

HARRISVILLE HARBOR COMMISSION MINUTES

Regular Meeting January 17, 2019

Chairman Wynbelt called the regular meeting of the Harrisville Harbor Commission to order in the Harbor Building at 7:00 p.m. on January 17, 2019.

The Pledge of Allegiance was recited.

MEMBERS PRESENT: Chairman Walter Wynbelt, Treasurer Bruce Weber, Commissioners Mike Baird, Janet Mansfield and Dennis Swanson.

ABSENT: Secretary Robert Sanderson and Harbormaster Jim Ferguson

GUESTS: Mayor Jeffrey Gehring

ALSO PRESENT: Secretary/Bookkeeper Kathy Whitford and Acting Harbormaster Tiffany Wilson

MINUTES:

Minutes from the December 6, 2018 meeting, having been emailed to each commissioner prior to the meeting, were presented for approval. Minutes were reviewed. MOTION: Baird/Swanson to approve the minutes as corrected. Motion passed and minutes were adopted.

FINANCIAL REPORT:

Recording Secretary/Bookkeeper Kathy Whitford reported on the following:

- **December 2018:** Summary of Accounts Report for the month of December 2018 having been emailed to each commissioner prior to the meeting was presented and reviewed. MOTION: Mansfield/Baird to approve the financial report for the month of December 2018 as presented. Motion carried. Bookkeeper Whitford concluded her report by presenting the 2017/2018 revenue comparison report. The 2018 year-end gasoline sales and transient dockage figures clearly showed a decline compared to the 2017 data.

PERSONNEL ISSUES:

- **Resignation:** Due to his newly appointed position of Mayor of Harrisville, the commission officially accepted the resignation of Vice-Chair Mr. Jeffrey Gehring.
- **Removal:** Commissioner Baird reported that the City Council had officially removed Secretary Mr. Robert Sanderson from the commission.
- **Recruitment Plans:** MOTION: Weber/Baird to advertise for two (2) new Harrisville Harbor Commission members. Motion passed and it was noted that advertisement would be placed in the local paper.

HARBORMASTER REPORT:

Acting Harbormaster, Tiffany Wilson presented Harbormaster Ferguson's report as follows:

Harbor Status

- Harbor remains secure for the winter. All ice suppression is working as expected.
- Fuel levels remain unchanged.
- Water was found in the diesel sump. When the ground softens, some trench work will need to be done in order to correct the run-off situation. It was suggested that a hand pump would be purchased to help pump the excess water from the sump.
- Phase 4 Tentative Timeline: January 7 – 23, 2019 – MDNR Review; January 25, 2019 – Issue for Bid; February 4, 2019 – Pre-bid meeting at Harrisville Harbor; February 18, 2019 – Bids Due at Harbor; February 25 – Issue Construction Contract and Notice to Proceed; May 15, 2019 – Service Pier/Fuel Completion; and June 1, 2019 – All other work.

Marketing

- The web page is currently up-to-date.
- The harbor's Facebook page is still being updated several times per week and there are currently 930 active followers. Public comments are consistently positive.

Miscellaneous

- Harbormaster Ferguson expressed his thanks to Acting Harbormaster Wilson for filling in for him in his absence.

COMMITTEE REPORTS:

- Finance – Weber: None
- Personnel – Mansfield: None
- Operations – None

CHAIRMAN'S REPORT:

- **Phase 4 RFP Preparation:** Chairman Wynbelt stated that the Phase 4 tentative timeline had been previously discussed in the harbormaster's report and that there was nothing new to add.
- **Phase 5 Grant Request:** Wynbelt has completed and submitted a draft grant request package to Mayor Gehring to review and approve. The required traffic and financial data will be submitted separately.

UNFINISHED BUSINESS:

- **Election of officers for 2019:** Chairman Wynbelt asked to be relieved of his current position due to his being absent for 6 months of the year and the City Bylaws prohibition against using video/phone attendance as part of the quorum determination. He volunteered to fully assist his replacement on the complex harbor improvement project. The board accepted his request.
- On motions duly made, seconded and unanimously approved the following were elected: MOTION: Baird/Swanson to nominate Bruce Weber as the new Chairman of the Harrisville Harbor Commission; MOTION: Baird/Weber to nominate Walter Wynbelt as the Vice Chairman of the Harrisville Harbor Commission; and MOTION: Baird/Weber

to nominate Janet Mansfield as Secretary/Treasurer of the Harrisville Harbor Commission. The board congratulated the commissioners on their new positions.

- **Renewal of terms:** The terms were extended another three years for commissioners Mansfield, Swanson and Wynbelt
- **Scheduling of 2019 Meetings:** It was decided that the remaining 2019 meetings would be held on the following dates: May 2, 2019; June 6, 2019; August 8, 2019; October 3, 2019 and December 5, 2019.
- **Signature Card:** Due to the recent election of officers, it was agreed that Jeff Gehring and Robert Sanderson would both be removed from the signature card at Huron Community Bank and that Janet Mansfield would be added.

ANNOUNCEMENTS:

- Next scheduled meeting will be held on May 2, 2019 at 7:00 p.m.

ADJOURNMENT:

Motion to adjourn was made and seconded. Motion carried. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Kathy L. Whitford
Recording Secretary/Bookkeeper