

CITY OF WASHBURN
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891



715-373-6160
715-373-6161
FAX 715-373-6148

To: President: Carl Broberg Vacant Broberg Candace Kolenda
VP: John Baregi Nick Suminski Rodger Reiswig
Vacant Swedberg City Administrator Marina Manager

NOTICE OF HARBOR COMMISSION MEETING

DATE: Wednesday, May 15, 2019
TIME: 5:30 P.M.
LOCATION: Washburn City Hall – 119 Washington Avenue

Agenda

- A. Call to Order – Roll Call
- B. Approval of Minutes of the April 17, 2019 Meeting
- C. Public Comments
- D. Election of President and Vice-President
- E. Treasurer’s Report
 - 1. Payment of Invoices
- F. Slip Transfers –
 - 1. Slip #91 Shonblom/Kurth Trust
- G. Marina Manager’s Report
 - 1. April Financial Reports
 - 2. Update on Various Repairs
 - 3. Review of 2018-19 Fiscal Year, Allocation of Profit Sharing
- H. Update on Dock 3 Utility Upgrade Project
- I. Update on Coal Dock Rehabilitation Project
- J. Discussion and Action on Purchase of Life Rings on Coal Dock
- K. Discussion and Action on Purchase of Gravel for Boat Yard Area
- L. Discussion and Action on Repair or Removal of Fenders/Studs on Marina Sea Wall
- M. Adjourn

Cc: Posted Ashland Daily Press File

APRIL 17, 2019 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, John Baregi, Candace Kolenda, Rodger Reiswig, Nicholas Suminski, and Don Swedberg.

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 March 20, 2019 Meetings – Baregi moved to approve and place on file the March 20, 2019 Meeting Minutes and Suminski seconded. Motion carried 4-0-2, Broberg and Kolenda abstain.

Public Comment – None.

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

1. **Payment of Invoices** – Baregi moved to approve for payment Lake Effect Builders, LLC invoice #2767 for \$17,910.00, invoice #2772 for \$34,626.00, and invoice #2771 for \$11,870.00 and Swedberg seconded. Motion carried 6-0. Suminski moved to approve for payment Washburn Marina invoice #65168 for \$3,054.86 and Reiswig seconded. Motion carried 6-0. Swedberg moved to approve for payment Smithgroup invoice #137584 for \$3,815.00 and Baregi seconded. Motion carried 6-0. Baregi moved to approve for payment Smithgroup pay Request No. 3 for Michels Foundation for \$409,617.00 and Suminski seconded. Motion carried 6-0. Reiswig moved to approve for payment Fast Lane Motor Sports statement dated 4/12/2019 for \$3,141.99 and Kolenda seconded. Motion carried 6-0. Baregi moved to approve for payment Pier Genius, Inc. order dated 4/15/2019 for \$1,159.31 and Suminski seconded. Motion carried 6-0.

Slip Transfers –

1. **Slip #20 Fleig/Bicek** - Baregi moved to approve transfer of Slip #20 on Pier 1 from Fleig to Bicek and Suminski seconded. Motion carried 6-0.
2. **Discussion and Action on Request to Purchase Slip 56 from Harbor Commission Via a Trade** – Mike Sandor, Petitioner – Discussion occurred. Baregi moved to disapprove the request by Sandor to purchase an individual's slip of same size to trade for a Harbor Commission owned slip and Swedberg seconded. Motion carried 5-1, Kolenda opposed.

Marina Manager's Report – Shrider stated there is ice in the marina and are working to bubble it out; the service department is very busy with work orders.

1. **March Financial Reports** – Shrider stated the March Financial report is the preliminary unaudited version of year end financials; we finished .44% below budget and a 20.52% net income increase for fiscal year end. Shrider stated we are full in slip rentals; the service department fell short of budget by 12.65% but 5.68% ahead of last year at this time; the Ship Store fell short of budget by 2.92% but 13.12% ahead of this time last year. Shrider stated the information has been sent to the auditors for review. Suminski moved to accept and place on file the March Financial Reports and Reiswig seconded. Motion carried 6-0.

2. **Update on Ice Damage to Piers** – Broberg discussed the structural damage one-third out on Pier 3 that needs to be repaired and the spud at the end of one of Pier 3's finger piers needs to be addressed, the opposite spud is missing. Broberg stated in order to fix these issues the ice needs to be out of the marina.

Discussion and Action on Lift Well Cement Issues/and Mudjacking on Fuel Dock Area – Broberg stated the fuel pier settled again after it was mudjacked last year by Larry Cicero/Spray Foam Insulation crew who in turn stated it would probably need to be done again in order to stabilize the fuel pier. Shrider stated she received a quote of \$3,500.00 from Cicero to mudjack the fuel pier again. Suminski moved to accept the quote of \$3,500.00 from Larry Cicero/Spray Foam Insulation to mudjack the fuel pier and Reiswig seconded. Motion carried 5-1, Kolenda opposed. Shrider stated she had John Cook look at the several cement issues in the lift well area which are: the storm drain closest to the bulkhead continues to jack up, has been dealt with in the past, does not drain properly and is a tripping hazard; the storm drain with the waste water recycling system is also jacking up and crushing PVC pipes that are believed to be abandoned but won't know until the water is turned on; several areas of cracking and crumbling cement in the lift area need to be repaired because there is too much of a drop while carrying a boat. Shrider believes ice is jacking up the culverts and is also waiting to hear back from Cook.

