

CITY OF BAYFIELD HARBOR COMMISSION NOTICE OF PUBLIC MEETING

Minutes of March 7, 2022, 4 p.m.

Call to Order - Roll Call: Chairman Dougherty called the meeting to order at 4p.m. followed by roll call.

Present: Bauer, Bryan, Dougherty, Shrider and Zawislak

Others: Mayor Ringberg, Clerk Hoopman, Bryce Albrecht, Brian Rankila-Wren Works, John Langhans-MSA, Colleen Beagan, Mary Dougherty, Mike Nelson, and Deb Radtke-VOC

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

Public Input on Agenda Items: None.

Review/Approve Previous Meeting minutes of February 7 and 22, 2022: Bryan/Zawislak moved to approve the minutes as presented. The minutes of Feb. 22, 2022, will be corrected to reflect Bryan was not present during the closed session. Carried.

Agenda:

Marina

1. Breakwater and Shoreline Improvement Project

a. Project Updates: John Langhans, Engineer noted the following:

- The \$250,000+ overpayment in Pay Application #5, will be corrected in Pay Application #6. HC is upset this large of mistake was made and now they will have to pay interest on that amount.
- Wrens Works has been stockpiling rock for the east breakwall.
- The windows have all been cut for the pass-throughs.
- A Dock Sheet piling is in, Wren Works will be trimming it this week.
- Southern shoreline is 100% complete.
- Stone costs are running under budget for small and medium-sized stone. MSA believes the underrun will compensate for the Change Order approved for the armor stone type.
- Xcel Energy halted work in the area where the lines are located. The design was amended because of their input and the concrete barrier was not laid over the lines. Langhans said at the last meeting he would write a letter to Xcel, and reiterated he is still planning to do so. The HC is worried this area will not be secure or stabilized and is unhappy with the outcome even though it provides a cost savings of \$80,000. There will be a weak spot in the wall because of this issue.
- MSA has taken on the soil sampling (Estimated cost \$6800).

b. **Change Order #2:** Shrider/Bryan moved to approve Change Order #2 in the amount of \$24,891.30 for electrical upgrades needed. Passed by voice vote, all ayes.

2. Marina Lessee:

a. **January Fees Report** – Informational; no action required.

b. **2021 Audit Review:** Shrider/Zawislak moved to approve and place on file the 2021 audit as provided by Baker Tilly. Operator Peterson has also reviewed and approved the audit as presented. Carried.

- c. **Issues/Concerns/Updates:** Operator Peterson informed the Commission there are 2-3 pelican poles that need to be replaced on D-Dock and dredging will be needed in the well area, in 3 slip areas and the area where Wren Works was working.
3. **Public Works Director Report: Issues/Concerns/Updates:** PWD Kovachevich noted he put in a few aerators on D-Dock where the ice was building up.

City Dock

1. **Viking Cruises:**
 - a. **General Security Services Corporation Update** – Barbed wire on fencing currently is not going to be required. The Security Plan prepared by Bill Leoni is currently under review by the USCG.
 - b. **General Security Service Agreement** – Bill Leoni prepared two 2022 Service Description and Cost Summaries for consideration. One that covers 22 hours of service and the other for 18 hours of service. Both include 6 hours of travel costs. Informational, no action taken.
 - c. **DHS Nondisclosure Requirements** – A completed DHS Nondisclosure Agreement are needed by anyone who will have access to the GS Plan. Commissioners were asked to fill out the non-discloser and return to Hoopman.
 - d. **VOC Landing Assignment/Agreement** – The Harbor Commission received an edited version of the Landing Agreement from VOC. Discussion ensued.
 - They are seeking refunds in the event of a cancelation. Chairman Dougherty outlined the cost associated with their arrival and suggested no refunds be offered in 2022. By consensus it was felt the HC cannot subsidize VOC.
 - The HC received the \$25,000 in upfront fees requested.
 - They offered to pay us in advance of arrival, but that was as their request.
 - City met with their Shore Excursion folks and was updated on excursion likely to be offered. They are hoping to have the list finalized by March 15, 2022. They indicated 95% of the VOC passengers are likely to go on excursions.

A motion was made by Bryan that no refunds would be issued in 2022, but the HC would be willing to discuss for 2023. Motion withdrawn.

HC asked Chairman Dougherty, Mayor Ringberg and Clerk Hoopman to edit the draft and bring it back to Commission for further review. Many of the changes suggested by VOC were grammatical and it would reduce the clutter when reviewing it again.

2. **Public Works Director Report: Issues/Concerns/Updates:** None.

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

1. **Boat Cleaning Station** – Commissioners and the PWD had several questions about the agreement proposed and wanted clarification on storage, maintenance, operation needs and responsibilities on operating the unit. Chairman Dougherty will invite Jay Glase, or another NPS representative to the next meeting to review the proposal and answer questions.

2. Public Works Director Report: Issues/Concerns/Updates: None.

Other/ Business/Concerns

1. Schedule Next Meeting(s):

- Special Mtg. March 15, 2022, 9 a.m.
- Regular Mtg. April 4, 2022, 2022, 4 p.m.

2. **Marina Lease Discussion** (Current Lease Exp. 12/31/23): Postponed until March 15, 2022.

Adjourn: Bryan/Shrider made a motion to adjourn. Carried. (5:48 p.m.)

Minutes by Billie L. Hoopman, Clerk