

# CITY OF BAYFIELD HARBOR COMMISSION

## Minutes of January 8, 2024

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### Call to Order – Roll Call

Chairperson Dougherty called the meeting to order at 3:37 p.m. followed by roll call.

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

**Absent:** Bauer

**Others:** Harbormaster Hayes, PWD Kovachevich, and Clerk Hoopman

### Review/Approve Agenda:

Jensen/Zawislak made a motion to approve the agenda as presented. Carried.

### Review/Accept meeting minutes of November 6, 2023:

Shrider/Jensen moved to approve the minutes as corrected. Carried.

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

### City Dock

1. **Finger Pier Project - Other Marine Engineering:**

Harbormaster Hayes will seek out a marine engineer who can review project scope and provide feedback. The Harbor Commission wants to ensure they are moving forward in the best manner.

2. **Apostle Islands Cruise Service Lease – DRAFT:**

A draft lease was provided for review and some edits were suggested. Hoopman will update the document to reflect those changes and then send the draft to Chairperson Dougherty and to the AICS for input.

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

### Marina

1. **Marina Lessee - December Fees Report:** Informational; no action required.

2. **2024 Marina Management / Organization/Operations:**

Harbormaster Hayes reported:

- He's working on setting up the Scribble program and hopes it will be up and running next week.
- Busy collecting, filing, and receipting 2024 Dockage payments and contracts. There are 87 deposits and/or payments in full received, 34 are outstanding but expected which leaves approximately 15 slips open/vacant. These are mostly the smaller spaces; 25' and under.
- He will ask Bayfield County Land Records to remove underwater parcels in the City of Bayfield from the parcel maps.
- Two applications were received for marina positions. Zawislak/Shrider moved to grant authority to HM Hayes to hire employees at his discretion in accordance with the approved 2024 budget. Carried.
- HM Hayes should feel free to move forward with contacting associates for the creation of a logo for letterhead, cards, and signage. The City's proposed wayfinding does have a simple design for signage that could/should be used for their main identifying sign.

3. **Conolift Marine Equipment: Consider Site Visit:**

HM Hayes will plan a trip to inspect the equipment around the 3<sup>rd</sup> week of February. What color should the unit(s) be? After a bit of discussion, the HC agreed the units should be a dark slate gray, matches the new gray metal proposed for the City's Wayfinding Signs.

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

HM Hayes reported he is:

- Setting up an account to properly provide UST reporting to the State of Wisconsin. Also looking into required licensing for this purpose.
- Seeking information on if any weight handling certifications are needed. Shrider said we are exempt.
- The HC said, going forward, they would prefer a written report on activities at their monthly meetings.

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

The bubbler system was turned on. One piling issue was identified and the crew set up an aerator to use if needed. HM Hayes was reminded to make sure there is someone scheduled to re-install pilings this Spring.

The PWD also noted they will work on getting the yard lights back on. They were turned off when Operator Peterson vacated the property.

**6. Underground Storage Tank Replacement RFP:**

Shrider/Jensen moved to grant authority to Clerk Hoopman and HM Hayes to solicit RFPs for the replacement of the Underground Storage Tanks. Hoopman noted the urgency to move forward is due to the insurance rates and the renewal date.

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

- 1. Public Works Director Report: Issues/Concerns/Updates:** PWD Kovachevich reported the Boat Ramp had a record level of collections in December thanks to the great weather.
2. HM Hayes informed the HC the USCG is interested in renting the entire LE Dock slip once again. The HC looks forward to receiving an official request.

**Other/ Business/Concerns**

- 1. Schedule Next Meeting(s):** February 5, 2023, 3:30 p.m. and March 4, 2024, 3:30 p.m.

**Adjourn:** Shrider/Zawislak made a motion to adjourn. Carried. (5:15 p.m.)

Minutes by Billie L. Hoopman, Clerk