

**City of Bayfield Harbor Commission
Meeting Minutes of September 9, 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, Samaya Ray

Others attending: John Madigan (AICS), James Lawak (AICS) and Phil Peterson (via zoom)

Review/Approve Agenda: Ringberg/Jensen made and seconded a motion to approve agenda as circulated, with the suggestion to change order of items so #4 (AICS) could go first. Carried.

Review/Approve meeting minutes of August 5, 2024:

Ringberg/Cornelius made and seconded a motion to approve minutes of August 5. Motion carried.

City Dock

- AICS lease update:**—John Madigan commented that the lease basically looks good. His question was that if the cruise boat is moved, because of the proposed City Dock changes, will they be billed for the space of the finger pier (65')? The draft diagram/picture of the proposed dock was shared with John along with a potential layout. The answer to the question is yes, if the cruise boat has a 65' slip they would pay only for that amount. Another question asked: the AICS will be operating a kayak business next year and could they have space for their kayak boat if there is a bad weather problem on the south side where their dock is located? Answer, yes, you would have access to the North/transient side of the City Dock and the Harbor Commission will always work with AICS to find a safe place to moor.

AICS reported the cruise boat business is going well this summer. They plan to sign the lease shortly and it will be emailed to Michelle. AICS encouraged the Harbor Commission to feel free to contact them with any concerns or issues.
- Finger Pier Project Update:** We are waiting for final numbers for guest dockage vs. annual dockage. An email from Danielle Black was shared and reading encouraged as it contains important information. Seasonal dockage: for Marina: \$436,366 (expected), City dock seasonal: \$75,560. In the draft numbers, it appears we might be able to make more money via transient dockage on the city dock with these proposed changes. Our question is what is the potential

- revenue for the slips that would be considered only transient vs. the slips rented seasonally at this time. We agreed the current information we have is not what we need to answer the questions in the email sent by Danielle Black. We will be asking Billie for her help to complete the information needed prior to the deadline of Sept. 16th.
3. **Ponant Visit to Bayfield:** Everything went well with only a small number of passengers (47). We look forward to their next visit with more passengers.
 4. **Update from Cruise Consultant:** Deb has prepared a draft SOP but will finalize and present it after the Ponant visits have been completed. Deb was at the visit on the 8th and proved helpful. The SOP will include both pre-visit preparations and identify what needs to be covered during the actual cruise ship visit.
 5. **Public Works Director Report**—No report

Marina

1. **Underground Storage Tank Replacement Project:** The tanks were going to be installed behind the shower and utilities building. When the contract staff arrived, they realized they could not follow through with what was proposed due to problems with the location. The bid was based on installing them where they are currently located. They now propose a different orientation. Dave Davenport Project Manager (Pump and Meter Service) was asked to attend our meeting. He did not do so. Pump and Meter Services did complete several site visits prior to their bid, but apparently did not do a locate of utilities at that time. Harbor is concerned that our insurance will end at the end of September. We agree these changes will need to be part of their costs. These issues are not our problems, nor were they discovered during any actual excavation of the site. The space will need to be different as will the costs. As a result of these changes, they are supposed to be giving us two plans to choose from. These have been submitted to the State for approval. We estimate we might lose between 4 to 6 parking spaces. Harbor Commission has signed a contract with them and a percentage (as required) has been paid. We need to have a date of when the tanks will be installed given our pending insurance issue. If we do not hear from Davenport by Wednesday, we need to send them a demand letter and get our attorney involved.
2. **Bayfield Marina—Allowed Commercial Use Policy:** The revised draft policies were shared and discussed. The policies will apply to anyone providing commercial services on the City Dock, in the Marina and on the L.E dock. The Commercial policies will be included in any marina dockage information. Comments included: Adding H dock

specifically in the verbiage, making sure the policies are referred to in any formal dockage contracts. Special information packets will be prepared for anyone using the docks for commercial purposes. Motion made and seconded by Jensen/Wilcox to approve the Commercial Use Policies, as discussed. Motion carried.

3. **Harbor Master Report:** The full Harbormaster Report is shared in packet: Fuel being sold over Labor Day weekend worked well—and tanks emptied. Haul out and storage forms all sent to the boaters. Three boats have already been pulled. Nick has separated the haul out and storage contracts with a slight increase on the storage costs (price increase will cover the wages for moving the cradles).
4. **Public Works Report**—no report

Mayor Dougherty raised the issue of boats pulling up close to shore on the North side of the ferry (at Washington Street Beach). Police have received several calls about pontoon boats doing this, as well as dinghies coming to shore. It was agreed that Harbor should revisit the ordinances pertaining to this at some point and share any recommendations with the City Council. This will be added to a future agenda.

L.E Building-slip Fishing Pier/Boat Ramp

1. Discussion regarding upcoming Park and Rec meetings that could impact the marina and L.E Building. Jensen and Harbormaster Hayes will be attending park planning and input sessions this week and will report back.

2025 Wage Adjustments:

1. The Revenue/Expense information for 2025 was shared and discussed. Harbor was waiting for the wage data so it could be plugged into the budget. Revenue page was previously approved. The 2025 expenses now include wages. Council approved a 3% increase in wages for staff. Because the Harbor budget for 2025 looks as strong and healthy as it is, it is proposed to increase the amount we send to the General Fund to \$150,000. Harbor might be able to add more, but because we are growing as a marina and taking on a new approach, we cannot make that decision at this time. There might be additional expenses we have not anticipated. Given the additional time investment and success of our first year, it is recommended there be an increase to the Harbormaster salary to \$72,000, with equivalent % increase to fringe. We all agreed that the work of the Harbormaster had been outstanding. We discussed the going rate of pay for Harbormasters and feel the amount proposed fits into that rate. Harbormaster Hayes explained his plans for the future which include getting the SOP's in place and having all the right employees in place which will result in less management time, so the Harbormaster can assist with cruise visits and other issues (and avoid Harbor hiring extra help). The financial results are very positive compared to what was happening under the previous structure.

We agreed some formal type of review is needed for the Harbormaster, with the opportunity for the Harbormaster to also provide feedback regarding how the Commission could be of better assistance to this position. Moved and seconded by Ringberg/Cornelius to approve the 2025 budget with the changes in salaries and wages and new positions plus the increase of \$150,000 to the General Fund. All approved. Motion carried.

Tall Ships Hospitality Program

This opportunity was discussed, and the decision made to hold off for now.

Next Meeting Date:
October 14th instead of Oct. 7th
November 4

Closed Session

Cornelius/Ringberg made and seconded a motion to move into Closed Session—reading as follows: The City of Bayfield Harbor Commission reserves the right to convene in a closed session pursuant to Section 19.85 (1) (e) and (g): Wage Adjustment for 2025. They reserve the right to reconvene into open session to make any decisions on the discussion, to continue with any remaining items or for adjournment purposed.

Roll call: Cornelius, Ringberg, Wilcox, Shrider and Jensen yes, and with an invitation for Mayor Dougherty to join us.

Closed Session was held to discuss wage adjustment for 2025.

Motion made, seconded: Ringberg/Cornelius to come out of closed session. Motion carried.

Motion to adjourn: Cornelius/Ringberg at 5:20. Carried.