



**Agenda**  
**Lake City Marina Board Meeting**  
**April 9, 2024**  
**5:00 PM**  
**Marina Administration Building**  
**Regular Meeting**

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1. Call to Order/Introductions
  2. Approve Agenda
  3. Approve Minutes
    - a. Marina Board Minutes February 13, 2024
  4. Public Forum
  5. Approve Expense Claims
    - a. Expense Claims February 7, 2024 to April 2, 2024
  6. New Business
    - a. Open House Update
    - b. Capital Budget Review
  7. Adjourn



## **REQUEST FOR Marina Board Meeting, April 9, 2024**

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**Agenda Item Description:** Marina Board Minutes February 13, 2024

**Meeting:** Marina Board Meeting, 4/9/2024

**Originating Department:** Marina

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**Action Requested:**

Marina Board Minutes February 13, 2024

**Reviewed By:** Deb Kranz

**Preparer:** Deb Kranz

**ATTACHMENTS:**

**Description**

- ▣ **Marina Board Minutes February 13, 2024**

**MARINA BOARD**  
**STATED MEETING**  
**FEBRUARY 13, 2024**

**MEMBERS PRESENT:** Mark Dieltz, Mary Jane Rasmussen, Lee Kirchner, Mary Nelson  
Catherine Langer

**MEMBERS ABSENT:** Jennifer Cobb, Ann Nibbe

**OTHERS PRESENT:** Jeff Brand, Matt Herzig, Deb Kranz, Faye Brown

The Marina Board meeting was called to order at 5:00 p.m., by Chairman Mark Dieltz.  
Faye Brown was introduced as the new Council Liaison.

**APPROVAL OF AGENDA:**

Motion by Mary Jane Rasmussen to approve the agenda, seconded by Mary Nelson. All aye.

**APPROVAL OF MINUTES:**

Motion by Lee Kirchner to approve the minutes of December 12, 2023, seconded by Catherine Langer. All aye.

**APPROVAL OF EXPENSE CLAIMS:**

Motion by Mary Jane Rasmussen to approve expense claims December 6, 2023 to February 6, 2024, seconded by Lee Kirchner. All aye.

**OPEN HOUSE UPDATE:**

Mark Dieltz informed the Board that the City Council has approved \$7,300 to be used for the open house expenses. The open house will be held on August 17, 2024 from 1:00 to 4:00. Faye Brown suggested a local band for the open house, which Matt Herzig will contact and then get back to Dieltz regarding their availability.

Dieltz also suggested to the Board that an apparel store be posted on Facebook so that people could order Marina apparel directly from the store. Dieltz would also put a link out there so people that are not on Facebook could also get access to the store. Dieltz informed the Board that the logo on the apparel will not be the Lake City Marina Logo.

**PERSONNEL DISCUSSION:**

Jeff Brand explained to the Board that he would like to hire another full-time employee. Brand explained that in the past the Marina would use seasonal employees for a longer period of time but that doesn't happen anymore. This employee would allow more time for Brand to do things that need to be done on a day-to-day basis in the office. Brand is working on a job description for this position. Lee Kirchner asked if this person would be doing just maintenance. Brand explained this person would be doing both maintenance and customer service. After some

further general discussion a motion was made by Mark Dieltz to explore the full-time position based on Brand's needs, seconded by Catherine Langer. All Aye.

**ELECTION OF OFFICERS:**

Mary Jane Rasmussen was nominated for Chairman of the Marina Board. Motion by Mark Dieltz seconded by Mary Nelson to cease the nomination and elect Mary Jane Rasmussen as Chairman of the Marina Board. All Aye.

Lee Kirchner was nominated for Vice-Chairman of the Marina Board. Motion by Catherine Langer seconded by Mary Jane Rasmussen to cease the nomination and elect Lee Kirchner as Vice-Chairman of the Marina Board. All Aye.

Being no further discussion, a motion was made by Mary Nelson to adjourn the meeting at 5:53 p.m.

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Mark Dieltz, Marina Board Chairman

Respectfully submitted by D. Kranz



**REQUEST FOR**  
**Marina Board Meeting, April 9, 2024**

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**Agenda Item Description:** Expense Claims February 7, 2024 to April 2, 2024

