

# CITY OF BAYFIELD HARBOR COMMISSION NOTICE OF PUBLIC MEETING

## Minutes of January 12, 2022, 4 p.m.

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### **Call to Order - Roll Call:**

Chairman Dougherty called the meeting to order at 4 pm followed by roll call.

**Present:** Bauer, Bryan (4:07 pm), Dougherty, Shrider and Zawislak

**Others:** Clerk Hoopman, PWD Kovachevich, Deb Radtke, Bryce Albrecht, Operator Peterson, Charlie Jarvis, Mayor Ringberg, and Carol Fahrenkrog

**Approve Agenda:** Zawislak/Shrider moved to approve the agenda as presented. Carried.

**Public Input on Agenda Items:** None.

### **Review/Approve Previous Meeting minutes of November 17 and December 6, 2021:**

Shrider/Zawislak moved to approve both set of minutes as presented. Carried.

### **Agenda:**

#### **Marina**

#### **1. Breakwater and Shoreline Improvement Project – Progress Updates & Expense Report**

John Langhans, MSA Reported the following:

- Sheet piling continues to be installed. They are almost to the corner and will soon be turning down D Dock.
- Rock placement has started. They are 100% complete with the small rock, working on mid-levels. Weather may soon freeze them out.
- Three pay requests have been processed to date. They are working on a fourth.
- An hour's report was received today, but the Commission asked about the details. Langhans said the 600 Account is for construction and the 700 for Administration. He offered to revise the report and add the detail requested. He further said they are done with the Lump Sum work and are now working on an hourly basis.
- A modified approach is moving forward with the placement of the circulation tubes.
- Work continues on the HAP Grant funding. A revised budget was sent, but no further communication has occurred. We are getting reimbursed from the ACE, but not the HAP program (yet).
- A meeting with Xcel is planned to discuss the line to Madeline Island. There are three lines that are all floating, but only one is live and it is not clear which one. A letter will be sent by MSA outlining the issue and site observations. The three lines should not all be floating.

#### **2. Marina Lessee:**

**a. November Fees Report** – Will be presented at next meeting.

**b. Bakertilly Agreement – 2021 AIM Audit:**

The Commission questioned the large fee increase and asked Hoopman to contact Bakertilly to inquire about the increase. They felt a 5% increase was more in line with the work proposed. The contact fee is split 50/50 with BD Marine, Inc.

**c. Issues/Concerns/Updates:** There were none mentioned; it's quiet now.

- 3. Public Works Director Report: Issues/Concerns/Updates:** PWD Kovachevich said the blowers are up and running and he is hoping he does not have to use the kasco deicers this year.

#### **City Dock**

1. **Wisconsin Clean Marina Certification** – The Commission learned the City Dock obtained its 5-year Clean Marina Certification. Hoopman said we needed to put a spill kit on the dock so one was ordered and received. PWD Kovachevich will put it out on the dock this Spring.
2. Viking Cruises (VOC):
  - a. Email from Deb Radtke, January 5, 2022 – Copy provided to Commission. Primarily VOC would like to know the total cost and is willing to pay it in full (up-front). The e-mail also confirms the 2022 dates (May 31, June 28, July 26, August 23, Sept. 6 & 20).
  - b. General Security Services Corporation – Maritime Service Update  
Chairman Dougherty informed the Commission the agreement was signed and returned and Hoopman will be the primary contact.
  - c. Discuss Expenses and Fees:  
Shrider/Bauer made a motion to charge \$95,000 in total which includes \$25,000 for start-up and security planning and implementation expenses, and \$10,000 for each site visit with the understanding:
    1. An allocation of the per visit fee will be transferred to the Pavilion if it is used by the Harbor Commission during VOC's visits.
    2. The Harbor Commission is only agreeing to work with VOC in 2022 and reserves the right to cancel or modify all agreements, either in writing or verbal in future years.
    3. An agreement or MOU will be drawn up between the City of Bayfield and VOC. The sample by Palm Beach will be used as a model.Passed by roll call vote as follows: Bauer, Bryan, Dougherty and Shrider – yes, Zawislak – no.

- 3. Public Works Director Report: Issues/Concerns/Updates:**  
PWD Kovachevich noted presently there are four fish tugs on the dock.

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

- 1. Public Works Director Report: Issues/Concerns/Updates**  
Pier Genius called to let us know our dock was finally ready. Due to the timing, they will store it for us until we are ready to install this Spring.

The LE Dock and City Dock planks were repaired last Spring (2021).

#### **Other/ Business/Concerns**

- 1. Schedule Next Meeting(s):** February 7, 2022, 4 p.m.  
Next Agenda to include:
- a. Overall strategy for how to access tariffs on other commercial vessels.
  - b. Finger Piers: Consider alternatives/ideas for changes (size, location, style). Would Wren Works have any ideas?

**2. Marina Lease Discussion (Current Lease Exp. 12/31/23):** A special virtual meeting will be held on February 2, 2022, 9-11 a.m. to continue discussions. No discussion ensued at this meeting.

**Other:**

Mayor Ringberg informed the Commission there will be three Tall Ships coming to Bayfield during the first week of August.

Hoopman asked for clarification on the Bakertilly contract. Specifically, if Chairman Dougherty has permission to sign the agreement if an inquiry is made and answered satisfactorily. Additionally, she noted that due to the amount of money expended for the Harbor project in 2021 a special single audit will be required. The same will be true for 2022. She asked MSA to include the estimated cost (\$6,000) in our grant funding budgets.

**Adjourn:** Bryan/Shrider moved to adjourn. Carried. (5:30 pm)

Minutes by Billie L. Hoopman, Clerk