



## **Harbor Commission Meeting**

**Wednesday, December 13, 2023**

**City Hall Council Chambers – 601 Main St W. Ashland, WI 54806**

**5:30 PM**

Take notice that a meeting of the Harbor Commission will be held in- person in the City Hall Council Chambers on **Wednesday, December 13, 2023** at **5:30 PM**.

The following items will be considered:

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

- a. September 20th, 2023 Harbor Commission Minutes

**4. CITIZEN PARTICIPATION PERIOD**

**5. FINANCIAL STATEMENT REVIEW**

- a. Financial Statement Review

**6. GUEST - WI DNR WARDEN - JACK LEUSSMAN**

**7. MANAGER'S REPORT**

**8. OLD BUSINESS**

- a. Super Fund Site/Boat Launch - JFC Funding from 72% to 60%
- b. Fuel System Update - Storage Tanks

**9. NEW BUSINESS**

- a. South Lot Boat Storage and Boat Launch
- b. Special Events on Marina Grounds
- c. Five-Year Capital Plans

**10. ITEMS FOR NEXT MEETING**

**11. ADJOURNMENT**



If you are unable to attend the meeting please call City Hall: 715-682-7071

It is possible that a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice. The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities. NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact the City of Ashland Clerk's Office at 715 -682-7071.

HARBOR COMMISSION MEETING MINUTES: **Wednesday, September 20, 2023**

**1. CALL TO ORDER**

The Wednesday, September 20, 2023 Harbor Commission meeting was called to order by Chair Dick Pufall at 5:30 p.m.

a. Roll Call

**PRESENT:** Peter Herlevi, Thomas Yankee, Randy Harvey, Alan Smiles, Gary Leino, Shawn Brede, Dick Pufall

**ABSENT:** (Excused)

**ALSO PRESENT:** Mayor Matt Mackenzie, Marina Manager Scott Stegman (5:45 p.m.)

**2. APPROVAL OF AGENDA**

a. September 20, 2023 Meeting Agenda

Alan Smiles moved, seconded by Gary Leino to approve the agenda as presented. The motion carried unanimously by voice vote.

**3. APPROVAL OF MINUTES**

a. August 16, 2023 Meeting Minutes

Gary Leino asked that the item Manager's Report under new business be amended to state that commissioner Shawn Brede presented the idea about weed control using the product, Sonar, in the marina.

Thomas Yankee moved, seconded by Peter Herlevi to approve the August 16, 2023 minutes with the amendment to change the commissioner who presented the weed control product from Gary Leino to Shawn Brede. The motion carried unanimously by voice vote.

**4. CITIZEN PARTICIPATION PERIOD**

There were no Citizens present wishing to address the Harbor Commission.

**5. FINANCIAL STATEMENT REVIEW**

Commissioners were unable to discuss the Financial Statements as they did not have them by the time of the meeting.

**6. WISCONSIN DNR PRESENTATION**

a. Warden Jack Leussman

Warden Jack Leussman was called on assignment to Madison and was unable to attend the September 20, 2023 Harbor Commission meeting, but has asked to be moved to the next meeting agenda.

## **7. OLD BUSINESS**

- a. Superfund Site / Boat Launch - WI Waterways Commission Meeting Grant Funding \$700,000  
The Ashland Marina was rewarded \$700,000 and will present to the Wisconsin Waterways Commission again hoping to be rewarded \$1.2 million. Sara Hudson will be presenting for the grant on behalf of the City of Ashland Superfund Site.
- i. 9/27 WI Waterways Joint Finance Meeting for Additional Funding Combined with Item 7a.
- b. Marina Rules - Updated Storage Contract (*Roll*)  
Thomas Yankee moved, seconded by Randy Harvey to approve the Storage Contract as written. The motion passed unanimously by voice vote.
- c. Fuel Systems Update - Storage Tanks  
No update provided to the commission.
- d. Fuel Additives - Valvetec  
Stegmann will receive a quote for the product and provide it for the commission at the next meeting.
- e. Weed Management (*Commissioner Brede*)  
Commissioner Shawn Brede has left messages with WI DNR and WI Waterways Commission regarding possible solutions for weeds in the Ashland Marina. Commissioners will wait to hear from DNR representative, Jack Leussman, on solutions for the weeds. Pete Herlivi asked that the commission decide their stance and plan of action when it comes to weeds at the next meeting.

