

**City of Bayfield Harbor Commission
Meeting Minutes of February 4th
Bayfield City Hall**

CITY STAFF ADMINISTRATIVE NOTE:
All other records indicate that this meeting took place on February 3, 2025, rather than February 4. This includes the minutes from the meeting where these were approved, the City calendar, the recording of this meeting, and records of agenda postings. This note was added by staff after these minutes were approved for clarity of records.
Note added 9/3/25 by Clerk G. Stolen.

Call to Order: Cornelius called the meeting to order at 3:31

Present: G Wilcox, C Jensen, L Cornelius, G Ringberg (Online) and Mayor Dougherty.

Council Present: Diane Fizell

Staff: Harbormaster Hays, Administrative Assistant Hall

Online: Craig Skaaden

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

Review/Approve meeting minutes of January 6th: Jensen /Wilcox made and seconded a motion to approve minutes pending correction. Motion carried.

Public Input:

Letter from Brontë Gross of All Hands Sailing

- Supportive of efforts to improve conditions on City Dock.
- Businesses have ideas regarding signage and locations.
- Requesting a listening session for City Dock businesses and Harbor Commission

Agenda Items

City Dock

1. **Finger Pier Project Update** – Retaining letter with AMI for grant assistance has been signed. Concerns over availability of federal grant money in general and whether it makes sense to pay for grant assistance at this time. Cornelius to follow up with Chair Schrider and AMI about whether funding sources will exist and whether it is prudent to pursue grant opportunities.

If grant funding not available, would want to discuss a long term commitment from Apostle Island Cruises before building three 65ft finger piers.

Discussion over the usability of the finger piers for this coming summer. Would need an engineering firm to make that definitive determination.

Discussion of City Dock listening session to be added to the March agenda. Ideal to schedule a session before the start of the busy season.

2. **Public Works Director Report** – No Comment

Marina

1. **Ordinances that apply to marina and other City property under Harbor Commission** – Hays shared a document prepared by Billie Hoopman that includes more marina specific ordinances. Requires some editing including the marina name change. Document doesn't tie back to any fee or fine schedules. Hays will discuss with Novak, but it will need to come before Harbor Commission. Ordinances in the packet, provided by Chief Novak, deal mostly with occurrences on land, docks and within the harbor wall including anchoring. Will fall under Harbormaster with support of the Police Chief. Need to work out the logistics of moving and impounding a boat if so called for. Liens can be placed on boats in a marina; is the same true for anchored boats? Must verify for legal backing.

Discussion on whether to combine the two documents or duplicate information in both. Hays recommends keeping separate, but referencing the city ordinances in the marina document to avoid creating loopholes.

Harbor Commission to review documents and provide feedback, questions and concerns for the next Harbor Commission meeting.

2. **Harbormaster Report**—Customer portal and transient booking up on the website. CIP of \$40,000 to purchase a truck and trailer. Truck to be purchased from City Works for \$30,000. New 25ft trailer with ramp and full deck over to be purchased for \$9,989 including title and license fees and warranty. Will work for City Works too. CIP of \$10,000 for a shed. Looking at an option for \$9,500. Would want to repaint, so marina building, pumphouse and shed all match. Still working on preparing on organizational procedures.

Some discrepancies in the passenger vessel fee on the city website. The letter to business owners in 2023 states the passenger fee applies to passenger vessels leasing space on city dock. This needs to be updated to include other applicable areas in the city like the marina and LE Dock. This went into effect this past summer when the Passenger Vessel Rule was changed. Additionally, in its current state, the rule only applies to vessels leasing space. Previous discussion was had about including vessels that pick-up passengers from city property. Hays recommends removing the requirement on leasing property. Self-reported, so tough to implement, but ability to catch those violating the rule. Hays to clean up verbiage and send to Samaya, so it can go on a resolution at City Council.

3. **Public Works Director Report** – No comment

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

1. **Public Works Director Report** – No comment

Other Business/Concerns

1. **Harbormaster Performance Review process**—City developing a process for all employees. Hays to be reviewed by Harbor Commission but want continuity with the City process. Tabled.
2. **Playground Committee update** – Joint meeting on February 3rd at 4:30.

Schedule Next Meetings

- March 3rd 3:30
- April 7th 3:30

Motion to adjourn: Cornelius/Wilcox made and seconded a motion to adjourn at 4:08. Carried.