

City of Bayfield Common Council

Minutes of Wednesday, September 21, 2022, 5:30 pm

Call to Order – Roll Call – Pledge of Allegiance

Mayor Ringberg called the meeting to order followed by roll call and the Pledge of Allegiance.

Present: Beagan, Bryan, Carrier, Dougherty, and Mayor Ringberg

Staff: Treasurer Johnston, Clerk Hoopman, Librarian Weber, PWD Kovachevich, Chief Ladwig, Laborers Bainbridge, Deragon and Spinner, Operators Burg and Pearson, Chief Boutin

Others: Carol Fahrenkrog, Robert Schunning, Craig Skaaden, Bill Bland, Jenny Tumas, Melissa Cragoe, Esme Martinsen, Dee Johnson, and Kate Kitchell

Review/Approve Agenda: Bryan/Dougherty moved to approve the agenda as presented with the exception they would move the closed session to the first agenda item. They expected it to last approximately 30 minutes, and all would be welcomed back to the meeting when it was over. Carried.

Public Comment and Suggestions from Persons Present on Agenda Items:

Operator Pearson asked the Council to support the GBWWTPC's motion, noted in their minutes of September 8, 2022 which are in the packet, that recommend a 9.1% wage increase for the GBWWTP Operator beginning in 2023 and further for the Council to look at this as an independent line-item request. He noted the wage increase was based on the current CPI. He understands this is not considered a merit-based wage increase, but noted his recent accomplishments which include a lab audit he passed with flying colors, a site visit in which he received an A+ rating, and the work involved to apply and receive the WPDES Permit.

Hoopman asked the Council to note the letter they received from the Employees which is in the packet and added if they had questions or would like to further discuss the employees would be happy to do so.

Johnston concurred with Hoopman. She added the employees have a great employee working relationship, are self-directed, and supports the request for an increase.

Discussion and Identification of Items for Future Agendas: None

Review/Approve the Common Council's Regular Minutes of August 30, 2022: Dougherty/Bryan made a motion to approve the previous meeting minutes as presented. Carried.

Bryan/Dougherty moved to convene into closed session pursuant to Section 19.85 (1)(c)(f) to discuss employee compensation, evaluations, and other personnel matters. The Council reserves the right to reconvene into open session to make any decisions on the discussion and/or for purposes of adjournment. Passed by roll call vote as follows: Bryan, Carrier, Dougherty and Beagan – yes.

Present: Beagan, Bryan, Carrier, Dougherty, and Mayor Ringberg

Bryan/Carrier made a motion to reconvene into open session. Passed by roll call vote as follows: Carrier, Beagan, Bryan and Carrier – yes. (6:18 p.m.)

Agenda

- 1. Annual Apple Festival Updates:** Director Fahrenkrog noted all planning effort are going well. She provided a basic overview of the two music venues and carnival.
- 2. 41 South Broad Street Info./Update:** Clerk Hoopman provided a report showing the activities taken to date by the City of Bayfield. Mr. Schultz was at the site today and he capped off the sewer. He has been asked to clean up the property before Apple Festival weekend now that the investigation is complete, and the insurance has been settled.

3. **Borrowing for Backhoe:** Bryan/Dougherty moved to borrow \$100,000 for a period of 5 years at a rate of 3.75%. Discussion. Passed by roll call vote as follows: Dougherty, Beagan, Bryan, Carrier – yes.
4. **Financial Plan Update:** Clerk Hoopman and Treasurer Johnston provided the Council with an update to the Baker Tilly Financial Plan and various pages were discussed. Clerk Hoopman pointed out the document does not provide for the current known escalators in costs and the variations with the requested CIP's which cause the document to be misleading. With the bare minimum escalators, the reports continue to show we have increasing expenses and decreasing revenues and our operations are unsustainable. She asked the Council about the report and its usefulness to them noting it is labor intensive and time consuming. The timing of updates is also limited to the date the financial audit is received.
5. **2023 Budget and CIP's**
Treasurer Johnston and Clerk Hoopman presented the Council with a summary and proposed budget which was not balanced; it is off by \$443,538.26. Members of the Council expressed not being prepared to discuss the budget due to the late timing it was received. They will hold a special meeting to further discuss. Treasurer Johnston informed the Council she could prepare a balanced budget, but it would include using undesignated savings (raining day funds) and by adding additional debt to the levy. They encouraged her to provide them with this alternative budget for review.
6. **Resolution #601 – City of Bayfield Exemption from the 2023 Bayfield County Library Levy**
Bryan/Carrier made a motion to approve Resolution #601 as presented. Passed by roll call vote as follows: Beagan, Bryan, Carrier, and Dougherty – yes.
7. **Project Updates:**
 - a. Apostle Islands Marina Project – Almost complete. Working on punch list items.
 - b. EMS Study Committee – Project is complete, and the report has been sent out.
 - c. Courthouse Improvements Project – We are working with DSGW on breaking out the project and rebidding.
 - d. Playground Replacement Project – Nothing new to report. The Copper Hill park is in motion. Fundraising continues for East Dock Park.
 - e. Wayfinding – The Plan Commission received two design options. They will evaluate them at their next meeting.
 - f. Zoning Code Rewrite – The Plan Commission will be meeting next week to continue working on land uses and the land use matrix.
8. **Mayor's Report** – The Mayor received a proposal he shared with the Council from Kimley Horn who could assist with the City of Bayfield's Parking Management Plan. The report showed the scope of services which include project management and stakeholder engagement, parking management plan validation, implementation action plan and proposed fees/expenses. The Mayor was thanked for obtaining this proposal.

The Mayor also thanked the staff for their work over the past four months.

File Reports from Committees, Commission & Boards

Architectural Review Board: Minutes of August 22, 2022

GBWWTPC: Minutes of September 8, 2022

Library: Minutes of August 17, 2022

Planning: Minutes of August 23, 2022

Police Department: August 2022 Report

Dougherty/Beagan moved to accept and place the above minutes on file. Carrier mentioned the proposed library sign location might be better placed so as not to detract from the historic character of the Library Building. Carried.

Correspondence:

- Ehlers and Pierce – Potential Refunding of Existing Bonds
- Landmark Conservancy – Investing in the Brownstone Trail that Connects Us
- Bayfield County – Board of Adjustment Vacancy
- League of Wisconsin Municipalities – Municipalities Face Growing Difficulty Filling Critical Positions

Dougherty/Beagan moved to place the correspondence on file. Carried.

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

Bryan/Carrier made a motion to approve the August Treasurer's Reports as presented. Passed by roll call vote as follows: Bryan, Carrier, Dougherty and Beagan – yes.

Next Mtgs: October 5, 2022, 5 p.m. and October 21, 2022, 5:30 p.m.

Employee: Resignation / Hiring / Wage Rates

Bryan/Carrier moved to increase the GBWWTP Operator's base wage to \$30.00 hr. effective October 1, 2022, and this position will additionally receive the same increase as given to other employees on January 1, 2023. Passed by roll call vote as follows: Carrier, Dougherty, Beagan, and Bryan – yes.

Hoopman asked the Council if they were going to address the other employees and what they could expect in terms of wages. The Council informed them they were in favor of a 9.1% wage increase.

The Council was informed about the resignation of Jennifer Meierotto and the hiring of Dakota Weeks.

Adjournment: Carrier/Bryan made a motion to adjourn. Carried. (7:21 p.m.)

Minutes by Billie L. Hoopman, Clerk