## **8. NEW BUSINESS**

- a. Managers Report
  - i. Vandalism  
Stegmann reported that there has recently been willful destruction of property at the Marina including vandalism in the restrooms, pulling down posters, and destroying technology. Additionally the Ashland Marina has been experiencing WiFi issues due to destruction of the WiFi instruments. Stegmann and other City Staff are monitoring the destruction with a security camera.
- b. Election of Harbor Commission Chair and Vice Chair  
Randy Harvey moved, seconded by Gary Leino to nominate Tom Yankee as Vice Chair of the Harbor Commission. The motion passed unanimously by roll call vote. Randy Harvey moved, seconded by Shawn Brede to nominate Pete Herlevi as Chair of the Harbor Commission. The motion passed unanimously by roll call vote.

c. Federal Grant Funding

i. Congress Representative Tom Tiffany Letter

Discussion in regards to funding for Superfund Site and Boat Launch and gaining the attention of a State Representative to increase funding possibilities.

**9. ADJOURNMENT**

Tom Yankee suggested an item to be added to the next meeting. He would like the City of Ashland staff to create a clear definition of Harbor Commission member duties and present these duties at the next meeting. After the duties are discussed, he suggested creating a document that can be distributed to new commissioners once they are appointed.

The next meeting of the Harbor Commission is scheduled for November 8, 2023 at 5:30p.m. in the City Hall Council Chambers.

Thomas Yankee moved, seconded by Gary Leino to adjourn. The motion carried unanimously by voice vote.

CITY OF ASHLAND - Marina - Budget Comparison  
**For the Period January 1 - November 10, 2023**  
**PRELIMINARY, SUBJECT TO ADJUSTMENTS/AUDIT**

	<u>2023 Adopted</u> <u>Budget</u>	<u>Actual</u>	<u>Remaining</u> <u>Budget</u>
<b>Revenues</b>			
Operating			
Boat Launch Fees	\$ 6,500.00	\$ 5,931.58	\$ 568.42
Marina Revenues	235,000.00	257,749.31	(22,749.31)
Total Operating Revenues	241,500.00	263,680.89	(22,180.89)
Other Revenues			
Interest	90.00	0.00	90.00
Insurance Dividends	540.00	561.05	(21.05)
Total Other Revenues	630.00	561.05	68.95
Total Revenues	\$ 242,130.00	\$ 264,241.94	\$ (22,111.94)
<b>Operating Expenditures:</b>			
Wages	90,545.00	78,110.43	12,434.57
Overtime	275.00	984.00	(709.00)
Longevity Pay	2,495.00	2,303.23	191.77
Payroll Taxes	7,120.00	6,226.85	893.15
Retirement	4,410.00	3,591.53	818.47
Life Insurance	210.00	177.10	32.90
Workers Comp	3,130.00	-	3,130.00
Unemployment Comp	6,500.00	-	6,500.00
Professional Services	1,000.00	-	1,000.00
Water/Sewer	1,800.00	1,329.44	470.56
Electricity	4,700.00	4,872.67	(172.67)
Telephone	2,680.00	2,833.81	(153.81)
Natural Gas & Fuel Oil	1,900.00	-	1,900.00
Office Supplies/Postage	700.00	529.28	170.72
Advertising/Publishing	2,000.00	-	2,000.00
Travel / Training	1,500.00	-	1,500.00
Operating Supplies	2,750.00	1,623.50	1,126.50
Goods-Resale	4,000.00	7,573.70	(3,573.70)
Gas & Oil	25,500.00	35,835.42	(10,335.42)
R&M- Heavy Equipment	2,750.00	1,366.63	1,383.37
R&M- Equipment	2,750.00	2,275.41	474.59
R&M-Buildings	1,550.00	5,295.97	(3,745.97)
R&M-Land Improvements	1,800.00	2,853.66	(1,053.66)
R&M-Dock	1,275.00	3,364.98	(2,089.98)
R&M-Nav Aids	200.00	-	200.00
R&M-Fuel Dispenser	1,275.00	57.38	1,217.62
Miscellaneous	1,600.00	15.25	1,584.75
Bank Service Charges	1,450.00	-	1,450.00
Property Insurance	7,730.00	8,076.00	(346.00)
Liability Insurance-storage tank	3,000.00	2,579.39	420.61
Liability Insurance-general	600.00	949.00	(349.00)
Total Operating Expenditures	189,195.00	172,824.63	16,370.37
<b>NET OPERATING INCOME (LOSS)</b>	<b>52,935.00</b>	<b>91,417.31</b>	<b>(38,482.31)</b>