**Meeting:** Marina Board Meeting, 4/9/2024

**Originating Department:** Marina

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**Action Requested:**

Expense Claims February 7, 2024 to April 2, 2024

**Reviewed By:** Deb Kranz

**Preparer:** Deb Kranz

**ATTACHMENTS:**

**Description**

- ▣ **Expense Claims February 7, 2024 to April 2, 2024**

Vendor Name	Description	Department	Net Invoice Amount
<b>710-37100-33780 Slip Rentals</b>			
Anderson, Tim	Slip Rent Refund		760.00
Total 710-37100-33780 Slip Rentals:			760.00
Total :			760.00
<b>MARINA BEACH</b>			
<b>710-40746-360 Marina Beach Utilities</b>			
XCel Energy	Natural gas service Ohuta	MARINA B	80.94
XCel Energy	Natural Gas Service	MARINA B	140.77
XCel Energy	Natural Gas Service	MARINA B	150.98
XCel Energy	Natural Gas Service	MARINA B	588.39
XCel Energy	Natural Gas Service Ohuta	MARINA B	97.67
Total 710-40746-360 Marina Beach Utilities:			1,058.75
<b>710-40746-390 Marina Beach Contractual</b>			
Lake City Disposal	January Garbage Service Ohuta	MARINA B	110.40
Lake City Disposal	February Garbage Service Ohuta	MARINA B	110.40
Lake City Disposal	March Garbage Service Ohuta	MARINA B	110.40
Total 710-40746-390 Marina Beach Contractual:			331.20
<b>710-40746-410 Marina Beach Workers Comp Ins</b>			
League of MN Cities Ins Trust	2nd Half WC Premium 10/23-9/24	MARINA B	403.00
Total 710-40746-410 Marina Beach Workers Comp Ins:			403.00
Total MARINA BEACH:			1,792.95
<b>MARINA TRAILER</b>			
<b>710-40760-390 Marina Trailer Contractual</b>			
Wabasha Tree Company	Tree Work on Point	MARINA T	6,420.00
Total 710-40760-390 Marina Trailer Contractual:			6,420.00
<b>710-40760-410 Marina Trailer Workers Comp In</b>			
League of MN Cities Ins Trust	2nd Half WC Premium 10/23-9/24	MARINA T	1,050.00
Total 710-40760-410 Marina Trailer Workers Comp In:			1,050.00
Total MARINA TRAILER:			7,470.00
<b>MARINA LIFT</b>			
<b>710-40771-210 Marina Lift Operating Supplies</b>			
Kwik Trip Inc	Dec 2023 Fuel Purchases	MARINA LI	44.65
Kwik Trip Inc	February 2024 Fuel purchases	MARINA LI	17.55
Kwik Trip Inc	February 2024 Fuel purchases	MARINA LI	55.39

Vendor Name	Description	Department	Net Invoice Amount
Kwik Trip Inc	January 2024 Fuel purchases	MARINA LI	15.97
Kwik Trip Inc	January 2024 Fuel purchases	MARINA LI	119.50
Tom Heffernan Ford Inc	2022 Extra Keys	MARINA LI	282.78
Total 710-40771-210 Marina Lift Operating Supplies:			535.84
<b>710-40771-220 Marina Lift Maint/Repair</b>			
Marine Travelift Inc	Travelift Belts	MARINA LI	642.06
River Valley Power & Sport	Boat repair	MARINA LI	750.59
Tom Heffernan Ford Inc	Bumper	MARINA LI	12.50
Tom Heffernan Ford Inc	2020 Truck Battery	MARINA LI	232.45
Total 710-40771-220 Marina Lift Maint/Repair:			1,637.60
<b>710-40771-230 Marina Lift Tools/Equip</b>			
Wise Ace Hardware Inc	Hedge Trimmer	MARINA LI	199.00
Total 710-40771-230 Marina Lift Tools/Equip:			199.00
<b>710-40771-410 Marina Lift Workers Comp Ins</b>			
League of MN Cities Ins Trust	2nd Half WC Premium 10/23-9/24	MARINA LI	2,601.00
Total 710-40771-410 Marina Lift Workers Comp Ins:			2,601.00
Total MARINA LIFT:			4,973.44
<b>MARINA HARBOR</b>			
<b>710-40773-160 Marina Harbor Group Health Ins</b>			
HealthEquity Inc.	feb 2024 fees	MARINA H	8.85
HealthEquity Inc.	Jan fees 2024	MARINA H	8.85
HealthEquity Inc.	March 2024 fees	MARINA H	8.85
Total 710-40773-160 Marina Harbor Group Health Ins:			26.55
<b>710-40773-210 Marina Harbor Operating Suppli</b>			
Arnolds Supply Company	Nitrile gloves/trash liners	MARINA H	215.94
Erik's Bike Shop Inc	Bikes	MARINA H	5,573.44
First National Bank of Omaha	Screwdrivers/ratchet wrenches	MARINA H	204.98
First National Bank of Omaha	Hammers/ratchets/wrenches	MARINA H	1,601.35
Lake City Fresh Market	Coffee	MARINA H	13.98
License Center	2024 license tab renewal-1994 Ford Cof	MARINA H	21.25
License Center	2024 license tab renewal-1996 Ford Cof	MARINA H	21.25
License Center	2024 license tab renewals-1999 Ford 350	MARINA H	21.25
License Center	2024 license tab renewal-2008 Carg	MARINA H	21.25
License Center	2024 license tab renewal-1976 HM	MARINA H	21.25
License Center	2024 license tab renewal-1971 Ide Trl	MARINA H	21.25
License Center	2024 license tab renewal-1991 Alum Trl	MARINA H	21.25
License Center	2024 license tab renewal-2005 Ford SR W	MARINA H	21.25
License Center	2024 license tab renewal-2007 Ford LCF	MARINA H	21.25
License Center	2024 license tab renewal-2000 Ford	MARINA H	21.25
License Center	2024 license tab renewal-2022 Ford F350	MARINA H	21.25
License Center	2024 license tab renewal-2020 Ford F350	MARINA H	21.25

