

**City of Bayfield Harbor Commission
Minutes of August 5, 2024**

Call to Order: Chair Shrider called the meeting to order at 3:31 p.m.

Present: Chair Shrider, Wilcox, Ringberg and Jensen. Cornelius via Zoom.

Staff: Harbormaster Hayes, Samaya Ray, Deputy Clerk/Treasurer

Others: Tyler Forsythe, Deb Radke, Joe Walsh, attending via zoom: Craig Skaaden, Jonathan Nowacz

Review/Approve Agenda: Ringberg/Jensen made and seconded a motion to approve the agenda dated 7/31/24 updated as of 11:02 am. Carried.

Review/Approval meeting minutes of July 29, 2024: Ringberg/Jensen made and seconded a motion to approve the minutes. Carried.

Public input on Agenda Items: Tyler Forsythe sent an email (attached to the minutes), and Kate Kitchell also made an email comment—these were shared with the Commission.

City Dock:

- 1. Finger Pier Project—Status Update**—Michelle and Nick are preparing an analysis of our guest dockage numbers vs. annual dockage. It will be ready for the next meeting. Billie Hoopman has also provided assistance in answering questions for the pending grant request review. We do not yet have information regarding the cost of purchasing consulting services from Hoopman to assist with the remaining grant work. This will be provided by the next meeting. The grant request pending for the City Dock requires additional transient dockage. It is our intent to include the commercial vessels that take guests for daily rides during the summer in these transient dock numbers—given the guests increase our overall visitor numbers.
- 2. Ponant Visit**—September 8th and 20th—We originally intended to transfer our Facility Security Plan from Midwest Security (Alan Edberg) to Deb Radke. Right now, no changes are needed to our Facility Security Plan. Deb will not be a certified Facility Security Officer in time for our first cruise ship visit, so she has been working with Alan Edberg on his proposal and pricing with an estimated cost of services likely under \$2,000. Deb is putting together a Standard Operating Procedures outline for Public Works and Administration detailing what the cruise boat will need and when. This year we plan to take better pictures and prepare a full manual for future cruise ship visits, procedures will be added along with photos. This will be completed in October. Deb will continue as our point of contact with the Ponant.
- 3. Public Works Director Report**—No formal report--just wants to make sure we are all on the same page for the Ponant visit.

Marina

1. **Underground Storage**—The replacement is scheduled for August, but there appears to be an issue with the production of the storage tanks. Our provider is waiting to find out when they will be completed. Once done, he expects to install them in two weeks. We do not have a date for this yet and will require notice in order to reduce the fuel in the tanks. The concern is that if the tanks are not completed and installed by September, we will have an insurance issue. Nick will check on the contract to ensure there is a requirement for this to be completed by September. If needed, he will also contact the insurance company.
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 in the Chamber Blast and on the website. If a quorum of the Harbor Commission will be present, this needs to be publicly noted. The Harbormaster will send this information out in a newsletter. We will have a short program.
3. **Bayfield Marina Commercial Use Policy**—Chair Shrider shared the rough draft of a proposed policy regarding commercial use. It was noted that the Harbor Commission reserves the right to change this policy at any time. We also discussed specifying the policy will cover the Bayfield City Dock, Bayfield Marina proper and L.E Dock. It will include any one who offers services for payment. Forsythe referenced his email and his appreciation for the opportunity to be “grandfathered” in suggesting up to 6 slips max. After discussion of additional details, it was agreed a final draft will be prepared for review and approval at the next meeting.
4. **Harbormaster’s Report:**
 - Equipment to load the cradles is up and running
 - Nick is working on scheduling haul-outs—given the maintenance situation this could be difficult to do—we want to make sure any needed maintenance is coordinated with the haul out schedule
 - The Mobile Truck for repairs and maintenance has been well received with good reports and feedback
 - Chair Shrider noted that by August 15th most marinas have sent out their haul out information. Nick will shoot for mid-August and work on ensuring boaters have mechanical winterization needs organized and coordinated.
 - Nick estimates we will have roughly 75 haul outs and will need 2 extra people to help. There are complications with the storing of cradles and extra man hours will be needed.
5. **Public Works Director Report**—No report at this time.

L.E Building-Slip/Fishing Pier/Boat Ramp—Otters continue to be a nuisance in the L.E Building. The Boat ramp lights went out due to a lightning strike. This has been fixed.

Other Business/Concerns—

CIPS and 2025 Budget:

The CIP's were approved at the Harbor Commission meeting on July 29th. These details were shared for review and confirmation. Wages and salary increase have not yet been determined by the Mayor/City Council. The Council needs to approve the COLA for 2025 before our budget can be finalized. It was agreed that the Harbormaster should set the wages for hourly workers using COLA guidelines—these are City employees. The budget figures, along with wages will be finalized for approval at the next meeting. Chair Shrider propose a closed session at the next Harbor Commission meeting in order to discuss personnel matters and set the salary for the Harbormaster.

East End Playground Update:

Concern was expressed that the playground plans might be expanding into more space than anticipated and suggested. At our previous meeting with playground representatives, it was agreed that we do not have any additional space to offer them Plus there are concerns regarding the heavy equipment operating around the marina and how that could present a serious safety issue to families and children. As liaison to the Parks and Playground committee, Jensen was asked to confirm our ongoing concerns about these issues to its Chair Matt Carrier. We do not want them wasting funds on a plan that will not work for the marina.

Tall Ships Hospitality Program—This idea was discussed. We agreed it was a good idea for the community but agreed to delay final approval to our next meeting.

Next meeting dates: September 9, 2024, at 3:30. October 7, 3:30

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