

**City of Bayfield Harbor Commission
Meeting Minutes of January 5th 2026
Bayfield City Hall**

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

Present: Wilcox, Cornelius, Ringberg, Jensen, Chair Shrider

Staff: Harbormaster Hays, Administrative Assistant Hall

Online: Chase Dewhirst (AMI)

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

Review/Approve Meeting Minutes of December 1st: Ringberg / Jensen made and seconded a motion to approve minutes. Motion carried.

Public Input: None

Agenda Items:

City Dock

1. City Dock / Finger Pier Project
 - Approval of AMI Project Invoices

Jensen/ Wilcox made and seconded a motion to approve payment on Invoice 11325 to AMI as submitted in the packet. Carried
 - Grant and Project Updates - Saarela-Schultz working on project narrative for grant applications and determining if a DNR permit is needed from the state. Meeting on January 7th with AMI to review 60% documents in more detail. Dewhirst working on ramp calculations. Hays to provide electric contact at Xcel. Staff to continue gathering public letters of support.
 - Public Input Meeting Plan – Public Information Meeting scheduled for Monday January 12th 3:30 – 5:00. Information on City and marina websites. Post on Facebook and in Chamber blast prior to meeting. Prepare handouts on financials, current conditions, and economic impact prior to meeting.
2. Public Works Director Report – None

Marina

1. Ordinances that apply to marina and other City property under Harbor Commission - Tabled
2. Harbormaster Report – In off season.
3. Public Works Director Report – None

LE Building – Slip / Fishing Pier / Boat Ramp

1. Public Works Director Report – None.

Other Business / Concerns

1. Financial Reports – Correction to January -November 2025 Harbor Financial Summary. Truck purchase is \$30,000. Discussion of ability to pay down existing debt. 2024 Audit complete and Harbor accounts included in the packet. Per accountant the \$6,137,831 in revenue was associated with the conversion of a governmental fund to an enterprise fund. This was an accounting change. Request to add a Harbor Commission member to task force regarding City Hall pending.
2. Facility / Maintenance Plan – Mayor Cornelius working on template. Plan meeting with City Hall staff to establish SOP on financial reporting going forward.
3. Analysis of Harbor Commission Ordinance: State Statute vs. City Ordinance – Mayor Cornelius in contact with League of Municipalities and awaiting follow up from Attorney Matt Lindsey.
4. Harbormaster Performance Review Process – Supervisor document complete and included in packet. Harbormaster Hays to complete self evaluation by January 15th. Commissions to add comments by January 25th. Harbor Chair to schedule meeting to debrief prior to next Harbor Commission Meeting
5. Schedule Next Meeting(s)
Monday February 9th 2026, 3:30pm
Monday March 2nd 2026, 3:30pm

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

Meeting adjourned by Chair Shrider at 5:14pm.