

# City of Bayfield Public Works Minutes

May 16, 2019

Call to order at 9:01 am by Chairman Bryan at the Bayfield Fire Hall

Roll Call: Chairman—Jim Bryn, Mel Whiteside, Mike Eldred, Bill Peterson, Nancy Pearson

Absent: None

Others: PWD—Tom Kovachevich, Utility Operator—Mike Burg, GBWWTP Operator—Josh Pearson, Office Assistant—Sarah Mather, Mayor—Gordon Ringberg

Eldred/Whiteside motioned to approve agenda as presented. Carried

Eldred/ Whiteside motioned to approve the minutes of March 13, 2019. Carried.

Public Input: None

Agenda Items:

1. Old Business
  - a. Pikes Bay—Settled up past bills. Celia Duquette is our full customer now. Brownstone Line has been abandoned.
2. Public Works Director Report
  - a. Trying to clean everything up for Memorial Day. Clean-Up week went well—snowstorm set the crew back a little bit. The crew is sweeping and getting trash cans out. Cemetery is a priority to get cleaned before Memorial Day.
3. Utility Operator Report
  - a. Flushing hydrants finished yesterday. New motor at Well 4 installed. All bathrooms and other City waters are on an there are no known problems. Josh and Mike both tested in May. Results are not in yet. Josh is completed with testing now. Utility will be pulling Well 3 this year to inspect and do maintenance. This is recommended every 10 years
  - b. I&I is up at the Plant. City was between 30-32% up from last year. Shows that fresh water is getting into the system. Clay Tile Pipes are an issue of this—failing system. Diluted waste from clean water isn't good for the biology at the plant.
4. Financials—Informational.
5. Holt Property Request
  - a. Frozen pipe over the winter lead to basement to flood. Usage was around 250,000 gallons causing the bill to be high. Owner was made aware of this before the bill was sent out. Enclosed in the bill was information about payment options and a letter requesting to make contact with staff to determine if their insurance company would pay for damages. No contact was made. Late payment went out. Owner contacted after late fee was put on the bill requesting to take the late payment off. PSN doesn't allow reversal of late payments. Motion by Eldred to keep the late fee on the bill Seconded by Pearson. Carried
6. Online Billing
  - a. Two options presented PSN with Banyon Integration and GovPayNet. PSN with Banyon Integration would allow time saving mechanisms for staff and provided an online service for customers that will allow them to pay online and view their account information. PSN with Banyon integration would cost the Utility a start up fee, yearly fee, and monthly fees—after the first year it would be around \$870/year to have. GovPayNet is a free service that would allow customers to pay with credit card and online, but would not save time for staff or provide account information to customers. Peterson made a motion to adopt PSN with Banyon Integration Pearson second. Carried.
7. Comprehensive Plan
  - a. Mayor Ringberg was present to discuss the Comprehensive Plan. PW Committee went over the 2019 Comp. Plan Connections to City Committees together and determined which items PW and the Utility are a part of. Went over the 3 items that were in the 2002 plan and determined that they are still relevant and need to be worked on—sidewalk plan and budget. HOMEWORK: Determine which items PW and Utility are the lead on and brainstorm action items at home.

