

SEPTEMBER 19, 2018 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, V.P. John Baregi, Bradley Lemire, Rodger Reiswig, Nicholas Suminski, and Don Swedberg.

Commission Member Absent: Mary McGrath.

Municipal Personnel Present: Scott Kluver, City Administrator/Clerk, 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 July 29, 2018 Meeting – Baregi moved to approve and place on file the July 29, 2018 Meeting Minutes as amended with 3 corrections as such: the meeting date was July 28, 2018; the spelling of the word *wharfs*; and Shrider, Marina Manager was present at the meeting and Suminski seconded. Motion carried 5 -1-0, Lemire abstained.

Public Comment – None.

Treasurer's Report – Swedberg made a motion to approve and place on file the Marina Operating Account and the Harbor Passbook reports and Baregi seconded. Motion carried 6-0

1. **Payment of Invoices** – Baregi moved to approve Graybar invoices #9305455441, 9305478282, 9305553370, 9305886127, and 9305985920 for a total of \$14,263.00 and Suminski seconded. Motion carried 6-0. Reiswig moved to approve of International Dock Products, Inc. adjusted invoice #18-054814 for 72 30amp breakers for \$2,242.32; the quotation P5645 for \$2,087.12 and motion amended to include sample invoice #18-054814 for \$151.93 and Swedberg seconded. Motion carried 6-0. Baregi moved to approve Spears, Carlson & Coleman S.C. invoice #14784 for \$250.00 and Suminski seconded. Motion carried 6-0. Swedberg moved to approve Smithgroup JJR invoices #132525 for \$13,580.00 and #133137 for \$63,920.00 and Baregi seconded. Motion carried 6-0. Reiswig moved to approve T & D Enterprises, LLC invoice #2699 for \$1,014.34 and Lemire seconded. Motion carried 6-0. Suminski moved to approve Café Coco invoice #1211 for \$101.00 and Reiswig seconded. Motion carried 6-0.

Slip Transfers – Reiswig moved to approve the transfer of slip #40 from Fleig to Mager and Baregi seconded. Motion carried 6-0.

Marina Manager's Report – Shrider stated she is anticipating complaints from boaters with the ground fault compliant change that it doesn't work; she will begin educating the boaters about the difference with electrical wiring on boats vs. home concerning appliances and such with mailings and emails.

1. **July and August Financial Reports** – Shrider stated we had a good summer and the August Financial shows we are on track with a 17.07% budget surplus and 14.87% ahead of last year at this time; the service department was a little slow compared to last year; the Ship Store did better than last year, fuel sales were up by 38%, maybe due to weather. Suminski moved to accept and place on file the July and August Financial Reports and Baregi seconded. Motion carried 6-0.
2. **Report on Travelift Inspection** – Shrider stated to inform the new members the inspection is done annually and the slings will always be on the report needing to be replaced; we don't use Travelift brand and the 12" set of 10 slings, which is what the unit is inspected for are in storage and are very seldom used; we use two 8" slings which are industry standard and are replaced every two years. Shrider stated she had 3 errors on her list of items that can be done in-house, which cannot be done in house, the first one is item #7 to replace all worn/loose drive sprockets and chains which has been on the report for the last 3 years, we should look to budget this item as the parts are estimated at \$20,000.00; Shrider stated the tires showed up on this inspection as being weathered and

cracking, in our eyes they look fine and we will monitor them, as we do the slings. Shrider stated the second one that cannot be done in house is item #10 L2 motor leak is a pump that works, but leaks hydraulic fluid all the time, it was re-sealed by Travelift at the marina, but did not hold and the pump is not available any more so we will send it to Travelift for analysis and repairs over winter. Shrider stated the other is item #15 replace several leaking/seized lines and swivels that hold the hydraulic lines together. Shrider stated they are a moderately moving part that are showing age which do not need to be done at this time, but will monitor them. Shrider stated the travelift needs to be painted however the opportunity for a window of time to do that has not been there. Shrider stated every year the comment we get on the inspection is “for a unit that age it is in really good shape” and she believes we will get another 20 years out of the travelift.

3. **Report on Fuel Tank Inspection** – Shrider stated the State Inspector did not come to the marina this year, however everything is working fine.
4. **Discussion and Action on Replacement of Heat Pumps** – Shrider stated this issue came up last spring when we realized the heat pump in the tool room was not working and the shower room heat pump, which needs to be heated all winter long, was also making noise. Shrider stated Cady Plumbing estimated \$1,000.00 to fix the issues, which has been done.

Discussion and Action on Property Insurance Coverage – Kluver stated the other insurance company, Coverra, would cover the marina but would also need to cover the entire city properties, and we are not in a position to do that this year, it would be quite a process but could be done in the future. Kluver stated our current insurance company, Municipal Property Insurance Company (MPIC) is offering two endorsements to buy back two of the exclusions at a cost of approximately \$10,000.00 annually. Kluver stated we have insurance on all of our docks, piers and so forth, except the exclusions are any damage caused by freezing/thawing, impact of water craft, pressure/weight of ice/water whether driven by wind or not and erosion/deterioration whether gradual or sudden. Discussion occurred concerning the two possible endorsements offered. Baregi made a motion not to accept either insurance endorsements and Swedberg seconded the motion. Motion carried 6-0.

