

**City of Bayfield Harbor Commission  
Meeting Minutes of November 3<sup>rd</sup> 2025  
Bayfield City Hall**

**Call to Order:** Chair Shrider called the meeting to order at 3:30 pm

**Present:** Wilcox, Cornelius, Ringberg, Jensen, Chair Shrider

**Staff:** Harbormaster Hays, Administrative Assistant Hall

**Online:** Matt Carrier (Council member), Shannon Mager

**Review/Approve Agenda:** Ringberg / Wilcox made and seconded a motion to approve agenda as circulated. Motion carried.

**Review/Approve Meeting Minutes of October 13<sup>th</sup> :** Wilcox / Ringberg made and seconded a motion to approve minutes. Motion carried.

**Public Input:** None

**Agenda Items:**

**City Dock**

1. City Dock / Finger Pier Project

- AMI Engineering and Grant Status Update – No new information from AMI. Potential HAP funding next year ~250k.

Wilcox / Ringberg made and seconded a motion to approve payment on Invoice 11141 to AMI. Carried.

Ringberg / Wilcox made and seconded a motion to approve payment on Invoice 11231 to AMI. Carried.

- Public Input Meeting Plan – Plan at December meeting when 60% design available. Update newsletter to include upcoming public meeting plan and circulate.

2. Public Works Director Report – None

**Marina**

1. Ordinances that apply to marina and other City property under Harbor Commission - Tabled

2. Harbormaster Report – Haul out complete. Seasonal staff last day 10/31/25.
3. Financial Reports – Revenue accounts for Boat Ramp, City Dock, Winter Dockage and Marina Fees over budget. Marina expense accounts Technology Support (291), Operating Supplies (340), Fuel (224) and Equipment Expense (499) over budget.
4. Public Works Director Report – None

### **LE Building – Slip / Fishing Pier / Boat Ramp**

1. Public Works Director Report – None

### **Other Business / Concerns**

1. Facility / Maintenance Plan – Request from Councilmember Carrier to work on Facilities Management Plan. Discussion ensued. Staff to work on SOP and Limble over winter to target Facility Inventory & Condition Assessment and Operational Review. Clean Marina certification and new accounting software to address other aspects of the plan. Work towards template for other City departments.
2. Analysis of Harbor Commission Ordinance: State Statute vs. City Ordinance – Previous letter from Anich, Wickman & Lindsey, S.C. addresses some questions. Discussion ensued. Follow up with other public marinas to see how funds are structured.
3. Harbormaster Performance Review Process - Tabled
4. Schedule Next Meeting(s)
  - Monday December 1<sup>st</sup> 2025, 3:30pm
  - Monday January 6<sup>th</sup> 2026, 3:30pm

Meeting adjourned by Chair Shrider at 5:45pm.