

## **AUGUST 19, 2017 SPECIAL HARBOR COMMISSION MEETING**

8:00 A.M. WASHBURN MARINA – 1 MARINA DRIVE

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 8:00 a.m.

**Approval of Minutes of the July 19, 2017 Meeting** – Baregi moved to approve and place on file the July 19, 2017 Meeting Minutes and Katzmarek seconded. Motion carried 5-0.

**Public Comment** – Request for additional pavilions was made; a statement that the WIFI is not useful. Broberg stated discussion had been done for additional pavilions but is not a priority at this time due to funding, however a proposal could be looked into. Shrider stated a new access point was installed in July, however broadband is not available in our area. Broberg explained a fiber optic line does run through Washburn and explained the procedure and expense to get WIFI over water.

**Public Hearing – Slip Fee Rates for 2018** – Baregi moved to open the floor and Swedberg seconded. Motion carried 5-0. Broberg reviewed the improvements over the years with the cost of the projects and the money sources; discussed the expenses going forward. Broberg explained an increase in slip maintenance fees has not been done since the equalization of slip fees in 2014, the 8% increase would give the Harbor Commission additional revenue of about \$9,600.00 dollars. Joe Floyd, Slip #29 in Washburn Marina, congratulated Harbor Commission for having a “First Class” marina and suggested using assessments rather than rate increases to do upgrades at the marina. An inquiry was made concerning the financial statements which Broberg stated they are public records and are available for inspection at any time. Sue Pennella stated we enjoyed the marina so much, we purchased a slip recently; she is conflicted with the 8% increase as it is a large number that can stagger a person, and realizes overall an 8% increase does not deliver a lot of revenue; maybe do 2% over the course of 4 years or so; and as an amenity, it would be nice to have the bathroom facilities open earlier in the spring for boaters that come up to work on their boats over the weekend. Multiple comments/questions and explanations were given concerning the water system and procedures. Joy Tierney suggested to have a porta-potty available during the early part of the season to accommodate boaters that work on their boats before the water is turned on. Nowakowski stated many of our capital improvements in the past have had grant funding associated with them and now the struggle is many of the upgrades needed are not grant applicable such as Pier 3 electrical upgrade; we want you to know this 8% increase will be going back into the marina facility for maintenance and future projects. Matt Gruntner asked what the situation is with the coal dock. Broberg explained the Harbor Commission is responsible for the coal dock; the importance of it used as a commercial dock; what is needed to repair it and what is being done to obtain grant funding for repair. Swedberg stated the coal dock is protection for the marina, if the coal dock is lost it would endanger the marina which would then need some other type of protection. Terry Weese asked how the 8% increase was determined. Broberg stated we looked at different rate options and 8% appeared to be sufficient when we looked at what we needed going forward and 2 things, 1) Capital outlay and 2) The service debt were determining factors if money is needed going forward; the increase is not intended to be done on an annually basis. The attendees stated they are pleased the Public Hearing was held at the marina and on a weekend. Tierney stated she appreciates all that has been done and the boat ramp is an asset to the city, asked if the street sweeper could come down to sweep up the sand and gravel that accumulates on the blacktop. Weese asked about the postings of the Harbor minutes on the city website and Kluver explained the process. Broberg publically acknowledged Kluver for all he does and what he has done for the success of the Harbor Commission and Nowakowski added the grant administration that Kluver has done for the past 3-4 years has been a huge task. Baregi made a motion to close the floor and Swedberg seconded. Motion carried 5-0. At 9:33 a.m. the meeting breaks for a 10 minute recess. Broberg called the meeting back to order at 9:43 a.m. Baregi made a motion to approve the 8% Slip Fee increase for 2018 and Swedberg seconded. Nowakowski stated that a small rate increase every year does not do anything for our budget planning process; but does like the idea of small increases, but not in this situation. Broberg stated he prefers the idea of doing increases as needed. Kluver suggested to the commissioners to remember their thought process behind rate increase decisions for the future. Baregi amended the motion to include “which translates to a \$2.60 per square foot rate” and Swedberg accepted. Baregi agrees with Broberg’s preference to do a rate increase every 4-5 years that has a purpose behind it. Motion carried 5-0.

**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 accept Foss Electric, Inc. invoice #4283 for \$1,001.60 and Swedberg seconded. Motion carried 5-0. Baregi moved to accept Wisconsin Commercial Ports Assn. invoice #2017 Washburn for \$200.00 and Katzmarek seconded. Motion carried 5-0.

**Slip Transfers** – None.

**Marina Manager’s Report** – Shrider stated she did fire 2 employees last month and has replaced them.

1. **July Financial Statement** – Shrider stated the financials are doing great; we had a 12.79% budget surplus year to date and 9.95% below actual compared to this time last year which is caused by a little bit from each department. Shrider stated because we are 100% full this year, with the exception of the land storage, we are at a point of leveling off. Shrider understands slip renters in the Chequamegon Bay/Apostle Island area can expect to see a 3-5% increase in rental rates next year, so she will look into that before the rental contracts go out in October/November. Shrider stated the Service Department was short about 4.5% due to the push to catch up from a project late this winter that fell off budget; the Ship Store for the first time had an enormous budget surplus and carried the short fall of the service department. Shrider believes the radio advertising is working and placing ads at the boat ramp has helped; a new part time girl working in the Ship Store has a completely different present for our social media coverage which believes has helped to make a difference. Baregi asked to confirm that grilling on boats is not allowed, referring to the Barker letter that was received. Shrider stated that no open flames are allowed on boats in a marina setting and believes their marina operator’s legal liability insurance may state that as well, she would have to confirm it; it’s considered a fire hazard in a condensed area with a lot of explosive opportunities. Baregi made a motion to approve and place on file the June Financial Statement and Swedberg seconded. Motion carried 5-0.

**Update on Boat Ramp Project Outstanding Matters/Fish Cleaning Station** – Kluver stated the outstanding matters will be taken care of by the Harbor Commission and the fish cleaning pavilion materials will arrive next week and construction will begin.

**Adjourn** – Katzmarek moved and Baregi seconded motion to adjourn. Motion carried 5-0 at 10:09 a.m.

Respectfully Submitted,  
Kay Bratley, Deputy Clerk/Treasurer