Discussion and Action on Proposed 2019 Harbor Commission Budget/Capital Improvements – Kluver stated this is the proposed budget for the Harbor Commission, not to be confused with the marina budget; the bulk of revenue comes from the slip fees which we did not propose any changes until next year; bumped up interest earned on investments since rates have gone up and our fund balance is higher. Kluver stated on the expense side we can lower the proposed amount for insurance back to last year’s amount since neither proposed endorsement on property insurance was accepted; the Principal & Interest line items will be adjusted since we have received the actual statement for principal which is \$29,118.00 and interest is \$14,169.00 for our share of \$350,000.00 of the coal dock loan over the next 10 years assuming we will stay within the \$750,000.00 loan amount for the repairs; the approximate \$10,000.00 adjusted off the Insurance line item can be added to the Capital Project line item which will be approximately \$21,000.00 available, however we currently have no capital projects proposed at this time. Kluver stated there are other variables such as the circuit breaker upgrade project, Dock 3 project, how far off we may be depending on the bids for the coal dock project and wage/benefits have not been all settled out yet. Suminski made a motion to approve the Proposed 2019 Harbor Commission Budget/Capital Improvements as amended and Swedberg seconded. Motion carried.

Overview of Wisconsin Commercial Ports Association Annual Meeting – Broberg stated he attended the Wisconsin Commercial Ports Association Annual Meeting held on Barker’s Island on August 16th and 17th; he believes we need to monitor this organization because of our commercial dock aspect and participate in the annual meetings; they also asked if we would host the annual meeting in 2020. Broberg stated apparently he is on their Board and they asked for an overview of our dock rehabilitation project. Broberg stated they discussed several grants such as the Harbor Assistance grant, Fixing American’s Surface Transportation grant (FAST) which can be used in conjunction with the Harbor Assistance grant and the Transportation Economic Assistance grant (T Grant) which provides a grant of \$5,000.00 per job created by a commercial port. Broberg stated they discussed a lot about economic development going forward concerning the use of commercial ports with the need to consider buildings, zoning and road access. Broberg stated they discussed cruise ships on the Great Lakes but have issues such as the cruise ships are not seaway compliant, customs and immigrations issues and ports that are not setup to receive cruise ships.

Update and Discussion on Coal Dock Usage Agreement with JF Brennan – Kluver stated we received a request to use the dock from JF Brennan that is co-working with Nelson Construction on a project; they will be trans loading and storing material for one month.

Update on Dock 3 Utility Upgrade Project – Broberg stated the pedestals are here, most of the components for the ground fault circuit breaker swap out are here and the lumber will be delivered tomorrow; a change order will need to be done for swapping out the circuit breakers on the pedestals as they are installed.

Update on Electrical Upgrade Project for All Docks – Broberg stated there are 28 30amp circuit breakers still on back order, all the other components have been shipped including the 3 pedestals for the outside wall to be replaced. Broberg stated when the components arrive we will get in touch with the electrician to start switching them out; once the switch out is done and the completion of pier 3 is done, we will be 100% compliant with the new code.

Update on Coal Dock Rehabilitation Project – Set Special Meeting Date for Award of Contract – Kluver stated the bollards proposed on the plan on that side are not an alternate, when bid prices come in additional bollards will be a decision that will need to be made; should we have cruise ships moor on that side, these bollards are not specified for that type of vessel so there could be issues. Kluver stated tomorrow there will be a bidder's conference held in the Boater's Lounge at the marina; his last talk with the engineer stated six companies have taken out bids; a meeting with the engineers was arranged in advance of the bidder's conference to go over details to make sure we are all on the same page such as the staging areas, access issues and so forth. Kluver stated bids will be received by September 27, 2018 by 2 p.m. and opened that day. Kluver will confirm the tentative special meeting for October 3, 2018 at 5:30 p.m. upon receiving more bid information in order to award the bid. Reiswig asked what the surface of the repaired section of dock will be and Kluver stated it will be gravel with the intention to raise the entire surface of the dock since a deadman on the other side of the dock is exposed. Suminski asked if there was any thought about the surface gravel with splash over onto the dock will wash out the gravel and Kluver stated he will ask that question of the engineer. Baregi stated a place will be needed for the ice fisherman to park this winter during construction. Kluver stated a notice will go out to inform residents concerning the dock closure. Shrider will coordinate a plan for parking at the marina for ice fishermen this winter rather than the coal dock. Broberg stated we need to discuss the zoning issue and drainage issue behind the storage buildings at a future meeting.

Adjourn – Baregi moved and Swedberg seconded motion to adjourn. Motion carried 6-0 at 7:07 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer