



Harbor Commission Meeting

Thursday, December 12, 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 **Thursday, December 12, 2024** at **5:30 PM**.

The following items will be considered:

1. CALL TO ORDER

- a. Roll Call

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- a. Approve August 13, 2024 Harbor Commission Minutes

4. CITIZEN PARTICIPATION PERIOD

5. FINANCIAL STATEMENT REVIEW

- a. Review Financial Statement

6. OLD BUSINESS

- a. Approve Change Order: #0077361 Fuel System; Additional Concrete Adjacent to Building.
- b. Boat Launch Update

7. NEW BUSINESS

- a. Manager's Report

8. 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 Page 1 of 11



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: **Tuesday, August 13, 2024**

1. CALL TO ORDER

PRESENT: Tom Yankee, Gary Leino, Jim Gregoire, Katie Matthias

ABSENT: Alan Smiles, Jeff Lewis, Shawn Brede (Excused)

ALSO PRESENT: Marina Manager Scott Stegmann

2. APPROVAL OF AGENDA

Motion to approve agenda: Gregoire

Second: Leino

Vote: Passes Unanimously (Voice)

3. CITIZEN PARTICIPATION PERIOD

No members of the public present.

4. FINANCIAL STATEMENT REVIEW

a. Review Financial Statement

Motion to approve the Financial Statement: Leino

Second: Yankee

Vote: Passes Unanimously (Voice)

5. NEW BUSINESS

a. Fuel System Bid Proposals

Stegmann presented the bids received by M&M/Northwestern, O'Day Equipment, and Walt's Petroleum Service. All bids met the required specifications and are considered to be complete and proper.

Motion to approve bid from M&M/Northwestern: Gregoire

Second: Leino

Vote: Passes Unanimously (Voice)

6. ADJOURNMENT



Motion to Adjourn: Gregoire
Second: Leino
Vote: Passes Unanimously (Voice)

CITY OF ASHLAND - Marina - Budget Comparison
For the Period January 1 - November 30, 2024
PRELIMINARY, SUBJECT TO ADJUSTMENTS/AUDIT

	2024 Adopted Budget	Actual	Remaining Budget
Revenues			
Operating			
Boat Launch Fees	\$ 6,500.00	\$ 6,532.64	\$ (32.64)
Marina Revenues	247,000.00	260,007.27	(13,007.27)
Total Operating Revenues	253,500.00	266,539.91	(13,039.91)
Other Revenues			
Interest	90.00	53.43	36.57
Insurance Div/Donations \$850	540.00	1,420.00	(880.00)
Total Other Revenues	630.00	1,473.43	(843.43)
Total Revenues	\$ 254,130.00	\$ 268,013.34	\$ (13,883.34)
Operating Expenditures:			
Wages	95,835.00	84,196.89	11,638.11
Overtime	275.00	1,170.75	(895.75)
Longevity Pay	2,545.00	2,507.09	37.91
Payroll Taxes	7,430.00	6,722.53	707.47
Retirement	4,565.00	3,899.48	665.52
Life Insurance	210.00	181.90	28.10
Workers Comp	3,040.00	-	3,040.00
Unemployment Comp	6,500.00	-	6,500.00
Professional Services	1,000.00	3,364.30	(2,364.30)
Water/Sewer	2,200.00	1,775.76	424.24
Electricity	5,000.00	5,120.50	(120.50)
Telephone	2,680.00	2,228.27	451.73
Natural Gas & Fuel Oil	1,900.00	2,419.07	(519.07)
Office Supplies/Postage	700.00	64.96	635.04
Advertising/Publishing	2,000.00	867.90	1,132.10
Travel / Training	1,500.00	-	1,500.00
Operating Supplies	2,750.00	3,464.30	(714.30)
Goods-Resale	4,000.00	5,012.59	(1,012.59)
Gas & Oil	36,000.00	35,477.98	522.02
R&M- Heavy Equipment	2,750.00	-	2,750.00
R&M- Equipment	2,750.00	6,652.33	(3,902.33)
R&M- Pontoon Deck	-	5,437.22	(5,437.22)
R&M- Boat Launch	-	1,933.30	(1,933.30)
R&M-Buildings	1,550.00	234.46	1,315.54
R&M-Land Improvements	1,800.00	1,656.95	143.05
R&M-Dock	1,275.00	2,767.21	(1,492.21)
R&M-Nav Aids	200.00	244.50	(44.50)
R&M-Fuel Dispenser	1,275.00	3,756.14	(2,481.14)
Miscellaneous	1,600.00	-	1,600.00
Bank Service Charges	1,450.00	-	1,450.00
Property Insurance	8,100.00	9,075.00	(975.00)
Liability Insurance-storage tank	2,900.00	540.00	2,360.00
Liability Insurance-general	1,000.00	3,730.11	(2,730.11)
Total Operating Expenditures	206,780.00	194,501.49	12,278.51
NET OPERATING INCOME (LOSS)	47,350.00	73,511.85	(26,161.85)

