

# City of Bayfield Common Council

## Minutes of February 21, 2024

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### Call to Order – Roll Call – Pledge of Allegiance

Council President Dougherty called the meeting to order at 5:30 p.m. followed by roll call and the Pledge of Allegiance.

**Present:** Bland, Carrier, Cornelius, and Dougherty

**Absent:** Mayor Ringberg,

**Others:** Craig Skaaden, Fred Clark, Mollie Carrier, Kylie Vadnais, Grace Hogan

**Staff:** W/S Op. Burg, Clerk Hoopman, Treasurer Johnston, PWD Kovachevich, Library Director Weber, Chief Novak, GBWWTP Op/PWD Pearson, Office Admin. Weeks

### Review/Approve Agenda

**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 January 17, 2024:** Cornelius/Carrier made a motion to approve the previous meeting minutes as presented. Carried.

### Agenda

#### 1. 2025 Budget Process/Schedule:

The Council by consensus agreed to the budget schedule provided which moves Operating and CIP request up by one month. They also liked the revised CIP Request Form which will be put into use. They further requested a formal process be drafted for setting employee wages but did not request assistance from staff.

- 2. Bayfield Parking Management Plan/Updates:** Discussion ensued on the plan and process. The Council received copies of a revised Paid Parking Implementation Action Plan which includes an updated timeline and strategy outline. The first item mentions creating a Parking Steering Committee, but no information was provided on the committee composition. The Council looks forward to getting a briefing from the Mayor on what action is needed.

Clerk Hoopman noted the consultant was hired to validate the parking plan, but the Council has not formally adopted a plan in which to work by, which makes moving forward on the timeline difficult. The task order did not call for drafting the plan revisions into a "final plan." The consultant's last task order is "Parking Vendor Onboarding and Support."

#### 3. Room Tax Report

The Treasurer provided the 2023 Fourth Quarter Room Tax Report and said overall room taxes are up from last year and our budget goals were met.

#### 4. Project Updates:

- Harbor Finger Pier and Underground Storage Tank Replacement Projects  
The Harbor Commission is continuing to determine the best layout for the finger piers and has sought a second opinion. The UST Bids are due March 4, 2024.
- East Dock Park – Playground Committee Recommendation: Mentioned the possibility of large donors and enlarging the project scope to look at the entire waterfront peninsula (Phases I – IV).
- Manypenny Project – Street, Water & Sewer: The City is waiting to hear about project funding.
- Wayfinding: Now working on final map amendments and implementation with help from Bob Durfey. Thank you, Bob!

- Zoning Code Rewrite: Continuing to work with consultant and progressing slowly. Scheduled a special work session for next week. The Council was further updated on the ARB's work on the Historic Preservation Ordinance and guidelines/standards.

**5. Mayor's Report:** None.

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

**Architectural Review Board:** Minutes of January 22 and February 8, 2024

**Fire Department:** Minutes of February 5, 2024

**Harbor:** Minutes of February 5, 2024

**Library:** Minutes of January 17, 2024

**Parks and Rec.:** Minutes of February 1, 2024

**Planning:** Minutes of January 23, 2024

**Police Department:** January 2024 Reports

**Public Works:** Minutes of January 16, 2024

**Tree Board:** Minutes of January 25, 2024

Cornelius/Carrier moved to approve the minutes listed above in a block format. Carried.

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

Cornelius/Bland made a motion to approve the January Treasurers Reports as presented. Passed by roll call vote as follows: Bland, Carrier, Cornlius and Dougherty – yes.

**Next Mtgs:**

- March 20, 2024, 5:30 p.m.
- April 16, 2024, 5:30 p.m.
- May 21, 2024, 2-4 p.m.

**Adjournment:** Carrier/Bland moved to adjourn. Carried. (6:51 p.m.)

Minutes by Billie L. Hoopman, Clerk