Vendor Name	Description	Department	Net Invoice Amount
MN Dept of Public Safety	HAZ CHEMICAL INVENTORY FEE	MARINA H	25.00
Performance Health Supply LLC	Buoy and channel markers	MARINA H	1,458.49
Schilling Supply Company	Toilet Tissue Dispensers	MARINA H	586.50
Total 710-40773-210 Marina Harbor Operating Suppli:			9,934.68
<b>710-40773-220 Marina Harbor Maint/Repair</b>			
Dicks Welding & Repair	Fire Extinguisher stands	MARINA H	268.60
Ed's Plumbing & Heating	Yacht Club Toilets	MARINA H	6,500.00
Ed's Plumbing & Heating	repair shower valve	MARINA H	110.00
Ed's Plumbing & Heating	Repair Leak in Yacht Club	MARINA H	3,359.48
Fastenal Company Inc	Deck Screws	MARINA H	997.20
First National Bank of Omaha	Mobile Cantilever Rack	MARINA H	1,841.40
JB Heating & Air Conditioning	Repair Yacht Club Furnace	MARINA H	375.00
JB Heating & Air Conditioning	Furnace Repair	MARINA H	375.00
W.A Kreofsky Contruction Compa	Replace partitions Mens and womens bathrooms Yacht club	MARINA H	17,430.00
Wise Ace Hardware Inc	Heat Gun	MARINA H	49.99
Wise Ace Hardware Inc	Wire Rope/Extension Cords	MARINA H	80.15
Wise Ace Hardware Inc	Air Filter	MARINA H	23.72
Wise Ace Hardware Inc	WD40	MARINA H	6.99
Wise Ace Hardware Inc	Rust Remover	MARINA H	6.59
Wise Ace Hardware Inc	Paint	MARINA H	17.18
Wise Ace Hardware Inc	Paint	MARINA H	8.59
Wise Ace Hardware Inc	Air Filters	MARINA H	30.31
Wise Ace Hardware Inc	Fastener	MARINA H	.40
Wise Ace Hardware Inc	Paint roller/brush/tray	MARINA H	17.15
Wise Ace Hardware Inc	Tape	MARINA H	9.18
Wise Ace Hardware Inc	Fasteners	MARINA H	17.99
Wise Ace Hardware Inc	Paint/brushes	MARINA H	66.58
Wise Ace Hardware Inc	Gorilla glue/fasteners	MARINA H	63.58
Wise Ace Hardware Inc	Paint brush	MARINA H	8.59
Wise Ace Hardware Inc	Hinge Pin	MARINA H	2.99
Total 710-40773-220 Marina Harbor Maint/Repair:			31,666.66
<b>710-40773-230 Marina Harbor Tools/Equip</b>			
Wise Ace Hardware Inc	Hammer/Drill bits	MARINA H	11.18
Wise Ace Hardware Inc	Dehumidifier	MARINA H	239.99
Total 710-40773-230 Marina Harbor Tools/Equip:			251.17
<b>710-40773-300 Marina Harbor Professional Svc</b>			
Bolton & Menk Inc	Parking Lot Record Drawings	MARINA H	1,730.50
Midwest Marina Association	2024 Annual Dues	MARINA H	350.00
Total 710-40773-300 Marina Harbor Professional Svc:			2,080.50
<b>710-40773-310 Marina Harbor Communications</b>			
Centurylink Communications Inc	Phone Service	MARINA H	62.55
Centurylink Communications Inc	Phone Service	MARINA H	62.56
Centurylink Communications Inc	Phone Service	MARINA H	62.58
First National Bank of Omaha	Phone System Charges	MARINA H	88.13
First National Bank of Omaha	Phone System Charges	MARINA H	88.13
First National Bank of Omaha	Phone System Charges	MARINA H	88.13



