

CITY COMMITTEES/BOARDS/COMMISSIONS: MEMBERSHIP, TERMS, ORIGIN, DUTIES, PLANS (Excerpts from City Code are not complete. See City Code for full details)

Committee Title	Members	Terms & Membership	Meetings (frequency; dates; procedures; meeting history 2015-2019)	Origin (Statute, City Ordinance, etc.)	Duties/Mission (indicate if there is a budget role)	Guiding Laws, Ordinances, Plans, References	Products 2015-2019 (grants, plans, agreements, policies etc.)
<p>General Provisions for Committees (see sheet #2 for distinction between board, commission, & committee)</p>	<p>Standing committees. At the organizational meeting of the Common Council in each year following the annual election, the Mayor may appoint Alderpersons to standing committees, subject to Council confirmation, which shall have such duties and responsibilities as prescribed by the Mayor and this Code, and to make whatever recommendations to the Council as it deems appropriate or as may be directed by the Council.</p>	<p>Generally, committees are on staggered 3 year terms. Generally, there is a minimum of 5 members; although more members may be appointed upon recommendation from the Mayor and approved by the Council.</p>	<p>Generally, committees, commissions and boards meet on a monthly basis, sometimes less frequently between December and March. Regular meetings; public notice. Every board, committee and commission created by or existing under the ordinances of the City shall: 1) Fix a regular date, time and place for its meeting; 2) All meeting notices shall be posted in full compliance with the Open Meeting Law requirements. 3) Post at the front door of the City Hall, or publish, an agenda of the matters to be taken up at such meeting. 4) Special meetings. Nothing in Subsection A shall preclude the calling of a special meeting or with dispensing with the publication of notice or such posting of the agenda, for good cause, but such special meetings shall nonetheless comply in all respects with the provisions of §§ 19.81 to 19.89, Wis. Stats.</p>	<p>§ 72-6 Standing committees; action on committee reports. § 21-9 General provisions regarding meetings and public notice. Committees/boards not established by statute or ordinance were established and assigned by the City Council. Exact dates of origin unknown.</p>	<p>Oversee planning, operation, and maintenance of properties, infrastructure, and services. Create, review, and oversee budgets. Make recommendations to Council on items listed above.</p>	<p>City Comprehensive Plan is applicable to all committees and should be referenced as they carry out their mission. This can be found on the City website.</p>	
<p>Ambulance Commission (AC)</p>	<p>Claudia Ferraro (Chair); Lyn Cornelius; Jane Edwards; Mike Radke; Gary Connell; Dianne Nussbaum; Susan Horton/Aimee Kaufman?</p>	<p>Membership on the Commission shall initially be six, three members from the City of Bayfield and three members from the Town of Bayfield. The members shall be appointed by the respective governing bodies to serve indefinite terms at the pleasure of such governing bodies.</p>	<p>Meets every other month.</p>	<p>§ 21-5 Ambulance Commission in City Code</p>	<p>Overseeing the operation and providing ambulance service to the two municipalities. Such responsibility shall include, but not be limited to, the ownership of an ambulance to be housed with the City, and the necessary equipment for providing service. The City of Bayfield shall enter into a contract with the Commission, which contract shall extend from January 1 to December 31, for the supplying of ambulance service within the City. Such contract shall provide for annual renewal thereof unless written notice is given by a unit of government. The Commission shall submit a tentative budget to the City by September 1 of each year and a final budget by November 15. It shall also make an annual accounting to the City. See Code for more details.</p>		