Discussion and Action on Pier 3 Alignment – Shrider stated there is really no material in the lake bed for the slip pilings to be put into; due to high water and winter ice believes the cause of the pier to shift towards the fuel dock which probably contributed to the ramp problem. Shrider stated Karl Dornburg has 2 tugs stored at the marina, when they get launched we will use his tugs and attempt to jack up the slip pilings on Pier 3, put heavy metal wedges in them, push the pier into place, then drop the pilings back down. Broberg believes ice is causing the issue and stated one spud is missing and the other is broken off and should have Fast Lane/Bretting, when he comes back, have the spuds replaced.

Update on Dock 3 Utility Upgrade Project – Broberg stated they started putting in the water lines today, the pedestals have all been converted, the conduit has been laid and the electrical wire will need to be fished through it.

Discussion and Action on Agreement with US Army Corps of Engineers for Coal Dock Usage – Kluver stated we have to use US Army Corps' agreement and a draft of that agreement has not arrived yet; their intention is to store some stone and to use for mooring later in the summer. Kluver stated they wanted to use the dock by May 1st, however we have not yet received their agreement; if you are comfortable with what was outlined last fall and the prices were fine, we could eliminate a special meeting by authorizing myself and Broberg to enter into an agreement with the US Army Corp per the terms we had outlined and they are agreeable with our rates. Broberg stated our standard agreement has indemnification clauses and insurance requirements which the government will not sign because they are self-insured. Baregi moved to allow Broberg and Kluver to enter into an agreement with the US Army Corps of Engineers for Coal Usage and Suminski seconded. Motion carried 6-0.

Update on Coal Dock Rehabilitation Project – Kluver stated an updated project budget draft dated 4/15/19 which includes the invoices from tonight's meeting is laying in front of you; we have \$6,104.00 worth of engineering costs and \$39,559.25 for contractor costs; we need to do a clean-up change order we approved for the ladders that were welded on the dock which cost about \$11,000.00 to \$12,000.00 that will come out of the contingency fund; there should be a credit back from the change in how the tie back system was done and then when the final bill for the gravel comes in we will see how it all washes out. Kluver stated all in all we have stayed close on target to the budget. Kluver stated some grading was done to fill in gaps along the wall and level to the sidewalks, some underwater welding needs to be done on some sheets that separated, grind down some rough edges and the light at the end of the dock needs to be put back. Baregi stated that maybe we should add safety throw rings on the dock. Kluver stated we will look into the cost of 2 throw rings to be possibly mounted on each light pole at the end of the coal dock and put it on our next meeting agenda. Suminski asked if there is a city ordinance to back up police if called on from a renter of the coal dock having an issue with a fisherman during their work time. Broberg stated there is a state provision for interference with a vessel and Suminski stated maybe we could look into creating a city ordinance to go along with the state provision concerning this issue; Kluver stated he would talk with the city attorney concerning this issue.

Discussion and Action on Approving an Aerial Photo Survey of the Coal Dock/Marina Area for Future Dock Usage Agreements/Other Potential changes to Usage Agreements – Broberg stated the reason for this request is instead of using the four section method used in the past, an aerial photo survey would give us a better view of the coal dock in order

have gained some real estate after the dock rehabilitation; the cost will be \$500.00 and we can do the marina area also. Baregi made a motion to approve the Aerial Photo Survey of the Coal Dock/Marina Area and Kolenda seconded. Motion carried 6-0.

Broberg stated, for future discussion, we are a member of the Wisconsin Commercial Port Association and had attended the 2-day meeting last year and they would like to hold their meeting in Washburn in 2020. Kluver stated the engineer of the coal dock rehabilitation will be getting depth soundings all along the dock which will be good information to give to people.

Adjourn – Suminski moved and Swedberg seconded motion to adjourn. Motion carried 6-0 at 6:47 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer

Harbor Pass Book - 2019

12/31/2018 Balance Carried Forward	\$454,140.46
24-Jan Bremer Band - Loan Payment	-8,509.85
Jan Office Fringe	-95.62
Smithgroup	-22,127.00
Smithgroup	-18,541.00
31-Jan Interest	153.71
8-Feb Deposit -Grant Draw	398,867.63
13-Feb Jan Payroll	-768.20
Walkie's Diesel & Marine Service	-1,067.26
Wis. Harbor Towns Association	-250.00
Smithgroup	-25,327.00
Feb Office Fringe	-95.62
26-Feb Michels Foundation-Draw 2	-580,599.83
28-Feb Interest	304.45
8-Mar Deposit-Nelson Dock Rent	1,152.00
11-Mar Deposit-Pearl Beach Dock Rent	4,055.78
15-Mar Trust Fund Loan	-18,381.46
13-Mar March Office Fringe	-95.62
Chamber Dues	-85.00
Smithgroup	-22,386.00
February Payroll	-756.70
28-Mar Lake Effect Builders	-17,910.00
29-Mar Interest	59.75
12-Apr Deposit Grant	619,549.37
17-Apr Bremer Bank - Loan Payment	-5,031.10
17-Apr Smithgroup	-3,815.00
Complete Computer Solutions, Inc.	-1,059.00
Washburn Marina	-3,054.86
March Payroll	-1,173.61
17-Apr Slip Fees	8,252.40
Sales Tax	473.12
Annual Fee	350.00
26-Apr Slip Fees	13,977.60
Sales Tax	796.26
Annual Fee	500.00
30-Apr Slips	12,651.60
Sales Tax	720.58
Annual Fee	450.00
Slip # 59 Transfer	100.00
30-Apr Interest	871.91
3-May Slip Fees	29,203.20
Sales Tax	1,446.66
Annual Fee	1,100.00
Balance as of 5/6/19	\$818,046.75

