

# CITY OF BAYFIELD HARBOR COMMISSION

## Minutes of November 6, 2023

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### Call to Order – Roll Call

Chairman Dougherty called the meeting to order at 3:30 p.m. followed by roll call.

**Present:** Bauer, Dougherty, Jensen, Shrider, and Zawislak

**Others:** Bill Peterson and Doreen Johnson, Marina Operators; William Bland, Mayor Ringberg, Tyler Forsythe, Craig Skaaden, Carol Fahrenkrog

**Staff:** PWD Kovachevich, Harbor Operator Hayes, and Clerk Hoopman

**Review/Approve Agenda:** Bauer/Jensen made a motion to approve the agenda as presented. Carried.

**Review/Accept meeting minutes of September 27, 2023:** Shrider/Bauer moved to approve the minutes of September 27, 2023, as presented. Carried.

### Public Input on Agenda Items

Councilor Bland addressed the Finger Pier Project, specifically the need to aerate the piers and noted this could be costly and noisy. Shrider responded the plan would be to use the kasco aerators we already own, and they are quiet and energy efficient.

### City Dock

**1. Northland Consulting – Review Revised Structural Engineering Fee Proposal**

Discussion ensued. The Commission postponed acting on the proposal and noted they would like to seek additional marine engineering expertise. They still would like the project to begin this Fall.

**2. City Dock Photos – Courtesy of C. Linehan, MIFL - Thank you Call!**

**3. Apostle Islands Cruise Service Lease –** A draft has been given to Attorney Lindsey for review. It was noted the Pavilion Lease is being crafted to coincide with the City Dock Lease.

**4. Public Works Director Report - Issues/Concerns/Updates:** PWD Kovachevich informed the Commission the City Dock has been drained down and winterized.

### Marina

**1. 2024 Marina Management / Organization/Operations**

**a. Purchase of Equipment and Fuel:** The Commission received an invoice in the amount of \$3,217.96.

**b. Other Equipment and Supply/Materials Purchases:** The Commission received a list of items the Harbor Commission will be purchasing from BD Marine in the amount of \$32,162.00.

Shrider/Zawislak made a motion to make payment in the amount of 80% of these two invoices (Total = \$35,379.96) and retain 20%, which is agreeable to BD Marine. The balance will be paid after all closeout items have been achieved: 2023 Audit, removal of all equipment, etc. Passed by roll call vote as follows: Bauer, Dougherty, Jensen, Shrider, and Zawislak – yes.

The Commission was then updated on the other items purchased/delivered: Telehandler, Air Craft Tug, and Cary Deck Crane. They were also informed the Conolift Travel Lift and Yard Trailer from Conolift are on schedule for delivery during the first week in April.

**c. Positions Updates:** No updates at this time.

**d. Commercial Business, including Short-Term Rentals Policy**

The Commission agreed to make no changes for 2024 but will continue to review/investigate whether to make any changes for 2025. Hoopman will begin a file on input received, etc.

**e. Marina Customer Information / Renewal Information and Welcome Packet**

The contracts are scheduled to be sent out by the end of next week.

**f. Harbormaster: Issues/Concerns/Updates**

Harbormaster Hayes discussed the Management Programs available and the pros and cons of each and also mentioned the need for a logo. The Commission encouraged HM Hayes to reach out to his sources on logo ideas and to get the programs he feels will work best.

**2. Marina Lessee**

- a. September Fees Report – Received. Informational, no action required.
- b. Winterization Letter – Received. Informational, no action required.
- c. Apple Festival RV Parking Report – Both the report and payment were received on October 25, 2023.

Operator Peterson noted Xcel has been contacted and will be switching the services into the City of Bayfield's name at the end of the year. Hoopman noted that Norvado has also been contacted to do the same for internet services.

**3. Public Works Director Report: Issues/Concerns/Updates**

The PWD noted the blowers were started and it went well.

**4. Underground Storage Tank Replacement – Next Steps**

Hoopman will begin drafting an RFP for consideration.

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

- 1. Public Works Director Report: Issues/Concerns/Updates: The boat ramp is still in use thanks to the warm weather.

**Other/ Business/Concerns**

**1. Budget update and request for increased 2024 Contribution**

Chairman Dougherty informed the Commission the Council requested an increased contribution from them for the 2024 budget. They have requested an increase from \$85,000 to \$100,000. Zawislak/Bauer moved to amend the harbor transfer to general fund as requested. Carried; all ayes.

The Commission received a report titled City of Bayfield - Cash and Savings Notes, which shows the Harbor Commission's current fund balance and where it is committed: Travel Lift and Yard Trailer, BD Marine Equipment and Fuel, and balance to be used toward the finger pier and UST Projects.

*Commissioner Jensen left meeting at 4:36 p.m.*

**2. Wisconsin Marine Association Membership Dues Invoice**

Zawislak/Bauer moved to pay the WMA Invoice as provided. Carried, all ayes with the exception of Shrider who abstained due to her affiliation with the association. Carried.

- 3. **Schedule Next Meeting(s):** December 4, 2023, 3:30 p.m. (if needed) and January 8, 2024, 3:30 p.m. Bauer is unable to attend on January 8, 2024. Chairman Dougherty noted that a future agenda item is the possible consideration of purchasing the Dock Shop building. He and other City Staff were invited to tour it last week.

**Adjourn:** Shrider/Zawislak made a motion to adjourn. Carried. (4:50 p.m.)