Architectural Review Board (ARB)	Sharon Johnson (Chair); Sheryl Burkel; Tina Nelson; Mike Eldred; Bill Cornelius; Bob Durfey; Rob Reimer; Sandy Paavola (alt); Dionne Johntson (staff)	The Architectural Review Board shall consist of seven City of Bayfield residents. Of the membership, if available in the City, one shall be a registered architect; one shall be a historian; one shall be a licensed real estate broker or a licensed agent; one shall be an Alderperson; one shall be a member of the Plan Commission; one shall be a member of the building trades; and one shall be a member at large. Each member shall have, to the highest extent practicable, a known interest in historic preservation. The Mayor shall appoint the members of the Board subject to confirmation by the Common Council.	Meets monthly. 1) The Architectural Review Board shall organize and adopt rules for its own government in accordance with the provisions of this section. 2) Meetings shall be held at the call of the Chairperson or when requested by the Building Inspector and shall be open to the public. 3) Minutes shall be kept showing all actions taken and shall be a public record. The grounds for every decision shall be stated. 4) Request the applicant to furnish additional information.	[Amended 4-6-2005]	No structure shall hereafter be erected, moved, reconstructed demolished, extended, enlarged, or have its exterior altered or changed without the Architectural Review Board's approval. Small accessory structures are exempt unless the Building Inspector requests a determination by the Architectural Board. 1) Hear and decide applications for permission to erect, move, reconstruct, extend, alter, demolish or change the exterior of all structures. 2) Approve, deny or conditionally approve the application and may request such modifications as they may deem necessary to carry out the purpose of this section. 3) Request assistance from other municipal officers, departments, boards and commissions. 4) Request the applicant to furnish additional information. 5) Those powers given to it under Chapter 423, Historic Preservation, of the Code of the City of Bayfield.	Solar Application & Permitting documents; Ordinances regarding historic structures & preservation;	
Bayfield Common Council (BCC)	Gordon Ringberg (Mayor); Jim Bryan; Sheryl Burkel; Joanne Cirillo; Sharon Johnson	Terms are 2 years, in accordance with State Statute	Meets at least monthly. Annual organization meeting. Following a regular City election, the Common Council shall meet on the third Tuesday of April for the purpose of organization. Regular meetings of the Common Council shall be held as scheduled by the Council. Any regular meetings falling upon a legal holiday shall be held on the next following secular day, at the same hour and place, or as otherwise designated by majority vote of the Common Council. All meetings of the Council shall be held in the Bayfield Municipal Building, including special and adjourned meetings, unless another location is designated by the Common Council at a previous meeting.	§ 72-2 Common Council.	General. The Common Council shall be vested with all the powers of the City not specifically given some other officer. Except as otherwise provided by law, the Common Council shall have the management and control of the City property, finances, highways, streets, navigable waters and the public service, and shall have the power to act for the government and good order of the City, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.	State statutes; City Ordinances/Code; Comprehensive Plan	

Board of Adjustment/Appeals (BOA)	Currently, this Board does not appear to exist		Meets as needed or upon request.	§ 407-40 Board of Adjustment/Appeals. The Board of Adjustment/Appeals, created under § 59.694, Wis. Stats., for counties, or § 62.23(7)(e), Wis. Stats., for cities or villages, is hereby authorized or shall be appointed to act for the purposes of this chapter. The Board shall exercise the powers conferred by Wisconsin Statutes and adopt rules for the conduct of business. The Zoning Administrator may not be the secretary of the Board.	Powers and duties. The Board of Adjustment/Appeals shall: Appeals: hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this chapter. Boundary disputes: hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map. Variances: hear and decide, upon appeal, variances from the ordinance standards.	Sec. 407-40 of City Ordinance	
Board of Review (BOR)	Gordon Ringberg; Jim Bryan; Cheryl Burkel; Sharon Johnson; Joanne Cirillo; Billie Hoopman (clerk); up to 2 alternates appointed by Mayor (2 yr. terms)	The Board of Review shall consist of the Mayor, the City Clerk, the members of the Common Council and up to three alternates who can serve in the event a standing board member of the Board of Review is removed or unable to serve for any reason. The alternates shall be appointed by the Mayor with the approval of the Common Council and shall serve for terms of two years, commencing on May 1 in the particular year for which appointed, or until their successors are appointed and qualified. The Mayor shall stagger the terms of the first appointments as one- or two-year terms, in order to have subsequent appointments for each year.	Meets as needed or upon request.	§ 21-1 Board of Review. [Amended 6-12-2017 by Ord. No. 385]	The duties and functions of the Board of Review shall be as prescribed in §§ 70.46 and 70.47, Wis. Stats.. The Board shall carefully examine the assessment roll and correct all apparent errors in description or computation. It shall add all omitted property but shall not raise or lower the assessment of any property except after hearing, as provided by the statutes.		
Cemetery Board (CB)	Gordon Ringberg (Chair); Sharon Johnson; Jim Erickson; John Hunt; Billie Hoopman (clerk)	Terms shall be staggered for three-year periods.	Meets upon request or Annually	§ 21-6 Cemetery Board.	Make advisory recommendations to the Common Council regarding the care and management of Greenwood Cemetery of the City of Bayfield. This authority shall include the establishment of rules, regulations, and bylaws to fulfill the mandate of this section.	Section 172 of City Ordinance	
Citizen Participation Committee (CPC)	Gordon Ringberg (Chair); Dianne Fizell; Joanne Cirillo; Dottie Hackbarth;		Meets as needed or upon request.		Review of Community Development Block Grant under the Northwest Regional Planning Commission. This includes review of applications.	Northwest Regional Planning Commission's Economic Development programs	