Marina Operating Account 2019

12/31/2018 Balance Carried Forward		204,781.42
7-Jan Ck# 732	Washburn Marina	-16,206.00
14-Jan	Deposit	56,643.19
14-Jan Ck# 733	Washburn Marina	-16,206.00
21-Jan Ck# 734	Washburn Marina	-18,115.45
24-Jan	Deposit	14,179.75
28-Jan Ck# 735	Washburn Marina	-16,206.00
18-Jan	Deposit	14,813.27
31-Jan	Interest	1.79
4-Feb Ck# 736	Washburn Marina	-16,457.00
8-Feb	Deposit	22,002.73
11-Feb Ck# 737	Washburn Marina	-16,457.00
18-Feb Ck# 738	Washburn Marina	-16,457.00
	Sales Tax	-3,152.41
19-Feb Ck# 739	Washburn Marina	-16,458.00
21-Feb	Deposit	56,494.51
28-Feb	Interest	1.67
4-Mar Ck# 740	Washburn Marina	-15,955.00
8-Mar	Deposit	6,047.61
11-Mar Ck# 741	Washburn Marina	-15,955.00
11-Mar	Deposit	33,582.64
15-Mar Ck# 742	Washburn Marina	-15,955.00
22-Mar Ck# 743	Washburn Marina	-15,956.00
	Sales Tax	-3,322.67
22-Mar	Deposit	30,373.92
31-Mar	Interest	1.96
1-Apr Ck# 744	Washburn Marina	-12,116.00
5-Apr	Deposit	23,444.64
8-Apr Ck# 745	Washburn Marina	-12,116.00
12-Apr	Deposit	34,553.85
15-Apr Ck# 746	Washburn Marina	-12,116.00
	Sales Tax	-3,590.29
17-Apr	Deposit	38,918.58
22-Apr Ck# 747	Washburn Marina	-12,116.00
26-Apr	Deposit	14,519.88
29-Apr Ck# 748	Washburn Marina	-12,116.00
30-Apr	Deposit	22,471.09
30-Apr	Interest	2.18
3-May	Deposit	56,553.74
6-May Ck# 749	Washburn Marina	-23,956.00
Balance as of 5/6/19		338,403.60

INVOICE

SMITHGROUP

SMITHGROUP, INC

201 Depot Street, Second Floor
Ann Arbor, MI 48104
T 734.669.2736 F 734.780.8467
smithgroup.com

April 23, 2019

Project No: 10818

Invoice No: 0138124

Invoice Total \$2,289.00

Mr. Scott Kluver
City Administrator
City of Washburn, Wisconsin
119 Washington Ave
PO Box 638
Washburn, WI 54891

Professional Services from February 23, 2019 to March 29, 2019

Contract 000 Washburn Coal Dock Rehabilitation Construction Documents and Contract Administration

Billing Phase	Fee	Percent Complete	Total Earned
Task 1	40,000.00	100.00	40,000.00
Task 2 and 3	135,800.00	100.00	135,800.00
Task 4	76,300.00	95.00	72,485.00
Total Fee	252,100.00		248,285.00
		Previous Fee Billing	245,996.00
		Current Fee Billing	2,289.00
		Total Fee	2,289.00
		Total this Contract	\$2,289.00
		Total this Invoice	<u>\$2,289.00</u>

"BE GREEN" - to receive your invoices via e-mail, please contact Kim at the number above

SmithGroup PM Heather Brose

210-00-53540 800-00

DUE AND PAYABLE UPON RECEIPT

Electronic Payments: SmithGroup, Comerica Bank (CMCA) #072000096, Account #1850611219

Fast Lane Motor Sports

3122 Lake Shore Dr. E.
Ashland, WI 54806

Invoice

Date	Invoice #
4/26/2019	3665W

Bill To
Washburn Marina 1 Marina Drive Washburn, WI. 54891

Harbor Commission

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			4/26/2019			

Quantity	Item Code	Description	Price Each	Amount
5	Ron Labor	Ron & Portable Welder	115.00	575.00
7	Labor	Chris Labor	60.00	420.00
1	Parts	Misc. Materials	55.00	55.00
10	Parts	Extra Straps	10.95	109.50

