

CITY OF BAYFIELD HARBOR COMMISSION NOTICE OF PUBLIC MEETING
Minutes of May 1, 2023, 4 p.m.

Call to Order – Roll Call: Chairman Dougherty called the meeting to order followed by roll call.

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

Others: Craig Skadden, Shannon Mager and John Madigan-AICS, Bill Peterson and Doreen Johnson-AI Marina, Sherman Edwards, Bob Bodin, Charlie Jarvis, Jon Kukuk, and USCG Chief Daniel Clouse

Staff & Officials: Clerk Hoopman, PWD Kovachevich, Councilor Cornelius, and Mayor Ringberg

Annual selection of Chair and Vice-Chair:

Shrider/Jensen moved to elect Ted Dougherty as chair. No other nominees after three calls. Motion carried.

Shrider/Bauer moved to elect Matt Zawislak, Vicechair. No other nominees after three calls. Motion carried.

Review/Approve Agenda: Jensen/Bauer moved to approve the agenda with the understanding the order would be amended to get PWD Kovachevich’s input followed by the USCG discussion. Carried.

Review/Accept meeting minutes of April 13, 2023:

Shrider/Jensen made a motion to approve the minutes of April 13, 2023, as presented. Carried.

Public Input on Agenda Items: None.

Public Works Director Kovachevich Reported:

- There is a broken valve at the Marina that needs to be repaired.
- The Boat Ramp has been busy. The ramp wintered well and only needed some repairs. Dredging is being scheduled with Dobson.
- Nothing to report at the City Dock, LE Dock or Fishing Pier.

United States Coast Guard:

The Harbor Commission was informed a few months ago about the lease the USCG has with the AI Marina. That lease will expire at the end of the year. Both the Harbor Commission and the USCG are interested in discussing a subsequent lease where a portion of the LE Dock might be included. Chief Clouse will be leaving soon and Kyle Love will be replacing him. He will be introduced at the next Harbor Commission meeting where future discussions will ensue.

Marina

1. AI Marina Breakwall/Seawall Project: Pay Requests/Budget Updates/Project Closeout

John Langhans provided the project close out documents. Shrider/Zawislak made a motion to approve the Final Change Order, the Final Pay Application #12 from Wren Works, the submittal of the HAP Disbursement Request, and the signing of the HAP Project Completion Certificate, and Engineer/Owner/Operator letter of completion and compliance as presented. Hoopman has contacted Mike Halsted to inquire if the City Harbor Commission might be able to use the balance of HAP Funds on the Finger Pier Project. She is waiting for a response. Passed by roll call vote as follows: Bauer, Dougherty, Jensen, Shrider and Zawislak – yes.

Langhans noted the record drawings are forthcoming. They were submitted but he requested a few slight revisions.

2. Marina Lessee – March Fees Report: Informational, no action required.

3. Marina Lessee - Issues/Concerns/Updates: Operator Peterson reiterated work on the broken valve is needed.

4. **Public Works Director Report: Issues/Concerns/Updates:** See above.

5. **Marina Management / Organization**

- **Disposal of BD Marine Assets/Equipment**

Chairman Dougherty said we have requested a legal opinion from the City's Attorney on the lease and what are considered fixtures. Hoopman mentioned in previous leases it referred to Exhibit A and B so there was a clear understanding, but that language had been dropped and no one has found a copy of either exhibit.

