

## **JULY 19, 2017 HARBOR COMMISSION MEETING**

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

Commission Members Present: President Carl Broberg, John Baregi, Martin Katzmarek, Mary Nowakowski, and Don Swedberg.  
Commission Member Absent: Bradley Lemire 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 5:30 p.m.

**Approval of Minutes of the June 21, 2017 Meeting** – Baregi moved to approve and place on file the June 21, 2017 Meeting Minutes and Katzmarek seconded. Motion carried 5-0.

**Public Comment** – None.

**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** – Nowakowski moved to approve \$7,000.00 deposit payment to Lake Effect Builders, LLC. For construction of fish cleaning shelter and Baregi seconded. Motion carried 5-0. Baregi moved to accept Angelo Luppino, Inc. invoice #018803 for \$100,188.28 and Swedberg seconded. Motion carried 5-0. Baregi moved to accept Huffcutt invoice #2671 for \$917.85 and Nowakowski seconded. Motion carried 5-0. Shrider was informed by KBK Services, Inc. the backflow preventer on the water supply line needs to be replaced at a cost of \$3,000.00. Shrider has notified the boaters that the water will be shut down at the marina on July 26<sup>th</sup> at 1:00 p.m. for approximately 2 hours to replace the backflow preventer.

**Slip Transfers** – None.

**Marina Manager's Report** – Shrider stated on June 26<sup>th</sup> the fuel pump for dispersing diesel fuel would not work properly. Shrider contacted the original installer who could not find what was wrong and was given other companies to contact which had no luck figuring it out until one did. Shrider stated an invoice was received that she believes is in error and will decipher what should be paid when the rest of the invoices pertaining to the fuel pump fix are received.

1. **June Financial Statement** – Shrider stated the marina is at 100% occupancy for the first time, which has created some problems such as no place to put dockage customers and no capacity to move people around. Shrider stated June had a 15.24% budget surplus year to date and 6.37% below actual compared to this time last year; all departments are right on target and the Ship Store is doing fantastic. Shrider stated the Service Department experienced a short fall due to a significant budget over run on a large boat job over winter and the loss of a key service tech has resulted in a back log of service department work; overall everything is proceeding well. Shrider stated there is an increase in usage of the boat ramp and the new transient dock stating the revenue collected will be a 50-50 split with Harbor Commission. Shrider stated the use of the transient dock may result in the creation of a reservation system. Nowakowski made a motion to approve and place on file the June Financial Statement and Baregi seconded. Motion carried 5-0.

**Discussion and Action on Revised Estimates to Address Electrical Access for Stored Boats** – Discussion occurred and due to cost overruns with the boat ramp project, the installation of new exterior electrical pedestals for stored boats has been put on the backburner. Nowakowski made a motion to have Foss Electric place 3 exterior outlets on the new public restroom building at an estimated cost of \$1,000.00 and Baregi seconded. Motion carried 5-0.

**Discussion and Action on Estimate for Adding Additional Heaters in Restroom Building** - Discussion occurred. Baregi made a motion to postpone adding additional heaters in the restroom building to a future year and Katzmarek seconded. Motion carried 5-0.

**Review of Potential Capital Projects** – Broberg read off his list of potential capital projects which are: Pier 3 decking/utilities \$250,000.00; Ship Store awnings \$3,000.00; Entrance signage \$3,500.00; Shower room floor \$1,500.00; Fish Cleaning gazebo \$15,900.00; restroom heaters \$1,000.00; Pier 1 repair \$10,310.00; electrical outlets on the building \$1,000.00, land outlets along the street at \$4,500.00 have been scratched of the list at this time; backflow adapter \$3,000.00; and asphalt \$100,188.28. Shrider stated the WIFI equipment is at the marina, however rain has delayed the installation at this time. Shrider stated the need to get Mackey Construction back to get an estimate on some significant repairs needed on the fuel dock, which appears to be an ongoing maintenance plan maybe every couple of years. Shrider stated the lift station alarm has been moved but the timer for the fish cleaning shelter has not been exchanged out; 12" stencils have been ordered and painting on the new asphalt is getting done between rain delays by the city crew. Shrider is deciding whether painting on the asphalt or posting signs would be more effective for parking issues. Shrider stated the geese are becoming a problem with leaving their waste in the boardwalk/lawn area and boat ramp. Baregi stated he may be able to get the decoys that are used at West End Park and put in the marina since the geese appear to be gone from West End Park. Broberg stated Pier 3 decking/utilities and the coal dock repair should be Number 1 priorities for next year and that Pier 1 decking can be replaced as needed at this time.

**Discussion and Action on Review of Potential Slip Fee Increase Scenarios and Establishment of Public Hearing Date for Slip Holders to Comment** – Broberg provided a spread sheet showing 3%, 5% and 8% increase of the lease maintenance fees showing how much the additional revenue would be. Kluver stated in 2014 the equalization of maintenance fees were done and nothing has been done since then. Discussion occurred. Nowakowski stated with the boat ramp project near completion, which the boaters can see and utilize, feels an 8% increase in 2018 would be justified. Nowakowski made a motion to raise the slip fees 8% and Swedberg seconded. Motion carried 5-0. Unanimous decision to have the Public Hearing held on Saturday, August 19<sup>th</sup> at 8:00 a.m. at the Washburn Marina and move the second Boater's Coffee on August 12<sup>th</sup> to coincide with the public hearing date.

**Update on Boat Ramp Project Outstanding Matters/Fish Cleaning Station** - Matters were discussed during Review of Potential Capital Projects.

**Update on Coal Dock Grant Opportunities** – Kluver stated the state's HAP application has been signed but is pending the narrative completion for submission; asking for 80% from the state which is approximately \$1.3 million and the City share would be \$325,000.00. Kluver stated he is getting letters of support from local State Representatives and the Park Service; the State needs to pass a budget in order to know how much money will go into the Transportation program. Kluver states still waiting for the requirements needed for the TIGER grant application and has been in contact with Representatives Duffy & Senator Baldwin for letters of recommendation; has contacted Senator Johnson's office but has not heard anything back at this time.

**Adjourn** – Baregi moved and Katzmarek seconded motion to adjourn. Motion carried 5-0 at 6:43 p.m.

Respectfully Submitted,  
Kay Bratley, Deputy Clerk/Treasurer