OK
050819
[Signature]
210-00-53540 - 210-000

Total			\$1,159.50
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Lake Effect Builders, LLC
 P.O. Box 55
 Washburn, WI 54891
 Ph: 715-209-0300 – fax: 715-812-1105
 Email: info@lakeeffectbuildersllc.com

Invoice

2783

Project Washburn- Peir3 Electric- Extr
 PO Box 638
 Washburn, wi 54891

Customer City of Washburn
 PO Box 638
 Washburn, wi 54891

Date 5/8/19

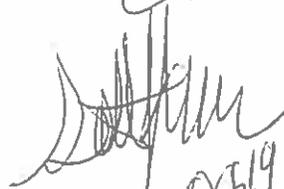
Work Completed \$10,440.23

Due Balance \$10,440.23

Total Due \$10,440.23

Payment Terms Due 15 days from bill date

Cost Type	Item	Supplier	Trans #	Date	Net Cost
Subctr Hrs	Material-3 phase power upgrade	Anderson Electric, LLC	874	4/29/19	\$6,413.84
Subctr Hrs	Labor - 3 phase Install	Anderson Electric, LLC	875	4/29/19	\$2,441.60
Subctr Hrs	Consult-bulkhead conduit-change	Anderson Electric, LLC	876	4/29/19	\$761.60
Subctr Hrs	Mtrl.-Bulkead condiut change	Anderson Electric, LLC	877	4/29/19	\$445.12
Subctr Hrs	CR- Mtrl. Single Phase to Panel	Anderson Electric, LLC	878	4/29/19	-\$2,989.45
Subctr Hrs	CR- Lbr. Single Phase to Panel	Anderson Electric, LLC	879	4/29/19	-\$627.20
Subctr Hrs	Mtrl.-s.s. J box, conduit,parts	Anderson Electric, LLC	880	4/29/19	\$2,868.00
Subctr Hrs	Lbr.-s.s. J box, conduit, parts	Anderson Electric, LLC	881	4/29/19	\$571.20
Subctr Hrs	Mtrl.-termnat existn conductors	Anderson Electric, LLC	882	4/29/19	\$555.52
Grand Total					\$10,440.23

OK

 05/08/19
 210-00-53540-810-000

Lake Effect Builders, LLC
P.O. Box 55
Washburn, WI 54891
Ph: 715-209-0300 – fax: 715-812-1105
Email: info@lakeeffectbuildersllc.com

Invoice

2782

Project Washburn - Pier 3 Extra-Repair
PO Box 638
Washburn, wi 54891

Customer City of Washburn
PO Box 638
Washburn, wi 54891

Date 5/8/19

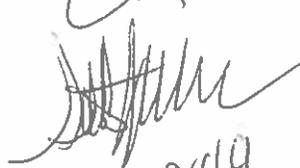
Work Completed \$1,858.50

Due Balance \$1,858.50

Total Due \$1,858.50

Payment Terms Due 15 days from bill date

Cost Type	Item	Supplier	Trans #	Date	Net Cost
Labor Hrs	Float- Bridge Extra Labor	Stuart Salisbury	7154	4/26/19	\$346.50
Labor Hrs	Bridge, repair, float Extra	David Marano	7158	4/26/19	\$441.00
Labor Hrs	Float, bridge, repair-extra	Dana S. Noteboom	7166	4/26/19	\$567.00
Labor Hrs	Extras- Floats, dock repair	Leo Ketchum	7175	4/26/19	\$504.00
Grand Total					\$1,858.50

OK

05-08-19
210-00-53540-910-000

Lake Effect Builders, LLC
 P.O. Box 55
 Washburn, WI 54891
 Ph: 715-209-0300 – fax: 715-812-1105
 Email: info@lakeeffectbuildersllc.com

Invoice

2781

<p>Project Washburn Marina Peir 3 PO Box 638 Washburn, wi 54891</p> <p>Customer City of Washburn PO Box 638 Washburn, wi 54891</p>	<p>Date 5/8/19</p> <p>Work Completed \$41,790.00</p> <p>Due Balance \$41,790.00</p> <p>Total Due \$41,790.00</p> <p>Payment Terms Payment due upon receipt</p>
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✓	Phase	Contract	Am %	Done	Value Done	Previous	Current	Due Now
✓	Completion	\$119,400.00	100%	119,400.00	\$77,610.00	\$41,790.00	\$41,790.00	\$41,790.00
Grand Total		\$119,400.00			\$119,400.00		\$41,790.00	\$41,790.00

OK

[Handwritten Signature]

050819

210-00-53540-410-000



P.O. Box 482
Washburn, WI 54891

NOTIFICATION OF PENDING SLIP ASSIGNMENT

Date of Offer: 04/18/2019

Slip Description: Pier 3, Slip # 091 , Size: 12' x 24'

Offered Price: \$8,000

Terms:

Maintenance Fees Due by Buyer: \$842.73

Registration Fees Paid by: Seller

Seller: Terry Shonblom

Buyer: JM Kurth Trust

Transfer Processed by: Washburn Marina

RESPONSE REQUIRED BY: May 15th, 2019

Greetings Washburn Harbor Commission:

You are being advised of the above pending slip sale to a non-slip holder. Please consider this Assignment of Boat/Slip and render your authorization or decline no later than the Response Required By date as indicated above.

