

**City of Bayfield Harbor Commission
Minutes of July 15, 2024**

Call to Order: Chair Shrider called the meeting to order at 3:30 p.m.

Present: Chair Shrider, Wilcox, Cornelius, Ringberg and Jensen

Staff: Harbormaster Hayes

Others: Tyler Forsythe, Deb Radke (remotely)

Review/Approve Agenda: Ringberg/Jensen made and seconded a motion to approve the agenda. Carried.

Review/Approval meeting minutes of June 3, 2024: Cornelius/Wilcox made and seconded a motion to approve the minutes with a correction to the last sentence regarding Public Input on Agenda Items—it should read “which lists renter of the boat, boat name, rating and purpose of stay”. Motion carried with correction.

Public input on Agenda Items: Tyler Forsythe commented that things appear to be going well with his Air BNB rentals. He noted one change since the last Harbor Commission meeting, he will not be using his “sauna-type boat” but will be swapping that out for a sailboat due to concerns raised. Other than those concerns, no issues have been raised. He is agreeable to the overall number of overnight rentals boats being limited and revising the rental contract to include some type of written permission from the Harbormaster.

Wilcox raised the issue of fireworks going off near the marina after the official City fireworks on July 4th. It was agreed this was a City issue, but a reminder could be included in future newsletters as an FYI to slip renters regarding this topic.

Administrative Restructuring: During this time of transition, we will need to cover our own work—this includes minute taking and preparation of work packets. Michelle will create agendas, minutes will need to be covered by committee members and shared with Michelle and Dionne. We want to post our agenda one week in advance. Everything needs to be sent to Dionne by Wednesday prior to our Harbor Commission meeting (three working days). Dionne and Nick will send out packets via email by Friday before our meeting. Dionne will also post public meeting notices in a timely manner to meet the requirements.

City Dock:

1. Finger Pier Project—Status Update—Michelle and Nick will work out guest dockage numbers vs. annual dockage analysis. Michelle will also ask Billie Hoopman if she will consider becoming a consultant to assist with this effort. We need to learn more about these costs and the timing needs. It was also noted that we might be able to make the

argument that charter boats/boat ride boats allow more people on the docks and, thereby, provide more public access. It was noted we have 10 additional transient slips at the marina now.

2. Ponant Visit—September 8th and 20th—In order to have these visits we must have a facility security plan in place. One was created for the Viking visit in 2022—this needs to be updated. Deb Radke spoke with Alan E. who is listed as our facility security officer for the previous plan. Deb is currently completing a course so she can become our new facility security officer and we can update the plan. We will need to have security on the dock, for the Viking visit we contracted with a security firm (GFSC) out of Duluth. Alan will send the previous plan to Michelle as well as a proposal for the security. Deb suggests that we consider using an off-duty law enforcement officer which would be keeping the investment local. A local officer does not need a Facility Security Officer (FSO) qualification. Nick suggests we work with the County and try to find an off-duty Sheriff's officer to assist us. Our questions include: Deb Radke's fee structure for this—what is included and what is her timeframe? She will send us a proposal by the end of the week. Once we get her hourly cost, she will work with the Sheriff's office to arrange dock security. She will also create a manual to include details such as the fencing, where it goes and when so Public Works staff will be available to handle all this.
3. Public Works Director Report—no report.

Marina

1. Underground Storage—The repair is made and the dock is now selling fuel and is rapidly making the funds back to cover the cost. The repair cost was \$6,200 (to repair the fuel catch basins). Dates are still being firmed up for the Underground storage replacement. It is anticipated the fuel dock might need to be closed for 1 ½ weeks. Once the date of replacement is determined this information will be shared with boaters for a fuel sale. Both tanks are now 60% full—so these need to be emptied/sold in advance.
2. Grand Opening Celebration—This will take place on August 31st from 8:30-10:30. The Harbormaster will share these dates with the public and on Facebook. It will also be placed on the Chamber Blast and on the website. If a quorum of the Harbor Commission will be present, this needs to be publicly noted.
3. Bayfield Marina Commercial Use Policy—The Harbormaster will pull together a draft policy packet to address this. Ideas discussed include grandfathering in what exists now, but allowing no more Air BNBS, moving all Air BNB boats to A Dock so they are all in one place and by the parking lot. It would be ideal to have all commercial business on the City Dock, but that is not possible at this time. Discussion included the idea of some type of inspection to ensure the commercial boats are safe. This could include an inspection by the Coast Guard Auxiliary or by the Harbormaster. Any guests would need to be registered with the Harbormaster (along with their contact information). Given certain controls, this type of commercial operation might be more acceptable to slip renters. Michelle will work with the Harbormaster to prepare a draft template to begin clarifying the details of this policy.

4. Electric Vehicle Charging—A policy needs to be drafted to address this issue. A few slip renters have electric vehicles and need to charge them. Language could be added to the slip rental contract and slip renters wanting to charge their vehicles will pay a flat fee to do this. The Harbormaster will work on this policy.
5. Harbormaster's Report—A written report was presented by the Harbormaster (see attached) and discussed.
6. Public Works Director Report—No report was provided

L.E Building-Slip/Fishig Peir/Boat Ramp—Nothing new at this time.

Other Business/Concerns

1. June Financials—The Commission reviewed and discussed the financial reports. Harbormaster Nick is working on invoices but has been delayed due to getting the new system up and running. Motion made and seconded by Ringberg/Cornelius to approve the June financials and place them on file.
2. 2025 Budget and CIP's—Michelle and Nick will work on this and ask for Dionne to review. Gordy will also be asked for assistance in this process. This group will also work on the 2025 budget.
3. Liaison to the Parks Rec/Playground Committee—it was noted that Jensen will now serve as liaison to this committee. It will be important to determine the footprint needed for the marina and how it can best be maintained.

Next meeting dates: August 5, 2024 at 3:30 and September 9, 2024 at 3:30.

Motion made and seconded Ringberg/Jensen to adjourn at 5:45 pm.