

HARRISVILLE HARBOR COMMISSION MINUTES

Regular Meeting May 2, 2019

Chairman Bruce Weber called the regular meeting of the Harrisville Harbor Commission to order in the Harbor Building at 7:00 p.m. on May 2, 2019.

The Pledge of Allegiance was recited.

MEMBERS PRESENT: Chairman Bruce Weber, Vice-Chairman Walter Wynbelt, Secretary/Treasurer Janet Mansfield, Commissioners Mike Baird, Joe Lukasiewicz and Dennis Swanson.

ABSENT: None

GUESTS: None

ALSO PRESENT: Harbormaster Jim Ferguson and Secretary/Bookkeeper Kathy Whitford

AGENDA:

The proposed meeting agenda was adopted. MOTION: Baird/Wynbelt to adopt the proposed agenda. Motion passed and agenda was adopted.

MINUTES:

Minutes from the January 17, 2019 meeting, having been emailed to each commissioner prior to the meeting, were presented for approval. Minutes were reviewed. MOTION: Wynbelt/Swanson to approve the minutes. Motion passed and minutes were adopted.

FINANCIAL REPORT:

Recording Secretary/Bookkeeper Kathy Whitford reported on the following:

- **January – April 2019:** The Summary of Accounts Reports for the months of January, February, March and April 2019 having been emailed to each commissioner prior to the meeting were presented and reviewed. MOTION: Wynbelt/Swanson to approve the financial reports for the months of January, February, March and April 2019 as presented. Motion carried. Bookkeeper Whitford reported that Consumers Energy had been contacted and a monthly budget plan was recently initiated. Financially, this will be quite helpful during the winter months when revenue is almost non-existent and electric use is considerably higher due to having to run the ice suppression system. Whitford concluded her report by presenting the 2018/2019 revenue comparison report.

CHAIRMAN'S REPORT:

- **Vacancies:** The first posting for the two harbor commission member vacancies resulted in only one response. Joe Lukasiewicz was interviewed and commissioners agreed to request that the city council consider his appointment to the Harrisville Harbor Commission. He was appointed at the March 11, 2019 city council meeting. After a

second posting of the vacancy, three responses were received: Michael J. Hamather, Jeff Dameworth and Joseph C. Kubinski.

- **Phase Three:** Bids were received and opened on February 20, 2019. The city accepted the bid package from Meridian/Alpena at the March, 11, 2019 city council meeting. Work has since commenced.
- **Phase Five Grant Request:** After several reformatting efforts, the grant was submitted to the DNR in March. Upon review, the DNR representative requested additional information and the grant application was once again reformatted to include the additional information and resubmitted on April 1, 2019.
- **Loan from COH:** The \$5,000.00 short-term loan was requested at the February 11, 2019 meeting of the city council and approved. The funds were requested and received in March.
- **Governance:** Chairman Weber reviewed the Ten Principals of Policy Governance guide.

HARBORMASTER REPORT:

Harbormaster, Jim Ferguson reported on the following items:

Harbor Status

- Harbor currently has 13 committed seasonal boaters for the 2019 season including the Norseman and Big Stone Bay Fisheries.
- Current fuel levels are 1535 gallons of Rec Gas and 1796 gallons of diesel. There has been 211.8 gallons of diesel sold since the beginning of the year.
- The spring opening 'to do' list is being completed. All ice suppression units have been removed and stored. Water will not be turned on until fuel dock renovations are completed.
- Fuel Dock Status: The gas shack construction is underway and the electrical work was started on Monday, April 22, 2019.
- Fuel Systems have identified new routing for shore side turn sump and demo began on April 22, 2019.
- Two (2) new floating finger piers have been installed on the north side of the east/west fixed pier. Four (4) new floating finger piers have been installed on the north side of the north main pier.
- Although the 'to do' list to be completed before the harbors opening is quite long, the harbor will be ready to open no later than May 15, 2019 which is also the date fuel pumps will be available for use. Due to ongoing construction on the fuel shack, the harbor has had to turn away three (3) large fuel sales so far this season.
- Norseman has nets set and is fishing. Bonnie Jean is setting nets out of Alpena but not yet fishing. The state fuel inspector made a visit to the harbor. The harbormaster was informed of the required tests that need to be completed. It was also noted that the boiler inspection expired on May 1, 2019. The harbormaster will call to get the inspection scheduled.
- CAMIS, the state's reservation system, was recently updated.
- Several broken welds on the fuel deck I-beam are set to be repaired in the next few days.