- **Winter Storage Rate – Combined Invoicing:** It was agreed AIM and the City would engage in separate billing.
- **Job Descriptions:** Draft Job Descriptions were provided for Marina Harbormaster, Assistant Harbormaster, Haul & Launch-Maintenance Technician, and Seasonal Dock Attendant. It was noted pm, means preventative maintenance. High School Education should be changed to a High School Diploma. In the Harbormaster job description, under minimum qualifications it should be amended to read - Knowledge, "and experience" of marine industry.
- **Hiring Process/Timeline:** Start Process in June to hire Harbormaster. Interviews hopefully in July. September 1, 2023, is the goal start date. Consider posting locations: Daily Press, website, Indeed, LinkedIn, Facebook, Duluth Newspapers, and other trade associations. Begin the process to start hiring for all other positions in September/October with the direct assistance of the Harbormaster.
- **Comprehensive Timeline:** Harbor Commission will review previous timeline at next meeting and will consider edits at that time. The timeline should include equipment purchases and revised budgets.
- **Equipment:** Previously the Harbor Commission made an offer to purchase all of BD Marine's equipment. The offer was rejected. Afterward, work ensued on looking at new versus used equipment. Commissioners noted they need to focus on Haul Out and Launch equipment first. Equipment was included in the Marina Study and some of the pages were redacted. The Study may need updating, and possibly could be unredacted and shared publicly.

The Commission received copies of report showing new and used price listings from Lift, Yard Trailer, Aircraft Tug, 4 Wheel Drive Telehandler/fork lift, Cradle Trailer Mobilizer, and Flatbed Trailer for Cradle Mobilization. Operator Peterson informed the Commission the Travel Lift's steering was recently replaced.

The Commission was also provided with a detailed breakdown of the cost comparison to purchase a new Travel Lift and Used Travel Lift. The debt service spread between the two is approximately \$7000.

Shrider provided another contact for Travel Lifts, yard trailers and other marina equipment: Paul Fry, Conolift Marine Equipment.

Due to safety concerns using a truck is preferred over a tractor for cradle mobilization. It is believed the City can share a truck with the Harbor, rather than buying another one.

- **2023/2024 Budget and Cash Flow Projections:** Dougherty noted he has been working on this with Dionne Johnston, the City Treasurer and this information is currently in the works and expected to be available by the end of the week. Work is needed to break out the debt to the various Harbor Budgets: City Dock, Marina, Boat Launch to show an apples-to-apples comparison.

The Harbor Commission would like to set up a joint meeting with the Bayfield Council to update them. It was hoped this could occur next Tuesday or Thursday.

City Dock

1. **Northland Consulting – Finger Pier Project:** Nothing new to report. Hoopman was instructed to ask John Aamodt if he could ascertain if there is enough space to spread out the finger piers and if yes, is it cost prohibitive?
2. **Apostle Islands Cruise Service – Discuss Long-term Lease Agreements (Dock/Pavilion):**
The idea of proposing a long-term lease to the Apostle Islands Cruise Service that incorporates the City Dock and Bayfield Lakeside Pavilion seems logical. The Pavilion lease is due to expire at the end of the year, so the timing is right. It was hoped future conversations could ensue with the AICS about this idea. An idea spurred that maybe the Harbor Commission might want to see if there is interest from other Commercial Boaters for longer term leases with the City.
3. **Public Works Director Report: Issues/Concerns/Updates:** See above.

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

1. **USCG 2024-2028 Use of entire LE Slip / Include with Dockage Lease (space by hoist area)**
Discussed above.
2. **City of Bayfield Parking Management Plan – Parking at the Boat Ramp:** Information from the Harbor Commission is needed on a variety of parking questions. Do you want paid parking in any Harbor Lots? If not, how do we keep the spaces reserved? Is parking part of the launch fee (only if parked in lot, or on street)? What about the spaces by the LE Building? The Mayor will send out a questionnaire for the Harbor Commission's review and input.
3. **Public Works Director Report: Issues/Concerns/Updates:** See above.

Other/ Business/Concerns

1. **Wisconsin Commercial Port Association Dues Invoice**
Shrider/Jensen made a motion to pay the invoice in the amount of \$250.00. Carried.
2. **Schedule Next Meeting(s):** June 5 and July 3, 2023, 4 p.m.

Jensen/Shrider 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 is now discussing/negotiating equipment and supply purchases. They reserve the right to reconvene into open session to make any decisions on the discussion, to continue with any remaining agenda items or for adjournment purposes. Carried, all ayes.

Adjourn: Shrider/Bauer moved to reconvene into open session and adjourn. Carried, all ayes.

Minutes by Billie L. Hoopman, Clerk