

# CITY OF BAYFIELD HARBOR COMMISSION NOTICE OF PUBLIC MEETING

May 6, 2024, 3:30 p.m.

---

You are welcome to join this meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/375977605>

You can also dial in using your phone. Access Code: 375-977-605

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

---

## AGENDA

Welcome new members

Call to Order – Roll Call

Reorganize: Elect President and Vice President

Review/Approve Agenda

Review/Accept meeting minutes of April 1 and 4, 2024

Public Input on Agenda Items

### City Dock

1. Apostle Islands Cruise Service Lease
2. Finger Pier Project – Review Bayfield Finger Piers Preferred Concept Exhibit
3. Ponant Visit to Bayfield September 8 and 20, 2024 - Updates
4. Updates from Consultant Deb Radtke on services: including but not limited to Op. Manual, representation at SeaTrade and with incoming cruises
5. Public Works Director Report:
  - Issues/Concerns/Updates
  - Repairs to City Dock Fender Boards on North T Photo

### Marina

1. Underground Storage Tank Replacement Project
2. Bayfield Marina – Allowed/Commercial Uses Policy  
(Standing Agenda Item – goal is to draft a policy by August 2024 for implementation in 2025)
3. Harbormaster:
  - Report
  - Bayfield Marina Letter
4. Public Works Director Report: Issues/Concerns/Updates

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

1. Public Works Director Report: Issues/Concerns/Updates
2. LE Boathouse Slip Rental

### Other/ Business/Concerns

1. Schedule Next Meeting(s): Discuss Date/Times  
Proposed: June 3- 3:30 p.m.  
Proposed: July 1-3:30 p.m.

Adjourn

# CITY OF BAYFIELD HARBOR COMMISSION

## DRAFT - Minutes of April 1, 2024

---

**Call to Order – Roll Call:** Chairman Dougherty called the meeting to order at 3:30 p.m. followed by roll call.

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

**Staff:** Clerk/ZA Hoopman, Harbormaster Hayes, and Foreman Bainbridge

**Others:** Phil Johnson, Jeff Rennie, Cal Linehan, Shannon Mager, Dave Thone, John DeMars, Tyler Forsythe, Laura Lima, and Craig Skaaden

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

**Review/Accept meeting minutes of March 4, 14 and 20, 2024:** Bauer/Zawislak moved to approve the minutes as presented. Carried.

### **Public Input on Agenda Items:**

Tyler Forsythe was present to advocate for a policy that includes nightly rentals and noted that model has worked in the past at the marina. He offered his time to discuss further and noted he plans to be at future meetings to help.

### **Other/ Business/Concerns**

#### **1. Watch Wave – Jeff Rennie, Executive Director, Friends of the Apostle Islands**

Rennie was present to explain the benefits of Watch Wave and to seek help from the Harbor Commission on providing awareness. Commissioners and staff present were agreeable to assisting with this endeavor by adding information to our websites, posting signs, and providing brochures.

### **City Dock**

#### **1. Apostle Islands Cruise Service Lease**

Commissioners were told about the meeting held last week with AICS Owners and legal representation for both parties. Some minor revisions were agreed upon. Hoping to have final changes made soon and to put it in the hands of the Harbor Commission next month for final approval. Commissioners were agreeable to offering two consecutive 5 yr. renewals.

#### **2. Finger Pier Project – Updates / Schedule Design Charette**

The design charette is scheduled for Thursday, April 4, 2024, from 10 a.m.-2 p.m. at the Bayfield Lakeside Pavilion.

#### **3. Ponant Visit to Bayfield September 8 and 20, 2024**

Harbor Commissioners were informed about Ponant's visit and told the Bayfield City Dock Berth Agreement was sent to them for their consideration.

#### **4. Consider contracting for service: including but not limited to Op. Manual, representation at SeaTrade and with incoming cruises**

Shrider/Zawislak made a motion to approve contracting with Deb Radtke for services up to \$2000.00 to aid the Commission with preparing for the arrival of cruise vessels and will include but is not limited to: representation at SeaTrade, developing SOP's and a checklist, policy and city ordinances (if needed). Discussion. Carried; all ayes.