Vendor Name	Description	Department	Net Invoice Amount
HBC	Phone/Internet	MARINA H	176.81
HBC	Phone/Internet	MARINA H	176.72
HBC	Phone/Internet	MARINA H	176.72
Quadient Leasing USA Inc	Postage refill 01/2024	MARINA H	286.22
Total 710-40773-310 Marina Harbor Communications:			1,268.55
<b>710-40773-320 Marina Harbor Travel, Conf, Sc</b>			
MMUA Inc	safety management program Jan 2024-Dec 2024	MARINA H	1,616.88
Total 710-40773-320 Marina Harbor Travel, Conf, Sc:			1,616.88
<b>710-40773-360 Marina Harbor Utilities</b>			
XCel Energy	Natural Gas Service	MARINA H	38.38
XCel Energy	Natruel Gas Service	MARINA H	298.81
XCel Energy	Natural Gas Service	MARINA H	904.35
XCel Energy	Natural Gas Service	MARINA H	60.74
XCel Energy	Natural Gas Service	MARINA H	92.35
XCel Energy	Natural Gas Service	MARINA H	475.08
Total 710-40773-360 Marina Harbor Utilities:			1,869.71
<b>710-40773-390 Marina Harbor Contractual</b>			
Lake City Disposal	January Garbage Service Harbor	MARINA H	156.00
Lake City Disposal	February Garbage Service Harbor	MARINA H	156.00
Lake City Disposal	March Garbage Service Harbor	MARINA H	156.00
Lake City Disposal	Load of Demo	MARINA H	25.00
Metro Sales Inc	Contract 1/24/23 to 2/23/24	MARINA H	100.93
Metro Sales Inc	Contract 2/20/24 to 5/19/24	MARINA H	116.88
Metro Sales Inc	Contract 2/24/24 to 3/23/24	MARINA H	100.93
Metro Sales Inc	Contract 3/24/24 to 4/23/24	MARINA H	100.93
MN Dept of Health	MDH License 2024	MARINA H	520.00
On-Site Computers Inc	1/24 Server Cloud Backups	MARINA H	21.90
On-Site Computers Inc	1/24 Server Cloud Backups	MARINA H	24.00
On-Site Computers Inc	Email Spam Filtering-January	MARINA H	10.00
On-Site Computers Inc	Block Time Renewal	MARINA H	130.00
On-Site Computers Inc	2/24 Server Cloud Backups	MARINA H	21.90
On-Site Computers Inc	2/24 Server Cloud Backups	MARINA H	24.00
On-Site Computers Inc	Email Spam Filtering-February	MARINA H	10.00
On-Site Computers Inc	Block Time Renewal	MARINA H	130.00
On-Site Computers Inc	3/24 Server Cloud Backups	MARINA H	21.90
On-Site Computers Inc	3/24 Server Cloud Backups	MARINA H	24.00
On-Site Computers Inc	Email Spam Filtering-March	MARINA H	10.00
Plunketts Pest Control Inc	Pest Controll	MARINA H	90.72
Total 710-40773-390 Marina Harbor Contractual:			1,951.09
<b>710-40773-410 Marina Harbor Workers Comp Ins</b>			
League of MN Cities Ins Trust	2nd Half WC Premium 10/23-9/24	MARINA H	6,806.00
Total 710-40773-410 Marina Harbor Workers Comp Ins:			6,806.00

Vendor Name	Description	Department	Net Invoice Amount
<b>710-40773-520 Marina Capital Outlay</b>			
B & C Plumbing and Heating Inc	Hot Water Heater	MARINA H	15,501.00
Total 710-40773-520 Marina Capital Outlay:			15,501.00
<b>710-40773-850 Marina Harbor Resale Merch-Tax</b>			
LSC Resource Inc	2024 Season Ramp Pass	MARINA H	202.33
Total 710-40773-850 Marina Harbor Resale Merch-Tax:			202.33
Total MARINA HARBOR:			73,175.12
<b>MARINA SECURITY</b>			
<b>710-40780-410 Marina Security Workers Comp</b>			
League of MN Cities Ins Trust	2nd Half WC Premium 10/23-9/24	MARINA S	1,188.00
Total 710-40780-410 Marina Security Workers Comp:			1,188.00
Total MARINA SECURITY:			1,188.00
Grand Totals:			89,359.51



**REQUEST FOR**  
**Marina Board Meeting, April 9, 2024**

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**Agenda Item Description:** Open House Update

**Meeting:** Marina Board Meeting, 4/9/2024

**Originating Department:** Marina

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**Action Requested:**  
Open House Update

**Reviewed By:** Deb Kranz

**Preparer:** Deb Kranz



**REQUEST FOR**  
**Marina Board Meeting, April 9, 2024**

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**Agenda Item Description:** Capital Budget Review

**Meeting:** Marina Board Meeting, 4/9/2024

**Originating Department:** Marina

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**Action Requested:**  
Capital Budget Review

**Reviewed By:** Deb Kranz

**Preparer:** Deb Kranz