continued next page

CITY OF ASHLAND

Marina - Cash Analysis

November 30, 2024

PRELIMINARY, SUBJECT TO ADJUSTMENTS/AUDIT

	2024 Adopted		Remaining
Capital & Financing Expenses:	<u>Budget</u>	<u>Actual</u>	Budget
Principal & Interest Pmt - GO Debt	(47,195.00)	(47,195.00)	-
Roof replacement - West side	-	(7,336.50)	-
Concrete pad for boat lift	-	(12,991.80)	-
Fuel tanks	-	(82,054.23)	-
Total Capital & Financing Expense	(47,195.00)	(149,577.53)	-
Net Operating Income (Loss) after Capital & Financing Expense	\$ 155.00	\$ (76,065.68)	NA

UNRESTRICTED CASH

Cash	\$ 201,915.51
Accounts Payable	(27,190.60)
Cash available for expenses	\$ 174,724.91

CONSTRUCTION/CAPITAL CASH

Balance of GO notes	20,366.52
	-
Cash available for capital expense	\$ 20,366.52

Cash - Debt Reserve **\$ 31,995.29**
\$3,421 monthly transferred in

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	47,265.00
Total future payments	\$ 474,107.71



Quote

859.781.0402
 859.781.1451 fax
 www.mid-valleysupply.com

****Please Note New Remit To****

106 Commerce Drive., South Point, OH 45680
 315 E 15th Street, Covington, KY 41011
 2228 Yandes Street, Indianapolis, IN 46205
 4080 N. 20th Ave, Wausau, WI 54401