#### **5. Public Works Director Report: Issues/Concerns/Updates: None.**

## Marina

- 1. Underground Storage Tank Replacement Project:** The project was awarded to Pump and Meter Inc. and the contract has been signed. Work is expected to begin in July and be completed by early August. It was noted Madeline Island will also be replacing their USTs and our construction timelines are sequential so that when ours is closed theirs will be open vice versa.
- 2. Yard Trailer and Travel Lift Delivery Updates**  
The yard travel arrived last week, and the travel lift is expected on Tuesday, April 9, 2024.
- 3. Bayfield Marina – Allowed/Commercial Uses Policy**  
(Standing Agenda Item – goal is to draft a policy by August 2024 for implementation in 2025)  
General discussion ensued.
  - What do other marina's do? Could we get sample policies? Policy ideas/language? HM Hays will check with other municipal marinas and Shrider volunteered to ask her colleagues for copies of their policies. Forsythe noted he has contacts from two other marinas that allow nightly rentals (Barker's Island and Canal Park).
  - Port Superior seems to allow them, and PB Marina requires written permission.
  - Should consider a policy that covers all/other commercial uses besides nightly rentals such as commercial fishing, towing, sailing and fishing charters, etc.
  - Consider no overnight accommodations w/o functioning toilet.
  - Inquire if there have been any police reports from commercial activities at the marina.
  - Consider making City Dock all commercial, but the lack of restroom facilities hinders this concept.
  - Consider what is wanted long term.
- 4. Harbormaster Report:** See attached. Commissioners thanked Hays for his efforts. The office renovations look great. They were happy to hear some of the AIM staff will be returning to work at the Bayfield Marina – Ric and Justin Lehto and John Unger. They suggested he hire a professional to assist with creating a website.
- 5. Public Works Director Report: Issues/Concerns/Updates:** The blowers will be shut off tomorrow. Commissioner's thanked Foreman Bainbridge for stepping up and helping out!

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

- 1. Public Works Director Report: Issues/Concerns/Updates:** None.
- 2. LE Boathouse Slip Rental:** Chairman Dougherty is interested in potentially renting the LE Boathouse space. He then got up and left the building. Shrider/Bauer made a motion to offer the space which has been vacated for two seasons to Dougherty at a rate comparable to D Dock, which is \$3894.00 plus tax. Carried.

Zawislak went out to tell Chairman Dougherty he could come back in the building to continue with the remaining agenda items.

## Other/ Business/Concerns

- 1. Schedule Next Meeting(s):**
  - April 4 – Finger Pier Design Charette
  - May 6 - 3:30 p.m. – Reorganization Mtg. / Selection of Chair and Vice Chair, include dredging on the agenda
  - June 3- 3:30 p.m.

**Adjourn:** Shrider/Jensen moved to adjourn. Carried.

Minutes by Billie L. Hoopman, Clerk/ZA

# CITY OF BAYFIELD HARBOR COMMISSION

April 4, 2024, 10 a.m. -2 p.m.

Bayfield Lakeside Pavilion, 2 E Front Street, Bayfield, WI 54914

---

**Harbor Commissioners:** Chair and Mayor-Elect Dougherty, Shrider, Jensen, and Bauer

**Staff:** Clerk/ZA Hoopman, Foreman Bainbridge, and Harbormaster Hays

**Others:** Shannon Mager, Dave Thone and Mike – Apostle Islands Cruise Service  
Cal Linehan – Madeline Island Ferry Lines, and Grant Wilcox

Michael Ostendorf and Chad Scott from AIM Consulting Engineers were present to meet with Commissioners, staff, and other interested parties to engage in a design charette to work through options for the Bayfield City Dock Finger Piers and they may select a preferred layout to bring to the final design.

During the first part of the meeting, those present went through some goals and objectives and things to consider:

1. Best Use / Maximize Mooring Space
2. Safety
3. Longevity of project design
4. Consider power placement and cost to move/adjust
5. Not having to bubble/aerate.
6. Affordable
7. Being able to accommodate larger boats (LOA and width)
8. Changing water levels
9. Maneuverability
10. Design for commercial uses
11. Inclement weather / Winter docking needs

Those present split into two groups. Their job was to work together to come up with various plan designs for consideration.

