

**City of Bayfield Harbor Commission
Meeting Minutes of December 1st 2025
Bayfield City Hall**

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

Present: Wilcox (departed 5:30), Cornelius, Ringberg, Jensen, Chair Shrider

Staff: Harbormaster Hays, Administrative Assistant Hall

Online: Bill Bland (Council member), Shanna Saarela-Schultz (AMI), Chase Dewhirst (AMI), Shannon Mager, Drew Gates, Bronte Grosse, BP

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

Review/Approve Meeting Minutes of November 3rd : Wilcox / Ringberg made and seconded a motion to approve minutes pending correction. Motion carried.

- Jensen not present at November 3rd Meeting

Public Input: None

Agenda Items:

City Dock

1. City Dock / Finger Pier Project

- Approval of AMI Project Invoices

Ringberg/ Wilcox made and seconded a motion to approve payment on Invoice 11274 and Invoice 11158 to AMI. Carried

- 60% City Dock Project Design Plans – Plan Set, Specifications and Estimate for Bayfield City Dock Project included in packet. Discussion ensued. Concern over clearance for ferry. Shift first finger pier 10’ east to address. Ramp drawings based on lower water datum of 601.1. Look at with fluctuations in water level to verify accessibility.
- Schedule for City Dock – For HAP grant application, provide information about commercial spaces (passenger counts, economic impact, testimonials) by February 2026 for pre-application. Due in April 2026, reviewed in August 2026, money available early 2027.

Public input meeting in January 2026. RFP January/February 2026. Project construction begins October/ November 2026 with existing Army Corp and RBF funds. \$600,000 of borrowing budgeted for 2026. Additional grants potentially available in 2027 targeted towards commercial operations and infrastructure repair.

- Public Input Meeting Plan – Scheduled for Monday January 12th 2026 3:30-5:00. Prepare document with basic project information to share with public.
2. Public Works Director Report – None

Marina

1. Ordinances that apply to marina and other City property under Harbor Commission - Tabled
2. Harbormaster Report – Boating season and haul outs complete. Water meters not been billed correctly (swaps between some Harbor and Park’s properties). Working with City Hall and Public Works to remedy.
3. Financial Reports – Clarification that money for General Fund is not in addition to expenses already listed. Bottom line numbers to be provided going forward. Currently looking at a budget surplus of ~\$200,000. Potential to expedite paying back future City Dock project loan to alleviate City’s overall borrowing limits. Approved City Budget included in packet.
4. Public Works Director Report – None

LE Building – Slip / Fishing Pier / Boat Ramp

1. Public Works Director Report – None. Boat launch ramp designed to stay in. Won’t be pulled for the winter.
2. Harbormaster Notes – No budget associated with fishing pier if maintenance needed. Lead abatement estimates still pending. Harbormaster Hays seeking out additional entities.

Other Business / Concerns

1. Facility / Maintenance Plan – Seeking template for all City Departments.
2. Analysis of Harbor Commission Ordinance: State Statute vs. City Ordinance – Max Lindsey provided analysis January 9th 2023. Identify exact questions and concerns to be addressed before returning to lawyers. Discussion over Harbor Fund decision making. Keep as standing item.
3. Harbormaster Performance Review Process – Recirculate template review document.

4. Schedule Next Meeting(s)

Monday January 5th 2026, 3:30pm

Monday February 2nd 2026, 3:30pm

Public Input Meeting – Monday January 12th 2026, 3:30 – 5:00 pm

Meeting adjourned by Chair Shrider at 5:45pm.