



## **Harbor Commission Meeting**

**Wednesday, April 10, 2024**

**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, April 10, 2024** at **5:30 PM**.

The following items will be considered:

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

- a. December 13, 2023 Harbor Commission Meeting Minutes

**4. CITIZEN PARTICIPATION PERIOD**

**5. FINANCIAL STATEMENT REVIEW**

- a. Review of Financial Statement

**6. OLD BUSINESS**

- a. Fuel System Update
- b. South Lot Boat Storage
- c. Special Events on Marina Grounds

**7. NEW BUSINESS**

- a. Manager's Report

**8. ITEMS FOR NEXT MEETING**

**9. 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 Page 1 of 9



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, December 13, 2023**

**1. CALL TO ORDER**

Present: Leino, Yankee, Smiles, Harvey, Herlevi, Brede, Pufall  
Also Present: Stegman (Marina Manager), J. Leussman (DNR Warden), M. MacKenzie (Mayor)

**2. APPROVAL OF AGENDA**

Motion to amend agenda to move Item 6, Guest -WI DNR Warden - Jack Leussman to come before Item 5, Financial Statement Review.

Motion: Yankee  
Second: Brede  
Vote: Passes Unanimously (voice)

**3. APPROVAL OF MINUTES**

- a. September 20th, 2023 Harbor Commission Minutes  
Motion: Leino  
Second: Smiles  
Vote: Passes Unanimously (voice)

**4. CITIZEN PARTICIPATION PERIOD**

No members of the public present for comment.

**5. FINANCIAL STATEMENT REVIEW**

- a. Financial Statement Review  
Reviewed the financial statements received from Finance Department on November 10, 2023. Covered the capital projects list and provided context for each item.

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

Introduced himself as the new person with the DNR. He is responsible for enforcement on Cheq. Bay and in the Apostle Islands. It is a new position to the DNR. His responsibility is regarding boating, commercial fishing, and sport fishing. Discussion on the weeds/milfoil in the Marina and what he the DNR opinion is on removal. Leussman said that permits are required, no matter that solution is taken, chemical or mechanical, and the process is a long one. Question about Registration for some boats in the marina with the DNR.

## **7. MANAGER'S REPORT**

Witnesses of vandalism did not come forward to the Police. 2024 customers are looking good for returners, new customers coming in as well for next year. Winter storage is higher than last year as well.

Mayor MacKenzie gave information on what the responsibility of the Harbor Commission is. Covered the establishment of the Commission and when and what ordinances modified the Commission's bylaws.

## **8. OLD BUSINESS**

- a. Super Fund Site/Boat Launch - JFC Funding from 72% to 60%  
WI Waterways Commission meeting was attended by Stegman, Mackenzie, and S. Hudson (P&R Director). The Commission approved dollars to the boat launch, however the Joint Finance Committee rejected the project unless the state share is reduced to 60% from 72%. With the budget the city has for the project, that new split is not feasible. JFC asked the City to reapply.
- b. Fuel System Update - Storage Tanks  
Estimates are going to be gotten by Stegman. He has talked with a firm in Wausau and they came back with some numbers. It would be about 6 months from order to delivery as they are manufactured to order. All requirements for the state are satisfied for the moment, COVID delayed upgrade requirements, but the state has restarted the clock for replacement because of the single walled current tank.

## **9. NEW BUSINESS**

- a. South Lot Boat Storage and Boat Launch  
Handout was given for this item. Update on current storages and associated revenue. Storage is increased over last year. Discussion regarding increasing storage could compete with space with Book Across the Bay. A soft spot in the asphalt in the parking lot was brought to the attention of the Commission by a member of the Commission.
- b. Special Events on Marina Grounds  
Book Across the Bay taking up storage space is a limit to Marina storage revenue in the parking lot. Mayor MacKenzie covered how BATB came to be an exclusive Ashland event and why the space is being used for BATB. He also explained how the city is expanding its involvement in BATB this year.
- c. Five-Year Capital Plans  
Covered in Financial Statement Review Item.

## **10. ITEMS FOR NEXT MEETING**

No items were brought up by Commission Members.

Next meeting scheduled for Wednesday, February 7th, 2024 at 5:00 PM at City Hall, Council Chambers.

## **11. ADJOURNMENT**

Motion: Harvey

Second: Pufall

Vote: Carries unanimously (voice)

CITY OF ASHLAND - Marina - Budget Comparison  
**For the Period January 1 - December 31, 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	273,521.75	(38,521.75)
Total Operating Revenues	241,500.00	279,453.33	(37,953.33)
Other Revenues			
Interest	90.00	86.84	3.16
Insurance Dividends	540.00	561.05	(21.05)
Total Other Revenues	630.00	647.89	(17.89)
Total Revenues	\$ 242,130.00	\$ 280,101.22	\$ (37,971.22)
<b>Operating Expenditures:</b>			
Wages	90,545.00	88,809.73	1,735.27
Overtime	275.00	984.00	(709.00)
Longevity Pay	2,495.00	2,303.23	191.77
Payroll Taxes	7,120.00	7,049.33	70.67
Retirement	4,410.00	4,379.86	30.14
Life Insurance	210.00	193.20	16.80
Workers Comp	3,130.00	3,086.48	43.52
Unemployment Comp	6,500.00	-	6,500.00
Professional Services	1,000.00	-	1,000.00
Water/Sewer	1,800.00	1,999.47	(199.47)
Electricity	4,700.00	5,979.27	(1,279.27)
Telephone	2,680.00	3,260.28	(580.28)
Natural Gas & Fuel Oil	1,900.00	153.85	1,746.15
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	2,037.85	712.15
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	2,306.35	443.65
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	1,207.38	67.62
Miscellaneous	1,600.00	91.25	1,508.75
Bank Service Charges	1,450.00	-	1,450.00
Property Insurance	7,730.00	8,670.00	(940.00)
Liability Insurance-storage tank	3,000.00	2,579.39	420.61
Liability Insurance-general	600.00	965.01	(365.01)
Total Operating Expenditures	189,195.00	192,875.57	(3,680.57)
<b>NET OPERATING INCOME (LOSS)</b>	<b>52,935.00</b>	<b>87,225.65</b>	<b>(34,290.65)</b>