At noon, the session took a break for lunch.

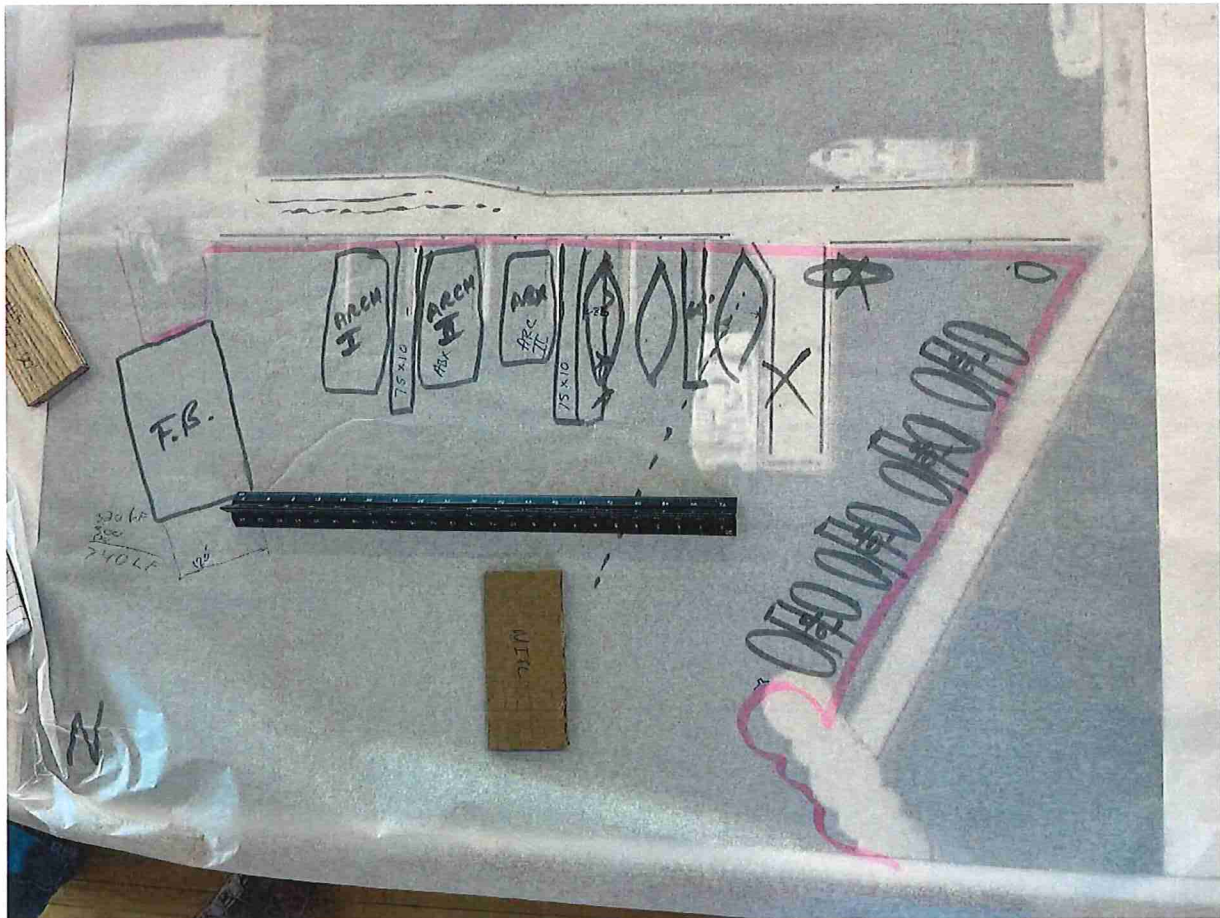
The session resumed and the designs drawn by the two groups were reviewed. There was one design option that stood out more than the others that will be pursued and includes:

- The use of floating piers as a potential option. The cost to install is approximately ½ the cost of a fixed pier for smaller piers. Larger commercial floating piers can be similar in price to fixed.
- Removing all six finger piers and replacing them with two – 60' piers and one – 75' pier.
- Removal of the Ell.
- The addition of four finger piers on the south end of the T.

