

HARRISVILLE HARBOR COMMISSION MINUTES

Regular Meeting June 6, 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 June 6, 2019.

The Pledge of Allegiance was recited.

MEMBERS PRESENT: Chairman Bruce Weber, Vice-Chairman Walter Wynbelt, Secretary Janet Mansfield, Treasurer Joe Lukasiewicz, Commissioners Jeff Dameworth, Michael Hamather and Dennis Swanson.

ABSENT: None

GUESTS: None

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

AGENDA:

The proposed meeting agenda was adopted by commissioners.

MINUTES:

Minutes from the May 2, 2019 meeting, having been emailed to each commissioner prior to the meeting, were presented for approval. Minutes were reviewed. MOTION: Swanson/Wynbelt to approve the minutes. Motion passed and minutes were adopted.

FINANCIAL REPORT:

Recording Secretary/Bookkeeper Kathy Whitford reported on the following:

- **May 2019:** The Summary of Accounts Report for the month of May 2019 having been emailed to each commissioner prior to the meeting was presented and reviewed. MOTION: Mansfield/Wynbelt to approve the financial reports for the month of May 2019 as presented. Motion carried. Bookkeeper Whitford also reviewed the 2018/2019 revenue comparison report. Things are running consistent with last year's numbers.

CHAIRMAN'S REPORT:

- **Vacancies:** The two commission vacancies which were previously acted upon at the May 2, 2019 meeting were approved by city council at their May meeting. The city council appointed Michael Hamather to a term that ends on 12/31/2020 and Jeff Dameworth was appointed to a term ending 12/31/2019. The new commissioners were welcomed to the Harrisville Harbor Commission. A roundtable discussion was held and everyone was able to introduce themselves and welcome the new commissioners.
- **Phase Three:** Work has substantially been completed on this phase of the grant project.
- **Phase Five Grant Request:** DNR approval has been received and it is now awaiting approval from the Waterways Commission.

- **Note on Governance:** Chairman Weber suggested that everyone review the Ten Principles of Policy Governance handout.

HARBORMASTER'S REPORT:

Harbormaster, Jim Ferguson reported on the following items:

Harbor Status

- The harbor currently has 17 paid and/or partially paid seasonal boaters for the 2019 season. Three more are expected.
- Current fuel levels are 2768 gallons of Rec Gas and 1856 gallons of off-road diesel. Year to date there has been 1609 gallons of Rec Gas and 2491 gallons of diesel sold at the harbor.
- When the water was turned on to the south and main fixed docks, several towers did not have water on one side or both sides. Another month of warranty remains and the original plumbers were set to be there Friday, June 7, 2019, to investigate and remedy the issue.
- Fuel Dock Status: The gas shack construction is nearing completion.
- Fuel Systems have been certified and are operational with the old hoses. The new hoses remain on back order. The new pumps require additional programming to allow for fuel sales greater than \$1k. The software is set to be updated in order to correct this issue.
- The sanitation system is up and running along with its water bib. New potable water has also been installed and is operational.
- The new fueling signage was installed.
- WIFI hotspots and emergency power cables have been run. Antennas and polls should be installed very soon along with the final power connections to the bubblers. Cables have been pulled but not yet energized for the emergency generator.
- The Norseman and Bonnie Jean are both out fishing and catches seem to be good. Both are regularly purchasing fuel from the harbor.
- The Lion's Club fishing tournament was very successful. Revenue for the week was \$6,800 compared to \$4,900 the previous year. 18 boats stayed in the harbor this year compared to only 9 or 10 last year. Twenty-two boats participated in this year's tournament.

Marketing

- The web page and one camera remain active and up-to-date. The harbormaster is looking into moving the cameras to the EarthCam network in order to provide more exposure.
- The harbor's Facebook page is being updated several times per week. There are currently over 1047 active followers. The Facebook page along with the harbor's website have been instrumental in getting updates out to the boating public.
- As was discussed at the May 2, 2019. HHC meeting, the City of Harrisville's webmaster will begin moving the harbor's website onto the City's website as time permits.

Staff

- Harbormaster Ferguson stated that training has begun for the newly hired dockhands and the rest of the staff is working as the work load dictates.

COMMITTEE REPORTS:

- Finance/Lukasiewicz: Lukasiewicz reported that he is working with Huron Community Bank to get the signature card updated.
- Personnel/Mansfield: Mansfield was tasked with establishing a staff security policy.
- Operations/Swanson: None.

UNFINISHED BUSINESS:

- **Modifications to Signature Card:** Action at both the January 17th and May 2nd commission meetings show that Robert Sanderson and Jeffrey Gehring were to be removed along with Joe Lukasiewicz being added to the signature card at Huron Community Bank. It was also agreed that due to the recent resignation of Michael Baird, he would also need to be removed from the HCB signature card. MOTION: Mansfield/Swanson to remove Michael Baird from the Huron Community Bank signature card. Motion carried.
- **Members' Contact Info:** Commissioners were asked to review their contact information as this information will be added to the City's website.
- **Public Fishing Access to the Harbor:** More discussion was held regarding public fishing access at the harbor. Commissioner Lukasiewicz discussed his previous involvement in trying to get some sort of public fishing access at the harbor.
- **Clarifications of Functions of Commission Members and Staff:** Discussion was held regarding the way records have previously been filed and archived. It was decided that Commissioner Swanson would work on updating the by-laws and archiving the harbor records this summer. All agreed that it made sense to keep the records at the harbor for easier accessibility.

NEW BUSINESS:

- **Promoting to Locals:** Commissioner Swanson wondered if there was a way to promote the harbor to the locals. While driving around the area, he notes that there are several boats sitting in driveways that aren't being utilized. It was decided that a survey would be sent to the fishing tournament attendees to see if they had any thought.
- **DRN Ramp:** Harbormaster Ferguson asked the commissioners if there was any interest in owning the adjacent DNR boat launch. The harbor currently mows part of the area. Ferguson explained that although it would require more maintenance on the harbor's part, it would also bring in more revenue as well. After some discussion, the commissioners agreed this may be a positive move for the harbor. Ferguson agreed to explore the idea further.

ANNOUNCEMENTS:

- Next scheduled meeting of the Harrisville Harbor Commission will be held on August 8, 2019 at 7:00 p.m.

ADJOURNMENT:

Motion to adjourn was made and seconded. Motion carried. The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Kathy L. Whitford
Recording Secretary/Bookkeeper