

# City of Bayfield Common Council

Minutes of Tuesday, April 18, 2023, 5:30 pm

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**Call to Order – Roll Call – Pledge of Allegiance:** Mayor Ringberg called the meeting to order at 5:30 p.m. followed by roll call and the Pledge of Allegiance.

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

**Staff:** Clerk Hoopman, Treasurer Johnston, PWD Kovachevich

**Others:** Councilors Elect Cornelius and Bland, Craig Skaaden, Terry and Heidi Anderson, Bill Cornelius, Diane Fizell, Kati Anderson-Chamber, Jacob Kaiser-RFR, and “dj”

**Review/Approve Agenda:** Bryan/Dougherty moved 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 Regular Minutes of March 15, 2023:** Beagan/Bryan moved to approve the previous meeting minutes as presented. Carried.

## Agenda

1. **Resolution #607 - A Resolution supporting a Community Development Investment (CDI) Grant Application to the Wisconsin Economic Development Corporation** Dougherty/Beagan moved to approve Resolution #607 as presented. Passed by roll call vote as follows: Beagan, Bryan, Carrier, and Dougherty – yes.
2. **RFR Request for Health Infrastructure Grant Letter of Support**  
Dougherty/Carrier moved to approve sending the letter of support on RFR’s behalf as requested. Hoopman mentioned the Parks & Recreation Committee minutes mention the Playground Committee’s intent to apply for the same grant, and it is unprecedented to go up against yourself for a grant. The Playground Committee has demonstrated the need for the park replacement project. Councilors said RFR’s request also benefits the citizens. Carried, all ayes.
3. **Police Officer Hiring Update:** The Council was informed Lane Koltermann was offered the position and has accepted. He’ll be starting next week.
4. **Project Updates:**
  - a. **Parking Management Plan Implementation**  
The Council was provided copies of the Bayfield Parking Management Plan Stakeholder Engagement Summary – February 2023, the Staff Meeting Notes from February 13, and the Public Meeting Full Notes from February 13. An updated timeline was provided indicating the Council could expect to receive the action plan in July. This is predicated on some data collection in May/June. Informational, no action required.
  - b. **Courthouse Improvements Project:** The electrical work continues. We are expecting to receive the roof project timeline in the next week; the start date depends on the weather.
  - c. **Playground Replacement Project:** Nothing new was reported.
  - d. **Wayfinding:** The Plan Commission is continuing to work on the details, materials, and budget for the signs.

- e. **Zoning Code Rewrite:** At the last meeting the Plan Commission reviewed the following draft sections: General Provisions, Administrative Bodies and General Procedures.

5. **Mayor's Report:** The Mayor informed the Council the City has received a couple of soft requested for development in the City. He told the Council he's been looking into the possibility of a TID district for future development projects where the infrastructure is not present. Unfortunately, he found that it's highly unlikely we could move forward since the payback on the investment would not be favorable to the City, and furthermore a TID may not be accepted by the other taxing entities like the schools and county.

**File Reports from Committees, Commission & Boards**

**Architectural Review Board:** Minutes of February 27, 2023

**Fire Department:** Minutes of April 3, 2023

**Harbor:** Minutes of April 3, 6, and 13, 2023

**Library:** Minutes of March 15, 2023

**Parks and Rec.:** Minutes of April 6, 2023

**Planning:** Minutes of March 29, 2023

**Police Department:** March 2023 Report

**Public Works:** Minutes of March 15, 2023

Councilor Bryan informed the Council the PWD reviewed the request from the Ski Hill to host a dinner on the City's Iron Bridge. Several concerns regarding safety, alcohol, railings, and parking were raised and the request was denied. Dougherty/Beagan moved to place the minutes listed above on file. Carried, all ayes.

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

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

**Correspondence:**

- March 30, 2023, LaPointe Harbor Commission – RAISE Grant
- Bayfield Chamber & Visitor Bureau Membership Letter
- 2022 Tree City USA and Growth Award Letter
- April 16-22, 2023, Municipal Treasurer Appreciation Week

Informational, no action required. A standing applause directed at City Treasurer Johnston for her outstanding performance ensued. Thank you Dionne!

Prior to adjournment, Mayor Ringberg thanked Bryan (14 yrs.) and Beagan (2 yrs.) for their work and contributions to the City of Bayfield. Both Councilors provided some sincere parting words.

**Adjournment:** Beagan/Bryan moved to adjourn. Carried. (6:07 p.m.)

Minutes by Billie L. Hoopman, Clerk

# City of Bayfield Common Council – Reorganizational Meeting

Minutes of Tuesday, April 18, 2023

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## AGENDA

**1. 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:** Bland, Carrier, Cornelius, Dougherty, and Mayor Ringberg

**Staff:** Clerk Hoopman, Treasurer Johnston, PWD Kovachevich

**Others:** Colleen Beagan, Terry and Heidi Anderson, Bill Cornelius, and Kati Anderson-Chamber,

**2. Approve Agenda:** Carrier/Dougherty moved to approve the agenda as presented. Carried.

### **3. 2023 Spring Election: Certification of Election and Oath of Office(s)**

Clerk Hoopman provided the Spring Election Canvas Report, certified the election results, and ensued with the official oath of office for Councilors Bland and Cornelius.

### **4. Election of Council President**

Cornelius/Bland moved to nominate Councilor Dougherty as President. No other nominations were received after three requests. Motion carried; all ayes.

### **5. Appointments**

Bland/Cornelius made a motion to approve the appointments as shown on the attached 2023-2024 Committee List as presented. Carried.

### **6. City of Bayfield Orientation Handbook**

Councilors were provided with this brand-new Orientation Handbook. It was developed by the Mayor to help educate Councilors on their newly elected position.

### **7. City of Bayfield Common Council: Training**

The Council received a copy of a proposal from Spano Group Advisors for 2023 City Leadership Retreat Facilitation in the amount of \$4500. The Mayor indicated he would use his Travel Funds toward this endeavor and mentioned the use of Strategic Planning and Contingency Funding to pay the balance. Generally, the concept was favorable, but the Council requested additional time to read over the proposal and contemplate the expense. Action was postponed until the next meeting.

### **Next Mtgs:**

1. Set Regular Meetings Dates: Meetings will continue to be held the third Wednesdays of the month, at 5:30 p.m. at City Hall. The
2. May 17, 2023 – Board of Review (Call to order and adjourn to a later date) and Regular Meeting
3. September 13, 2023 – Board of Review, 2-4 p.m. (Required - min. of two hours)

**Adjournment:** Carrier/Bland moved to adjourn. Carried. (6:28 p.m.)

Minutes by Billie L. Hoopman, Clerk