

**City of Bayfield Harbor Commission  
Meeting Minutes of August 4<sup>th</sup> 2025  
Bayfield City Hall**

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

**Present:** Wilcox, Cornelius (Online. Left call ~4:30 following connection difficulties), Jensen, Shrider

**Absent:** Ringberg

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

**Online:** Chase Dewhirst, Shanna Saarela-Schultz, Noah Tapper

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

**Review/Approve Meeting Minutes of July 7<sup>th</sup>:** Jensen / 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 and Contracts

*Reviewed Bayfield Finger Pier Rehabilitation Project- Grant Assistance; Change Order #1 AMI Job #241026. Discussion ensued. Of note: Performance Reporting (semi-annually) based on typical DNR standard. If DNR deviates significantly from what is expected on this project change order may be needed. Assumes a two-year performance period. City to provide information needed for financial reporting ie. invoices related to the project, documentation of matching funds, revenue streams, loans. Grant assistance applies specifically to the Boating Infrastructure Grant (BIG). Anticipate overlaps with facilitating other grants. Reassess later if substantial additional grants. Payments invoiced monthly. First due month after approval. Error noted under proposed fees. Change Order #1 Proposal for BIG Management Assistance should be listed as \$27,360.00 not \$19,670.00. Total for Grant Assistance is correct.*

Jensen / Wilcox made and seconded a motion to approve the Reviewed Bayfield Finger Pier Rehabilitation Project- Grant Assistance; Change Order #1 AMI Job #241026 proposed not to exceed \$41,600.00 contract pending correction under proposed fees. Motion carried.

*Reviewed Finger Pier Replacement Phase IV – Bayfield WI, Engineering services; AMI Project #241026 Proposal.* Discussion ensued. Of note: meetings estimated monthly at 0.5 hours on average. Will fluctuate. Additional meetings can be added if needed (~ \$115 per 0.5 hours). Preliminary (60%) Design deliverable to commission. Commission stresses importance of clear explanation of engineering concepts. AMI to advertising job when it goes out to bid. State Chapter 30 Waterway Permit not included in permitted services; Billie received communication from DNR it wouldn't be required in this project. Budgeted to include AMI on-site with contractor after bidding. Error noted under Exclusions and Assumptions. Minnesota Pollution Control Agency (MPCA) not the regulatory boy in Wisconsin. AMI will still provide pollution and stormwater designs, but don't anticipate permits needed. Cost of up two addendums during the bidding process included in cost. AMI assumes existing sheet pile is in good shape; potential additional cost if not. Estimated total cost of engineering services increased about 35% over the course of the year; Bidding and permitting assistance wasn't included in initial estimates. Payment for engineering services will be a lump sum.

Jensen/ Wilcox made and seconded a motion to approve the Reviewed Finger Pier Replacement Phase IV – Bayfield WI, Engineering services; AMI Project #241026 Proposal as written not to exceed \$119,500.00 pending change of Minnesota to Wisconsin Pollution Control Agency.

#### OTHER NOTES ON TIMELINE ETC.

- Public Input Meeting Plan – Wait until 60% design and any additional funding sources known. City Dock customers should have knowledge a season ahead. Meeting potentially in November. Keep as a standing agenda item.

#### 2. Public Works Director Report – None

### **Marina**

1. Ordinances that Apply to Marina and Other City Property Under Harbor Commission - Tabled
2. Harbormaster Report: Issues/Concerns/Updates – MD40 Tow Tractor purchased in 2023 not suitable for marina operations. Harbormaster Hays recommendation to post on government auction site. Unlikely to sell at purchase price of \$36,500.

Shrider/ Jensen made and seconded a motion to sell the Harbor Commission owned airport tug at auction with a minimum bid of \$15,000.00 to be executed by the Harbormaster at his discretion. Motion carried.

3. Financial Reports – Hall working to simplify future financial reports. Begin work on 2026 budgets for September meeting. 2024 Financial Audit nearly finished.
4. Structuring Future Financial Tracking and Reporting
5. Public Works Director Report – None

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

1. Public Works Director Report – Harbormaster Hays seeking quotes for encapsulation, lead paint removal and demolition of the LE building. Three companies out of Duluth licensed for dealing with lead paint removal. Tenants to be notified.

#### **Other Business / Concerns**

1. Harbormaster Performance Review Process
2. Schedule Next Meeting(s):
  - Monday September 4<sup>th</sup> 2025, 3:30pm
  - Monday October 13<sup>th</sup> 2025, 3:30pm

Meeting adjourned by Chair Shrider at 6:10pm