

CITY OF PORT WASHINGTON  
HARBOR COMMISSION MEETING  
Monday November 14, 2016, 7:00 P.M.  
City Hall, Lower Level Conference Room

Members Present

Jerry Baganz, Jerry Gruen, Sue Knauer, Bill Driscoll, Dan Herlache, and Dave Larson

Others Present

City Administrator Mark Grams

Assistant Harbormaster Lisa Rathke (Secretary)

1. **Roll Call:** (Absent: Jordan Schwanz)

2. **Approve Minutes Of Previous Meeting**

**Jerry Baganz made a motion to approve the minutes as written and Dan Herlache seconded. Motion Carried.**

3. **Monthly Financial Report**

City Administrator Grams said that there was a software system issue back in September. A \$54,000 fuel payment that should have been reported in expenditures last month was not. City Administrator Grams said that he noticed it after receiving October's financials and seeing that there was a significant difference between September and October. He then talked to Jennifer, the City Treasurer, and she explained that there was an issue with the software where the bills were getting paid, but not being charged to the general ledger. That has since been resolved. We are still in the black \$109,487. There is one final debt service payment, utility bills, and payroll expenses for 2016 that have to come out of that money. It is going to be close as to whether we finish in the red or black this year.

Member Knauer asked Administrator Grams if the marina has increased its contribution to the city by \$10,000. Yes, this is actually the second year that the marina will be contributing an additional \$10,000 to the general fund. He said that he hasn't made that final \$10,000 payment to the general fund for this year yet as he is holding off right now, to see where the marina will be financially first.

Member Gruen said that he is a little uncomfortable with the numbers. We had a much clearer and simpler report in years past that showed what our Reserve Fund monies were. And now that there are software glitches, he just doesn't have any faith in the numbers. He would like to be able to go back and actually see what years the marina made money and what years it didn't.

Member Larson asked City Administrator Grams if anyone looked in to the account with \$280,000 that Harbormaster Cherny thought was the Reserve monies. He said that they did and found that it was an account that, then City Treasurer Mary Bley had set up back in 1994. That was probably the number that was in the Reserve Fund at that time and she just put it in its own money market and the last twenty years or so, nothing went in or out of that account. According to the audit, there is actually only \$154,000 in the reserve.

Member Baganz agrees with Member Gruen and believes that a system needs to be set up that assures the Harbor Commission that we are able to properly monitor and administer the funds of the marina. And that the numbers that we are receiving are correct added Member Larson. Member Gruen said that we need to know exactly what we have in reserve that we are able to deal with the future, but we need to know what money is there in order to do that. Member Larson also said that the \$280,000 needs to be reconciled and the remainder needs to be put in a reserve because that is what it actually is. Administrator Grams said that he will have to talk to the auditors first to see how it should be reconciled. If we can't figure it out, Member Larson said that the entire \$280,000 should just go to the marina because shame on whoever was supposed to be monitoring that and hasn't up until this point. It hasn't been accounted for, for years and it is in the marina fund, so it should just go to the marina then, Member Larson said. Administrator Grams said that he will speak with the auditors and try to figure it out.

Member Gruen said that he would like to see an actual account set up for the reserve where you can see the money going in and out of that account.

City Administrator Grams said that he will see if the City Treasurer could attend the next meeting and go over the numbers with the commission.

Member Baganz said that he made a note that sometime in the future a system needs to be set up that the Harbormaster and the Harbor Commission fully understand the accounting procedures of the marina.

4. **Harbormaster's Report**

Secretary Rathke gave a quick update for Harbormaster Cherny. Last week Harbormaster Cherny was at a two day Wisconsin Marine Association meeting with marina managers from all over the state. According to all in attendance Wi-Fi continues to be a problem with every marina. Lake Geneva being the exception, as they invested over \$100,000

in their Wi-Fi system. Unless you have big bucks to put into your system, which we don't, we may have to make it a closed system and only allow so many users at a time to see if that helps boost performance. Harbormaster Cherny will continue to look into what our options may be going forward.

**5. Marina Tenants' Comments**

No comments.

**6. Any Other Business That May Come Properly Before The Commission**

No comments.

**7. Motion To Go Into Closed Session According To Wisconsin State Statute 19.85 (1)(c) To Consider Employment, Promotion, Compensation Or Performance Evaluation Data Of any Public Employee Over Which The Governmental Body Has Jurisdiction Or Exercises Responsibility**

Member Driscoll made a motion to go into closed session and Member Larson seconded. Motion Carried.

**8. Reconvene Into Open Session**

**9. Possible Action Regarding Any Item Discussed In Closed Session**

No action needed at this time.

**10. Adjournment**

Jerry Gruen made a motion to adjourn the meeting at 8:37 pm and Jerry Baganz seconded. Motion Carried.

Approved by the Harbor Commission