Marketing

- The web page and one camera remain active and up-to-date.
- The harbor's Facebook page is being updated several times per week. There are over 1000 active followers. The Facebook page along with the harbor's website have been instrumental in getting construction updates out to the boating public.
- The new City of Harrisville website also has a "Harbor" page with very nice basic information. There is also a link back to our current page. A brief discussion was held as to whether the harbor should stop paying for their own website and transition over to the city's web page. The harbormaster would be responsible for keeping the harbor information updated as well as expanding it to include more pertinent harbor information.

Staff

- Harbormaster Ferguson stated that Tiffany Wilson, Faith Wallenmaier and Hannah Brege will be returning this season and will be joined by Anna Frederick of Greenbush (Oscoda High School) and Ben Thomas and Justin Smigelski both from Alcona.

COMMITTEE REPORTS:

- Finance/Mansfield: Janet Mansfield resigned from the finance committee. MOTION: Wynbelt/Baird to appoint Joe Lukasiewicz to the finance committee. Motion carried. Lukasiewicz was appointed to the finance committee.
- Personnel/Mansfield: Mansfield reported that three additional candidates had answered the second posting for the commission vacancy. The personnel committee conducted interviews with Michael Hamather and Jeff Dameworth. MOTION: Swanson/Baird that contingent on city council approval, that both Michael Hamather and Jeff Dameworth be appointed to the Harrisville Harbor Commission.
- Operations – Vacant: MOTION: Baird/Wynbelt to appoint Dennis Swanson to the operations committee. Motion carried. Swanson was appointed to the Operations committee.

UNFINISHED BUSINESS:

- **Modifications to Signature Card:** Adding an additional signor to the bank signature card was discussed. MOTION: Swanson/Baird to add Joe Lukasiewicz to the Huron Community Bank signature card. Motion carried.
- **Term Dates:** Clarification of the term ending dates for current commission members as well as the vacant positions was made. The commission information sheet will be updated as needed.

NEW BUSINESS:

- **Public Fishing Access to Harbor:** It was suggested that this topic would be tabled until the next meeting. However, newly elected commissioner Lukasiewicz gave a brief history of the work he's done over the years in hopes of developing some public fishing access at the harbor.
- **Commission Vacancies:** As previously discussed and approved, contingent on city council approval, Hamather and Dameworth will be appointed to the commission at the next city council meeting.
- **Accounting Review:** Bookkeeper Whitford asked for approval to have the accountants review the annual reports. The expenditure would be in the \$300-\$500 range. MOTION: Wynbelt/Mansfield to allow Whitford to contact the accountant and schedule the review.

- **Clarification of functions of commission members and staff:** Chairman Weber led a discussion regarding the various functions of commission members and staff. It was decided that hard copies of all reports would be kept at the harbor office for quick and easy reference. Bookkeeper Whitford will gather previous monthly reports and send to Chairman Weber. This topic will be revisited at the next meeting.
- **Gathering Deck:** Weber proposed designating the new gathering deck as “The Neal” in honor of Neal Gehring who was instrumental in the current construction project. It was decided that this item would be tabled until a later date.
- **City Website:** Earlier discussion regarding the harbor website sparked some action. MOTION: Swanson/Wynbelt to terminate any further payment for the harbor’s own website and to keep the harbor’s page on the city’s website updated. Motion carried.

ANNOUNCEMENTS:

- Next scheduled meeting of the Harrisville Harbor Commission will be held on June 6, 2019 at 7:00 p.m.

ADJOURNMENT:

Motion to adjourn was made and seconded. Motion carried. The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Kathy L. Whitford
Recording Secretary/Bookkeeper