

CITY OF BAYFIELD HARBOR COMMISSION NOTICE OF PUBLIC MEETING

July 10, 2023, 3:30 p.m.

Call to Order – Roll Call: Vice Chair Zawislak called the meeting to order at 3:35 p.m. followed by roll call: Bauer, Dougherty (3:43p.m.), Jensen, Shrider, and Zawislak

Others: Shannon Major-AICS, Bill Peterson and Doreen Johnson-AIM, Charlie Jarvis, Scott Randall, Craig Skaaden, Paul Fry-Conolift, Jonathen Nowaczek, Diane Fizell, and unidentified callers #2 and #3

City Rep.: Clerk Hoopman, PWD Kovachevich and Mayor Ringberg

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

Review/Accept meeting minutes of June 5, 2023: Shrider/Jensen made a motion to approve the previous meeting minutes of June 5, 2023, as presented. Carried.

Public Input on Agenda Items: None.

City of Bayfield In Person Discussions / Presentations:

1. **City Dock: Apostle Islands Cruise Service – Update on discussion regarding long-term Lease Agreement for City Dock/Pavilion**

Chairman Dougherty met with Shannon Major and John Madigan regarding the idea of a longer-term lease for both the Bayfield City Dock and the Lakeside Pavilion. Madigan provided items for consideration in an e-mail dated July 7th, 2023. The Commission concluded the following:

- They will move forward with preparing a five-year agreement for consideration that coincides with the Pavilion Lease.
- The lease will cover the three existing spaces they are using in 2023.
- The City Dock per foot cost will be held at \$75.00/ft. for the entire length of the agreement.
- They will maintain the \$2.00 per passenger fee but will allow for a 2-5% annual escalator.
- Add a clause that requires a lengthy (at least one year) notification period if they are planning to leave the dock or reduce dock space needs.

They will begin with the existing lease and then make modifications based on the list above for presentation at the next meeting. Once the HC approves a final draft it will be sent to the AICS for input and consideration.

In Madigan's e-mail, he requested the HC consider a policy for pleasure boaters setting up shop on the dock. A picture was provided showing the impact of all user groups on the dock at the same time. The Commission mentioned being concerned about safety and how to manage both commercial and recreational boaters on the dock. It is too busy to allow for all activities. The commission suggested they consider a Lease Addendum as allowed in Item #22, to clarify what is not allowed. Such as no car parking, no valet services, no tailgating (chairs/coolers), no XXX. It was noted a recreational boater requested the HC to consider requiring the AICS to use a different line up system for their Passengers, so they are not standing in a line staring into their boats and sitting in their chairs. This will be included on next month's agenda with a proposed Addendum to the lease.

Additionally, or later, the HC could reconsider adopting a Marine Regulations Ordinance so the HC Policies could be enforced by the City's Police Department. A draft, which may need updating, was provided.

2. **LE Building/Dock Area: EV Charging - Nowaczek Request:**

Mr. Nowaczek was seeking permission to use the northern electrical stantion (Pedestal #1) which is 50 amp.) at the LE Dock Slip to charge his EV. The Commission thanked Nowaczek for asking them before just using the stantion. Although the Commission would really like to support this initiative, they mentioned the following concerns which need further investigation:

- Can we legally charge for this service since it is a utility? Hoopman will ask Bill Bailey and Shrider will ask Drew at Pike's Bay Marina.

- If you allow one person to do this, we should expect others might want to do the same.
- We do not have policing capabilities to keep the space open for this purpose.
- This could interfere with a boater in the rented slip space.
- The Commission could/should create an EV Policy or Guidelines for this purpose.

This will be placed on next month's agenda for further consideration.

3. City Dock: Bayfield Recreation Center – Pointe to LaPointe Transient Dockage Request:

Jensen/Bauer made a motion to allow RFR to reserve 40' of Transient Docking on the North side of the City Dock from Friday, August 4, 2023, 8 a.m. to 1 p.m. on Saturday, August 5, 2023, closest to the Pavilion with the understanding they will put up reserved signs and will pay a fee of \$100.00. Motion carried. Due to a conflict both Dougherty and Shrider recused themselves and abstained from voting.

4. City Dock: All Hands Sailing Request – Dock Boxes Request

Historically dock boxes have not been allowed on the dock. The Commission will consider allowing uniform angled dock boxes on the finger piers only. They will ask Jon Aamodt if they would provide any stability to the dock. The Commission will need to further discuss the impact on non-finger pier areas, how the annual leases would need to be changed/modified, as well as if they would own the boxes and add them to the lease or allow boaters to obtain their own.

