

CITY OF BAYFIELD HARBOR COMMISSION

Minutes of August 31, 2022

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

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

Others: John Madigan-AICS, Lyn Cornelius and Claudia Ferraro – EMS, Todd Carlson, Brian Rankila-Wren Works, John Langhans-MSA, Operator Peterson, PWD Kovachevich and Clerk Hoopman

Public Input on Agenda Items: None.

Review/Accept meeting minutes of August 1, 2022: Shrider/Bauer made a motion to approve the previous meeting minutes as presented. Zawislak inquired about the dredging in the Coast Guard slip. Carried.

Marina

1. Breakwater and Shoreline Improvement Project:

- a. **Project Updates:** MSA Engineer Langhans noted the puddling issues were corrected, and the remaining electrical work should be done soon.
- b. **Wren Works / MSA Pay Requests:** Bauer/Zawislak moved to give one final chance to Wren Works to provide supporting information for their \$29,263 pay request. The Commission asked if their request for supporting information was clear and both Langhans and Rankila noted they understood what the Commission needed.
- c. **Budget, Expense and Grant Reports:** Informational. Hoopman noted her numbers differed slightly from MSA's because the ACE was covering some expenses even if the HAP program was not. At present the Commission has an ending balance of approximately \$75,000. Because of some remaining costs this is an estimate only. All agree that finalizing the project costs at the next meeting was a priority. This will allow Langhans to complete that last change order.

2. Marina Lessee:

- a. **July Fees Report:** Informational, no action required.
- b. **Issues/Concerns/Updates:** Operator Peterson mentioned dredging is still needed in the Coast Guard slip area at the marina, he's happy the remaining electrical work will be done soon, and there is debris still in the lake by A&E Dock.

3. Public Works Director Report: Issues/Concerns/Updates: Nothing new to report.

4. **Consider the sale of 4 Kasco bubblers with cords:** Bauer/Zawislak made a motion to rent 4 Kasco bubblers with cords to the Washburn Marina for one year at a rate of \$250.00/each. Discussion ensued on Washburn's needs, the current price of the bubblers, and the outlook of the water height in relation to the City's needs. Carried by voice vote, all ayes.

City Dock

1. EMS Invoice – Viking Cruises

Shrider/Zawislak made a motion to pay the assessment of \$1920 to cover EMS staffing needed for the arrival of the Viking Cruises in 2022. All noted this was a communication issue for both parties and this would be a one-time fee. Carried by voice vote; Bauer – no; Jensen, Shrider, Zawislak, and Dougherty – yes.

2. **City Dock Seasonal Leasee Concerns/Requests:** Mr. Carlson, a seasonal leasee, wrote an e-mail outlining some City Dock concerns. He mentioned the need for additional dock carts, the possibility of dock boxes, the use of trash/recycling containers on the dock, the failing finger piers and utilizing the Marina restrooms/showers for an additional fee. The Commission listened but took no immediate action. It was noted the City Dock does lack many amenities, but the cost is 45% less than the marina. Regarding the use of the Marina restrooms the Commission informed Mr. Carlson that property is currently leased, and he could ask Operator Peterson. They thanked Mr. Carlson for his input.

3. Tariff Schedule for City Dock / Letter

Chairman Dougherty informed the Commission he received a response this afternoon from Attorney Lindsay. Attorney Lindsay was asked to draft a tariff policy for the Commission's review at their next meeting. A first draft is to be provided within two weeks so amendments can be made if needed prior to the Commission meeting. Discussion ensued and the following was understood:

- a. The policy only will apply to the Bayfield City Dock; and to no other harbor assets/property.
- b. The tariff could be paid by the provider or be passed through to the consumer.
- c. Cruise Boats/tenders at the dock will be handled with individual contracts not with the tariff.
- d. The Harbor Commission will need to amend the seasonal leases to coordinate language.
- e. Charter Sailing – Tariff fee to be per person per trip/event (not per day).
- f. Harbor Commission will further consider discounts for kids. AICS has discounts for 0-5, and 6-12.
- g. Harbor Commission will further consider fuel delivery truck permits. Need to make sure they are fully insured for this type of activity. In other areas, they have what is termed an "Entrance Fee" permit to those needing access to the dock.

Mr. Madigan asked if further consideration could be made on the \$2.00/person rate.

Chairman Dougherty said he would like to work with the AICS and previously asked them to consider a longer-term rental at the City Dock, rather than one year at a time, and one that correlates to their rental of the Bayfield Lakeside Pavilion.

4. **Public Works Director Report - Issues/Concerns/Updates:** PWD Kovachevich noted we currently have 3 dock carts. He also provided some details about the construction of the finger piers. Discussion ensued about the finger piers and the cost to fix or remove and replace.

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

1. Public Works Director Report: Issues/Concerns/Updates: PWD Kovachevich said the crew has fixed a few boards on the Fishing Pier.

Other/ Business/Concerns

1. **August 2022 Rev./Exp. Budget:** Informational, no action required.
2. **2023 Budget and CIP's:** The Commission reviewed the proposed budget and CIP's. Discussion ensued.
 - A tariff revenue of \$85,000 was added.
 - Supplies were increased from \$2500 to \$3000.
 - LE Building – CIP rate was increased from \$100,000 to \$200,000.
 - City Dock Finger Pier rate was increased from \$600,000 to \$750,000.

Jensen/Bauer moved to approve and submit the 2023 Budget and CIP requests as amended. Passed by voice vote, all ayes.

The Commission then discussed how best to move forward with plans for their 2023 CIP projects – LE Building Rehabilitation and the City Dock Finger Piers. Hoopman suggested the Harbor Commission contact John Gerzina, DSGW Architect to ask him for a proposal to assist with both the LE Building and with the Finger Pier Projects. Gerzina assisted with the Pavilion project and works with an independent engineer when needed. The Commission thought this was a good idea and asked her to make contact with him to discuss our needs and get a proposal.

3. **2023 Rates / Fees:** Due to time, discussion was postponed until the next meeting.
4. **Mooring/Anchoring in the City Harbor**
Shrider/Bauer made motion to consider policy that says no mooring in the Harbor basin. Hoopman mentioned the Commission was looking at adopting a policy about people illegally mooring in seasonal spaces and this might be a good time to review it again and do them together or more comprehensively. Passed by voice vote, all ayes.
5. **Schedule Next Meeting(s):** Monday, October 3, 2022, 4 p.m.
6. **Marina Lease Discussion** (Current Lease Exp. 12/31/23): Not discussed.

Adjourn: Zawislak/Jensen moved to adjourn. Carried. (6:36 p.m.)

Minutes by Billie L. Hoopman, Clerk