

City of Bayfield Common Council Meeting

Minutes of September 13, 2023

Call to Order – Roll Call – Pledge of Allegiance

Mayor Ringberg called the meeting to order at 4:00 p.m. at the Bayfield City Hall.

Present: Bland, Carrier, Cornelius, Dougherty, and Mayor Ringberg

Staff: Clerk Hoopman, Treasurer Johnston, PWD Kovachevich, Chief Novak, GBWWTP Operator Pearson, Library Director Weber, and Office Administrator Weeks

Others: Craig Skaaden, Kelly Westlund-Chequamegon Housing Coalition, Susan Woods-Beeson, Robert Ferrin-Kimley-Horn, Carol Fahrenkrog-Chamber, and Larry MacDonald

Review/Approve Agenda: Cornelius/Bland made a motion to approve the agenda as presented. Carried.

Public Comment and Suggestions from Persons Present on Agenda Items: None.

Discussion and Identification of Items for Future Agendas: None.

Review/Approve the Common Council's Minutes of August 16, 2023: Dougherty/Carrier made a motion to approve the minutes of August 16, 2023, as presented. Carried.

Presentations were given by Nick Goeman – Baker Tilly, 2022 City of Bayfield Financial Report and Robert Parking - Management Plan Implementation.

Agenda

1. 2022 Financial Reports

Discussion ensued on the Harbor Commission Fund Balance and the terms “restricted” and “unrestricted”. Goeman said, the structure of funds is consistent with other communities, but would follow another structure if that information was provided by the City. If the Harbor Fund balance was spent and the Harbor had other needs, then it would have to be supported by the General Fund.

The 2022 Financial Reports were accepted, and they will be placed on file.

2. Bayfield Parking Management Plan Validation Memorandum and Parking Management Plan Attachment A – Parking Utilization

- Attachment B – Stakeholder Engagement Summary
- Attachment C – Parking Enforcement Attendant Job Description
- Attachment D – Parking Program Development

Discussion ensued on the Parking Management Plan. Due to the amount of questions and concerns the Council agreed to hold a special meeting on Tuesday, September 19, 2023, at 7:30 a.m. at Bayfield City Hall.

3. Chequamegon Bay Housing Coalition Charter

Dougherty/Carrier made a motion to endorse and sign the Chequamegon Bay Regional Housing Coalition Charter. Passed by roll call vote as follows: Bland, Carrier, Cornelius, and Dougherty – yes.

4. Room Tax Report – 2nd Quarter Update

Room Taxes are down slightly in the 2nd Quarter. Informational, no action required.

5. Premier Resort Tax – 2nd Quarter Update

Premier Resort Tax is down again this quarter. Informational, no action required.

6. Resolution #611 – Migratory Bird Day

Cornelius/Carrier made a motion to adopt Resolution #611 – Migratory Bird Day as presented. Passed by voice vote, all ayes.

7. Ordinance #404 – Amending the Operation of Short-Term Rentals

The Council agreed to move forward to a public hearing which would be held by the Plan Commission.

8. Resignations & Appointments: None.

9. 2024 Budget & CIPS

Budgets and CIPS were due last Friday. A list of the 2024-2028 Capital Improvements Projects was presented to the Council. Overall requests for 2024 total \$2 million, but the General Fund has been funding approximately \$100-\$120,000/yr.

It was understood the Police Department would be submitting an amended Capitol Improvement List.

The Parks and Recreation Committee is looking to apply to the WCMG Program for a Planning Grant, and it was supported by the Council with the following understanding:

- This is a 50/50 grant and the City's match would be in the form of donations.
- This would be added to their 2024 CIP list.
- This information would be presented to both the Public Works Department and Harbor Commission prior to submitting the grant proposal.

Councilor Bland inquired about the City opening the Pavilion up for winter walking. Hoopman said the City cannot afford to financially subsidize this program at this time. She suggested asking the school as they are open, plowed and the facility is heated during the off season or ask other communities to help support such a program. Cornelius offered to contact the school.

Project Updates:

- **2023 City Leadership Retreat Facilitation - Spano Group Advisors:** The Mayor will try and solidify a new date for the retreat and Hoopman handed out the Policy Guide Books suggested by Spano.
- **Courthouse Improvements Project:** The new lease has finally begun. Work continues on the electrical and roofing projects.
- **Playground Replacement Project:** WI Coastal Management Program Grant Proposal for East Dock Park Area (See above).
- **Wayfinding:** Plan Commission has been working on amendments to the 90% design drawings.
- **Zoning Code Rewrite:** Still working through the process to get the right code for our community.

Mayor's Report: The Mayor asked the Council to consider, "what are our priorities"? He noted the Council should expect increases in health care and wages, 6% and 4% respectively. Employee policy changes are needed, and there is a growing City's to-do list.

File Reports from Committees, Commission & Boards

Harbor: Minutes of August 28, 2023 , and

- Passenger Vessel Policy – Revision September 2023
- Welcome and Introduction of new Harbormaster

Library: Minutes of August 16, 2023

Parks and Rec.: Minutes of September 7, 2023

Planning: Minutes of August 22 and September 6, 2023

Police Department: August 2023 Report

Public Works: Minutes of August 15, 2023

Tree Board: Minutes of August 24, 2023

Carrier/Bland made a motion to approve the minutes listed above in a block format. Dougherty updated the Council about the Harbormaster Interview process and noted they were pleased Nick Hayes accepted the offer as the new Harbormaster. Carried.

Cornelius/Carrier moved to approve the revised City of Bayfield Harbor Commission Passenger Fee Policy to include the Bayfield Marina and LE Dock. Passed by roll call vote as follows: Cornelius, Dougherty, Bland, and Carrier – yes.

Treasurer: August Treasurer's Report, Voucher Payments, Fund Summary, and Budgets: None due to the earlier date of the meeting.

Correspondence:

- Open Letter to the Members of the Bad River Band of the Lake Superior Tribe of Chippewa
- 2023-2043 DRAFT Bayfield County Comp. Plan, Completed and Notice of 3 Public Listening Sessions Informational, no action required.

Next Mtgs:

- Special Budget Meeting(s): September 19, 2023, 7:30 a.m. – Parking Plan Implementation
- October 18, 2023, 5:30 p.m.

Adjournment: Dougherty/Cornelius moved to adjourn. Carried.

Minutes by Billie L. Hoopman, Clerk