5. Marina: Conolift Travel Lift and Yard Trailer Presentation

Paul Fry, Conolift reviewed the revised proposal with the Commission and Shrider added a few additional comments from the in-person meeting that was held a couple of weeks ago. The new lift will work with the rail system in place and the equipment will also fit into Scott Randall's building.

Shrider/Bauer made a motion to move forward with the purchase of a Conolift MML-40 Marine Mobil Lift with the cold weather package (optional equip.) and the Y-20 Marine Hydraulic Yard Trailer with the Wireless Remote control (option equip.) as outlined in the proposal dated July 5, 2023, with the understanding the Harbor Commission can choose the color of each at no additional cost and the price for both pieces of equipment is \$390,000. Discussion. Motion carried by roll call vote as follows: Bauer, Dougherty, Jensen, Shrider, and Zawislak – yes.

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) Nothing new to report. Will work on setting up a meeting with Chief Love to discuss.
2. Public Works Director Report: Issues/Concerns/Updates: Nothing to report.

City Dock

1. Finger Pier Project – Updates

Hoopman mentioned she has been working with ACE on the paperwork/contract for the project. The money has been secured at the ACE level. They would like additional design information which will be provided to them by Hoopman.

Discussion.

- Ask for the option to add Dock Boxes to the overall project.
- Ask for the option to replace the City Dock Boards with diamond plates?
- Ask for the option to replace the buffer boards with the project.
- Ask for the width of the finger piers to be reduced to 48"
- Consider eliminating Finger Pier #6, encroachment issues due to the Archipelago
- Consider concrete vs. wood for the finger pier cap.

- 2. Public Works Director Report: Issues/Concerns/Updates:** He further discussed the issues with the dock boards and said they have been a pain since day one and they are getting worse. They flatten out when it rains, but they curl back up when they dry out. Some are worse than others.

Marina

- 1. Marina Lessee – May Fees Report:** Informational, no action required.
- 2. Marina Lessee - Issues/Concerns/Updates**

Operator Peterson reported that Parson's has replaced the 50-amp breaker that went out. He noted Northwest Petroleum came to make the repairs that were quoted based on the failed Hydrostatic test, but they informed him our system is not designed to run that test. At this point we believe a repair is not needed and our system is grandfathered in from this testing. Subsequently a sensor failed the next week, which was quickly repaired.
- 3. Public Works Director Report: Issues/Concerns/Updates:** Filled in the sink holes along the southern shoreline.
- 4. 2024 Marina Management / Organization/Operations**
 - 2023/2024 Budget/Financial Information:**
 - Resolution #608-Budget Amendment #1: Informational, no action required.
 - Resolution #609-2023 Wage Amendment: Informational, no action required.
 - Position Posting/Updates:** Shrider/Zawislak made a motion to approve posting the Harbormaster position at Soundings Trade Only at a rate of \$595, to post on LinkedIn and to revise the deadline to August 15, 2023. Carried.
 - Equipment and Supply/Materials Purchases:** Commission members will meet with Bill and Doreen on August 2, 2023, 9 a.m. (meet at Ship Store) to review equipment and other fixtures they listed for sale that the HC indicated an interest in at their June 5th meeting.
 - To-do List / Other:** Send any outstanding items to Hoopman to add to housekeeping list.
- 5. Underground Storage Tank Insurance / Replacement:** The HC was informed their UST Insurance was doubling again. Hoopman made a few inquiries regarding the cost and timing to replace the USTs and the benefits of above ground vs. underground, etc. The Commission felt once this information was obtained, they would better be able to do a cost analysis which would help in determining the next steps. Will discuss further at the next meeting.

Other/ Business/Concerns

- 1. 2024 Budget and CIPs**

Hoopman provided the Commission with the 2024 Budget/CIP packet which included the following additional information:

 - a. 2019 – 2029 Comp Plan Action Items Report (2 pgs.)
 - b. Draft 10-year CIP List (1 page)
 - c. Passenger Fee Report – 2023 (1 page)
 - d. 2023 Harbor Commission Rates (1 page)
 - e. Boat Ramp Pass Historical Report
 - f. Winter Dockage Electrical Report (2 pages) and Renters Report (3 pages)
 - g. DRAFT Schedule of Revenues, Expenditure & Changes in Fund Balance year - 2022

The Commission should be prepared to discuss, review, and possibly approve the 2024 Budget/CIP Requests at their next meeting.
- 2. Schedule Next Meeting(s):**
 - August 1, 2023, 9 a.m. – Walk about to look at Equipment/Fixtures for sale by AIM
 - August 7, 2023, 3:30 p.m. – Regular Meeting
 - September 11, 2023, 3:30 p.m. – Regular Meeting

Adjourn: Zawislak/Shrider moved to adjourn. Carried.

Minutes by Billie Hoopman, Clerk