Courthouse Committee (CTC)	Gordon Ringberg (Chair); Bill Peterson; Jane Halvorson; Kate Kitchell; Bob Durfey; Lynne Dominy (NPS Supt.) advisory/liaison)		Meets as needed or upon request.		Create, review, oversee annual budget. Oversee lease.	GSA lease (currently 10 years) for Apostle Islands National Lakeshore headquarters	GSA Lease agreement
Economic Development Committee?(EDC)		currently does not exist		Re-evaluate in light of new Comp Plan's Econ. Dev. chapter			
Education Committee? (EC)		currently does not exist		Re-evaluate in light of new Comp Plan references in Community Facilities, Intergovernmental Cooperation, etc.			
Finance Committee (FC)	Gordon Ringberg (Chair); Sheryl Burkel; Jim Bryan; City Treasurer				Plans, manages, & decides on City finances		
Fire Protection Committee (FPC)	Jim Bryan; Joanne Cirillo; Craig Hoopman; Robert Meierotto; Tom Kovachevich		Meets as needed. Re-evaluate in light of new Comp Plan's Utilities & Community Facilities, and Intergovernmental Cooperation chapters		Create, review, oversee annual budget. Oversee cooperative agreement.	5 year cost-share agreement for fire protection between the City and Town of Bayfield.	
Greater Bayfield Sanitary District Commission (GBSD)	Rex Dollinger (Chair); Gordon Ringberg (Vice chair); Jim Bryan; Michelle Shrider; Pam Brindley (Treasurer/Sec.); AJ Long		Meets upon request; generally 3-4 times per year		In accordance with 50 year intermunicipal agreement, oversees operations of treatment plant and forced main sewer line.	50 year intermunicipal agreement with Pikes Bay Sanitary District and City of Bayfield. Review new Comp Plan's Utilities & Community Facilities, and Intergovernmental Cooperation chapters	

Harbor Commission (HBC)	Jim Bryan (Chair); Terry Bauer; Carl Dahl; Ted Dougherty; Michelle Shrider; Billie Hoopman (staff)	Subject to the approval of the Common Council, the Mayor shall appoint five members to the Commission. Each member shall be a qualified elector of the City of Bayfield and shall have been a resident of the City for at least three years. One member of the Commission shall be an Alderperson. Terms shall be for three years except that in making initial appointments one term shall be for one year, one term shall be for two years, and one term shall be for three years. 2) The member of the Commission who is an Alderperson shall serve for a term expiring with his elective term. See Code for more details.	The Commission shall meet at least four times a year within the City of Bayfield. It shall give proper public notice of all meetings and all meetings shall be open to the public. The Commission shall maintain minutes of its meetings and such minutes shall be open to public inspection.	<u>§ 21-7Harbor Commission. Area of authority.</u> (1) Subject to the laws of the State of Wisconsin and of the United States, the Commission shall have jurisdiction over all water inside the United States Government breakwater and the piers which are the breakwater. The Commission shall also make any recommendations to the Common Council it deems to be in the public interest with regard to any waterfront property in the City. (2) The Harbor Commission has authority to make and expend funds for repairs. Improvements, including capital improvements, require prior Council approval.	The Commission shall have exclusive control over the day-to-day operation of the public harbor and public harbor facilities, but the Common Council and Mayor shall have exclusive control over the governmental aspects relating to public health and order and safety. All powers not specifically granted to the Commission in this section are reserved for Common Council and Mayor. Make necessary plans for harbor improvements; (2) With the consent of the Council, acquire land; (3) Maintain public harbor facilities; (4) Operate and/or lease publicly owned piers, wharves, and other terminal facilities, provided that all such leases shall be entered into the minutes of the Commission; (5) Assign berths; (6) Promote use of the harbor and its facilities; (7) Bring to the attention of the Council and Mayor any matter it believes to be in the public interest. (8) Exercise those duties and responsibilities as prescribed in §§ 30.37 and 30.38, Wis.	Waterfront Plan: June 2003 (Addendum to the City of Bayfield Comprehensive Plan 2001 - 2021); Section 500-23 of City ordinance regarding the waterfront district; Re-evaluate in light of new Comp Plan, especially Utilities & Community Facilities, and Transportation chapters	
Housing Committee? (HC)		Currently does not exist. Has been ad hoc; consider full committee status to develop and implement Actions in new Comp Plan				New Comp Plan has an entire chapter devoted to Housing	
Library Board (LB)	Sheryl Burkel (Treasurer); Jenny Tumas; Keeley Karl; Neil Howk; Laura Lima; Sarah Lund; Beth Cozzi; Blair Nelson (staff)	There is hereby created, pursuant to Ch. 43, Wis. Stats., a municipal LibraryBoard for the Bayfield Public Library consisting of a seven-member Board. Upon the first appointment, the members shall be divided as nearly as practicable into three equal groups to serve for two-, three-, and four-year terms, respectively. Thereafter, each regular appointment shall be for a term of three years.	Meets monthly	<u>§ 21-2Library Board. pursuant to Ch. 43, Wis. Stats.,</u>	The Library Board shall have the duties and powers as prescribed by Ch. 43, and more particularly set forth in § 43.58, Wis. Stats. The Library Board shall appoint the librarian and other library employees.	Sec. 306 of City Ordinance regarding library property; Review new Comp Plan's Utilities & Community Facilities chapter	
Parking Committee (PKC)	Gordon Ringberg (Chair); Joanne Cirillo; Sharon Johnson; David Eades; Bryce Albrecht; Beta Bodin; PWD Kovachevich; Chief Fangman;		Meets as needed			Sec. 370 & Sec. 500 of City Ordinance. Review new Comp Plan's Utilities & Community Facilitie chapter	

