

City of Bayfield Special Common Council Meeting

Minutes of Wednesday, March 31, 2021, 4:00 p.m.

- **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: Cirillo, Bryan, Burkel, Carrier and Mayor Ringberg

Staff: Treasurer Johnston, Clerk Hoopman, PWD Kovachevich, and Chief Fangman

Others: Nancy Trapp, Paul Swansen, Diane Fizell, and Craig Skadden

- **Review/Approve Agenda:** Cirillo/Burkel moved to approve the agenda as presented. Carried.

- **Public Comment and Suggestions from Persons Present:** None received.

- **Review/Approve the Common Council minutes of March 17, 2021:** Bryan/Cirillo made a motion to approve the previous meeting minutes as presented. Carried.

Agenda

1. **Discussion Parking Committee directive made at last Council Meeting:** Discussion ensued on the motion made at the last meeting, feelings about paid parking in the City, and next steps. It was agreed by all, that the motion made by the Common Council at their last meeting gives the Parking Committee the direction and guidance they requested.
2. **Discuss the best uses for the current City Hall Building and property and consider alternatives/needs for a new City Hall:** Recognizing the need for a study of current space and functional deficiencies and planning for future growth and efficient facilities in the City of Bayfield, Carrier moved that an Ad Hoc City Hall Committee be formed to create a Facility Needs Analysis for the Bayfield City Hall by January 1st, 2022 and to investigate new uses for existing city hall property. The services housed in the current City Hall include Administration Services, Public Works, and Police Department.

The purpose of this analysis would achieve the following:

1. Establish each department's current and future square footage functional needs
2. Review and evaluate the existing City Hall building to identify current conditions and building related issues
3. Provide redocumentations for new uses of existing city hall property that will provide additional revenue to city
4. Evaluate potential sites for new City Hall, Police Department and/or Public Works Department
5. Recommend the most suitable site(s) to best serve citizens and each department
6. Recommend potential phasing opportunities
7. Prepare a potential project budget

*At the May Council meeting the Committee shall provide a scope of work outline with milestone dates detailing the process by which the Facility Needs Analysis will be completed.

*A progress report shall be submitted to Council by July 1st, 2021 so budgetary considerations can be made for 2022 budget. The progress report shall include items 1-3.

Seconded by Burkel. Discussion. Motion carried by roll call vote: Cirillo, Bryan, Burkel and Carrier – yes.

Next Mtgs.: April 20 (Tuesday-Reorganizational Mtg), May 19 (2– 4 p.m. Board of Review and Reg. Mtg.)

Adjournment: Carrier/Cirillo moved to adjourn. Carried. (4:48 p.m.)

Minutes by Billie L. Hoopman, Clerk