

# CITY OF BAYFIELD HARBOR COMMISSION

## Minutes of June 5, 2023, 4 p.m.

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### **Call to Order – Roll Call:**

Chairman Dougherty called the meeting to order at 4 p.m. All members present.

**Others:** Doug, Tom Bloom, Charlie Jarvis, Bill Peterson and Doreen Johnson, Regina Hargitt, Gary Magnuson, Craig Skaaden, Ken and Mary Tyler, S.C. and Caller #1

**City Reps:** Mayor Ringberg, PWD Kovachevich and Clerk Hoopman

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

**Review/Accept meeting minutes of May 1 and May 11, 2023:** Shrider/Jensen made a motion to approve the minutes as presented. Carried.

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

**Introduction of new Coast Guard Chief Kyle Love and Farwell to Chief Daniel Clouse:** The Commission welcomed Chief Love and gave a round of applause and a hearty thank you to Chief Clouse. Happy Retirement!

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

1. **USCG 2024-2028 Use of entire LE Slip / Include with Dockage Lease (space by hoist area):** After Chief Love has a chance to settle in, a meeting will be set up to discuss the long-term lease.
2. **Public Works Director Report: Issues/Concerns/Updates:** The LE Building is in bad shape. The Boat house is not yet rented this year. The PWD is hoping to add rock to the south side of the building this year.

### **City Dock**

1. **Northland Consulting – Finger Pier Project:**  
Clerk Hoopman is now working with ACE on the transfer of funds. A new agreement is in the works and a meeting is scheduled for later this week. By consensus it was agreed to move forward with a design that includes reducing the finger piers to 48". This will increase the mooring spaces by a foot on each side.
2. **Apostle Islands Cruise Service – Discuss Long-term Lease Agreements (Dock/Pavilion):**  
It was agreed the Chairman would set up a meeting with Shannon Major-AICS to further discuss. It seems there is interest in moving forward with a combined longer-term lease.
3. **Other Long-Term Leases – All Hands Sailing E-mail:**  
No action taken or required. If any action is taken at a later date, it would not be designed to be punitive; more optional. It was understood for smaller businesses this might not be advantageous or feasible.
4. **Public Works Director Report: Issues/Concerns/Updates:**  
The PW was informed about the concrete spalling issues at the end of the City Dock that need attention. Also, there is a warped/wobbly board near the Archipelago. Might need to be flipped.

### **Marina**

1. **Marina Lessee – April Fees Report:**  
Informational. Operator Peterson said the figures may need to be amended due to one lessee cancelling.

**2. Marina Lessee - Issues/Concerns/Updates:**

Operator Peterson reported the sink holes on the SE Corner of the property. PWD will address them when boats are moved and there is access.

Operator Peterson also noted the boots in the failed pumps from the Hydrostatic Test have not yet been replaced. Hoopman will call Northwest Petroleum to inquire about the timing of the work.

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

**4. Marina Management / Organization**

- **Equipment – consider purchasing**

BD Marine provided the HC with a revised Equipment, Fixtures and Asset2023 List (4 pages) with some reduced pricing.

The HC discussed purchasing BD Marine's Travel Lift and Yard Trailer, and/or new equipment. Information was provided in the packet outlining the purchase of new vs. used, and there was a detailed breakdown of the new Conolift MML-40 and the Travelift 35BFM.

Bauer made a motion to purchase BD Marine's used Travel Lift. The motion died for lack of a second.

Discussion ensued:

- 20' is a better length for yard trailer. 40' is too long.
- Tug works better on blacktop.
- Some of the cradles are very heavy and need a correctly powered machine to pick them up.
- Some parts are obsolete and hard to obtain for used equipment.
- Conolift does provide service in the US.
- Delivery for new lift is approx. 6 months.
- Risk high when purchasing used equipment.
- According to Travelift the average lifespan of a lift is 40 yrs.
- Conolift pricing is much lower than Travelift

Shrider/Zawislak moved to pursue purchasing a new Conolift and yard trailer, at the sharpened pencil rate and referral calls support this purchase. Discussion. This is the least risk option that provides the best long-term solution. Passed by roll call vote as follows: Bauer, Dougherty, Jensen, Shrider, and Zawislak – yes.

The Harbor Commission again expressed the need focus on the Haul and Launch Equipment.

Shrider/Jensen made a motion re-engage with Jon Kukuk's consulting for the procurement of the large equipment needed for Haul and Launch at a cost not to exceed \$1500.00. Motion carried, all ayes.

The Harbor Commission then reviewed the remaining items on the Asset list provided today by BD Marina and indicated verbally what items they would be interested in pursuing. The Commission asked if they would be able to view/inspect some of the equipment. A meeting date will be set at a future time. The Commission also asked if the report could be e-mailed to the City so it could become a working document.

- **Job Descriptions /Hiring Process/Timeline:**  
Some tweaks were made to the position outline. Zawislak will work on a job announcement. Hoopman will then take care of posting it at Ashland Daily Press, Chamber New's Blast, and Indeed.
- **2023/2024 Budget and Cash Flow Projections:**  
Shrider/Zawislak made a motion to recommend approval of Resolutions #608 and #609 as presented. At the time the Harbor's 2023 Budget was draft and adopted the marina operations decision was not known, they expected the AI Marina Project to be closed out in 2022 and the ACE Grant for the Finger Piers was unknown. It is hoped these resolutions provide better clarity the intentions of the Harbor Commission for the remainder of 2023. Passed by voice vote, all ayes.
- **Disposal of BD Marine Assets/Equipment:**  
The HC received a response from Attorney Max Lindsey regarding the disposal of equipment. Copies were distributed at the meeting. No action required.  
  
Bill Peterson noted he has an asset list from when he purchased the business from Phil Johnson. Neither party has found Exhibit A or B; owner and leasee property lists.
- **To-do List / Other:**  
Hoopman told the Commission that if they had any thoughts that come up to e-mail her and she'll add them to the list.

**Other/ Business/Concerns**

1. **Schedule Next Meeting(s):** July 10<sup>th</sup> at 3:30 p.m. and August 7, 2023, 4 p.m.  
Please add: Marina name to next agenda.

**Adjourn:** Meeting adjourned at 6:40 p.m.

Minutes by Billie L. Hoopman, Clerk