A very quick desktop price of \$1.5 - \$1.9 was discussed (very preliminary). Discussion ensued on cost, timing or project, and other next steps. The ROI was briefly mentioned as was the need to investigate additional grant funding for this larger scope project.

**Schedule Next Meeting(s):** May 6 3:30 p.m.–Reorganization Mtg./Selection of Chair & Vice Chair

**Adjourn** - This was a four-hour meeting. Meeting adjourned at 2 p.m.



EXI

SHEET

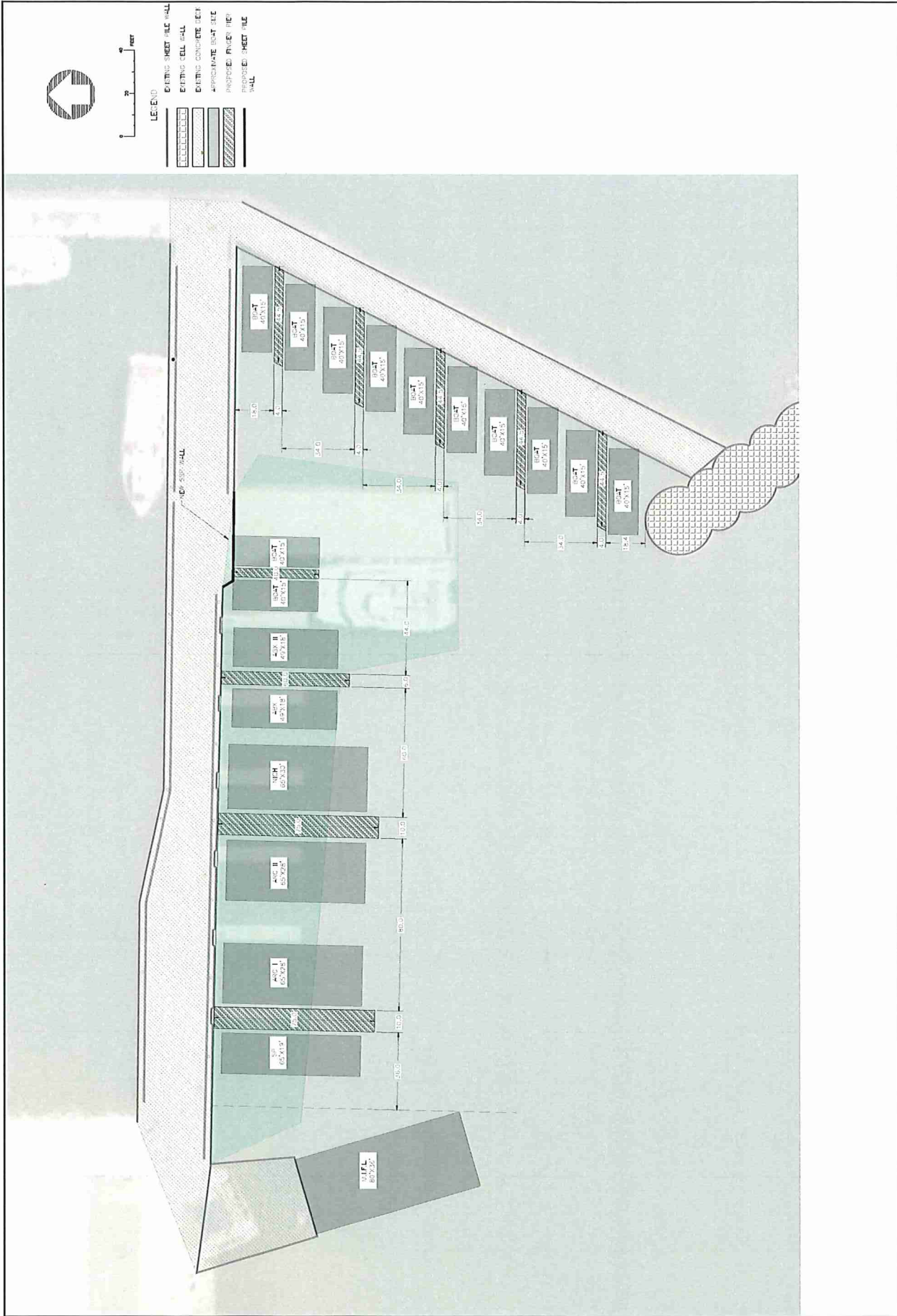
DATE: 10/20/2011  
DRAWN BY: JMM  
CHECKED BY: JMM  
DESIGNED BY: JMM

