

# City of Bayfield Common Council

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

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## Minutes of Monday, August 14, 2017 – 4:00 pm

**Call to Order – Roll Call – Pledge of Allegiance:** Mayor Ringberg called the meeting to order at 4:00 pm at the Bayfield City Hall followed by roll call and the Pledge of Allegiance

**Present:** Nelson, Bryan and Johnson and Mayor Ringberg

**Absent:** Hudson

**Others:** David Eades, Josh Pearson, Dionne Johnston, Diane Fizell, Paul Swansen and Billie Hoopman

**Approve Agenda:** Bryan/Johnson made a motion to approve the agenda as presented. Carried.

**Approve the previous minutes of July 10, 2017:** Nelson/Johnson moved to approve the minutes as presented. Carried.

**Public Input on Agenda Items:** Fizell thanked the City for doing something about her neighbor's yard as she has seen some improvement. She noted the house needs work. Additionally, she mentioned the future trouble she will face trying to mow/maintain the new bank that fronts 7<sup>th</sup> Street as a result of the new culvert. She said she has already spoke to the PWD and she believes this is now her problem.

Councilor Johnson recommends the Mayor talk to the PD about the grey truck that has been parked on 7<sup>th</sup> Street. Owner is believed to be a resident at the Rittenhouse Commons It is unknown why the vehicle isn't parked in the lot. Also, Shefchick's camper is back on 7<sup>th</sup> Street. Please ask PD to keep an eye on that one as well.

### Agenda

1. **Resolution #528** - Johnson/Nelson motioned to approve Resolution #528 as presented in support of America's National Parks and the Apostle Islands National Lakeshore. Passed by roll call vote as follows: Nelson, Bryan and Johnson – yes.
2. **Sidewalk Sale by Merchant – Gali Abutbul, 124 Rittenhouse Avenue:** Johnson/Bryan moved to approve the sidewalk sale application from Gali Abutbul to hold sidewalk sales on August 19-20 and September 2-3, 2017. Carried.
3. **Appointments/Resignations: Hannah Hudson, Council Member-District 2**  
The Council received a written statement from Hannah Hudson who indicated she was resigning from the City Council effective August 1, 2017. The Council accepted her resignation with regret and wished her well in her new endeavors.

The Mayor recommended the Council appoint Sheryl Burkel to fill the remainder of Hudson's term, or until April 17, 2018. Bryan/Johnson moved to approve the Mayor's recommendation to appoint Sheryl Burkel as the Alderperson for District 2. Carried; all eyes.

Johnson/Bryan then motioned to approve the following Council Representation:

- ARB – Sharon Johnson and Sheryl Burkel
- Fire Protection – Jon Nelson
- Library – Sheryl Burkel
- Tourism – Jon Nelson

Carried.

4. **2016 Audit:** The Council received copies of the City of Bayfield's 2016 Year End Financial Statements. Nelson/Johnson motioned to place the report on file. Carried. Hoopman noted if Councilor's had any questions to forward them to Dionne Johnston, City Treasurer. She also noted Johnston was working on some written financial policies.

5. **Banking – Letters of Credit:** Bryan/Johnson made a motion authorizing the Treasurer to move forward on obtaining a letter of credit for Bremer Bank. This will provide the City with better interest rates and coverage. The Finance Committee recommended approval at their meeting. Passed by roll call vote as follows: Bryan, Johnson and Nelson – yes. Carried.
6. **2018 Budget Schedule:** The Council was provided with a written meeting schedule. Members were then asked to please prioritize requested CIP's. We need to carefully evaluate requests in order to provide funds for the most needed projects.

7. **GBWWTP Operator and City W/S Position Update**

Josh Pearson is our new GBWWTP Operator and continues to fill in for the City's Water and Sewer Operator Position. The Mayor has recommended the City pay Pearson at the full GBWWTP Operator rate as allowed by Policy 205, retroactive back to his start date (August 6, 2017). His supervisor will monitor and assist with transition and provide progress reports. Bryan/Nelson moved to approve the Mayor's recommendation to pay Pearson the GBWWTP Operator rate as listed in Resolution #515. Passed by roll call vote as follows: Johnson, Nelson and Bryan – yes. Carried.

It was agreed the Mayor, Jim Bryan, Tom Kovachevich and either Dionne Johnston or Billie Hoopman would serve on the hiring/interview team. Hopefully, the applications can be reviewed timely and interviews set up as soon as possible.

