

City of Bayfield Common Council Meeting

Minutes of Wednesday, February 17, 2021, 5:30 p.m.

Call to Order – Roll Call – Pledge of Allegiance: Mayor Ringberg called the meeting to order at 5:30 p.m. followed by roll call and the Pledge of Allegiance.

Present: Cirillo, Bryan, Burkel, Carrier and Mayor Ringberg

Others: David Eades, Judge Anderson, Mark Ludeking, Paul Swansen

Staff: PWD Kovachevich, Treasurer Johnston, Chief Fangman, Fire Chief Erickson, Office Assistant Mather

Review/Approve Agenda: Bryan/Carrier moved to approve the agenda. Carried.

Public Comment and Suggestions from Persons Present

Mark Ludeking made comments on the following:

- Resolution #581 Support for increased levy limit flexibility – suggested amendment to language.
- Overtime budget – asked how many hours are used for driving persons to mental health facilities?
- Agenda packets and procedures – Supports initiatives suggested by Councilor Carrier and a record retention policy.
- Uncertainty risks, budgets, and COVID-19 – supports maximizing operational efficiency and consideration of other budget changes to reduce expenses.
- Supports City contacting our Congressman to seek assistance on our Courthouse lease.

Discussion and Identification of Items for Future Agendas

- a. City of Bayfield Capital Improvement Projects (Carrier)
- b. Comp. Plan Review (Carrier)

Review/Approve the Common Council minutes of January 20, 2021: Burkel/Cirillo made a motion to approve the January 20, 2021 minutes with the understanding “salary” would be changed to “per diem” in Agenda Item #3 as requested. Carried.

Judge John Anderson – Presentation. The Judge is running for re-election in April 2021. He noted his many accomplishments and goals for the future.

Agenda

1. **Appointments: Jeff Boutin, Fire Chief**

Bryan/Burkel moved to approve the appointment of Jeff Boutin as new Fire Chief. Kovachevich was thanked for his many years of service, and Boutin was thanked for offering his leadership to the Department. Carried.

2. **Resolution #581- Supporting increased Levy Limits**

Bryan/Burkel made a motion to adopt Resolution #581 as presented. Discussion. Passed by roll call vote as follows: Cirillo, Bryan, Burkel and Carrier – yes.

3. **Resolution #582 - 2021 Budget Amendment #1**

Burkel/Carrier made a motion to adopt Resolution #582. Discussion. Hoopman explained these are the budget amendments needed for the City’s three employee retirements/resignations. Passed by roll call vote as follows: Bryan, Burkel, Carrier and Cirillo – yes.

4. **2020 – 4th Quarter Room Tax Report**

Informational, no action required. Treasurer Johnston noted she is still waiting on a few late returns.

5. **City of Bayfield – Staff Overtime Report**

The Council received an Overtime Report from Treasurer Johnston with data from 2012 to 2020. There was not a year the PD or PWD exceeded the allotment for their departments. Staff was encouraged to not use any overtime.

Discussion further ensued on Employee Benefits and vacation time. Hoopman explained vacation is given the year after it is accrued according to the City's Employee Policy. In 2021, we have one January Retirement, one February Resignation, and there will be one December Retirement.

6. **Agenda, Packets, and Minutes Policies/Procedures** – Carrier provided an outline of some changes he wants in place; Council Meeting packets a week before meetings, Committee minutes completed within 48 hrs. of a meeting and Council packets posted for public access.

- It was agreed Clerk Hoopman would post Council agendas and send packets the Friday before a meeting. Cirillo/Burkel made a motion to approve the receipt of Council Meeting information the Friday before the meeting. Carried.
- The completion of minutes within 48 hrs. is a goal but would not be enforced.
- Council packets for the past year were already posted on the City's website.

7. **Review of Year End 2020 Budget (Unaudited)** Carrier requested an overview of the 2020 budget which was provided.

8. **Uncertainty, Risks, and Budgets during COVID 19** – Carrier asked for the Council to consider the uncertainty of Covid-19 and questioned if budget changes need to be made. Hoopman noted Committees have already been asked to consider the impacts of Covid-19 in 2021 and for their recommendations.

9. **Project Updates**

- a. Parking Management Plan – Implementing paid parking was discussed. Hoopman asked if the Committee would continue discussing an overall parking management plan. It would be useful for the Plan Commission when moving onto the review of the entire Zoning Code.
- b. Marina Breakwell/Seawall Project – Bryan told the Council this project was expected to be bid out in March.
- c. Bayfield & Ashland County Regional Housing Study – Underway. Survey work to be completed by end of March.
- d. Big Ravine and Bayfield Area Trails Updates – Parks and Recreation Committee is working on obtaining easements for private property the trails now cross over. Carrier noted one owner has mentioned selling the Committee would be asking them to consider donating it to the City.
- e. Memorial Park Walkway – Nothing new to report.
- f. Green Infrastructure – the proposed ordinances are being reviewed by various committees. Now seeking feedback.
- g. Bayfield Carnegie Library Pillar Project Update – Nothing new to report.
- h. City Hall Phone and Internet Project Update - In process; new phones to arrive tomorrow.

10. **Mayor's Report**

The Mayor mentioned the sale of the FUN building located on the corner of 3rd Street and Manypenny. The building could be used to either move the City Hall offices or be used for transitional office space while City Hall is renovated. Carrier volunteered to work with a small group to evaluate the potential. He asked the Mayor to provide him with a written goal statement.

File Reports from Committees, Commission & Boards:

Ambulance: January 20, 2021

Fire Department: Minutes of February 1, 2021

Harbor: Minutes of February 8, 2021

Library: Minutes of January 11 and February 9, 2021

Planning: Minutes of January 26, 2021

Police Department: January 2020 Reports

Bryan/Burkel moved to accept and place on file the above listed minutes. Carried.

Clerk: Hoopman said the Spring Primary election ran smoothly and the City had 72 voters in total.

Correspondence: None.

Treasurer: January Treasurer's Report, Voucher Payments, Fund Summary, and Budgets

Bryan/Burkel made a motion to approve the bills and place the Treasurer's Reports provided on file. Passed by roll call vote as follows: Carrier, Cirillo, Bryan and Burkel – yes.

Next Mtgs. March 17, April 20 (Tuesday-Reorganizational Mtg), May 19 (2– 4 p.m. Board of Review) and May 19, 2021(Reg. Mtg.)

Adjournment – Cirillo/Carrier moved to adjourn. Carried. 7:18 p.m.

Minutes by Billie L. Hoopman, Clerk