BAYFIELD FINGER PIER REHABILITATION  
BAYFIELD, WISCONSIN  
DESIGN CHALETTE PREFERRED CONCEPT

DATE	REV.	DESCRIPTION

NOT FOR CONSTRUCTION  
THIS DRAWING IS THE PROPERTY OF AMI CONSULTING ENGINEERS P.A. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR REPRODUCTION OF THIS DRAWING WITHOUT THE WRITTEN PERMISSION OF AMI CONSULTING ENGINEERS P.A. IS STRICTLY PROHIBITED.

**AMI**  
Consulting Engineers P.A.  
91 MAIN STREET, SUPERIOR, WI  
651.344.8783 - amienr@ami.com  
SUPERIOR - IRON RANGE - TWIN CITIES





---

Consulting Engineers P.A.

March 5, 2024

Ted Dougherty

**Re: Finger Pier Replacement – Bayfield WI, Engineering Services**  
AMI Proposal # 241026

Dear Mr. Dougherty,

AMI Consulting Engineers, PA (AMI) is pleased to submit the attached proposal package finger pier replacement project. We are excited about the opportunity to provide design and engineering services for docks to enhance recreational opportunities within your community.

As an experienced waterfront engineering firm, we understand marine and land environments. Our team of professional engineers and technicians specialize in maritime engineering, coastal engineering, and civil engineering including master planning and phased developments. We are uniquely skilled in vessel and construction considerations during our designs. We will use our knowledge and past experience with local marine projects to ensure the design will exceed your expectations and are confident we are the ideal consultant for this project.

AMI has the horsepower and expertise to deliver this project successfully. We will begin by self-performing field inspections. Our firm is built for projects just like this. We live and work on the water and have invested interest in the success of this project.

## **SCOPE OF SERVICES & FEE ESTIMATE**

### **DESIGN SERVICES**

1. Phase I - Field Investigations
  - a. AMI will provide two staff members for a site visit - the design team will perform a 1-day visit on site focusing on the area of the finger piers and connection to the head pier.
    - i. Site Visit Objectives and Goals:
      1. Familiarize the design team with the proposed redevelopment areas.
        - a. AMI will invite the your staff to be onsite during a portion of the site visit to start the engagement process.
      2. Visually and hands-on explore potential options and opportunities.
        - a. Perform a top-side inspection assessing and recording the condition of all town owned dock elements accessible and visible above the water line.
        - b. Review the condition of the head pier sheet pile to ascertain whether there's sufficient structural integrity to support the connection of new pile supported finger piers.

3. Utilize AMI’s FAA Licensed Drone Pilots for Aerial footage for use in design materials.
- ii. Submittals/ Post Visit Follow Up:
  1. Design team will share with the client initial findings in a one-hour review meeting the same day as the site visit.
2. Phase II – Design charette with City staff to select preferred layout of new finger piers.
  - a. To be held in person (two AMI staff) and intended to be completed one four hour meeting.
3. Phase III – Cost Estimation of Preferred Alternative
  - a. AMI will compile results and findings from the field investigations and design charette into a report for the City to review.
    1. The report shall include photos and videos taken of importance to the inspection.
    2. An image of the compiled orthomosaic from the drone imagery.
    3. Plan view layout of preferred alternative and one typical section. No renderings are to be completed.
    4. Cost estimate for preferred alternative (30% contingency).
  - b. Deliverables:
    - i. Final preliminary findings report
      1. Assume no revisions will be made.
      2. Comments received on the report will be incorporated into the subsequent design phases.
4. Phase IV – Final design, permitting, bidding and construction services to be negotiated following review of cost estimate deliverable.

