

**City of Bayfield Harbor Commission
Meeting Minutes of July 7th 2025
Bayfield City Hall**

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

Present: Wilcox, Cornelious, Jensen

Absent: Ringberg

Staff: Harbormaster Hays, Administrative Assistant Hall

Online: Shanna Saarela-Schultz

In Person: Shannon Mager

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

Motion carried.

Review/Approve meeting minutes of June 2nd Cornelius / Wilcox 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 – Shanna spoke with DNR. BIG funding in progress and going through state/federal paperwork. Email should be forthcoming and sent to Chair Shrider. AMI working on full engineering proposal. Will include environmental and grant assistant components in the scope for pre-construction costs. AMI to deliver by July 14th.
 - Public input meeting plan – Wait until full picture of funding sources. Keep on agenda and discuss again at next meeting. Moving into bid process, clear expectations on timing and completion will need to be in contracts. Discussion ensued about lessons learned from past projects.
2. Public Works Director Report: Written Report - None

Marina

1. Ordinances that apply to marina and other City property under Harbor Commission Tabled
2. Harbormaster Report: Issues/Concerns/Updates – Busy month, No major updates. Community update on harbor successes never went out. Firm 2024 numbers not available earlier.
3. Financial Reports – Baker- Tilley closing 2024 audit. Cornelius to gather 2024 payroll numbers, to incorporate in 2024 report. Hays, Hall and Shrider to develop summary for a newsletter once numbers provided. 2025 financial reports not currently including payroll numbers, so not a full picture of current expenses.
4. Public Works Director Report – None.

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

1. Public Works Director Report – None written. Paint samples being looked at on LE Building. If lead involved, any work would have to go through a certified company. Discussion ensued. Discussion on LE Building curtains. Some minor renovation funds budgeted for the property.

Other Business/Concerns

1. Harbormaster Performance Review process – Consensus that Plumas County Department Head Evaluation Form provides a better template. Jensen to edit to include Harbormaster's formal job description. Performance reviews important for providing employees feedback and creating documentation of strengths and weaknesses. Harvard template to be used by Harbormaster to assess his staff. Public Works could do same.

Schedule Next Meetings

- Monday August 4th 2025, 3:30pm
- Monday September 8th 2025, 3:30pm

Motion to adjourn: Cornelius/ Jensen made and seconded a motion to adjourn at 4:27. Carried.