

**City of Bayfield Harbor Commission
Meeting Minutes of June 2nd 2025
Bayfield City Hall**

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

Present: Chair Shrider, Wilcox, Ringberg, Cornelius,

Absent: Jensen

Staff: Harbormaster Hays, Administrative Assistant Hall

Online: Shanna Saarele-Schultz (AMI), Craig Skadden (joined 3:45)

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

- Relocation of Chequamegon Point Light House - Item 2 under Other Business/Concerns removed from the agenda for discussion at the June 2nd Meeting,

Motion carried.

Review/Approve meeting minutes of May 5th 2025: Cornelius /Ringberg made and seconded a motion to approve minutes. Motion carried.

Public Input- None

Agenda Items

City Dock

1. City Dock/ Finger Pier Project – Status Update
 - AMI Grant Assistance Status

Funding

Funding sources for City Dock document circulated. AMI Applying to HAP (Harbor Assistance Program) for additional funding. Grant covers projects related to emergency dockage, cruise dockage or commercial activity. Hall to share fishing contacts with AMI for follow up on revenue and fish totals for the grant proposal. AMI to provide jurisdiction determination for Halstead, who oversees HAP funding. HAP funds couldn't be used on finger piers, but hopefully on surfacing and structural components of the project.

Received BIG (Boating Infrastructure Grant). AMI reaching out to Danielle Block, BIG coordinator, to determine next steps and track down paperwork.

Official paperwork with need City / Harbor Commission signature and detail the terms of the funding and tracking. AMI to prepare an updated scope for their contract, which will include tracking funding.

Recreational Boating Facilities (RBF) program potential source of additional funding. Requires environmental permits in place to apply. AMI to provide monthly financial summary of where we're at on the project when scope revised.

Ringberg/Wilcox made and seconded a motion to grant Chair Shrider authority to review and sign any documents needed in relation to the City Dock / Finger Pier Project prior to the next meeting. Motion Carried.

Timeline

Need to determine if there are NEPA requirements with the BIG funding, which can take a few months for environmental assessment. Design can happen concurrently, but NEPA required for permits. Bidding out ideal in January. Part of the project will still need to be financed and receive City Council approval.

- Public Input Meeting Plan – Current project includes primarily commercial up the L, which will be removed and replaced with transient floating docks. Discussion ensued on the definition of transient. Plan to create a 2-3 page packet outlining plan and circulate to public; must verify any plan is consistent with the grant process prior to circulation. Check with Noah at AMI to verify design still makes sense. Aim for public meeting late August pending preparation.

2. Public Works Director Report: Written Report- None

Marina

1. Ordinances that apply to marina and other City property under Harbor Commission-Tabled
 - Review Ordinances draft
 - Discuss enforcement plan
2. Harbormaster Report: Issues/Concerns/Updates – Hays suggests editing City Dock rules to allow dock boxes. Dimensions and make to be set by the Harbormaster so the appearance is consistent.

3. Financial Reports – Reports still don't include payroll numbers. Harbor expenses have been paid out of the General Fund. Accountants to analyze Harbor numbers next and specify what needs to be transferred to General Fund. Utilities, though metered separately, still included in larger City bills. Financials shared at meetings will be one month behind to allow for proper preparation.
4. Public Works Director Report - None

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

1. Public Works Director Report – Per Hays, Public works replaced a water heater at the boat ramp and are working on some plumbing.

Other Business/Concerns

1. Harbormaster Performance Review process - Tabled
 - Draft from City review process

Schedule Next Meetings

- July 7th 2025 3:30pm

Motion to adjourn: Ringberg/ Wilcox made and seconded a motion to adjourn at 4:45. Carried.