Sincerely,

Amy Trimbo
Administrative Manager
Washburn Marina



P.O. Box 482
Washburn, WI 54891

COMPLETION OF SLIP ASSIGNMENT TRANSFER REPORT

Date of Closing: April 22nd, 2019
Slip Description: Pier 1 , Slip #020
Final Price: \$16,500
Terms:

Maintenance Fees Due by Buyer: \$1,533.97
Slip Rental Proceeds Due to Buyer: \$N/A
Registration Fees Paid by: Seller

Seller: Brain D. Fleig

Buyer: Andrew D Bicek & Alison J. Bicek

Transfer Processed by: Washburn Marina

Copy of Recorded Transfer Provided to City on: May 3rd, 2019

Greetings Washburn Harbor Commission:

This report confirms the completion of the transfer of slip as described above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Amy Trimbo".

Amy Trimbo
Administrative Manager



P.O. Box 482
Washburn, WI 54891

COMPLETION OF SLIP ASSIGNMENT TRANSFER REPORT

Date of Closing: April 22nd, 2019

Slip Description: Pier 2, Slip #059

Final Price: \$ 0

Terms:

Maintenance Fees Due by Buyer: \$1,533.97

Slip Rental Proceeds Due to Buyer: \$N/A

Registration Fees Paid by: Seller

Seller: Fritz Franzen

Buyer: Stefan Franzen AND Mark F. Harris

Transfer Processed by: Washburn Marina

Copy of Recorded Transfer Provided to City on: April 22nd, 2019

Greetings Washburn Harbor Commission:

This report confirms the completion of the transfer of slip as described above.

Sincerely,

A handwritten signature in cursive script that reads "Amy Trimbo".

Amy Trimbo
Administrative Manager

From: Michelle Shrider <michelle@washburnmarina.com>
Sent: Friday, April 26, 2019 1:07 PM
To: 'Scott Kluver'
Cc: 'Carl Broberg'
Subject: Float Replacement Needs

Greetings:

We've inventoried the current float status – a diagram and information is attached. The last time we ordered floats in 2017, they were \$134.60 each plus shipping. We have an 9 available currently and are in need of replacing 35 qty. It is always good to have at least 6 on hand for repairs.

I will get a quote and delivery estimate from Den Hartog and have it for the May meeting.

Sincerely,
Michelle Shrider, CMM, General Manager
Washburn Marina
1 Marina Drive
Washburn, WI 54891
715-373-5050
www.washburnmarina.com

Live Webcam at the Marina – [Click Here!](#)
Join us on [Facebook](#)

*approved
to order
3/2*



Not an invoice

April 29, 2019

Attn: Michelle Shrider
Washburn Marina
1 Marina Drive
Washburn, WI 54891

RE: ACE Float Price Quote

Quantity	Model Number	Buoyancy	Price	Extended Price
32	FF3648-20	1088lbs	\$138.64/ea.	\$4,436.48
Freight.....				<u>545.00</u>
Total.....				\$4,981.48

Lead Time: 4 Weeks upon receipt of order.

We appreciate the opportunity to provide you a price quote for ACE floats!

Sincerely,

Mark
Marine Sales Manager
Den Hartog Industries, Inc.
P.O. Box 425
Hospers, IA 51238
Fax 712-752-8222
Cell 712-230-0696

Not an invoice

Ace Roto-Mold Float Drums by Den Hartog Industries, Inc.
4010 Hospers Drive South. P.O. Box 425
Hospers, IA 51238-0425
Ph: 712-752-8432 Fax: 712-752-8222
1-800-342-3408
www.acefloatdrums.com

Marina Management, Inc.

**Financial Statements
With
Independent Accountant's Review Report**

For the Year Ended March 31, 2019

DRAFT

**Ehlers & Pierce, CPAs, Inc.
313 3rd Street West
Ashland, WI 54806
715-682-8353**

**Marina Management, Inc.
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DRAFT

Ehlers & Pierce, CPAs, Inc.

Certified Public Accountants

313 3rd Street West
Ashland, WI 54806

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
Marina Management, Inc.
Bayfield, Wisconsin

We have reviewed the accompanying financial statements of Marina Management, Inc. (an S-Corporation), which comprise the balance sheet as of March 31, 2019, and the related statements of net operating income, non-operating activity and retained earnings and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The supplementary information contained in the Schedule to Reconcile Cash Transfers to and from Washburn Harbor Commission to Revenue and Expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

Ehlers & Pierce, CPA's Inc.
Ashland, WI
May 8, 2019

DRAFT

Marina Management, Inc.
Balance Sheet
March 31, 2019

ASSETS

Current Assets	
Cash and Cash Equivalents	\$ 20,174
Accounts Receivable	72,594
Prepaid Expenses	16,049
Inventory	<u>64,292</u>
Total Current Assets	<u>173,109</u>
Property and Equipment	<u>-</u>
TOTAL ASSETS	<u>\$ 173,109</u>

