

**City of Bayfield Harbor Commission
Meeting Minutes of October 14, 2024, 2024
Bayfield City Hall**

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

Present: Shrider, Wilcox, Ringberg, Jensen, Cornelius and Mayor Dougherty

Staff: Harbormaster Hayes,

Others attending: Shannon Mager

Review/Approve Agenda: Jensen/Cornelius made and seconded a motion to approve agenda as circulated. Carried.

Review/Approve meeting minutes of Sept. and Oct. 16th, 2024: Ringberg/Wilcox made and seconded a motion to approve minutes as presented. Motion carried.

Public Input: Chair Shrider noted Joe Weber will submit written reports rather than attend the meeting in person.

City Dock

1. Finger Pier Project Update: The grant has been submitted. Assistance was provided by Billie to help answer the questions previously presented. The final request was for \$751,625 (the total amount we are eligible to request). Some of our items were not considered part of the project as it was geared to improve accessibility for the general public. If approved, the project would be assisted by a rollover of funds remaining from the previous grant (approx. \$300,000).

2. Cruise Service SOP: Deb provided a draft of the SOP's for Cruise Ship visits. We agreed to add a rate structure page to the SOP's. This will include the agreed upon rate, along with language that it can be changed in the future. We will also add language that we will use the pavilion, if available, if not we will use dock space.

3. AICS Updated Lease Status— Motion made by Cornelius/Ringberg to put the signed lease on file. Motion carried

4. Public Works Director Report—Written report attached—Harbormaster Hayes noted we will rent a lift for the day sharing use between the public works and marina. Worked out well to combine needs and share costs.

Marina

1. Underground Storage Tank Replacement Project: Project completed. Harbormaster Hayes is completing insurance details. The final report on the soil samples will be sent to the DNR as required. One chemical product shows up somewhat higher than expected—slightly elevated in the soil. Once shared with the DNR, the State will inform us regarding whether any actions that must be taken. Harbormaster Hayes noted we did lose four parking places for the new placement of the storage tank.

2. Ordinances that apply to marina and other City Property under Harbor Commission—We discussed the need to ensure ordinances required exist. We will keep this as a standing agenda item and discussions will take place between the Mayor, Police Chief and Harbor Commission Chair Shrider. Noted—we still need an ordinance regarding anchoring in front of the docks.

3. Harbor Master Report: Written report is attached. An offer was sent out to the person interviewed for the new Administrative Assistance. November 1st will be the date for winterization of the office and the last week for seasonal staff. Haul out will continue for the next two weeks. So far, we are ahead of schedule. Nick is adding people to the wait list every week—right now it is up to 40—if the

list is used, we will not have any transient slips available next season. In anticipation of the City Dock replacement/update, a letter will be sent to the boats on city dock who might want to move to the marina during the process.

4. **Public Works Report**—no report

L.E Building-slip Fishing Pier/Boat Ramp

1. Discussion of the appearance of the building from the water—need to replace shredding blinds etc. Potential for the Parks and Rec working group to possibly use it was discussed. No conclusions reached regarding long-term use.

Other Business/Concerns

1. **Harbormaster Review Process**—Harbormaster will review his staff, City reviews City staff, but the Harbor Commission has never had staff and now needs to create a formal review process. Mayor Dougherty will share where the City is at with their review process and we will work to create something that fits between the two
2. **Playground committee update:** As liaison with the Playground Committee, Jensen raised questions regarding the park's potential interest in accessing the parking area where the boats are stored to create more green space. They raised the possibility of moving the boat storage area to assist this and add more green space. Harbor believes moving the boats to another parking area would be challenging and expensive due to the added time needed. We are uncertain how this would work—as Harbor cannot afford to lose any space. There will be an opportunity for public input on Friday, Oct. 18th. Harbormaster will try to obtain draft graphics of what is being proposed and we will express our concerns given the limitations of the site.

Next meeting Date: November 4th, and December 2nd.

Motion to adjourn: Cornelius/Wilcox moved to adjourn at 5:00. Carried.