

HARRISVILLE HARBOR COMMISSION MINUTES

Regular Meeting August 8, 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 August 8, 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: Mayor Jeff Gehring was briefly present as the meeting began.

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

AGENDA:

The proposed meeting agenda was presented for approval. MOTION: Wynbelt/Mansfield to accept the proposed meeting agenda. Motion passed and the meeting agenda was adopted.

MINUTES:

Minutes from the June 6, 2019 meeting, having been emailed to each commissioner prior to the meeting, were presented for approval. Minutes were reviewed. MOTION: Mansfield/Swanson to approve the minutes. Motion passed and minutes were adopted.

FINANCIAL REPORT:

Recording Secretary/Bookkeeper Kathy Whitford reported on the following:

- **June and July 2019:** The Summary of Accounts Report for the months of June and July 2019 having been emailed to each commissioner prior to the meeting were presented and reviewed. MOTION: Lukasiewicz/Dameworth to approve the financial reports for the months of June and July 2019 as presented. Motion carried. Bookkeeper Whitford also reviewed the 2018/2019 revenue comparison report. Whitford stated that the dockage numbers for 2019 have surpassed 2018 numbers; however, the fuel numbers are staying consistent with 2018 numbers.

CHAIRMAN'S REPORT:

- **Phase Five Grant Request:** The grant has been approved and the City of Harrisville has received the acceptance letter.
- **Phase Five Options:** Chairman Weber explained that since some of the items originally budgeted for Phase Five have already been completed, there should be extra budget monies available in Phase Five to include some extra "wish list" type items.

Commissioners discussed several “wish list” ideas including: adding additional ice eaters, a new irrigation pump and lift station, new buoys, rub rails, enlarging the gathering deck area and the utilization of solar energy. Harbormaster Ferguson stated that his number one wish list item would be adding additional ice eaters. Any additional work would need to be approved by Paul Peterson (DNR) prior to bidding. Bids for this phase should go out in November.

HARBORMASTER’S REPORT:

Harbormaster, Jim Ferguson reported on the following items:

Harbor Status

- The harbor currently has 24 seasonal slips paid in full for the 2019 season.
- Current fuel levels are 3099 gallons of Rec Gas and 4797 gallons of off-road diesel. Year to date, there has been 11,265 gallons of Rec Gas and 21,650 gallons of diesel sold. Purchases for 2019 include 13,037 gallons of Rec Gas and 24,206 gallons of diesel.
- All previously reported water issues have been rectified and there are no remaining issues.
- Fuel Dock Status: The new hoses and reels have been received; however, the enclosures are still on back order. It was decided forgo installation of the new hoses and reels until the enclosures are available to protect them.
- Fuel Systems have all been reprogrammed to permit sales in excess of \$1k.
- The sanitation system is operating as advertised; no current issues.
- WIFI hotspots are operational and customer feedback has been quite positive.
- The Norseman and Bonnie Jean are both out fishing and catches seem to be good. Both are regularly purchasing fuel.
- During the week of the Port Huron to Mackinaw race, the harbor’s revenue was over \$26k compared to \$16k in 2018 (no north dock) and \$22k in 2017.
- Ferguson stated that the harbor is in desperate need of new hand held radios and rain gear.

Marketing

- The web page and cameras remain active and updated. The harbormaster has activated an EarthCam that can be viewed from the harbor’s home page.
- Facebook is being updated several times per week. There are currently 1100 active followers. The Facebook page along with the harbor’s website have been instrumental in getting updates out to the boating public.
- The site migration to the City of Harrisville’s website has not yet started.

Staff

- Harbormaster Ferguson stated that the crew has gelled well together this season and all current dockhands are expected to return next season.
- Ferguson will start cutting hours as the dockhands start gearing up for the school year to begin later this month.

COMMITTEE REPORTS:

- Finance/Lukasiewicz: None
- Personnel/Mansfield: Mansfield is working on establishing a personnel safety policy.
- Operations/Swanson: None.

UNFINISHED BUSINESS:

- **Modifications to Signature Card:** Treasurer Lukasiewicz reported that the signature card at Huron Community Bank had been updated.
- **Members' Contact Info:** Previously submitted updates will be resubmitted to the City so that the City's website can be updated.
- **Public Fishing Access to the Harbor:** More discussion was held regarding public fishing access at the harbor.
- **Clarifications of Functions of Commission Members and Staff:** It was decided the commission will begin reviewing all Harrisville Harbor Commission by-laws and policies and will update them as deemed necessary.

NEW BUSINESS:

- **Heartland Credit Card Service:** All contact information was updated to meet Heartland's requirements and the harbor is now PCI compliant. One of Heartland's requirements was to adopt a credit card processing security policy which Harbormaster Ferguson drafted and submitted for review. MOTION: Lukasiewicz/Wynbelt to accept the credit card processing security policy with spelling corrections. Motion passed and the Credit Card Processing Security Policy was adopted.
- **Purchase New Processing Device:** Harbormaster Ferguson reported that an updated credit card processing device was needed which has the technology to read the new EMV "chip" enabled cards. It was agreed to hold off on this purchase until a decision has been made as to which credit card processing company will be used.
- **Ex-Officio Council Member:** An announcement was made stating that due to the resignation of Commissioner Michael Baird, Harbormaster Ferguson has agreed to serve as the new Ex-Officio City Council Member.

ANNOUNCEMENTS:

- Next scheduled meeting of the Harrisville Harbor Commission will be held on October 3, 2019 at 7:00 p.m.

ADJOURNMENT:

Motion to adjourn was made and seconded. Motion carried. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Kathy L. Whitford
Recording Secretary/Bookkeeper