

**City of Bayfield Harbor Commission
Meeting Minutes of February 9th 2026
Bayfield City Hall**

Call to Order: Chair Shrider called the meeting to order at 3:31 pm

Present: Wilcox, Ringberg, Jensen, Chair Shrider

Absent: Cornelius

Staff: Harbormaster Hays, Administrative Assistant Hall (online)

Online: Chase Dewhirst (AMI), Shanna Saarela-Schultz

Review/Approve Agenda: Ringberg / Jensen made and seconded a motion to approve agenda. Agenda amended to add Old City Hall Task Force as item 4 under Marina. Motion carried.

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

Review/Approve Meeting Minutes of January 5th: Ringberg / Wilcox 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 Invoice

Ringberg / Jensen made and seconded a motion to approve payment on Invoice 11364 to AMI as submitted in the packet. Carried

- Grant and Project Updates - AMI progressing to 100% design. Bid ready plans and specifications completed by February 27th and to be reviewed at March Harbor Commission meeting. Pending any significant changes or electrical delay could be released as soon as March 9th. Prepared as full package. Discussion on whether pre bid meeting and site visit will be mandatory. BIG not yet executed by Fish and Wildlife. Likely to get approval for pre-award. Discussion over extending bid due dates or period bids held. HAP grant and Army Corps permit application to be submitted at the end of the month.

Ringberg/ Jensen made and seconded a motion to grant Chair Shrider authority to approve HAP application and Army Corps Permit application. Motion carried

2. Public Works Director Report – None

Marina

1. Ordinances that apply to marina and other City property under Harbor Commission – Discussion of jurisdiction for incidents on the water. Combine with Facility/Management and Analysis of Harbor Commission Ordinance: State Statute vs. City Ordinance going forward.
2. Harbormaster Report – Water leak. Proceeding to repairs.
3. Public Works Director Report – None
4. Old City Hall Task Force – Ringberg to join. No follow up as of yet.

LE Building – Slip / Fishing Pier / Boat Ramp

1. Public Works Director Report – None.

Other Business / Concerns

1. Financial Reports – Discussion of current procedure for processing revenue and expenses. Marina staff working on financial SOP. Chair Shrider to request time with auditors to discuss best practices.
2. Debt Service Consolidation –

Jensen / Wilcox made and seconded a motion to for a budget amendment of up to \$100,000 to payoff the debt service for the boat ramp bathroom and marina electrical. Motion carried.

3. Facility / Maintenance Plan – No update
4. Analysis of Harbor Commission Ordinance: State Statute vs. City Ordinance – No update
5. Harbormaster Performance Review Process – Harbormaster Hays submitting by February 13th. Chair Shrider and Wilcox to meet with Hays following. Update at next Harbor Commission meeting. Harbor Commission self assessment to be submitted to Jensen by February 21st.
6. Schedule Next Meeting(s)
Monday March 2nd 2026, 3:30pm
Monday April 6th 2026 3:30pm

Meeting adjourned by Chair Shrider at 4:55 pm.