Transfers – None.

Shrider asked to defer discussion on Marina Manager Report and May Financials to go to Discussion and Action on Fish Cleaning Pavilion Design, and Authorization to Release Notice for Proposed Contract with Lake Effect Builders, LLC. Swedberg moved and Lemire seconded. Motion carried 6-0.

Discussion and Action on Fish Cleaning Pavilion Design, and Authorization to Release Notice for Proposed Contract with Lake Effect Builders, LLC – Kluver stated the proposed contract does not include any electrical work however the conduit was already laid for the fish cleaning station; it will be necessary to advertise this project as the cost is between \$5,000 and \$25,000. Swedberg made a motion to accept the proposal and enter into a contract with Lake Effect Builders, LLC subject to advertising and the possibility of receiving other proposals and Nowakowski seconded. Motion carried 6-0.

Unanimous agreement to proceed with Discussion and Action on with Smithgroup JJR on Coal Dock Project Scope and Review of Coal Dock Grant Opportunities, Including the TIGER Grant.

Discussion and Action on with Smithgroup JJR on Coal Dock Project Scope and Review of Coal Dock Grant Opportunities, Including the TIGER Grant – Rob Wright and another Smithgroup JJR representative discussed their proposal of Task 1 applying for the Harbor Assistance Program (otherwise known as HAP); Wright suggested getting government backing, recommendations from the park service and other entities that have used the coal dock; some details on the project will need to be decided if funding is received.

Baregi made a motion to discuss Update on Boat Ramp Project Outstanding Matters and Katzmarek seconded. Motion carried 6-0.

Update on Boat Ramp Project Outstanding Matters – Kluver stated a dispute has occurred between the contractor and sub-contractor concerning the lift station alarm, the boat wash, and the pedestal on the new dock. Wright asked for confirmation that the change from dusk to dawn to a timer for the fishing cleaning station had not been done, it was not. Smithgroup JJR were told the punch list was completed and commissioner's confirmed it had not been completed. Wright stated a letter will be drafted requesting these items to be completed within 10 days or Harbor Commission will complete them and will expect the contractor to pay. Kluver stated the asphalt has been completed and the parking lines need to be painted.

Discussion and Action on Pier 1 – Shrider stated the Pier Genius quote does not include decking and skirting, the existing decking material can be reused but not the skirting. Nowakowski made a motion to accept Pier Genius quote on May 27, 2017 for \$10,310.00 and Lemire seconded. Motion carried 6-0.

Discussion and Action on Marina Manager's Request to Install Electric and Water in the Out-Lot Area, and Authorization to Release Notice for Proposed Contract with Brown Plumbing and Heating – Discussion occurred over the proposed contract from Brown Plumbing & Heating. Shrider stated the #1 complaint in the spring and fall is no electricity or water to clean boats when dry docked. Nowakowski made a motion to table Discussion and Action on Marina Manager's Request to Install Electric and Water in the Out-Lot Area, and Authorization to Release Notice for Proposed Contract with Brown Plumbing and Heating and Baregi seconded. Motion carried 6-0.

Marina Manager's Report –

1. **May Financial Statement** – Shrider stated the marina is full and maybe look at raising the fees and maintenance fees for next year; the slip owners are using their own slips more this year so the transient dockage will be busy this year. Shrider stated the financials are back on track with 10.26% budget surplus year to date, everything is going great. Nowakowski made a motion to approve and place on file the May Financial Statement and Katzmarek seconded. Motion carried 6-0.

Review of Budget Preparation Timeline – Kluver stated it has been at least 6 years since the marina has raised slip fees and suggested the possibility to propose a raise.

Review and Recommendation of City Property for Sale – No response, no discussion.

Discussion and Action on Hosting A Boater's Picnic – Baregi suggested to have a grand opening for the fish cleaning station when completed in conjunction with the Boater's Picnic. Discussion occurred. Nowakowski made a motion to have coffee and muffins on August 5th and 12th in the morning and Lemire seconded. Motion carried 6-0.

Adjourn – Baregi moved and Katzmarek seconded motion to adjourn. Motion carried 6-0 at 7:30 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer