

## SEPTEMBER 20, 2017 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, John Baregi, Don Swedberg, and Stephen Schram.

Commission Member Absent: Bradley Lemire and Mary Nowakowski.

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 August 19, 2017 Meeting** – Baregi moved to approve and place on file the August 19, 2017 Meeting Minutes and Swedberg seconded. Motion carried 3-0-1, Schram abstained.

**Public Comment** – Letter submitted to Harbor Commission by Ron Michael was addressed by Broberg stating non-skid has been placed on the ramps and commented all dock material can be slippery when wet.

**Treasurer's Report** – Baregi made a motion to approve and place on file the Harbor Passbook and Marine Operating Account reports and Schram seconded. Motion carried 4-0

1. **Payment of Invoices** – Swedberg moved to accept Café Coco invoice #912 for \$83.50 and Schram seconded. Motion carried 4-0. Baregi moved to accept International Dock Products, Inc. sale order #17-0079283 for \$158.00 and Schram seconded. Motion carried 4-0. Schram moved to accept KBK Services, Inc. invoice #17-1237 for \$3,000.00 and Baregi seconded. Motion carried 4-0.

**Slip Transfers** – None.

**Marina Manager's Report** – Shrider stated the City's public works department did a great job spreading the gravel in the cradle storage area and stabilizing it; filling in miscellaneous holes and holes where the conduit pipe is (for future use) and put stakes in the conduit pipes to protect them; Pier 1 will be repaired in November.

1. **August Financial Statement** – Shrider stated the financials are on target with a 5.69% budget surplus year to date and 6.15% over actual compared to this time last year; the facilities budget is down 2.6% compared to this time last year which believes is a result of guest dockage cancellations in August due to rainy/cold weather. Shrider stated the Ship Store Budget vs. Actual report is wrong however it is ahead of where we were this time last year by approximately \$5,000.00 with a budget surplus of 54%; and there are no outstanding maintenance fees at this time. Shrider stated the diesel fuel dispenser issue payment is still being worked on to get resolved.

**Election of Vice President** – Swedberg nominated Baregi for Vice President and Schram seconded the nomination. Baregi accepted the nomination. Swedberg moved to cast a unanimous ballot for Baregi for Vice President and Schram seconded. Motion carried 4-0.

**Update on Yard Trailer Repairs** – Broberg explained the modifications needed to improve the yard trailer at a cost of \$2,300.00 by Fastlane in Ashland. Swedberg moved to accept the yard trailer modifications at a cost not to exceed \$2,300.00 and Baregi seconded. Motion carried 4-0.

**Discussion and Action on 2018 Harbor Commission Budget/Capital Improvement Projects** – Kluver explained the Proposed 2018 Harbor Commission Budget; stating the 8% increase of slip fees is included in the Revenue total of \$146,156, but does not include the marina cost sharing portion. Kluver stated the Harbor Commission's current savings balance is \$376,189.00 less the designated fund balance to remain at \$75,000.00 will allow \$210,000.00 to be used for 2018 projects. Kluver stated this proposed budget would add \$59,691.00 to the 2018 project fund as long as no changes or capital projects were undertaken at this time. Kluver suggested that it would allow \$269,691.00 to be used for Pier 3 upgrades. Baregi moved to amend the Proposed 2018 Budget by moving \$210,000.00 from the Harbor Commission savings account into the Capital Project line to total \$269,691.00 to be used for Pier 3 repairs and Schram seconded. Motion carried 4-0. Baregi made a motion to proceed with getting specifications for Pier 3 repairs to include decking, electrical and water service and Schram seconded. Motion carried 4-0.

**Update on Boat Ramp Project Outstanding Matters/Fish Cleaning Station** – Broberg stated the Fish Cleaning structure is up; waiting for the electrical wiring for the fish cleaning unit to be run into the ceiling along with the placing of motion lights; install 2 timers, one for lights and one for water to the fish grinder to control time of use; and the placement of a ceiling to enclose the rafters.

**Adjourn** – Baregi moved and Schram seconded motion to adjourn. Motion carried 4-0 at 6:36 p.m.

Respectfully Submitted,  
Kay Bratley, Deputy Clerk/Treasurer