

AUGUST 17, 2016 HARBOR COMMISSION MEETING

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

Commission Members Present: Vice President Martin Katzmarek, John Baregi, Mary Nowakowski, Stephen Schram, and Don Swedberg.

Commission Members Absent: President Carl Broberg and Bradley Lemire

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

Call to Order – Vice President Martin Katzmarek called the meeting to order at 5:34 p.m.

Approval of Minutes of the July 20, 2016 Meeting – Baregi moved to accept and place on file the July 20, 2016 Meeting Minutes and Swedberg seconded. Motion carried 5-0.

Public Comment – None.

Treasurer's Report – Baregi moved to accept and place on file the Harbor Passbook and Marina Operating Accounts and Nowakowski seconded. Motion carried 5-0.

1. **Payment of Invoices** – Nowakowski moved to approve payment of Coleman Engineering Company invoice #26928 for \$451.50 and Schram seconded. Motion carried 5-0. Baregi moved to approve payment of Spears, Carlson & Coleman S.C. invoice #11864 for \$1,100.00 and Schram seconded. Motion carried 5-0. Katzmarek elected to hold on the approval of Ashland Construction's application for Payment #2 until Kluver arrives. Nowakowski stated the City Council had approved the \$50,000.00 Line of Credit for the marina on Monday night.

Slip Transfers –

1. #71 Clepper/Moen
2. #47 Windey/Arvey
3. #40 Montagne/Lupa-Fleig

Baregi made a motion to approve Slips #71, #47, and #40 transfers and Schram seconded. Motion carried 5-0.

Marina Manager's Report – Shrider stated Saxon Harbor boats have been pouring in, plus getting a few contracts from them and getting other individual work lined up; the service department has been slow at the moment and have been able to get caught up on the equipment maintenance list.

1. **July Financial Statement** – Shrider stated we have a 21.53% surplus compared to budget year to date and 1.22% over budget compared to last year at this time and believes it is down due to the Facility In-Season income being down 47.73% because of the boat ramp project. Shrider stated the Ship Store has a 32.8% surplus compared to budget year to date and exceeding last year at this time by 25%. Shrider believes the radio ads are helping, plus the email specials. Nowakowski moved to accept and place on file the July Financial Statement and Baregi seconded. Motion carried 5-0.

Update on Marina Boat Ramp Project – Shrider stated Kluver, Broberg, Stangland from JJR SmithGroup, and herself met with Kavinsky of Ashland Construction and a representative from Brown Construction concerning the boat ramp project problems that have surfaced and the lack of concern from the engineer of JJR SmithGroup with the handling of the project and resolution of the line items list; the re-do of the site restoration is almost completed and the electrical project is still on hold for September. Katzmarek expressed concern about the future of the walking trail, Shrider stated it was not included in this project. *Kluver arrived at 5:50 p.m.* Shrider suggested to Kluver the walking trail issues would be a good project to fill out a Clean Water grant application which would potential pay to re-route the trail with signage. Katzmarek brought back the Ashland Construction application for Payment #2 for approval. Kluver stated, per recommendation of the engineer, items have been adjusted off this payment application as they have not been completed yet. Baregi moved to approve Ashland Construction Application for Payment #2 for \$266,221.32 and Swedberg seconded. Motion carried 5-0. Katzmarek asked if the concrete floors in the bathroom were sealed. Shrider stated Huffcutt claimed they were, but water dripping under the urinal caused the concrete to turn black, making it appear to not be sealed. Shrider will talk with Huffcutt about the floors.

Update on Electrical Repairs to Pier 1 – Kluver stated a temporary fix has been done and a coordination effort is being made to properly repair Pier 1 along with the electrical project of the boat ramp; an insurance claim is pending on Pier 1 repairs under the boiler & mechanical coverage. Kluver will review the insurance policy for possible riders to attach to our existing coverage.

Adjourn – Baregi moved and Schram seconded motion to adjourn. Motion carried 5-0 at 6:14 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer