

JULY 15, 2020 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, Candace Kolenda, Rodger Reiswig, Rick Gruebele via telephone and John Baregi via telephone.

Commission Members Absent: Nick Suminski and Maryann Edholm.

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

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

Approval of Minutes of the May 20, 2020 Meetings – Kolenda moved, and Reiswig seconded, to approve and place on file the May 20, 2020 Meeting Minutes. Motion carried 4-0-1. Baregi abstained.

Public Comment – None.

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

1. **Payment of Invoices** – Reiswig moved, and Kolenda seconded, to approve Duluth Archaeology Center invoices #2020-08 and 2020-11 in the amount of \$5,293.70 for the West End Dock project. Carried 5-0. Reiswig moved, and Gruebele seconded, to approve Pearl Beach invoice #9207 for \$8,000.00 which is an add-on to the project for the removal of West End dock cribbing and material to the coal dock for storage. Motion carried 5-0. Kolenda moved, and Reiswig seconded, to approve the Contractor's Application for Payment No. 1 for \$176,150.90 for the West End dock project, subject to approval by the project engineer. Motion carried 5-0. Reiswig moved, and Baregi seconded, to approve Anderson Electric, LLC invoice #20071834 for \$195.00 which is an add-on to the Pier 1 electrical project for fender board. Motion carried 5-0.

Slip Transfers – None.

Marina Manager's Report – Shrider stated June started turning the corner, approximately 25% of the slip owners/renters have chosen not to launch their boats so the Facility budget is doing quite well; workorders have been coming in which has kept the service department very busy; and believes the radio ads are working effectively; due to the increase of Covid cases in the county, we have required mask wearing on marina property unless you are on your own boat.

1. **May and June Financial Reports** – Shrider stated she will skip over the May Financials unless there are questions and happy to see a 1.83% budget surplus for June and a 5.29% deficit of where we were this time last year; the facility budget is on target, the service department is down a little; the Ship Store is doing better than projected and believes it is due to the busy boaters launching their boats and using the fuel dock. Shrider stated most of the maintenance fees have been collected except for the typical boaters that pay late.

Discussion & Action on Replacement of Awnings on Marina Building – Baregi moved, and Reiswig seconded, to approve Proctor Canvas Products, Inc. estimate for \$3,300.00. Motion carried 5-0.

Discussion & Action on Proposal for Concrete Repairs in Lift Pad Area – Broberg stated Impact Protective Coatings did patch work last year and at that time they said it was going to need more work next year. Broberg stated there has been continuing deterioration with the drain at the lift well and there are several voids underneath the lift pad. Broberg stated the estimate to fix those issues is \$17,072.25. Broberg stated the second estimate given was to test the PH level in the concrete and to apply a sealer waterproofing system as determined by the PH test for a total \$13,650.50. Discussion occurred. Reiswig moved, and Kolenda seconded to accept the estimate from Impact Protective Coatings of \$17,072.25 to

fix the current issues. Motion carried 5-0. A unanimous decision was made to postpone the second estimate to research the product that will be used to seal the concrete. Broberg stated he would talk to Impact Protective Coating to see how much it would cost to do the PH test only and to have them contact Shrider to schedule a time to fix the lift pad and the drain.

Discussion & Action on Release of Pier 1 Decking Replacement Project for Bid – Broberg stated he re-worked the specifications for the rehab of Pier 1 taking out the electrical specs; the problem with Pier 1 was no slack given to the pedestals when the electrical was done, so the furring strips will not be able to be done like they were on Pier 3; what he proposed is to place the furring strips up to the pedestals and lay the new decking material to the pedestals which would recess the pedestals about an inch; replace all the fasteners in the pedestals with stainless steel fasteners; need to order two single pedestals for Slips 1 and 2 on Pier 1, the wiring has already been put in place; and increase the water service using PEX pipe material. Shrider states she has a supply of fasteners that can be used. Reiswig moved, and Kolenda seconded to approve the specifications and to release the bid. Motion carried 5-0.

Discussion & Action on Internal Line of Credit to Comply with Contract with Marina Management, Inc. – Baregi moved, Reiswig seconded, to increase the Harbor Commission account fund reserve from \$75,000.00 to \$125,000.00 over time and forego establishing the Line of Credit from Bremer Bank. Motion carried 5-0. Shrider then asked Kluver to have the city attorney draw up an amendment to the Marina Contract elimination the Line of Credit with Bremer Bank for approval.

Discussion on Commercial/Kayak Outfitters Operation Near the Coal Dock – Broberg stated there was an agreement between the kayak outfitter and the marina to store a trailer on marina property which became an issue and the agreement was terminated by the marina; the kayakers began using the boat ramp restroom to wash off equipment leaving sand everywhere and charging battery packs using marina electrical outlets. Broberg stated the city had an issue at the beach off the coal dock where the kayakers were launching, they covered the whole beach which did not allow the public access to use the beach. Broberg stated the city council passed ordinance 20-009 which covers the use of all city owned property for commercial non-motorized vessel liberty and guide service; a permitting process is being put into place and will be published and begin on July 22, 2020; the permitting process will determine where they will be allowed to launch and how much of the area they will be allowed to use.

Discussion & Action on Review of City of Washburn Land “For Sale” List – Baregi moved, and Reiswig seconded, to take no action with the City of Washburn Land “For Sale” list. Motion carried 5-0

Adjourn – Broberg stated that completed the agenda items and the meeting was adjourned at 6:25 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer