

CITY OF BAYFIELD HARBOR COMMISSION NOTICE OF PUBLIC MEETING

Minutes of March 6, 2023, 4 p.m.

Call to Order – Roll Call: Chairman Dougherty called the meeting to order at 4 p.m. followed by roll call.

Present: Dougherty, Jensen, Shrider, and Zawislak (Virtual)

Absent: Bauer

Others: Bill Peterson, Doreen Johnson, Craig Skaaden, John Langhans-MSA, Councilor Carrier, Mayor Ringberg, PWD Kovachevich and Clerk Hoopman

Review/Approve Agenda: Shrider/Jensen moved to approve the agenda as presented. Carried.

Review/Accept meeting minutes of February 6, 2023: Jensen/Zawislak made a motion to approve the previous meeting minutes as presented. Carried; Shrider abstained.

Public Input on Agenda Items: None.

Marina

1. AI Marina Breakwall/Seawall Project

- Wren Works – Specialize Pad
- Pay Requests/Budget Updates/Project Closeout

John Langhans, MSA informed the Commission they have found a potential buyer for the concrete pad. He should know more by the end of the week. It is hoped the Commission will receive the final close out documents, lien waivers and record drawings by their next meeting. No action was taken on the outstanding MSA Invoice. Zawislak inquired if there would be any additional time billed to the HC for dealing with the concrete mat issue. Langhans said no.

2. Marina Lessee – 2022 Year End Report and January Fees Report

The Commission received the 2022-year end audit figures along with the January Fees Report. Shrider/Jensen moved to approve Chairman’s Dougherty’s signature on the 2022 Audit Report. Carried.

3. Marina Lessee - Issues/Concerns/Updates

Chairman Dougherty provided Peterson with a letter supporting the removal of the Cassie K just prior to the start of the meeting.

4. Public Works Director Report: Issues/Concerns/Updates:

The PWD had nothing new to report.

5. Marina Management – If available review/discuss the following “DRAFT” Documents: Standard Operating Procedures, Job Descriptions, 2023 Budget, and Equipment List

Shrider and Kukuk agreed to work on the job descriptions, SOP’s, and requirements list. They plan to provide a comprehensive packet with all of this information at the next meeting.

Zawislak and Hoopman provided a draft 2023 budget for review. One large variable to figure out is the location of a temporary office. Shrider noted the dues might be too low, but a portion of the contingency could be used to cover the amount needed.

Jensen provided a verbal and written summary of the meeting she and Chairman Dougherty had with City Staff. The meeting was very productive and there were some notable outcomes.

Just prior to the meeting Operator Peterson provided Dougherty with an equipment list. Hoopman made copies and distributed. Bill and Doreen reviewed the list with the Commission. The HC formed a sub-committee, comprised of Dougherty, Shrider, Mayor Ringberg, Jon Kukuk and the PWD to review the list and make a recommendation to the HC at their next meeting. Bill and Doreen were thanked for providing such a well thought out/comprehensive list!

City Dock

1. Northland Consulting – Finger Pier Project

Some schematics were recently received. More to come at the next meeting.

The City was notified they would not be receiving any new ACE Funding in 2023, but Hoopman requested the use of the balance of funds (nearly \$300,000) from the AI Marina Project and received a positive response. Once the AI Marina Project is closed out, she will reach out for direction.

2. 2024 Cruises / Security Facility Plan

The HC was alerted to a company who has put out a soft request to port twice in September 2024. The HC learned they have two options with the port; leave it open and provide the necessary management, or temporarily close. Hoopman will reach out to GSCS and request a quote for management for 2023.

Adding Security Facility Training Officer to the new Harbor Master Job Description was suggested.

3. Public Works Director Report: Issues/Concerns/Updates: Nothing new to report.

L.E. Building-Slip/Fishing Pier/Boat Ramp

1. Public Works Director Report: Issues/Concerns/Updates

The HC knows the Boat Ramp will need some repairs this spring.

Other/ Business/Concerns

1. WisDOT Harbor & Waterways 3-Year Statement of Intentions

The HC reviewed the 3-year statement of intentions forms provided for submittal. Hoopman will send them in accordingly.

2. Schedule Next Meeting(s): April 3 and May 1, 2023, 4 p.m.

Jensen noted she would be attending virtually in April. Hoopman mentioned providing a Winter/Electrical City Dock Report at the next meeting.

Closed Session: None.

Adjourn: Shrider/Jensen moved to adjourn. Carried. (5:18 p.m.)

Minutes by Billie L. Hoopman, Clerk