

# CITY OF BAYFIELD HARBOR COMMISSION

## Minutes of August 7, 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, and Shrider

**Absent:** Zawislak

**Others:** Mayor Ringberg, Clerk Hoopman, Phil Johnson, Doreen Johnson-BD Marine, Tom Iverson, Abe and Josh Clark, Laura Lima, Charlie Jarvis, and Carol Fahrenkrog-Chamber

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

**Code of Conduct and Open Meeting Laws – Handbook for City of Bayfield Council Members:**  
Informational, no action required.

### **Review/Accept meeting minutes of July 10 and August 1, 2023**

Bauer/Jensen moved to approve the July 10, 2023, minutes as corrected. Carried.

Bauer/Jensen moved to place the August 1, 2023, minutes on file. Carried.

**Public Input on Agenda Items:** None.

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

#### **1. EV Charging - Nowaczek Request**

The Harbor Commission learned they could legally charge for use of their electric stations for EV Charging. All agreed a written policy is needed and work would continue over the fall and winter months to create one. Anyone who now uses the City's Electric could consider making a donation to cover the costs.

#### **2. USCG 2024-2028 Dockage Lease (space by hoist area), shared LE Slip**

#### **3. LE Slip – Long Term Contract Request from True North Sailing**

Josh and Abe Clark provided a written letter and verbally stated their desire to continue renting spaces #3 and #4 at the LE Slip. The spaces and surrounding amenities work well for them. Discussion ensued on the use of the shared space and how having Space #2 open allows all parties to turn their boats around safely in the slip. Chairman Dougherty will set up a meeting with both parties to further discuss long-term uses at our facilities.

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

### **City Dock**

#### **1. Finger Pier Project Updates**

Jon Aamodt, Northland Engineering does not recommend narrowing the Finger Pier Slips.

Buffer Boards are more commonly referred to as Whaler or Fender Boards.

Shrider/Jensen made a motion:

- to get measurements of the Ferry parked at the City Dock to see if a new finger pier could be installed between the Ferry Landing and Finger Pier #1, with the understanding it meets all MOU requirements – if any,
- Remove Finger Pier #6,
- Lengthen Finger Pier #5,

and if it appears there is space to add the new finger pier, consult with Northland Engineering for a redesign at a price not to exceed \$4,000. Carried by voice vote, all ayes.

#### **2. Apostle Islands Cruise Service – Long-term Lease Agreement for City Dock**

Hoopman will work on a draft lease for review at the next meeting for this purpose. Requirements/details were outlined in the July 10, 2023, minutes.

3. **Bayfield City Dock – Rules and Regulations**

The Harbor Commission's existing lease includes language about storing gear on the City Dock. Hoopman sent an e-mail providing some City Dock updates, along with a list of the City Dock rules and regulations. She felt we have not done a good job communicating our rules nor have we done any enforcement. Need to start by informing boaters.

4. **Public Works Director Report: Issues/Concerns/Updates:** PWD Kovachevich said they are aware of the problematic warping boards.

**Marina**

1. **Marina Lessee – June Fees Report:** Informational, no action required.

2. **Marina Lessee - Issues/Concerns/Updates:** Johnson, BD Marine, said nobody has been around to fix the pedestal lights. PWD Kovachevich said Parson's was contacted and they called Eaton, the manufacturer, to get the photo eye sensor replacement parts that are covered under warranty. She also reported the fuel system was recently inspected and passed. No issues detected.

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

4. **2024 Marina Management / Organization/Operations**

a. **Position Posting/Updates:**

Applications are due to the City by August 14, 2023

The Interview Team will consist of Mayor Ringberg, Chairman Dougherty, and Commissioner Shrider.

Applications will be reviewed on August 16, 2023, 9 a.m. @ Fire/EMS Hall

Interviews to be scheduled: August 22 and 23, 1-4 p.m. @ Fire/EMS Hall

Special Harbor Commission Mtg.: August 28, 3:30 p.m. to discuss/select applicant

b. **Equipment and Supply/Materials Purchases – Pre-Authorization**

Bauer/Jensen made a motion pre-authorizing Mayor Ringberg, Jon Kuko, and Commissioner Shrider to spend up to \$100,000 to purchase an air-craft tug, telehandler, and cradle mobilization unit. These are all items needed to operate the marina in 2024. It was noted they have an obligation to keep the Harbor Commission informed, due diligence is required when considering used equipment, and further approval is required if the expenditures for this equipment exceeds the budget set. Passed by voice vote, all ayes.

