

**City of Bayfield Harbor Commission
Meeting Minutes of March 2nd 2026
Bayfield City Hall**

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

Present: Cornelius, Jensen, Ringberg (arrive 3:33), Wilcox (depart 5:45), Chair Shrider

Staff: Harbormaster Hays, Administrative Assistant Hall

In Person: Shannon Mager

Online: Chase Dewhirst (AMI), Shanna Saarela-Schultz (AMI), Craig (depart 3:37)

Review/Approve Agenda: Cornelius / Jensen made and seconded a motion to approve agenda. Agenda amended to add MIFL MOU Update after 5.5 under Other Business/Concerns. Motion carried.

Review/Approve Meeting Minutes of February 9th : 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

- AMI Grant Update – Chair Shrider, Harbormaster Hays and Administrative Assistant Hall collaborating to gather data required for HAP application. To be sent to AMI by March 6th 2026. HAP application not due until later this year, but AMI to submit early. Draft project narrative shared with Chair Shrider. No update from Danielle regarding timeline to execute BIG grant. RBF grant not eligible until permitting completed. AMI to draft reimbursement letter to use ACE funds towards engineering design costs.
- AMI Permitting Change Order – Chapter 30 permit not required, because City has riparian rights, though some permissions usually covered in the Chapter 30 must be received from other permits. Water Quality Certification required through the DNR. Letter required from water resource engineer indicating project won't increase the flood plane. Waiver to undergo construction during the fish spawning season (Sept 15 – June 15) required through DNR. Additional permits were not included in original project scope, and require additional labor hours for coordination, preparation and submission.

Ringberg / Wilcox made and seconded a motion to approve the Change Order as submitted by AMI and included in the packet. Motion carried.

- AMI Engineering Update – drawings/RFP - Meeting on March 4th 2026 to discuss electrical issues and determine location of transformer. Discussion ensued on Specifications for Bayfield Finger Pier Rehabilitation project. Of note: City Dock to remain accessible to public up to L during construction, potential to use Apostle Island Kayaking lot as a laydown area (not available until Sept/Oct 2026), cleats belonging to AIC to be removed from City Dock prior to project start, rail to be reinstalled during project.

Discussion ensued on procurement and contracting. Verify no specific bidding requirements for Bayfield. Number needed for liquidated damages, daily loss of income if project not completed by deadline. Full completion of first three concrete finger piers by April 30th 2027. Substantial completion of remaining project components by April 30th 2027, with full completion date set for May 28th 2027.

Bidding Timeline: 3/9/26 – Advertise project. 4/7/26 – Pre Bid Meeting. 4/14/26 – Questions due from potential contractors. 4/17/26 – Final addendum. 4/24/26 – Bids due. TBD – Public Bid Opening Meeting. 5/5/26 – Notice to Award. 5/18/26 – Notice to Proceed.

Discussion of construction process. Treated as a unit price project. Retainage to be held until substantial completion or project end. Harbormaster Hays and AMI to discuss what it involved in construction supervision and determine schedule for inspections.

- Public Information Meeting 1/12/26 notes posted update – Link to documents on City Dock Project available from City of Bayfield website.
2. Public Works Director Report – None

Marina

1. Harbormaster Report: Issues/Concerns/Update – Proceeding on water damage repairs after approval from insurance company. Budget amendments to be expected at April Meeting.
2. Public Works Director Report – None

LE Building – Slip / Fishing Pier / Boat Ramp

1. Lead Paint Update – None.
2. Public Works Director Report – None.

Other Business / Concerns

1. Parks and Rec – East Dock Park discussion – Added as a standing agenda item for open lines of communication. Harbormaster Hays aims to attend upcoming Parks and Recreation meetings. Update needed on crosswalks and park entry as they relate to Harbor operations and grant proposals.
2. Financial Report
 - Review Report – 2025 audit in progress. Harbor financial SOPs in progress, but waiting on City’s transition to new accounting software before finalizing
 - Debt Service Consolidation Progress – Budget amendment needed to allocate funds to pay down debt service, which shows where money is being allocated from.
 - Bank Account Balance/Management –Administrative Assistant Hall reconciling money currently sitting in the Harbor bank account and identifying allocation of funds. Discussion of enterprise funds and managing capital. Discussion of setting up a reserve and using the sewer treatment plant as a model. Administrative Assistant Hall and Treasurer Adams working on systems so Harbor is aware of expenses before they are paid and indicates how they are to be coded. Checks to be ordered so Treasurer can pay bills directly from the Harbor bank account.
3. Harbor Commission Organization/Charter – Harbor Commission to work on a charter, which covers the following topics and money flow, to clarify SOP for the future.
 - City Ordinances affecting Harbor Commission – No update
 - Facilities Management Plan – Template to come from council/city.
 - Harbor Commission City Ordinances vs. State Statute – Still awaiting response from Lindsey.
4. Harbor Commission Feedback & Harbormaster Review
 - Harbormaster Review – Completed & filed. To work on communication with customers.
 - Commission Feedback Summary – Harbor packet and agenda to be circulated the Wednesday before the meeting going forward. Communication with public identified as an area of growth. Letter regarding Harbor Commission update was sent to Marina customers, but never sent in City Newsletter. Discussion on how to improve communication with City Council.
5. “Old” City Hall Task Force Update – Meeting on May 24th or 25th 2026. Ringberg to attend. Guidelines for task force have been developed.

6. MIFL MOU Update - Need to have Max Lindsey agree to work for both parties in a non-conflict of interest. Must determine if a lease amendment, a new MOU or a new lease is most appropriate and fee.
7. Schedule Next Meeting(s)
 - Monday April 13th 2026 3:30pm – Tentative
 - Monday May 4th 2026 3:30pm

Meeting adjourned by Chair Shrider at 6:24 pm.