LIABILITIES AND OWNERS EQUITY

Current Liabilities	
Accounts Payable	\$ 18,773
Accrued Expenses	5,841
Deferred Revenue	<u>128,981</u>
Total Current Liabilities	<u>153,595</u>
Long Term Liabilities	<u>-</u>
Total Liabilities	<u>153,595</u>
Owner's Equity	
Retained Earnings	<u>19,514</u>
TOTAL LIABILITIES AND OWNERS EQUITY	<u>\$ 173,109</u>

DRAFT

Marina Management, Inc.
Statement of Net Operating Income
For Year Ended March 31, 2019

Facility Income	\$ 244,632
Service Department Income	684,611
Store Sales	<u>206,856</u>
Total Revenue	<u>1,136,099</u>
Cost of Goods Sold	
Service Department	229,259
Ship Store	<u>153,285</u>
Total Cost of Goods Sold	<u>382,544</u>
Gross Profit	<u>753,555</u>
Operating Expenses	
Payroll and Payroll Taxes	294,322
Advertising and Promotion	7,309
Bad Debt	539
Donations	1,334
Employee Benefits-Retirement and Health Insurance	54,323
Freight and Shipping	6,301
General Insurance & Workers Comp Insurance	29,661
Licenses, Permits, Dues and Subscriptions	2,971
Maintenance and Maintenance Supplies	26,585
Miscellaneous	1,859
Office Supplies and Postage	2,399
Professional and Contract Services	5,226
Service Charges	18,311
Small Tools	2,153
Supplies	15,318
Travel and Training	4,975
Uniforms	1,242
Utilities	<u>33,194</u>
Total Operating Expenses	<u>508,022</u>
Net Operating Income	<u>\$ 245,533</u>

DRAFT

Marina Management, Inc.
Statement of Non-Operating Activity and Retained Earnings
For Year Ended March 31, 2019

Transfers to Washburn Harbor Commission	\$ (1,361,238)
Transfers from Washburn Harbor Commission	1,056,938
Maintenance Fees	<u>137,683</u>
Net Non-Operating Activity	<u>(166,617)</u>
Net Operating Income	245,533
Beginning Retained Earnings	<u>(24,936)</u>
Shareholder Distributions	(34,466)
Ending Retained Earnings	<u>\$ 19,514</u>

DRAFT

Marina Management, Inc.
Statement of Cash Flows
For Year Ended March 31, 2019

Cash Flows from Operating Activities	
Net Operating Income	\$ 245,533
Adjustments to reconcile net operating income to net cash provided by operating activities	
(Increase) Decrease in:	
Increase in accounts receivable	(15,640)
Increase in inventory	(5,633)
Decrease in prepaid expenses	8,520
Increase (Decrease) in:	
Decrease in accounts payable	(5,691)
Increase in accrued liabilities	675
Decrease in deferred revenue	<u>(21,057)</u>
Net cash provided by operating activities	<u>206,707</u>
Cash flows from investing activities	<u>-</u>
Cash Flows from Financing Activities	
Cash transferred to Washburn Harbor Commission	(1,361,238)
Cash transferred from Washburn Harbor Commission	1,056,938
Maintenance Fees	137,683
Shareholder Distributions	<u>(34,466)</u>
Net Cash used by Financing Activities	<u>(201,083)</u>
Net increase in cash and cash equivalents	<u>5,624</u>
Cash and cash equivalents at beginning of year	14,550
Cash and cash equivalents at end of year	<u>\$ 20,174</u>

DRAFT

Marina Management, Inc.
Notes to the Financial Statements
For Year Ended March 31, 2019

Note 1. Nature of Organization and Summary of Significant Accounting Policies

Nature of Organization

The Marina Management, Inc. is an S Corporation, incorporated in the State of Wisconsin, as a for profit corporation. The Company was organized for the purpose of managing the Washburn Marina, which is owned by the City of Washburn, Wisconsin. Oversight is provided by the Washburn Harbor Commission.

Summary of Significant Accounting Policies

This summary of significant accounting policies of the Company is presented to assist in understanding the Company's financial statements. The financial statements and notes are representations of the Company's management who is responsible for the integrity and objectivity of the financial statements. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of financial statements. All carrying amounts are considered to be at fair market value.

Nature of Operations – Basis of Accounting

The company provides a range of marina services to customers including a ship store, service department, slip rentals, slip sales and other services. The Company prepares its financial statements on the accrual basis of accounting incorporating marina industry specific standards.

Cash and Cash Equivalents

Cash and cash equivalents represent all cash on hand and deposits in financial institutions. Cash equivalents are short-term financial instruments with less than 91 days maturity.

Inventories

Inventory consists of the merchandise for resale, supplies and parts on hand in the ship store, service departments and other storage areas. Inventory also includes boats that have been seized due to non payment and will be sold as soon as possible. Inventory is owned by the City of Washburn but is presented in the financial statements to present a complete view of the company's financial condition. The inventory is valued at the lower of cost (first-in-first-out) or market value whichever is lower. No service work in process is reported, as work in progress, because they are billed to customer at month end and reported as accounts receivable.