Parks & Recreation Committee (PRC)	Hilary Jewell (Chair); Joanne Cirillo ; Jane Edwards; Dianne Fizell; Kate Kitchell -Eldred; Sarah Mather		Meets monthly		Oversee planning, operation, and maintenance of properties, infrastructure, and services. Create, review, and oversee budgets. Make recommendations to Council on items listed above.	120 Acre Plan & Addendum (2001 & 2003); Parks & Recreation Map; 2015-2019 Outdoor Recreation Plan; Sec. 298 of City Ordinance; 2003 Waterfront Plan. Review new Comp Plan's Natural Resources & Community Facilities chapter	
Pavilion Committee (PVC)	Gordon Ringberg (Chair); Sharon Johnson ; Tyler Stoklasa; David Eades; Billie Hoopman; Rosa Karl (Advisory)		Meets upon request or Annually		Oversee planning, operation, and maintenance of Pavillion building and infrastructure. Create, review, and oversee budget. Make recommendations to Council on items listed above.	Review new Comp Plan's Utilities & Community Facilities chapter	
Planning Commission (PC)	Gordon Ringberg (Chair); Sharon Johnson; Sheryl Burkel ; Dottie Hackbarth; Bob Durfey; Mary O'Brien; Mary Dougherty; Billie Hoopman (Advisor)	The Plan Commission shall consist of seven members, of which shall be[1] the Mayor and other City elected or appointed officials, except that the Commission shall always have at least four citizen members who are not City officials. At its annual meeting in April of each year, the Mayor shall appoint an Alderperson(s), subject to Council confirmation, as a member(s) of the Plan Commission for a period of one year from and after the first day of May next ensuing. The Mayor will appoint at least four citizen members on the third Tuesday of April in each year to hold office for staggered terms of three years commencing with the third Tuesday of April.	Meets monthly. The Plan Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the City Clerk. Four members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the Commission.	§ 21-4 City Plan Commission. [Amended 9-20-2006 by Ord. No. 333]	1) The Plan Commission may make, adopt and, as necessary, amend, extend or add to the Comprehensive Plan, subject to Common Council confirmation, for the physical development of the City including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the City. 2) Mandatory referrals to Commission. 3) Miscellaneous powers. The Commission may make reports and recommendations relating to the plan and development of the City to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Common Council programs for public improvements. See City Code for more details.	Sec. 500 of City Ordinance regarding zoning. Review new Comp Plan's Land Use and other chapters.	
Public Health & Safety Committee (PHSC)	Gordon Ringberg (Chair); Sheryl Burkel ; John Fangman; Tom Kovachevich; Billie Hoopman		Currently not meeting		References throughout new Comprehensive Plan		
Public Works Committee (PWC)	Jim Bryan (Chair) ; Nancy Pearson; Mel Whiteside; Bill Peterson; Mike Eldred; Tom Kovachevich		Meets monthly		Oversee planning, operation, and maintenance of properties, infrastructure, and services for which the Public Works Department is responsible (e.g. roads, bridges, public facilities and access, water, sewer). Create, review, and oversee budgets. Make recommendations to Council on items listed above. Review new Comp Plan's Transportation, Utilities & Community Facilities chapters.		Several sections of the City ordinances provide direction regarding public works and facilities.