Shrider noted she would provide an updated Apostle Islands Marina equipment list based on the August 1, 2023, walk-thru. This will be reviewed at the Commission's next meeting.

c. **Relocating Cradle Storage from Soccer Field to North of Sand Pit**

Property site maps were provided showing the sand pit and storage areas located at the top of Washington Avenue and off the Soccer Field Road (Hilltop Road). These areas were identified by the PWD, Shrider, Dougherty, and Mayor Ringberg last week when discussing equipment purchases with BD Marina. Shrider/Bauer moved to hire Viking Motors at a cost not to exceed \$8,000 to clean-up the stumps and debris in the Sand Pit Storage areas so the space can be used for the placement of cradles and jacks stands in the future. Carried, all ayes.

The Harbor Commission may consider trying to purchase additional lots in Block 68.

d. **Name**

Shrider/Jensen moved to change the name for all waterfront property the HC controls to “Bayfield Marina”. A new sign is needed. Could this be included in the City’s overall Wayfinding/Branding plan? A logo may be needed since the City does not have one.

e. **To-do List / Other** - The list was reviewed and updated.

- Items #1 and 4 were removed.
- Items Added: Logo
- The Commission would like to address the Passenger Fee at their September meeting.
- Send Update Letter to Boaters – include boater questionnaire, basic info. on haul out/launch/storage, purchase of new lift and trailer, slip assignments, and contact information. Shrider will work on a letter for this purpose and will send to Hoopman for mailing.

5. **Underground Storage Tank Insurance / Replacement Update**

The City received a letter of non-renewal from the insurance company due to the fact the Harbor Commission has expressed interest in replacing the tanks. The existing tanks are fully operational and there are no known issues. The only reason the HC was contemplating replacement is due to the insurance company’s increase in rates due to their age.

Hoopman also provided some information she learned from Northwest Petroleum regarding the cost and process to replace the tanks. Informational only.

**Other/ Business/Concerns**

1. **2024 Budget and CIPs:** A draft 2024 Budget and CIPs was provided to the Commission for consideration. The Passenger Fee, Debt, and Wages need to be double checked. A firm proposed budget will be ready for review at their next meeting.

More information is needed on the number of marina parking spaces in comparison to the slip spaces. Additional money may be needed to purchase signs, and/or to implement a parking pass system due to the City’s proposed paid parking plan.

2. **2024 Rates:** Information was provided on the Harbor Commission Rates. Rates should be solidified by the October 2023 meeting.
3. **Schedule Next Meeting(s):**  
Special Meetings: August 28, 2023, 3:30 p.m.  
Regular Meetings: September 11, 2023 (Bauer may be absent), and October 2, 2023, 3:30 p.m.

**Closed Session:**

The lease between the City of Bayfield and the Apostle Islands Marina is due to expire on December 31, 2023. Shrider/Jensen moved to convene into closed session pursuant to Section:

- Section 19.85(1)(e) – Competitive or Bargaining Reasons: to discuss and negotiate equipment and supply purchases.
- Section 19.85(1)(c) – Compensation and Evaluation: specifically, to consider the employment and compensation of a specific person.

They reserve the right to reconvene into open session to make any decisions on the discussion, to continue with any remaining agenda items or for adjournment purposes. Passed by roll call vote as follows: Bauer, Dougherty, Jensen, and Shrider – yes.

Present: Bauer, Dougherty, Jensen, Shrider, Mayor Rinberg and Clerk Hoopman

Shrider/Bauer moved to return to open session for purposes of adjournment. Bauer, Dougherty, Jensen, and Shrider – yes.

**Adjourn:** Bauer/Shrider moved to adjourn. Carried. (6:35 p.m.)

Minutes by Billie L. Hoopman, Clerk