Remit To:
 M&M Service, Inc.
 PO Box 1053
 Lexington, KY 40588

Order Number: 0074387
Order Date: 8/2/2024

Salesperson: ZMD
Customer Number: 02-51084S

Sold To:
 City of Ashland Public Works
 2020 6th Street East
 Ashland, WI 54806

Ship To:
 City of Ashland Public Works
 2020 6th Street East
 Ashland, WI 54806

Confirm To:
 Randy Tody

Customer P.O.	Ship VIA	F.O.B.	Terms
Install new 6K Split AST			Net 15

Whse	Item Code	Description	Quantity	Unit	Price	Amount
	/XCONSTRUCTION	.	0.00	EACH	0.0000	0.00
		SCOPE OF WORK: M&M/NPS proposes to remove existing tanks and piping from current location and install new above ground tank and above ground piping to current dispenser location.				
	/N-400	Tank DW-FG-6K GAL-6'DIA-SPLIT COMPARTMENT 6,000 GALLON UL-2085 FIREGUARD TANK ON SADDLES (SPLIT 3K/3K) INNER TANK DIMENSIONS: 6'DIA x 28' OUTER TANK DIMENSIONS: 6'6"DIA x 28'6" TANK WEIGHT: 23,000 LBS. Tank Includes: Double Bulkhead (1) 24" Manway per Compartment (4) 2" MNPT's per Compartment (1) 4" MNPT per Compartment (2) 6" Emergency Vents (1) 8" Flanged Emergency Vent Exterior Blasted, Primed & Top Coated White Urethane	1.00	EACH	54,000.0000	54,000.00
	/N-400	Tank Freight	1.00	EACH	2,700.0000	2,700.00
400	749-0100AV	2" 8 OZ. PRESSURE VACUUM VENT	1.00	EACH	109.6200	109.62
400	354-0200 AV	VENT UPDRAFT 2"	1.00	EACH	29.9800	29.98
400	244OM-0100AV	4" 8OZ EMERGENCY VENT-MALE THR	3.00	EACH	129.9200	389.76
400	517-0100 AC	SPILL CONTAINER AST 2" 3.5 GA	2.00	EACH	180.8000	361.60
400	179-0100AC	2" ALUMINUM FILL CAP-FEMALE THR	2.00	EACH	14.8200	29.64
400	KG4517	2" FILL ALARM/ AUDIBLE WHISTL	2.00	EACH	35.4800	70.96
400	K-2-90	TYPE K LEAK GAUGE	1.00	EACH	63.8000	63.80

Continued



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400	STP150-VL3-R	1-1/2" HP FIXED SPEED VAR LEN	2.00	EACH	2,022.1300	4,044.26
400	710-0150 1V	VALVE SOLENOID 1.5" (VITON) W	2.00	EACH	770.0000	1,540.00
400	076S-0200AV	5" EXPANSION RELIEF VLV SS 50	2.00	EACH	287.6200	575.24
400	STP-DHI-SCI	DISPENSER HOOK BOX W/SMART CON	2.00	EACH	636.9000	1,273.80
400	CUSTOM PUMP #1	DISPENSER STAND	1.00	EACH	300.0000	300.00
400	FFUL15X18HMXHM	1-1/2" X 18" FLEX CONNECT FI	2.00	EACH	87.3400	174.68
400	FNW410AJ	1-1/2" FULL PORT BALL VALVE B	2.00	EACH	49.5000	99.00
400	662-501-902	1-1/2" EMERGENCY VALVE DBL PO	2.00	EACH	185.3900	370.78
	/N-400	Misc. Material	1.00	EACH	1,000.0000	1,000.00
	/N-400	Product Piping Up to 50 feet of product piping	50.00	EACH	48.0000	2,400.00
400	4" CRASHPOST7	4" CRASH POST SCH10 7' LONG	14.00	EACH	86.4000	1,209.60
400	DPP-4Y	4" BOLLARD COVER YELLOW NON-R	14.00	EACH	50.0000	700.00
	/BID LABOR - WI	Installation Includes: Tank Pipe Dispenser	1.00	EACH	25,000.0000	25,000.00
	/SUB-400	Excavation Pipe and tank removal and restore area, saw cut asphalt for new tank pad.	1.00	EACH	23,600.0000	23,600.00
	/SUB-400	Electrical	1.00	EACH	14,000.0000	14,000.00

Continued



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Order Date: 8/2/2024

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Customer Number: 02-51084S

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Install new 6K Split AST			Net 15

Whse	Item Code	Description	Quantity	Unit	Price	Amount
		(2) Submersibles				
		(2) Solenoid valve				
		(1) New wiring to dispenser				
		(1) E-stop				
		(1) E-stop contactors				
		New conduits				
400	55GAL	55 GALLON DRUMS	2.00	EACH	475.0000	950.00
	/SUB-400	Soil Sample	1.00	EACH	4,550.0000	4,550.00
	/SUB-400	Concrete	1.00	EACH	6,000.0000	6,000.00
		Tank slab estimated size 12'6"x34'				
	/PERMIT	Plans/Permits	1.00	EACH	1,200.0000	1,200.00
	/PERMIT	Bid Bond	1.00	EACH	1,500.0000	1,500.00
	/SUB-400	Crane	1.00	EACH	6,500.0000	6,500.00
	/NT-400	Ground Heater	1.00	EACH	2,000.0000	2,000.00
	/SUB-400	Security Fencing	1.00	EACH	4,300.0000	4,300.00
	/NOTEUG		0.00		0.0000	0.00

