

JANUARY 10, 2018 HARBOR COMMISSION MEETING

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

Commission Members Present: President Carl Broberg, John Baregi, Bradley Lemire, Mary McGrath, Roger Reiswig, and Don Swedberg.

Commission Member Absent: Stephen Schram

Municipal Personnel Present: Scott Kluver, City Administrator/Clerk, Kay Bratley, Deputy Clerk/Treasurer.

Municipal Personnel Absent: 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 December 20, 2017 Meeting – Baregi moved to approve and place on file the December 20, 2017 Meeting Minutes and Swedberg seconded. Lemire and McGrath abstained. Motion carried 4-2-0.

Public Comment – None.

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

1. **Payment of Invoices** – Swedberg moved to accept Wisconsin Harbor Towns Association invoice #250 for \$250.00 and Baregi seconded. Motion carried 6-0. Baregi moved to accept SmithGroupJJR invoice #128002 for \$875.00 and Swedberg seconded. Motion carried 6-0. Swedberg moved to pay \$700.00 on Pine Ridge Land Surveying LLC invoice #1473 and Baregi seconded. Motion carried 6-0.

Slip Transfers – None.

Marina Manager's Report –

1. **December Financial Statement** – Broberg stated Shrider would be available any time to answer any questions. Baregi moved to accept and place on file the December Financial Statement and Lemire seconded. Motion carried 6-0.

Discussion and Action on Estimate for Removal of Fuel Line – Broberg stated this quotation and contract is a result of the fuel dock inspection done last November to remove the old fuel line that was not done during the fuel dock project. Baregi made a motion to approve the T & D Enterprises, LLC quotation and contract and Swedberg seconded. Motion carried 6-0.

Discussion and Action on Draft Bid Specifications/Documents for Pier 3 Electrical, Water, and Decking Project – Broberg stated SmithGroupJJR offered a \$52,000.00 plus expenses to put together a bid package for the Pier 3 project; due to previous electrical issues with the main distribution panel still unresolved, a question rises with SmithGroupJJR's interest in this project. Broberg stated we have the master plan for the electrical and have discussed decking with Pier Genius to compile a draft bid document. Discussion occurred. Kluver stated the base bid is the electrical and water with three options for decking; we would have to pick the lowest overall bid with whatever option for decking we choose or reject all bids and start over. Kluver stated we can release the bids now and have them back by February 8, 2018 and set a meeting date of February 14, 2018 to potential approve the contract assuming the pedestals have arrived; it is a matter of what the contractor can do

and when our materials arrive to decide when the project will start. Baregi made a motion to approve the Draft Bid Specifications/Documents for Pier 3 Electrical, Water, and Decking Project adding a “break away” option from bin wall to dock in the electrical specifications and change the alternate completion date from December 31, 2018 to March 1, 2019 and Swedberg seconded. Motion carried 6-0.

Discussion and Action on Purchase of Dock Pedestals for Pier 3 Project – Broberg stated these pedestals are the same as Pier 1 and 2 and suggested to order now. Kluver stated if the project begins in the fall, the pedestals can be stored at the marina until they are needed. Baregi made a motion to order 24 pedestals at \$672.89 each and 2 pedestals at \$572.12 each and the prices includes loop feed wiring cost from International Dock Products, Inc. and Lemire seconded. Motion carried 6-0.

Update on Council Action Related to Insurance and West End Boat Fees – Kluver stated City Council agreed to raise West End boat launch fees to match the marina fees and keep the ability to use permits at both facilities and City Council can then address the improvements needed for West End boat launch in the future; City Council agreed to eliminate the life insurance policy on the loan which was paid off per Harbor Commission’s recommendation.

Update on Commercial (Coal Dock) Project – Broberg stated we received the letter from the State on December 31, 2017 granting \$1, 299,248.00 to repair the coal dock; SmithGroupJJR’s original proposal was in multiple phases: 1) the Grant application, which we agreed to do, 2) Design and 3) Managing the project. Kluver stated he is waiting for the contract from the State to review the provisions and see if we have to finance the project or do draws; the agreement with SmithGroupJJR would have to be approved; and how do we come up with \$325,000.00 to finish the project. Kluver stated he envisioned the Harbor Commission paying a portion, the Pier 3 project timing may dictate how it goes forth and anticipating a decent amount of profit sharing from the Marina the end of March; another factor just came to light is a marine contractor that wants to locate in Washburn, purchase city property and have a long term lease agreement utilizing the coal dock. Kluver stated a joint meeting with City Council would have to occur concerning the marine contractor’s interest; if not, the marina and city would have to make contributions and a proposal would need to be done to handle the funding. Baregi stated he would like to see the Harbor Commission handle the financing of the \$325,000.00. Broberg stated the marine contractor coming to Washburn would be a good benefit to the city by adding jobs and the building would add dollars to the tax roll.

Discussion on Next Meeting Date – Kluver stated the next tentative meeting to deal with the coal dock issue would be January 31st and a tentative date of February 14th would be a good time to review the bids received for the Pier 3 project; he will confirm the dates.

Adjourn – Baregi moved and Reiswig seconded motion to adjourn. Motion carried 6-0 at 6:45 p.m.

Respectfully Submitted,
Kay Bratley, Deputy Clerk/Treasurer