

**February 21, 2024**

**HARBOR COMMISSION MEETING**

5:30 P.M.

WASHBURN CITY HALL - 119 N WASHINGTON AVENUE

Commission Members Present: Nick Suminski; Candace Kolenda; Jared Trimbo; Rodger Reiswig; Matt Crowell; Michael Wright

Commission Members Absent: Caroline Nelson

Municipal Personnel Present: Scott Kluver, City Administrator; Michelle Shrider, Marina Manager; Arianna Austin, Administrative Assistant

**Call to Order** – President Suminski called the meeting to order at 5:30 p.m.

**Approval of Minutes of the January 17, 2024 Meeting** – Note was made that Kolenda started the meeting, as Suminski arrived late. The change will be made to minutes. Trimbo moved, and Kolenda seconded, to approve and place on file the January 17, 2024 meeting minutes with the noted change. Motion carried 6-0.

**Public/Member Comment** – None.

**Treasurer’s Report** – Kolenda moved, and Wright seconded, to accept and place on file the Treasurer’s Report. Motion carried 6-0.

Payment of Invoices – Crowell moved, and Trimbo seconded, to approve the invoice from Wisconsin Commercial Port Association in the amount of \$250.00. Motion carried 6-0. Trimbo moved, and Crowell seconded, to approve the invoice from Jolma Electric LLC in the amount of \$403.86. Motion carried 6-0.

**Slip Transfers** – None.

**Marina Manager’s Report:** Shrider reported that all areas are doing well, except for the Ship’s Store which is down. Travelift repairs are nearing completion. Utility room repairs are underway due to a leak in the valves. Work is being done by Adrien Cady. Kolenda moved, and Trimbo seconded, to accept and place on file the Marina Manager’s Report. Motion carried 6-0.

**Discussion and Action on Potential Development of Additional Boat Storage Building** – John Sheldon presented on the potential of additional boat storage. The location is closer to the water and coal dock. The design would coordinate with the existing structures at the marina, 150’ x 100’, the height would mirror the other storage buildings. Leasing arrangements were discussed. One-third of the building would be leased to Sheldon’s clients, two-thirds would be operated by the marina. The building would be owned by the Harbor Commission. Suminski commented on the benefits and drawbacks. The city attorney would need to be consulted on the proposal. Kluver noted the public perception of a similar project. Shrider commented on the potential for increased revenue. Shrider discussed further updates to the marina property to maximize additional outdoor storage. Kluver noted that an operation plan and the structure of what this plan would entail, financing, bidding requirements, zoning requirements and legal parameters would be necessary. Conceptual proposal would need to be reviewed by the Commission prior to presenting to Plan Commission and City Council.

**Discussion and Action on Yard Trailer Repairs** – Shrider discussed the current yard trailer, which is from the 1970s. Some of the hydraulic cylinder parts are no longer functioning. Trimbo moved, and Reiswig seconded, to authorize \$4,350.00 for the purchase of necessary parts. Motion carried 6-0.

**Discussion and Action on 2024-2025 Marina Budget and Marketing Plan** – Shrider reviewed the budget. Increased marketing and promotion of the Ship’s Store is a topic of discussion among marina management. Suminski suggested

posting fishing reports inside the Ship's Store. Crowell moved, and Trimbo seconded, to approve the budget as presented. Motion carried 6-0.

**Discussion and Action on Coal Dock Usage Agreement with Pearl Beach Construction, Inc. – Trimbo moved, and Kolenda seconded, to approve the usage agreement with Pearl Beach Construction, Inc. Motion carried 6-0.**

**Discussion and Action on Harbor Commission Event for Safety Day – A half day of safety training is conducted. The date has not been determined. The Washburn Yacht Club asked for help from the marina this year. Crowell moved, and Trimbo seconded, to approve \$100 for pastries for the event. Motion carried 6-0.**

**Adjourn** – Suminski adjourned at 7:13 p.m.

Respectfully Submitted,  
Arianna Austin  
Administrative Assistant