

# CITY OF BAYFIELD HARBOR COMMISSION NOTICE OF PUBLIC MEETING

## Minutes of April 3, 2023, 3 p.m.

---

**Call to Order- Roll Call:** Chairman Dougherty called the meeting to order at 4:02 p.m. followed by roll call.

**Present:** Bauer, Dougherty, Jensen, Shrider and Zawislak

**Others:** Charlie Jarvis, Doreen Johnson, Bill Peterson, Bob Bodin, Charlie Babineau, Phil Johnson, Mayor Ringberg and Clerk Hoopman

**Review/Approve Agenda:** Jensen/Bauer moved to approve the agenda as presented. Carried.

**Public Input on Agenda Items:** USCG Chief Dan Clauson was present to discuss leasing space at the Apostle Islands Marina. He noted his current agreement was due to expire September 30, 2023. He's looking for a new lease and informed the HC the USCG pays in arrears. He also mentioned the new catermeran that is on the LE slip and asked if it could be moved elsewhere as it narrows up the slip. Lastly, he reminded the Commission he'll be leaving in a couple of months and there will be a new Chief and many new crew members.

**Review/Accept meeting minutes of March 6, 2023:** Shrider/Jensen moved to approve the meeting minutes of March 6, 2023 as presented. Carried.

### City Dock

#### **1. Northland Consulting – Finger Pier Project**

Jon Amond, Northland Consulting provided drawings for review. The drawing shows replacement of the piers in the same location they are in now. Commissioner's questioned if there was enough room to separate them to accommodate wider vessels, or if they should really consider eliminating one for this purpose. Maybe they should be longer? Some further review of the space(s) will be investigated.

#### **2. General Security Services Corp. Quote for 2023 Services**

Shrider/Zawislak made a motion to approve the Quote for Services in the amount of \$1430.00. Passed by voice vote, all ayes.

#### **3. Winter Dockage and Electrical Use Report / Review Winter Dockage Rates**

The Commission received information on Winter Dockage and Electrical Usage. No action was taken but it was understood the Commission would continue to review both, which may cause an increase in the Winter Dockage Rates or other rules/regulation to be added to the agreement.

#### **4. Public Works Director Report: Issues/Concerns/Updates – None.**

### Marina

#### **1. AI Marina Breakwall/Seawall Project:**

Commissioners received MSA Invoices 19 and 20, the Harbor Marina Breakwall Project Revenue/Expenditure Report and a project budget (prepared by Hoopman, but numbers were verified by MSA).

John Langhans, MSA informed the HC, they have found a buyer for the armour stone mat. It would be solidified by that municipality at their April 10, 2023 meeting. Lanhans felt this matter would be concluded by approximately April 13, 2023, they would then received the record drawings by April 17<sup>th</sup>, and be able to close out the project by the end of April.

Bauer/Jansen made a motion to accept the close out documents to be based on the project budget included in the packet. This includes payment of MSA's Invoice 19 and 20 but not expenses for the armour stone mat, or further MSA bills. Passed by voice vote, all ayes.

2. **Marina Lessee – February Fees Report:** Received. Informational, no action required.
3. **Marina Lessee – Issues/Concerns/Updates:** Operator Peterson noted he is expecting the water levels to rise due to the snow and ice melt.
4. **Public Works Director Report: Issues/Concerns/Updates:** None.

## 5. Marina Management

### • Review/Discuss the following “Drafts” Documents:

- Organizational Chart: Basic comments were received to add the City Treasurer, and the LE Dock and Boat Ramp.
- Marina Manager Job Description: Consider changing title to Harbor Master, and to add education and physical requirements.
- Standard Operating Procedures / Annual Requirements List: Shrider and Kukuk have provided an extensive Google Drive with these documents. It was hoped the new Harbor Master would be involved with getting these into the final manual.
- Other: The Commission briefly discussed how best to interact with the AI Marina’s current staff and let them know the City will be hiring. It was noted they have great depth and some have worked with a variety of operators. BD Marine didn’t want to be involved.

### **Apostle Islands Marina Equipment List:**

- The HC was informed Shrider, Mayor Ringberg, Chairman Dougherty and Kukuk met to review the Asset List 2023 provided by BD Marine on March 8, 2023. They were asked to provide a recommendation to the Harbor Commission.
- The HC should look to see if PECFA could be a source to help with the underground fuel tank project.

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

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

## **Other Business/Concerns**

1. **Schedule Next Meetings:** May 1 and June 5, 2023, 4 p.m.

**Closed Session:** Shrider/Zawislak moved to convene into closed session pursuant to Section 19.85 (1)(e.) and (g.): the lease between the City of Bayfield and the Apostle Islands Marina is due to expire on December 31, 2023 and the Harbor Commission would like to discuss confidential data with the marina operator and to further discuss negotiation strategies for the purchase of equipment. They reserve the right to reconvene into open session to make any decisions on the discussion, or to adjourn. Carried, all ayes.

Bauer/Zawislak moved to reconvene into open session in order to adjourn. Carried, all ayes.

Bauer/Jensen moved to adjourn. Carried. (6:13 p.m.)

Minutes by Billie L. Hoopman, Clerk