Merchandise/Supplies Inventory	\$57,218
Seized Boats for Sale	<u>7,074</u>
Total Inventory	<u>\$64,292</u>

Marina Management, Inc.
Notes to the Financial Statements
For Year Ended March 31, 2019

Note 1. – Continued

Accounts Receivable

Trade accounts receivable are reported at the amount management expects to collect from outstanding balances. Differences between the amount due and the amount management expects to collect are reported in the results of operations in the year in which those differences are determined. The differences are written off to the bad debt expense.

Depreciation

All property and equipment are owned by the City of Washburn and the Harbor Commission has oversight of the property and equipment. The Company does not record as an asset property and equipment owned by the City of Washburn; therefore, no depreciation is recorded.

Note 2. Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Note 3. Deferred Revenues

Certain products and services are paid in advance. These payments are reported as a liability until the product or service is provided. The total reported as deferred revenue at March 31, 2019 is \$128,981 which consists of the following:

<u>Description</u>	<u>Total</u>
Haul out, Storage, Launch	\$124,711
Refundable Deposits	<u>4,270</u>
Total	<u>\$128,981</u>

DRAFT

Note 4. Non-Operating Activities

All receipts collected by the Company are remitted to the City of Washburn Harbor Commission. All costs associated with the operation of the marina are detailed and submitted to the Harbor Commission and a check for the total is issued to the Company. These activities are reported as non-operating activities. The difference between the reported revenues and expenses and the amounts paid to and received from the Harbor Commission is the result of various accruals.

Marina Management, Inc.
Notes to the Financial Statements
For Year Ended March 31, 2019

Note 5. Employee Benefits

The company has established a Simple IRA retirement plan for the benefit of its employees which matches up to 3% for the eligible employees. The company cost for retirement benefits was \$10,762.

The company offers at a cost of 15% of the monthly premium for single coverage, an insurance plan, which includes medical, short term disability insurance, long term disability, and life insurance. The company cost for insurance benefits was \$43,561.

Note 6. Long Term Liabilities

There were no long-term liabilities for the company.

Note 7. S Corporation - Income Tax Status

The Company, with the consent of its shareholders, has elected under the Internal Revenue Code to be an S corporation. In lieu of corporate income taxes, the shareholders of an S corporation are taxed on their proportionate share of the Company's taxable income. Therefore, no provision or liability for federal or state taxes have been included in the financial statements.

Note 8. Subsequent Events

There were no subsequent events through May 7, 2019 which is the date the financial statements were available to be issued.

Marina Management, Inc.
Schedule to Reconcile Cash Transfers to and from
Washburn Harbor Commission to Revenue and Expenses
For Year Ended March 31, 2019

Operating Revenue	\$	1,136,099
Beginning Accounts Receivable		56,954
Ending Accounts Receivable		(72,594)
Beginning Deferred Revenue		(150,038)
Ending Deferred Revenues		128,981
Maintenance Fees		137,683
Non-Income Statement Transfers		124,153
Cash transferred to Washburn Harbor Commission	\$	<u>1,361,238</u>

Cost of Goods Sold	\$	382,544
Operating Expenses		508,022
Beginning Accounts Payable		24,464
Ending Accounts Payable		(18,773)
Beginning Accrued Expenses		5,166
Ending Accrued Expenses		(5,841)
Beginning Inventory		(58,659)
Ending Inventory		64,292
Beginning Prepaid Expenses		(24,569)
Ending Prepaid Expenses		16,049
Non-Income Statement Transfers		164,243
Cash transferred from Washburn Harbor Commission	\$	<u>1,056,938</u>

DRAFT

washburnadmin@cityofwashburn.org

From: washburnadmin@cityofwashburn.org
Sent: Wednesday, May 8, 2019 2:42 PM
To: 'Michelle Shrider'; 'Carl Broberg'
Subject: RE: Financial Review Draft

Michelle,

If the Net Operating Income of \$245,533 holds, I believe the breakdown would be as follows, do you agree?:

Marina Management	Harbor Commission
13,750	41,250
63,921	63,921
40,749	21,942
\$118,420	\$127,113

Scott Kluver
City of Washburn

From: Michelle Shrider <michelle@washburnmarina.com>
Sent: Wednesday, May 8, 2019 2:11 PM
To: 'Scott Kluver' <washburnadmin@cityofwashburn.org>; 'Carl Broberg' <Crbroberg@centurytel.net>
Subject: Financial Review Draft

Greetings:

Attached is the draft of the financial review of FY 2018-2019. I will be looking through it with a fine comb yet but at first blush it looks good. Please include it in the meeting packet for next week. I'll be working on the financial report for April this weekend and get that to you in time – I hope – if nothing else goes wrong.

Sincerely,
Michelle Shrider, CMM, General Manager
Washburn Marina
1 Marina Drive
Washburn, WI 54891
715-373-5050
www.washburnmarina.com

Live Webcam at the Marina – [Click Here!](#)
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Lifebuoy Ring

\$90.00



24 Inch Life Ring Cabinet with Throw Line and USCG Buoy

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Pool & Spa Anti Foam Defoamer Concentrate - 1 Gallon

206

\$29.99 prime

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What other items do customers buy after viewing this item?