**EXCLUSIONS**

- Survey: Boundary and Topographical Survey.
- Design Documents: Drawings, Specs, permitting documents etc.
- Excludes any renderings of concepts
- Permitting services and fees.
- Generation of topographic mapping including contours and site features. Aerial imagery and readily available ground contours to be utilized for base map.
- Geotechnical information will be utilized from historic boring logs and will result in a conservative design. During construction, contractor will perform test piles which will establish design criteria and may require design revision.

**FEE**

We propose to provide engineering services as described above on a lump sum basis based on the attached Table below. Changes to the proposed scope of work may be adjusted with a commensurate adjustment to the fee for service.

Phase I to III	\$12,000	Estimate, alternative drawing and memo to describe
----------------	----------	--

Future phases of design and construction are summarized below and are subject to alternative selected which will be defined prior to development of scope and fee.

Phase IV	\$8-12k	90% Set of Drawings and Outline Specifications + estimate
Phase V	\$4K	100% Drawings and Specifications + estimate
Phase VI	\$3k	Bidding



Design Subtotal	\$27k – \$34k	
Phase VII	\$10k-\$20k	Construction Engineering – depends on contractor etc.
Estimated Total (All Phases)	\$37k – \$54k	Variance is on design selected and contractor awarded to.

**AUTHORIZATION**

If you find this proposal acceptable, please confirm your acceptance by signing the attached proposal acceptance form. This project is governed by AMI’s current terms and conditions which are attached. We appreciate the opportunity to submit this proposal to you and look forward to collaborating with you on this project. If you have any questions or concerns regarding this proposal, please contact me at any time via email at noah.tapper@amiengineers.com, or call 218-591-0836.

Sincerely,



Noah Tapper, EIT  
Project Manager

Reviewed by,



Michael Ostendorf, PE  
Civil Department Manager

Attachments:

- AMI Terms and Conditions



May 2, 2024

Bayfield Harbor Commission,

I am writing to re-address concerns regarding the presence of nightly rental boats in the marina and work towards a solution so that we all may look forward to simply enjoying the boating season by addressing issues, handling them with prudence and resolving them judiciously. I will follow Mr. Stout's excellently written letter from February 5<sup>th</sup> in a similar format, but as follows:

1. Comments on letter from February 5<sup>th</sup>.
2. Inspirations on workable alternatives.
3. Benefits to marina residents.

First, I want to commend Mr. Stout on his letter again as I absolutely love win-win approaches. I found his letter to carry that spirit, which appears to me central on the road to a feasible solution. In regards to it, there are some points which I'd like to comment on. Foremost, I believe our win-win workable alternative is in the opening main point of his address. To "limit the number of nightly rental boats" and impose additional rules.. I will expand upon this workable alternative after commenting on a couple other points. As to his suggestion of relocating to City Dock, I could try a single vessel test trial at BHC's discretion as early as this year. However, the benefits mentioned for myself and others, in particular high foot traffic, is actually an adverse quality in my opinion. I aim to provide places for people which I myself enjoy. Like himself, I prefer privacy and the beauty of the current spot. To conclude on comments, I'd like to make mention that not only is City Dock commercially zoned by the city, but I'm led to believe Bayfield Marina is as well. (See Attached Appendix A.)

Second, I want to expand on workable alternatives. Simply limiting the number of nightly rental boats offers a win-win solution. On one hand, the status quo remains. On the other, the increase in nightly rental boats seeking slips is limited and heightening safety concerns has a cap put on. What is this number? That is up for suggestion. One hand wants to eliminate, the other to be unlimited. By coming together, a middle ground will be found. Another win-win possibility is an additional rule implementing certain docks commercial and certain not. An example I'll use is C dock being designated "Community" dock. Slip renters with concerns can opt for that dock and also ask someone they don't recognize who they are visiting. By both sides giving leeway, I believe the maximum benefit and a win-win can be realized. The Bayfield Marina is the treasure of the city not to be possessed, but shared.

