

# City of Bayfield Common Council Regular Meeting

Minutes of Wednesday, October 20, 2021, 5:30 p.m.

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## 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:** Beagan (virtual), Bryan, Burkel (virtual), Carrier, and Mayor Ringberg

**Others:** Erik Gruber, Kati Anderson, Kelsey Lundberg, Kate Kitchell, Jenna Galagher, Craig Skaaden, Paul Swansen

**Staff:** Treasurer Johnston, PWD Kovachevich, Chief Fangman, and Clerk Hoopman;  
Virtual – Office Admin. Mather, GBWWTP Op. Pearson, W/S Op. Berg

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

## Public Comment and Suggestions from Persons Present:

- Kate Kitchell – Told the Council she and Mike Eldred support Resolution #592, moving to at large positions. She wished all the supporting information she provided for the Parks and Recreation Department was included in the information provided to the Council and noted she did not believe she specifically said the Copper Hill/East Dock parking CIP funding would not be used for the Playground Improvement Project, and finally she noted funding is needed for a City website upgrade.

**Discussion and Identification of Items for Future Agendas:** None were identified.

**Review/Approve the Common Council minutes of September 15, 2021:** Bryan/Burkel moved to approve the Council minutes of September 15, 2021, as presented. Discussion. Carried.

## Agenda

**1. Mayor Ringberg – State of the City of Bayfield:** The Mayor read his four-page state of the City address. He commented on the Baker Tilly Financial Plan done earlier this year and the City's looming financial forecast, the lack of State Assistance, and the possible new revenue source from a paid parking program.

## **2. 2022 Budget Summary, Proposed Budget, CIPS, and 5 yr. CIPs**

The Council discussed the proposed budget and CIPs. Discussion ensued.

- By consensus it was agreed to budget Parking revenues the same as expenses.
- Councilors felt more community engagement is needed with the parking proposal.
- The proposed increase in the PILOT was discussed. Councilors learned the Utility has been paying back the Gen. Fund approximately \$50,000 a year for past debt which will be paid in full by the end of 2021 making an increase in the PILOT payment easy to absorb in 2022. There was not consensus on keeping it in or taking it out.
- The City Council does not feel a referendum will pass but continues to have the option to put debt onto the Tax levy.
- Time will be needed to adjust the budget. With the removal of parking revenues CIP's will have to be cut. City Hall planning funds, and the PWD truck will be eliminated.
- A special meeting was scheduled for Monday, November 1, 2021, at 2 p.m. to review a revised 2022 budget and CIPS.

Bryan/Burkel made a motion to reconsider the 2022 Wage Resolution at their next meeting specifically an amendment of the Office Assistant/Utility Clerk's wage to \$21.25/hr. Passed by roll call vote as

follows: Beagan, Bryan, Burkel, and Carrier – yes.

Bryan/Carrier moved to give authorization to PWD Kovachevich to enter into a contractual agreement with John Deere to purchase a new backhoe estimated in the amount of \$125,770.00. It is anticipated the price will be offset by trading in or selling the old one. Passed by roll call vote as follows: Bryan, Burkel, Carrier and Beagan – yes.

3. **Bayfield Water Utility PILOT Payment** – Discussion ensued above. No further action was taken.
4. **Baker Tilly quote for 2021-2023 Year End Auditing Services:** Carrier/Burkel moved to approve the 2021-2023 Year End Audit Services proposal dated September 27, 2021, in the amount of \$42,315, \$49,900, and \$46,515, respectively. It was noted a single audit is included, but the year it is needed may vary. Passed by roll call vote as follows: Burkel, Carrier, Beagan, and Bryan – yes.
5. **Bayfield County Redistricting Map:** The Council received a copy of the old districting map, and a copy of the newly adopted district map. A special thank you to Bill Bussey for his map amendments work!
6. **Resolution #592 - Creating a single Ward in the City of Bayfield, Wisconsin:** Bryan/Carrier moved to adopt Resolution #592 as presented. Passed by roll call vote as follows: Carrier, Beagan, Bryan and Burkel – yes.
7. **Resolution #593 – approving the temporary borrowing of \$3,000,000 for the Apostle Islands Marina Renovation Project (Construction Loan):** Bryan/Carrier made a motion to approve Resolution #593 as presented. It was understood this is a temporary construction loan and funds would be used as needed and paid back as revenues from grant sources are received. Passed by roll call vote as follows: Beagan, Bryan, Burkel, and Carrier – yes.
8. **2021 Apple Festival Law Enforcement Hours Report:** Informational, no action required. Chief Fangman mentioned the numerous hours worked by GLIFWC under mutual aid and donation of significant equipment including the command center trailer, four wheelers, etc. Thank you!
9. **City of Bayfield Employee Handbooks Updates:**
  - 316 - Health Insurance, Life Insurance and Defined Contribution Benefits
  - 317 - Bayfield Recreation CenterBurkel/Bryan moved to approve the Employee Handbook amendments as presented. Passed by roll call vote as follows: Bryan, Burkel, Carrier, and Beagan – yes.
10. **Draft - Notice of Spring Election:** Informational only, no action needed.
11. **Project Updates:**
  - a. **Apostle Islands Marina Project** – Scheduled to begin next week, but so far, it's off to a rocky start.
  - b. **Waterfront Walk** – Project is on hold until a signed agreement is received from WCMGP.
  - c. **Courthouse Improvements – Review/Approve Agreement for Services from DSGW Architects**  
Bryan/Burkel moved to approve the agreement for design and coordination services from DSGW in the amount of \$36,720. Passed by roll call vote as follows: Burkel, Carrier, Beagan and Bryan – yes.

#### **File Reports from Committees, Commission & Boards**

**Ambulance:** Minutes of February 18 and August 26, 2021

**Fire Department:** Minutes of September 13, 2021

**Harbor:** Minutes of October 4, 2021

**Library:** Minutes of September 22, 2021

**Parking:** Minutes of August 25, and September 14, 2021

**Planning:** Minutes of September 28, 2021

**Police Department:** September 2021 Report

**Public Works:** Minutes of August 18 and September 15, 2021

Carrier/Burkel made a motion to accept and place on file the minutes listed above. Carried.

**Correspondence:** Bayfield Apple Festival Music Match Fund – Information only, no action required.

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

Bryan/Carrier made a motion to accept and place on file the September Treasurer's Report as presented.

Passed by roll call vote as follows: Carrier, Beagan, Bryan and Burkel – yes.

**Next Mtgs:**

Special Budget Meeting – November 1, 2021, at 2 p.m.

Reg. Meeting and Budget Public Hearing – November 23, 2021, at 5:30 p.m.

Reg. Meeting - December 15, 2021, at 5:30 p.m.

**Adjournment**

Burkel/Carrier moved to adjourn. Carried. (7:31 p.m.)

*Minutes by Billie L. Hoopman, Clerk*