

**City of Bayfield Harbor Commission
Meeting Minutes of Jan. 6, 2025
Bayfield City Hall**

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

Present: Chair Shrider, G Wilcox, C Jensen, L Cornelius, G Ringberg (online) and Mayor Dougherty (3:35).

Staff: Harbormaster Hays, Administrative Assistant Hall

Online: Sarah Szymaniak, Shannon Major, Unidentified caller

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

- Add proposed meeting for March 3rd 2025
- Add joint meeting to be determine under playground committee update.

Motion carried.

Review/Approve meeting minutes of December 2nd: Cornelius/Jensen made and seconded a motion to approve minutes pending correction. Motion carried.

- Spelling correction-Shrider without an “e”
- Under L.E. Building: Last name spelled Breibe. Works for Wisconsin Costal Management (WCM)
- Under Playground Committee Update: Typo in recreation.

Public Input: None

City Dock

1. **Finger Pier Project Update:** Wisconsin Costal Management (WCM) unable to fund engineering or grant writing. AMI prepared a proposal for assistance on the grant application process, specifically targeting the Wisconsin Waterways Commission money that became available. The proposed fee is \$14,240.

Jensen/Wilcox made and seconded a motion to approve the document.

In the past, engineering firms usually assisted with grant proposals. Billie also helped by filling in the documents once potential funding sources were identified. The cost-benefit analysis from AMI's previous application process was circulated. There is enough money to cover a principal and interest payment for financing at 6% for 20 years with \$100,000 held in reserve based on the 2025 budget. Numbers based on

the assumption that ACE money (\$300 already received) and the BIG grant money (will hear about in May) come through. Additional grants could lower the cost and provide options if the BIG grant doesn't come through. Point of clarification: mobilization is the cost to bring in equipment

Cornelius/Shrider made and seconded a motion to approve AMI's proposal to provide assistance on the grant application process.

Roll Call

Ayes: Wilcox, Jensen, Cornelius, Ringberg, Shrider

No nays or abstentions.

2. Public Works Director Report—No comment

Marina

1. **Underground Storage Tank Replacement Project:** Project completed and invoice paid. Total project cost was \$147,910.15. Credit towards the last invoice corrected the previous error. Last payment was \$106,959.83. Kept pile of rocks.

2. **Ordinances that apply to marina and other City Property under Harbor Commission**— Hays to coordinate with chief and review ordinances affecting marina and city dock property, the boat ramp and Fourth of July to provide in next month's packet. Ringberg to share a list of municipally managed marinas to see what ordinances they use. Prepare to review and approve ordinances by spring.

Sheen down by Dobson's. Over 40ft area. Report to the Coast Guard.

3. **Harbor Master Report:** Marina at approximately 80% capacity. Budgeted \$652,500 for marina fees revenue covering dockage, storage and fuel sales (which were low this year). \$52,624 outstanding. Including language about late fees in contracts and invoices going forward. Deposits coming in for 2025. Approximately \$65,000 received. Shrider requested an expense report by next meeting, and updated revenue numbers if available by that time. Some passenger fees not paid yet, so hard to tell if it will be as budgeted. Currently a little low. With MarinaGo and QuickBooks monthly reports on revenue and expenses will be possible. Hays and Hall building system to do financial tracking in addition to what the city provides.

City Dock at 100% capacity. Customers were given the opportunity to come over to the marina ahead of the waitlist due to uncertainty with City Dock project. All stayed likely because of price differential. Won't know about grants until May and still need to go to an RFP for bids before dictating when the project starts. Likely after AppleFest. A lot of work could be done in the off season.

Hays working on an SOP to be approved by Harbor Commission.

4. **Public Works Report**— No comment.

L.E Building-slip Fishing Pier/Boat Ramp

1. **Public Works report:** No comment

Other Business/Concerns

1. **Harbormaster Review Process**— No update.
2. **Playground committee update:** Playground committee received and acknowledged letter. Back and forth communication. Shrider and Carrier working to set up a joint meeting between the Harbor and the Playground Committee. Playground requested some clarification regarding moving boats and the LE building. Harbor has previously explored costs of upgrades (sidewalk on riprap, siding on LE building) and could share information about what might be possible. Potential issues with restrictions on man-made land. Property swap would require spot zoning. Discussion ensued. Point of clarification: The city owns the LE building and the marina. Certain lots, including the LE building are under Harbor Commission control.

Schedule Next Meetings

- February 3rd 3:30
- March 3rd 3:30

Motion to adjourn: Cornelias/Wilcox made and seconded a motion to adjourn at 4:40. Carried.