Third, a brief bit on benefits to marina residents. Currently I pay a "seasonal utility" fee of \$225/vessel. This was explained to me as an additional use of the marina bathroom fee. With the permission of BHC, perhaps these funds could be allocated into a separate fund used exclusively for the upkeep and improvement of the current bathroom situation mentioned in a prior letter. If permission is granted, starting in the year 2025 I will double down and annually provide \$1,800 per year for this purpose. Mr. Stout, I hope this will help solve one of your higher priority issues you expressed via email. I invite others to contribute to this fund. Besides money for material and handymen, I also volunteer my time. As a member of the Bayfield Yacht Club, perhaps I could start the tradition back up and organize the second coat of paint or perhaps I could organize a fundraiser to have more signs made. However I personally can be of service, I will.

Lastly, I love Bayfield, its marina and the community of people which make up Wisconsin's smallest city. Growing up in Bayfield County, this area has been home, is home and always will be home. I want nothing but the best for it now and forevermore. One of my purposes in life is providing places for people. Being able to do so in beautiful Bayfield is something which I cherish and which provides fulfillment for myself and joy to countless others who have had the opportunity to experience it from the perspective of her harbor. To conclude on this address, I'll share a story from this past summer. I'm not sure why it is the one which comes to mind, but it is one that just keeps flashing in my mind. Walking from B dock one sunny day, I came in sight and hearing of that time's current guests, a dad and his little girl sitting and having a smoked salmon or trout lunch. As I passed them, the little girl greatly expressed her love for this city with a smile and abundantly asked "Daddy, can we move to Bayfield, too?" This memory gives me chills and courage to stand up for future father-daughter days and memories yet to be made. Who knows, maybe one day that little girl will remember her father-daughter day all those years back, buy a sailboat in that beautiful marina and choose to call home Bayfield, too!

Thanks for taking the time,  
Tyler R. Forsythe



Hello Bayfield Marina guest and families,

I am happy to share with you that we have all our equipment in, and staff hired for the 2024 season. We are still trying to get the invoicing out to you for the remainder of any storage fees as well as your 2024 slip fees, if you have not paid in full. I do apologize if I haven't returned a call just yet, we've been extremely busy trying to get everything ready for you. We are planning to start launching May 1<sup>st</sup>, Mondays through Fridays 8 to 4 with two Saturdays TBD.

As we approach the beginning of the season, here are some items to help you ensure your boat is ready for launch:

- Check all through hull fittings and plugs
- Check Transducers
- Remove shrink wrap/covers. (We will dispose of the wrapping only for you. Please remove all ribbons and wood from the wrapping material)
- Clean and wax hull and deck areas
- Ensure your batteries are serviced, connected, and charged
- Check over service your engine (Check all engine and transmission fluids. Inspect hoses, belts, fuel lines. Visually inspect all nuts, bolts, electrical connections, starter, alternator, coupling bolts and set screws, shaft(s) and cutlass bearings.)
- Change engine oil and filters
- Change all fuel filters
- Service I/O or outboard units. Check/change drive fluids
- Check exhaust bellows
- Commission and flush all freshwater systems and heads
- Bend on sails
- install Bimini/ dodger canvas

Though we do not have a service department, we do have a great deal of experience and will be happy to answer any questions for you.

If you are seeking help and/or service, below are just a few of the local service providers in the area that can help you out:

<u>Pikes Bay Marina</u>	<u>715-779-3900</u>
<u>Port Superior</u>	<u>715-779-5360</u>
<u>Washburn Marina</u>	<u>715-373-5050</u>
<u>Seaworthy Marine Repair</u>	<u>715-209-5416</u>
<u>Superior Marine Service, LLC</u>	<u>218-461-9399</u>

**Please look us up on our NEW website,  
BAYFIELDMARINA.NET**



Thank you all for your patience during this time,

V/r

Joseph Nick Hays

Bayfield Marina Harbormaster

[HarborNick@cityofbayfield.com](mailto:HarborNick@cityofbayfield.com)

715 779-1078

