

# City of Bayfield Common Council Meeting

Minutes of Wednesday, January 20, 2021, 5:30 p.m.

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Bayfield City Hall, 125 South First Street, Bayfield, WI 54814 \* 715-779-5712

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

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

**Staff:** PWD Kovachevich, Clerk Hoopman, Treasurer Johnston, Chief Fangman, Office Admin. Mather, Operator Pearson and Int. Library Director Weber

**Others:** Laura Lima, Paige Samsone, Paul Swansen, Diane Fizell, Craig Skadden, Skye Bingham, Kate Kitchell, Matt Zawislak, and Mark Ludeking

**Review/Approve Agenda:** Burkel/Carrier made a motion to approve the agenda as presented. Carried.

**Review/Approve the Common Council minutes of December 16, 2020:** Bryan/Cirillo motioned to approve the Council minutes from the previous meeting as presented. Carried.

**Public Input on Agenda Items:** None.

## Agenda

- 1. Long-term Financial Health of the City –Proposal from Bakertilly Municipal Advisors:** Paige E. Sansone, CPA - Partner Presentation gave a brief presentation about the proposal for services offered followed by Q&A with the Council. Burkel/Carrier moved to approve the proposal as presented for services to begin immediately in the amount of \$17,500. Passed by roll call votes as follows: Cirillo, Bryan, Burkel and Carrier – yes.
- 2. Resolution #580 – Combining Wards for the 2021 Spring Primary:** Bryan/Cirillo moved to approve Resolution #580 as presented. Passed by roll call vote as follows: Bryan, Burkel, Carrier and Cirillo – yes.
- 3. City of Bayfield – Staff Overtime:** An inquiry was made for information regarding staff overtime and our policies. The Council was provided copies of Employee Handbook Sections 503 – Work Schedules, and 507 -Overtime and Emergency Duty. Hoopman told the Council that approximately 10 years ago staff was told to manage their time in a 40 hour a week and overtime hours were drastically reduced. If an hourly employee gets close to 40 hours during the week, they are asked to leave early rather than incur overtime. As a result, neither the PD nor PWD have exceeded the minimal hours budgeted. Administration and the Library do not have overtime hours budgeted and Department Supervisors rates are based on 40 hours as week with no built-in overtime. The only area in 2020 we exceeded payroll expenses was with the Council per diems. Treasurer Johnston was asked to provide a more detailed historical overtime report for them.
- 4. Employee Resignations: Tom Kovachevich, Fire Chief and Blair Nelson, Library Director:** Carrier/Burkel made a motion to accept with regret the resignations from Kovachevich and Nelson and to place their letters on file. Kovachevich was thanked for his 42 years of service to the Bayfield Fire Department and Nelson was wished the best of luck in his new endeavors. Carried.
- 5. City Hall Copier Proposals:** Burkel/Bryan made a motion to approve the proposal from Metro for a 60- month rate guaranteed lease for a Ricoh IMC6000 copier with services. Passed by roll call vote as follows: Burkel, Carrier, Cirillo and Bryan – yes.

6. **City of Bayfield City Hall Hours:** Burkel/Carrier made a motion, which was slightly amended to change the City Hall hours to Monday and Friday – 8 a.m. to 4 p.m.; Tuesday-Thursday – 10 a.m. to 4 p.m. Discussion. Staff hours will continue to be weekdays from 7:30 a.m. to 4 p.m. Passed by roll call vote as follows: Carrier, Cirillo, Bryan and Burkel – yes.

## 7. Project Updates

- a. **Marina Breakwell/Seawall Project:** The Harbor Commission is expecting 95% engineering drawings at their next meeting. Project expected to be bid out this Spring.
- b. **Bayfield & Ashland County Regional Housing Study:** The first round of surveys were mailed and they achieved a 20+ response rate. They are sending out second surveys with hopes at getting up to 30+% response rate. Should have final report by May/June 2021. Because of the delays the City needs to extend our contract with NWRP. Burkel/Carrier made a motion giving the Mayor authority to sign a contract extension if there is no change to the cost. Carried.
- c. **Parks and Recreation – Big Ravine and Bayfield Area Trails Updates:** Trail work is great.
- d. **Memorial Park Walkway:** Donations for this project have been coming in steadily. The WCMG application will be reviewed soon.
- e. **Green Infrastructure:** Four Ordinances are now being vetted and it was noted we need to move forward with public education and involvement.
- f. **Bayfield Carnegie Library Pillar Project Update:** Project is 50% complete and is now shut down. Will start back up this Spring when the weather permits.
- g. **City Hall Phone and Internet Project –Update:** Hopeful this much needed project will be completed in February 2021.

8. **Mayor's Report-** The Mayor indicated he is feeling hopeful; vaccines coming and possibly more support for our operations.

### File Reports from Committees, Commission & Boards:

**Fire Department:** Minutes of Sept. 14, Oct. 5, and Dec. 7, 2020 & Jan. 4, 2021

**Harbor:** Minutes of January 4, 2021

**Library:** Minutes of December 9, 2020 and January 5, 2021

**Parking:** Minutes of January 12, 2021

**Parks and Rec.:** Minutes of January 7, 2021

**Police Department:** December 2020 Reports

**Tree Board:** Annual Report – Beth Cozzi, Forester

The Council received the minutes listed above. Carrier gave a summary on the Parking Committee's activities and noted they are moving forward with developing a Parking Management Plan which includes paid parking, a survey to the community, and better identification of the City's parking issues. Cozzi was thanked for her annual report and her efforts and achievements in 2020.

**Correspondence:** None.

### Treasurer -December Treasurer's Report, Voucher Payments, Fund Summary, and Budgets:

Bryan/Burkel made a motion to accept the Treasurer's Reports as presented and to place them on file. Passed by roll call vote: Cirillo, Bryan, Burkel and Carrier – yes.

**Next Mtgs.** February 10, and February 17, 2021

Discussion ensued on the special meeting; how it would be conducted, the topics and the need. The Mayor asked for Councilor's to submit the items they would like discussed by February 5, 2021. Hoopman asked if the meeting time could be reconsidered if these were discussion or educational type meetings. Could they be during the day? The consensus of the Council was to keep the time at 5:30 p.m.

Bryan mentioned the article he read about allowing municipalities the authority to raise their levies by 2% or CPI, whichever is higher each year. The Council would like to have a letter drafted that supports this change.

**Adjournment:** Burkel/Cirillo made a motion to adjourn. Carried.

Minutes by Billie L. Hoopman, Clerk