BRB Recycling Committee (RC)	Joanne Cirillo; Tom Kovachevich		Meets upon request; generally 3-4 times per year		Oversee planning, operation, and maintenance of transfer station and associated recycling operation. Provide direction and oversight of employees.	Contract between Towns or Bayfield and Russell and City of Bayfield. Noted in new Comp Plan Intergovernmental Cooperation chapter.	BRB Recycling Brochure (on line)
Tourism Commission (TC)	Gordon Ringberg (Chair); Sheryl Burkel; Tyler Stoklasa; Lois Albrecht; Mike Radtke; David Eades (Advisor)	The Tourism Commission shall be comprised of five commissioners, of which shall be the Mayor, one other elected official, and at least one member shall represent the Wisconsin hotel and motel industry. These appointments are made by the Mayor and confirmed by the Common Council. The terms of the appointments to the Tourism Commission shall be one year, beginning on May 1 following appointment, and ending on April 30 of the following year. Members may be reappointed to successive terms. During the first year, terms will begin after appointment and expire on the following April 30.	Meets 1x/year to determine allocation of tourism tax revenues	§ 21-8.1 Tourism Commission. (Added 8-9-2016 by Ord. No. 381)	The Tourism Commission shall have all powers and duties granted to it under § 66.0615, Wis. Stats., and any other applicable state statutes and/or provisions of the Revised Municipal Code of the City of Bayfield. Consider summarizing the areas noted in th statee statute and local code for easier reference and understanding.		
Tree Board (TRB) Note: it may be more appropriate to call it Tree Commtee as it is not established by ordinance or statute.	Beth Cozzi (Chair) ; Gordon Ringberg; Sherman Edwards; Susan Hedman; Jacob Geisler; Tom Kovachevich;		Meets monthly			Forestry Area Assessment; Urban Forestry Plan and Tree Inventory Summary. See new Comp Plan Natural Resources chapter	
Waterfront (WF)	Jim Bryan (Chair); Sharon Johnson; David Eades; Bob Durfey; Bill Peterson; Gordon Ringberg & Tom Kovachevich (Advisor)		Ad Hoc Committee used to meet regularly. Now that Fountain /Waterfront Trail Project is completed it is unknown at this time if this Committee will continue or if related tasks will be given back to the Parks and Recreation Committee.			Waterfront Plan: June 2003 (Addendum to the City of Bayfield Comprehensive Plan 2001 - 2021). Review new Comp Plan for references	

<p>Zoning Board of Appeals (ZBA)</p>	<p>Bill Cornelius (Chair); Susan Hedman; Mike Eldred</p>	<p>Zoning Board of Appeals shall be appointed as specified in § 62.23(7)(e), Wis. Stats. The Zoning Board of Appeals shall consist of five members, and two alternate members, appointed by the Mayor, subject to confirmation by the Common Council for a term of three years. The members shall be compensated as determined by the Council and shall be removable by the Common Council for cause upon written charges and upon public hearing. The Zoning Board of Appeals shall internally elect a Chairperson and any other officers deemed necessary.</p>	<p>Meets as needed. Meetings and rules. All meetings of the Zoning Board of Appeals shall be held at the call of the Chairman and at such other times as the Board may determine. All hearings conducted by the said Board shall be open to the public. The Zoning Board of Appeals shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examination and other official actions, all of which shall be immediately filed in the office of the City Clerk and shall be a public record. The Board shall adopt its own rules of procedure not in conflict with this section or with applicable Wisconsin Statutes.</p>	<p>§ 21-3 Zoning Board of Appeals.</p>	<p>The Zoning Board of Appeals shall have the powers as set forth in § 500-103C of Chapter 500, Zoning, of the Code of the City of Bayfield. [Amended 10-18-2006 by Ord. No. 335]</p>	<p>§ 500 of Ordinance regarding zoning and 500-103 Appeals to Zoning Board of Appeals. New Comp Plan Land Use Chapter and Land Use Maps will; updated Zoning Code 2020,</p>	
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