

SEPTEMBER 16, 2020 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, Candace Kolenda, Caroline Nelson, Rodger Reiswig, Nick Suminski, and John Baregi via zoom.

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

Call to Order – President Broberg called the meeting to order at 5:33 p.m.

Approval of Minutes of the August 19, 2020 Meetings – Kolenda moved, and Reiswig seconded, to approve and place on file the August 19, 2020 Meeting Minutes. Motion carried 6-0.

Public Comment – None.

Treasurer's Report – Suminski moved, and Reiswig 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 Impact Protective Coatings invoice #16261 in the amount of \$17,072.25 for the repair of the travel lift pad and manhole covers. Carried 6-0. Reiswig moved and Baregi seconded, to approve Contractor's Application for Payment #2 to Pearl Beach Construction in the amount of \$168,015.48 for the West End Park Launch Dock project. Motion carried 6-0. Broberg stated there is another \$75,000.00 worth of work authorized to Pearl Beach to extend the bin wall to preserve the beach area, the company providing the docks are behind schedule due to Covid. Kluver stated Pearl Beach can complete the concrete and asphalt work that needs to be done until the docks arrive; Public Works will be able to remove the docks when winter arrives.

Slip Transfers – None.

Marina Manager's Report – Shrider stated activity is slowing down and starting to haul out boats; the service department has slowed so a service tech is painting the face of the building where the awnings have been removed from.

1. **August Financial Report** – Shrider stated in light of the way the season has gone with 25% of the slips vacant, we are 8.91% under budget surplus and have a 18.26% deficit of where we were this time last year is very encouraging; we will begin to see the extrapolation of the slow down because we cannot charge for boats that were not launched; the winter work might be on the lighter side but do have a number of boats considering winter work; the facility, ship store and general admin budget are on target or have a budget surplus, and the service department has approximately a 25% short coming which can safely say it is Covid related.
2. **Travelift Inspection Report** – Shrider stated the Travelift is in good condition and is in the best condition in a very long time; we have accomplished all the repairs from last year report except for the spindle bearing/cones which we tighten up periodically and the Inspector stated we should be able to get a few more years out of them; the other items in the report can be done inhouse; and we need to get the unit painted which has never been done that we are aware of.

Discussion & Action on Marina Inspection Report – Broberg, Reiswig and Suminski conducted the Marina walk through inspection on August 21st. Broberg stated they found the conditions as described in the July 15, 2020 checklist Shrider provided; they added three additional concerns which are: 1) a fishing issue causing damage by fish lures and fish lines tangling on lifelines to a boat on Pier 1 off the southwest break wall. 2) what is the disposition of the two derelict fish tugs stored in front of the storage buildings; and 3) If Pearl Beach defaults on the property behind the storage building, the Harbor Commission should consider purchasing it for future expansion. Shrider stated one of the tugs is up to date with the storage fee, the other is in arrears; notification was sent 15 days again that we are pursuing fees and possession of the boat in small claims court.

Update on and Possible Action on Various Marina Projects/Repairs –

1. **Concrete Repairs** – Broberg stated the company that did the work will come back in spring to inspect the repairs to see how they weathered.
2. **Awning** – Broberg stated the awnings are in process and Shrider said they should be ready the middle of October.
3. **Lift Station** – Broberg stated the lift station is back in process and was told, second handedly, the sewer line is under sized per code; the line was back flushed which removed the blockage. Shrider stated we are doing on-going maintenance to keep the sensor clear & clean. Broberg received a quote for a back up pump to swap out in the event it should go down again which will eliminate a couple of weeks of shut down to get it repaired; the quote came in at \$1,950.00 plus freight. Baregi moved, and Suminski seconded, to purchase the back up pump for \$1,950.00 plus freight and to reallocate funds not used for the WI Commercial Port conference this year. Motion carried 6-0.
4. **Electric on Pier 1** – Broberg stated we authorized Anderson Electric to move forward with the replacement of the four junction boxes with waterproof ones, still need to find out when it can be done this year.
5. **Erosion Behind Interior Basin Wall** – Shrider stated the erosion occurred along the boardwalk behind the interior basin wall; she believes the only way this could have happened is the rain, over a period of time, drained along the cement slab and under the corner; we had a similar issue at the head of Pier 1 and used sand bags and landscaping cloth to resolve the situation, which is what was done here; we will continue to keep an eye on the area.

Discussion & Action on Proposed 2021 Harbor Commission Budget and Slip Maintenance Fees – Kluver stated on the proposed revenues, he projected the slip fees to remain the same as this year; should you choose to increase the slip fees, a public hearing will be required with proper notice to the slip holders; slip fees are the bulk of our revenue. Kluver stated on the expenses, there may be an adjustment to wages and benefit yet; the property insurance appears to be fairly stable this year; repairs and maintenance line was increased by \$1,000.00; the unclassified line is typically \$1,000.00 for boaters picnics and any miscellaneous items that may occur, but kept it at \$2,000.00 to host the WI Commercial Ports conference next year. Kluver stated that leaves \$27,109.00 left over; the Harbor Commission has always had a goal to leave \$75,000.00 in it's fund balance at any given time for emergencies however last year we discussed increasing it to \$100,000.00 for the 2020 budget; assuming the budget this year pans out as projected, we could take \$300,000.00 out of our savings to put into the Capital Project line and still have \$100,000.00 left over in March. A unanimous agreement was decided to leave the slip fee rate at the current rate. Broberg stated at the top of the Capital Project list is the rehab of Pier 1; unfortunately, the cost of treated Southern yellow pine increased in cost this fall by 300% so will continue to monitor the pricing. Shrider stated the decking on Pier 1 could go another year, if necessary. Broberg stated another capital project item would be to add additional asphalt to create the angle parking in the boat ramp parking lot for approximately \$10,000.00; the boaters continue to ask if the pavilion at Pier 3 will be built. Broberg stated if the price of the Southern yellow pine drops, by putting the \$300,000.00 into our Capital Project line, we would be able to do all three projects next year. Suminski stated he would like to discuss the Pearl Beach property situation; if the property becomes available, he believes the Harbor Commission should discuss purchasing it for future expansion. Kluver stated no action has been taken by City Council concerning the agreement with the city; if Harbor Commission is interested in the property, you need to formalize your thoughts of interest and become prepared should the city regain the property. Broberg stated to put this item on next month's agenda to discuss it. Baregi moved, Suminski seconded, to approve the proposed budget draft #1 with the additional \$300,000.00 to the capital project line item. Motion carried 5-1. Kolenda opposed.

Adjourn – Broberg stated the agenda items have been completed and adjourned the meeting at 6:40 p.m.

Respectfully Submitted,
 Kay Bratley, Deputy Clerk/Treasurer