Sea Dog 491240-1 Ring Buoy Bracket
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attwood 11714-2 Hollow Braided Polypropylene Anchor Line 1/4" x 50', White
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Cal June Approved Ring Buoy
67

\$51.97 - \$123.99



Whitecap Ss Ring Buoy Bracket
\$8.90 - \$43.99

Customers also shopped for



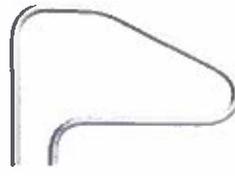
Ocean Blue Pool Floating
Grecian Blossoming Pool
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Intermatic 2T2502GA
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SAFRON Rust Proof RTD-
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Handrail - 32" H x 48" W...

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326-RTD Gray Return-to-
Deck Figure 4" Swimming
Pool & Spa Handrail...

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3-Bend Return-to-Deck
"Figure 4" Swimming Pool
Handrail - 32" H x 48" W...

2
\$208.36

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Product description

The durable Life Ring Cabinet holds a standard 24" ring buoy, which can be easily removed in an emergency from the pre-installed hook. The cabinet has an unbreakable clear acrylic door designed to make the buoy easily identifiable in an emergency. The cabinet is designed from a tough white plastic and will provide years of protection for your life ring keeping it in new condition. This model cabinet comes with a 60 foot emergency heaving line with foot anchor and a standard 24 Inch Orange U.S. Coast Guard approved Ring Buoy. Unit can be easily hung on a wall or on a fence with your own hardware.

Product information

Package Dimensions	30.2 x 30.2 x 8.7 inches
Item Weight	29 pounds
Shipping Weight	29 pounds (View shipping rates and policies)
Manufacturer	Aquatic Technology, Inc

Warranty & Support

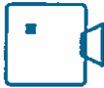
Product Warranty: For warranty information about this product, please [click here](#)

Feedback

ASIN	B00LNIBIRM
Item model number	AQRBC24-O
Customer Reviews	Be the first to review this item 0.0 out of 5 stars
Best Sellers Rank	#464,036 in Patio, Lawn & Garden (See Top 100 in Patio, Lawn & Garden) #5,284 in Pool & Spa Replacement Parts

If you are a seller for this product, would you like to **suggest updates through seller support?**
Would you like to **tell us about a lower price?**

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\$279.00



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13
\$24.99



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26
\$22.74

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washburnadmin@cityofwashburn.org

From: Michelle Shrider <michelle@washburnmarina.com>
Sent: Friday, April 19, 2019 11:26 AM
To: 'Scott Kluver'; 'Carl Broberg'
Subject: Gravel for this year

Greetings

One more thing – we'll need another load of gravel this year. We have a few sink holes and it's washed away from the edge of the sidewalk again. Will you add this to the agenda for May as well? Thanks!

Sincerely,
Michelle Shrider, CMM, General Manager
Washburn Marina
1 Marina Drive
Washburn, WI 54891
715-373-5050
www.washburnmarina.com

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C & W Trucking
85540 County Highway J
P.O. Box 516
Bayfield, WI 54814

Invoice

Phone # 715-779-5628

Bill To:

WASHBURN MARINA
MICHELLE
P.O. BOX 482
WASHBURN, WI 54891

Invoice #: 18911
Invoice Date: 6/26/2018
Due Date: 7/26/2018
Project:
P.O. Number:

Date	Description	Hours/Qty	Rate	Amount
6/27/2018	RED GRAVEL	100	29.00	2,900.00
	Sales Tax		5.50%	0.00

OK
[Signature]
6/13/18
210-00-53540-342-000

Mastercard/Visa
Credit Card Number _____
EXP Date _____
3 Digit Sec Code _____

Total	\$2,900.00
Payments/Credits	\$0.00
Balance Due	\$2,900.00
Tax 5.5%	

Subject: RE: Next Agenda Item

Everyone:

Please know that we will be getting an estimate from Pearl Beach Construction to replace the fenders that have been salvaged in a secure fashion. Removing the fenders completely is a very permanent solution that needs to be fully thought through. There was a lot of money spent in the construction of that wall. The estimate should be provided in time for the Harbor Commission meeting.

Scott Kluver
City of Washburn

From: Michelle Shrider <michelle@washburnmarina.com>
Sent: Friday, April 19, 2019 11:05 AM
To: 'Scott Kluver' <washburnadmin@cityofwashburn.org>; 'Carl Broberg' <Crbroberg@centurytel.net>
Subject: Next Agenda Item

Greetings:

We will need to address the studs that had the vertically installed fenders on them at some point in the near future. Here's a current count:

- Total number of fender locations: 29 (or thereabouts)
- Total number fenders coming off: 5
- Total number fenders off completely: 14
- Of the 14 missing fenders, 3 locations have the studs ripped off completely and the concrete is damaged at the top. This happened over this winter.

At this point – I recommend just cutting the studs off so that boats can tie up along side without holing their boat.

Sincerely,
Michelle Shrider, CMM, General Manager
Washburn Marina
1 Marina Drive
Washburn, WI 54891
715-373-5050
www.washburnmarina.com

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