Continued



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Install new 6K Split AST			Net 15

Whse	Item Code	Description	Quantity	Unit	Price	Amount
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NOTE:
Due to industry volatility for carbon steel material, the pricing offered in this quotation is subject to review at time of order placement. Material will be subject to adjustment based on increases occurring between the date of quotation and the time of order placement. We regret the necessity of this action and will discontinue this practice as soon as market conditions permit.

PRICE:
Prices quoted are for acceptance within 10 days and, unless otherwise stated.

CALIBRATION:
Northwest Petroleum highly recommends performing a re-calibration of all meters 30 days following installation of used dispensers.
The cost for the re-calibration is not included in this proposal.

SALES TAX
Includes estimated sales tax, actual sales tax will be added to the invoice.

COLD WEATHER CONCRETE - In the event that concrete is poured during cold weather, NPS is not responsible for chipping, cracking, or spaulding of concrete, due to cold weather pours. Furthermore, NPS is not responsible for additional cost of heated concrete, unless otherwise specified in the contract. It is highly recommended that salt or any chemical based deicer is NOT used after installation to prevent concrete related problems.

EXCLUSIONS
Does not include landscaping, paving, dewatering, site work for grade changes or materials to improve traffic areas, site restoration with asphalt or landscaping, canopy drain tie-in to storm sewer, painting, extra costs associated with winter conditions, backroom software, networking, phone lines, ip address, dumpster, upgrades to existing equipment other than stated, satellite/modem for credit card acceptance, kiosk under canopy, pay phone on property, fire extinguisher, garbage cans, windshield service center, site signage material/installation, or local permits. Excavation services do not include dewatering or work related to soil, water, contamination or problems related to excavation if encountered by rock, frost, utilities or excess caving. Unused soils to be stockpiled and left on site.

Net Order:	161,042.72
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	161,042.72



Sales Order

859.781.0402
859.781.1451 fax
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4080 N. 20th Ave, Wausau, WI 54401

Remit To:
M&M Service, Inc.
PO Box 1053
Lexington, KY 40588

Order Number: 0077361
Order Date: 10/15/2024

Salesperson: ZMD
Customer Number: 02-51083S

Sold To:
City of Ashland-Ashland Marina
301 North Ellis Avenue
Ashland, WI 54806

Ship To:
Ashland Marina
301 North Ellis Avenue
Ashland, WI 54806

Confirm To:

Customer P.O.	Ship VIA	F.O.B.	Terms
Change Order: Add'l Concrete			Net 15

Whse	Item Code	Description	Quantity	Unit	Price	Amount
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Change Order: M&M Service/Northwest to provide additional concrete for Contract# 74387

/NT-400	Concrete		1.00	EACH	4,500.0000	4,500.00
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Additional concrete required due to the removal of additional asphalt between the new concrete tank pad and the existing building

Concrete pad: 12' x 37" x 6" Thick

PRICE:
Prices quoted are for acceptance within 10 days and, unless otherwise stated.

EXCLUSIONS
Does not include excavation, dewatering, site work for grade changes or materials to improve traffic areas, site restoration with asphalt or landscaping, painting, extra costs associated with winter conditions, or local permits. Excavation services do not include dewatering or work related to soil, water, contamination or problems related to excavation if encountered by rock, frost, utilities or excess caving. Unused soils to be stockpiled and left on site.

PAYMENT TERMS
Invoices due net-10 days from date of invoice.
1.5% interest charged after 30 days on past due balances; 18% annual percentage rate.

When signed and accepted by the Purchaser, this document becomes a binding and legal contract.

Net Order:	4,500.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	4,500.00