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# CITY OF ASHLAND

## Marina - Cash Analysis

**November 10, 2023**

*PRELIMINARY, SUBJECT TO ADJUSTMENTS/AUDIT*

	<b>2023 Adopted</b>		<b>Remaining</b>
<b>Capital &amp; Financing Expenses:</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b>Budget</b>
Principal & Interest Pmt - GO Debt		(47,240.00)	NA
		-	NA
Total Capital & Financing Expense	<u>-</u>	<u>(47,240.00)</u>	<u>-</u>
<b>Net Operating Income (Loss) after</b>			
<b>Capital &amp; Financing Expense</b>	<b><u>\$ 52,935.00</u></b>	<b><u>\$ 44,177.31</u></b>	<b><u>NA</u></b>

### UNRESTRICTED CASH

Cash	\$ 196,708.81
Accounts Payable	<u>(22,936.28)</u>
<b>Cash available for expenses</b>	<b><u>\$ 173,772.53</u></b>

### CONSTRUCTION/CAPITAL CASH

Balance of GO notes	100,852.04
	<u>-</u>

**Cash available for capital expense \$ 100,852.04**

**Cash - Debt Reserve \$ 41,454.86**

\$2,500 monthly transferred in monthly Dec-March 2024

### DEBT - 2020A NOTE PAYABLE

	<b><u>ORIGINAL</u></b>
Principle and interest due 2021	\$ 47,805.21
Principle and interest due 2022	47,257.50
Principle and interest due 2023	47,240.00
Principle and interest due 2024	47,195.00
Principle and interest due 2025	47,122.50
Principle and interest due 2026	47,022.50
Principle and interest due 2027	47,985.00
Principle and interest due 2028	47,712.50
Principle and interest due 2029	47,502.50
Principle and interest due 2030	<u>47,265.00</u>
Total future payments	<b><u>\$ 474,107.71</u></b>

CITY OF ASHLAND  
ENTERPRISE FUNDS

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CAPITAL PROJECTS AND MAJOR MAINTENANCE 2024-2028



MARINA

ALL ESTIMATES

Dept ID	Type	Important per staff	Requested Year	Projects	Priority	Estimated Cost	Outside Funding	Outside Amount			City Contribution	County Contribution	New Borrowing	To be funded
MR	B	***	2024	<u>Marina Replacement of 25 year old underground fuel storage</u> tanks and associated piping. Existing tanks replaced with single above ground, dual compartment tank.	1	125,000	NONE	0		0		0	0	125,000
MR			2025	<u>Boat launch renovation</u>	3	1,200,000	840000	360,000		0	0			360,000
MR			2024	<u>Asphalt/Cement - Lift well pad</u>	2	15,000	NONE	0		0				15,000
MR			2025	<u>C-Dock Float replacement</u>	4	75,000								75,000
MR			2026	<u>Marina Office Building</u> , Retail shop, Showers/Wash rooms	5	750,000	NONE	0		0				750,000
MR			2028	<u>Heated indoor storage</u>	6	1,500,000	0	0		0				1,500,000
MR			2027	<u>Marine Travel Trailer</u> . Change in storage facilities.	7	150,000	NONE	0		0				150,000
				<b>TOTALS</b>		<b>3,815,000</b>		360,000	0	0	0	0	0	2,975,000