Next meeting: June 11, 2019 at 10:00 am

Meeting Adjourned Eldred/ Whiteside 10:40pm

# 2019 COMP. PLAN CONNECTIONS TO CITY COMMITTEES

CHAPTER PAGE	GOALS & OBJECTIVES	Public Works	Water & Sewer
p.5	<b>VISION: Bayfield considers health, equity and sustainability in government decision-making processes, policies, and programs to create a vibrant, engaged, and welcoming community for all residents and visitors.</b>	X	X
p.5	<b>OVERARCHING GOAL for HEALTH: Bayfield supports the well-being of all with policies and programs that promote healthy food, a clean and accessible environment, and opportunities for active living in our community.</b>	X	X
p.6	<b>OVERARCHING GOAL for EDUCATION: Bayfield builds strong relationships with the School District and other educational institutions in the area to work proactively and cooperatively on current issues and long-term community planning.</b>	X	X
CH. I	<b>AGRICULTURAL, CULTURAL &amp; NATURAL RESOURCES CHAPTER</b>		
p.8	<b>Goal 1: Bayfield's unique and fragile natural environment is preserved and protected for future generations.</b>		
x	1. Protect ravines and stabilize run-off corridors to <del>prevent</del> hillside erosion and community destruction by stormwater. <i>Reduce</i>	X	X
	2. Develop and maintain buffers, swales and rain gardens to increase infiltration of rain and melting snow.	X	
	3. Restrict development on steep slopes, fragile soils and heavily wooded areas.	X	
	4. Develop a land protection strategy and development guidelines for sensitive areas	X	
	5. Preserve and protect surface, ground and drinking water as well as the waters and shorelines of Lake Superior	X	X
	6. Preserve, protect, and enhance native plants, trees and wildlife in the city.	X	X
p.9	<b>Goal 2: Bayfield preserves and protects its historical and cultural character, buildings and resources.</b>		
	1. Maintain the city's historic district guidelines and architectural quality.		
	2. Enforce the city's "dark sky" ordinance to reduce light pollution.		
	3. Prioritize the region's fishing and agricultural heritage, and its artistic community in economic development and planning.		
	4. Encourage inter-generational and intercultural sharing of the community's rich history.		
p.9	<b>Goal 3: Bayfield supports the continued agricultural use of lands in the surrounding area to maintain and expand the local economy.</b>		
	1. Work with Bayfield's neighboring jurisdictions to preserve and protect farmland for locally grown fresh food and value-added products.		
	2. Discourage non-agricultural uses and extractive industries on lands suitable for agriculture.		
	3. Explore opportunities for urban agriculture within the city limits.	X	X
p.9	<b>Goal 4: Bayfield provides quality park facilities and a variety of recreation opportunities and experiences to meet the needs of the community's residents and visitors.</b>		
	1. Preserve, maintain and enhance trails, especially along the waterfront.	X	
	2. Preserve, maintain and enhance the city's park system.	X	

CH. II p. 10	<b>UTILITIES &amp; COMMUNITY FACILITIES CHAPTER</b>		
p.12	<b>Goal: Bayfield invests in modern, affordable, efficient and reliable public utilities that support the wellbeing of all residents and a balanced year round economy.</b>	X	X
	1. Work cooperatively with neighboring communities to provide infrastructure and services that enhance the health, safety, security and quality of life for area residents and visitors.	X	X
	2. Plan for increased likelihood of stormwater flooding events.	X	X
	3. Maintain the abundance, quality and safety of the city's drinking water resources.		X
	4. Work with utility providers to ensure that appropriate infrastructure and a wide range of high quality communication and energy services that utilize renewable sources are installed underground whenever possible.	X	X
	5. Explore ways to make community services and resources more accessible to seniors.	X	
	6. Maintain excellent and accessible public spaces including Parks, Library, School, Recreation Center, Pavilion and Iron Bridge.	X	
	7. Support and maintain high quality emergency services for the greater community including police, ambulance, fire protection and public works.	X	
CH. III p.13	<b>TRANSPORTATION CHAPTER</b>		
p.14	<b>Goal 1: Bayfield supports a full range of safe and efficient public and private transportation options, motorized and non-motorized, marine and pedestrian in the City and the Chequamegon Bay region.</b>	X	X
	1. Develop, implement and maintain a local way-finding system that is informative and compatible with the aesthetics and character of the community.	X	
	2. Work to ensure that pedestrian destinations (e.g. school, library, recreation center, downtown, waterfront, residential areas) are safely connected to encourage foot travel.	X	
	3. Ensure that the existing local and regional transportation systems meet the needs of all users, especially youth, seniors and those with limited incomes.	X	
	4. Maintain adequate marine access to and from the City.		
	5. Provide appropriate routes for winter access by off-road vehicles.	X	
p.15	<b>Goal 2: Bayfield utilizes innovative parking strategies consistent with its hometown character to accommodate seasonal demands.</b>		
	1. Expand and encourage additional off-street parking options to preserve downtown parking spaces for customers of local businesses.	X	
CH. IV. P. 16	<b>ECONOMIC DEVELOPMENT CHAPTER</b>		
p.18	<b>Goal: Bayfield supports a resilient and inclusive year round economy with a range of businesses and opportunities that balance its hometown atmosphere with its tourism appeal.</b>	X	X
	1. Promote Bayfield as a desirable place for a diverse population to live, work, and play throughout the year.		
	2. Proactively create, support and retain locally owned businesses that meet the needs of community residents as well as visitors.		
	3. Promote economic development that appreciates and preserves Bayfield's natural environment without detrimental impact.		
	4. Encourage the Chamber & Visitor Bureau to promote best practices among local businesses to support Bayfield's sustainability goals.		
	5. Seek regional and area wide opportunities to promote new business opportunities.		
CH V. p.19	<b>HOUSING CHAPTER</b>		