continued next page

# CITY OF ASHLAND

## Marina - Cash Analysis

**December 31, 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>\$ 39,985.65</u></b>	<b><u>NA</u></b>

### UNRESTRICTED CASH

Cash	\$ 184,427.15
Accounts Payable	<u>(12,141.12)</u>
<b>Cash available for expenses</b>	<b><u>\$ 172,286.03</u></b>

### CONSTRUCTION/CAPITAL CASH

Balance of GO notes	100,871.01
	<u>-</u>
<b>Cash available for capital expense</b>	<b><u>\$ 100,871.01</u></b>

**Cash - Debt Reserve**      **\$ 41,522.73**

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

### DEBT - 2020A NOTE PAYABLE

	<u>ORIGINAL</u>
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 - Marina - Budget Comparison  
**For the Period January 1 - March 31, 2024**  
**PRELIMINARY, SUBJECT TO ADJUSTMENTS/AUDIT**

	<b>2024 Adopted Budget</b>	<b>Actual</b>	<b>Remaining Budget</b>
<b>Revenues</b>			
<b>Operating</b>			
Boat Launch Fees	\$ 6,500.00	\$ -	\$ 6,500.00
Marina Revenues	247,000.00	6,801.39	240,198.61
<b>Total Operating Revenues</b>	<b>253,500.00</b>	<b>6,801.39</b>	<b>246,698.61</b>
<b>Other Revenues</b>			
Interest	90.00	0.00	90.00
Insurance Dividends	540.00	0.00	540.00
<b>Total Other Revenues</b>	<b>630.00</b>	<b>0.00</b>	<b>630.00</b>
<b>Total Revenues</b>	<b>\$ 254,130.00</b>	<b>\$ 6,801.39</b>	<b>\$ 247,328.61</b>
<b>Operating Expenditures:</b>			
Wages	95,835.00	7,983.49	87,851.51
Overtime	275.00	-	275.00
Longevity Pay	2,545.00	-	2,545.00
Payroll Taxes	7,430.00	610.73	6,819.27
Retirement	4,565.00	550.87	4,014.13
Life Insurance	210.00	48.30	161.70
Workers Comp	3,040.00	-	3,040.00
Unemployment Comp	6,500.00	-	6,500.00
Professional Services	1,000.00	-	1,000.00
Water/Sewer	2,200.00	215.54	1,984.46
Electricity	5,000.00	269.55	4,730.45
Telephone	2,680.00	429.27	2,250.73
Natural Gas & Fuel Oil	1,900.00	207.59	1,692.41
Office Supplies/Postage	700.00	-	700.00
Advertising/Publishing	2,000.00	-	2,000.00
Travel / Training	1,500.00	-	1,500.00
Operating Supplies	2,750.00	-	2,750.00
Goods-Resale	4,000.00	-	4,000.00
Gas & Oil	36,000.00	-	36,000.00
R&M- Heavy Equipment	2,750.00	-	2,750.00
R&M- Equipment	2,750.00	-	2,750.00
R&M-Buildings	1,550.00	7,336.50	(5,786.50)
R&M-Land Improvements	1,800.00	27.01	1,772.99
R&M-Dock	1,275.00	-	1,275.00
R&M-Nav Aids	200.00	-	200.00
R&M-Fuel Dispenser	1,275.00	-	1,275.00
Miscellaneous	1,600.00	-	1,600.00
Bank Service Charges	1,450.00	-	1,450.00
Property Insurance	8,100.00	-	8,100.00
Liability Insurance-storage tank	2,900.00	540.00	2,360.00
Liability Insurance-general	1,000.00	-	1,000.00
<b>Total Operating Expenditures</b>	<b>206,780.00</b>	<b>18,218.85</b>	<b>188,561.15</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>47,350.00</b>	<b>(11,417.46)</b>	<b>58,767.46</b>

continued next page

# CITY OF ASHLAND

## Marina - Cash Analysis

**March 31, 2024**

*PRELIMINARY, SUBJECT TO ADJUSTMENTS/AUDIT*

	<b>2024 Adopted</b>		<b>Remaining</b>
<b>Capital &amp; Financing Expenses:</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
Principal & Interest Pmt - GO Debt	(47,195.00)	-	(47,195.00)
		-	-
Total Capital & Financing Expense	<u>(47,195.00)</u>	<u>-</u>	<u>(47,195.00)</u>
<b>Net Operating Income (Loss) after Capital &amp; Financing Expense</b>	<b><u>\$ 155.00</u></b>	<b><u>\$ (11,417.46)</u></b>	<b><u>NA</u></b>

### UNRESTRICTED CASH

Cash	\$ 161,221.29
Accounts Payable	<u>(10,615.72)</u>
<b>Cash available for expenses</b>	<b><u>\$ 150,605.57</u></b>

### CONSTRUCTION/CAPITAL CASH

Balance of GO notes	100,871.01
	<u>-</u>

**Cash available for capital expense \$ 100,871.01**

**Cash - Debt Reserve \$ 51,785.73**

\$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
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Total future payments	<b><u>\$ 474,107.71</u></b>