p.21	<b>Goal: Bayfield provides housing opportunities for a range of income levels and accessibility to support the well-being of a diverse year round population that includes families, seniors and employees in local businesses.</b>		
	1. Increase the supply of housing that is affordable to low, moderate, and middle-income households.		
	2. Facilitate the development of accessible and assisted-living housing with easy access of parks, services, and community amenities.		
	3. Develop innovative strategies for housing seasonal and year-round employees of local businesses.		
	4. Address visitors' housing needs in ways that do not diminish the quality of life for residents.		
	5. Ensure that City zoning regulations support a range of housing choices.		
	6. Consider community land trust and land-banking strategies.		
CH. VI p. 22	<b>LAND USE CHAPTER</b>		
p.24	<b>Goal 1: Bayfield establishes clear land use approval guidelines and processes that reflect community values and encourage sustainable development compatible with its distinctive character.</b>	X	X
	1. Define and educate the community about sustainable development.		
	2. Solicit and incorporate community input on land use issues and decisions.		
	3. Create a checklist for evaluating environmental and health equity aspects of proposed development projects.		
	4. Explore "traditional neighborhood" guidelines for new development.		
	5. Encourage "mixed-use" development.		
	6. Revise and update the Zoning Code by 2020.		
	<b>Goal 2: Bayfield encourages infill and new development where appropriate to increase housing and mixed-use opportunities in the community.</b>	X	
	1. Identify areas that are currently underutilized.		
	2. Partner with private and non-governmental organizations.		
	<b>Goal 3: Bayfield preserves its shoreline, steep slopes and fragile soils to protect the community and Lake Superior waters.</b>	X	X
	1. Utilize conservancy or environmental protection for all ravines, streams and run-off corridors in the city.	X	
	2. Incorporate steep slopes and sensitive soils information into zoning regulations and guidelines for development.		
	3. Consider overlay districts in Zoning Code to identify sensitive areas.		
CH.VII p.26	<b>INTERGOVERNMENTAL COOPERATION CHAPTER</b>		
p.28	<b>GOAL: Bayfield takes a proactive role in joint planning efforts to develop sustainable approaches to environmental, economic, cultural and social issues important to communities in the Chequamegon Bay area.</b>	X	X
	1. Develop and maintain good working relationships with neighboring jurisdictions, governmental agencies, and non-governmental organizations to enable effective joint planning efforts throughout the region.	X	X
	2. Plan cooperatively for development of drinking water, stormwater, sewer and other infrastructure and services to provide cost efficiency and excellent service delivery.	X	X
	3. Protect natural watercourses and ravines in the Lake Superior watershed and support efforts to reduce pollution and flooding.	X	X
	4. Work proactively to protect and preserve farmland and cultural resources adjacent to the City.		
	5. Maintain a strong partnership with the School District of Bayfield and integrate it into long term planning for the City.	X	