8. **Room Tax Report – 2017 Second Quarter:** Financially speaking the report shows the City is down a little from last year. However, we are all expecting a promising for 3<sup>rd</sup> and 4<sup>th</sup> quarter. It was noted the non-taxable nights are higher so in terms of room rentals we are up. Chamber Executive Director Eades said the June Sales Tax numbers from the previous month were \$89,000 compared to \$62,000 from last year. Johnson/Nelson moved to place the report on file. Carried.
9. **Code of Ordinance Update - Request for Funding:** Bryan/Johnson made a motion authorizing the use of the remaining funds from Elections with the balance to come from Legal to pay for Code of Ordinance Supplemental No. 14, which is estimated to cost between \$2040 to \$2485. Passed by roll call vote as follows: Nelson, Bryan and Johnson – yes.

10. **Project Updates:**

- a. Swede Hill Water Main Improvement Project (2017): The Council received a copy of the Certificate of Substantial Completion from Engineer Joe Miller, Strand Associates. Informational; no action required.
- b. Historic Waterfront Walk Phase 2: Still planning to re-bid project in January 2018.
- c. Old Jail – Partnership between the City and BHA: No action has taken over the past month. The City has requested BHA provide them a statement of purpose that can be included in the proposed lease.
- d. Comprehensive Plan – Implementation Element: The Mayor reported the review of the current plan has been completed, but we are trying to figure out what should be in the plan update.
- e. Clean Water Energy Utility Challenge: Pearson reported he and Sarah Mather's have been in touch with the program folks, and have been sharing well pumping details. The competition is ongoing; until Spring.
- f. Solsmart Designation – PZD-1 Zoning Review  
The Council received a copy of the written PZD-1 document; considerations for further integrating solar in the Bayfield Zoning Code. Discussion ensued.
  - The State of Wisconsin already has broad authority and laws stating we cannot deny a solar permit request unless it is unsafe.
  - The goal of the Sol-Smart program is to create a streamlined process. There already is a process in place, but this would give staff the ability to approve applications rapidly, provided the request falls into some very basic standards; like roof flush mounts.
  - Bryan and Johnston said State Law could require neighboring property owners to cut down trees for solar access.
  - The City cannot inject our Historic Guidelines onto solar applications. We can offer preferred

mounts/methods, but it wouldn't be legal for us to base a decision on that criterion.

- Bryan voiced concerns over the written Elements and Reviewer Comments. He was concerned about us signing a document and being required to implement these changes/strategies.

Johnson/Bryan moved that do to the many concerns, action on the PZD-1 would be tabled until the next meeting. Carried.

- g. **Green Tier - Legacy Community Alliance for Health Project (LCAH):** The Mayor invited the Council to attend the Green Tier meeting being hosted in Bayfield on September 25, 2017; just let Sarah know if you will be able to attend. At this time, he plans to show them what we are doing in terms of being a green-tier community. He said we are still waiting to hear more on the Health Project.

11. **Mayor's Report(s):** The Mayor reported he has been out and about meeting with others at various meetings, and during times like the Farmer's Market.

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

**Ambulance:** Minutes of May 18, 2017

**Architectural Review Board:** Minutes of June 26, 2017

**Finance:** Minutes of June 12, 2017

**Fire Department:** July 3(Train./Maint. only) and Minutes of August 7, 2017

**Harbor:** Minutes of August 7, 2017

**Library:** Minutes of June 21, 2017

**Parking:** Updates (August 29 meet and greet with vendor to access area)

**Parks and Rec.:** Minutes of July 11 and August 8, 2017

**Planning:** Minutes of July 25, 2017

**Police Department:** July 2017 Report

**Public Works:** Minutes of July 7 and August 11, 2017

**Waterfront:** Minutes of July 13, 2017

Nelson/Bryan moved to place the above minutes on file in a block format. Various corrections were noted:

1. Plan Minutes - David Eades said his daughter's name is spelled "Xan", not Zan.
2. August PW Minutes - should indicate "2018" CIP Request, and read "GBWWTP" not PBSB.
3. Waterfront Committee - Eades noted the Commission discussed the \$11,500 balance that should be available to cover the re-bidding cost.

it was noted these corrections can/should be made at the Committee/Commission level where needed at their next set of meetings. Carried.

### **Correspondence:**

The Council received copies of the following:

July 11, 2017 – WITC Board Appointment

July 13, 2017 – Duluth Superior Area Community Fund Gift

July 13, 2018 – Letter of Support for "FirstNet"

July 17, 2017 – MPIC Administrative and Claims Changes

Lake Superior Magazine – Best Family Destination and Best Lake View Awards

July 28, 2017 – FOCUS No. 13 regarding Social Security and Medicare

July 31, 2017 – Bayfield Chamber of Commerce – Apple Festival Sponsorship

Informational; no action needed or required.

**Treasurer:** Johnson/Bryan moved to place the July Voucher Payments report, and the July Treasurer's and Budgets on file. Passed by roll call vote as follows: Nelson, Bryan and Johnson – yes.

**Affirm/Set Next meetings:** Sept. 11 and Oct. 9, 2017: Regular Mtgs, 4 pm at the Bayfield City Hall

**Adjournment:** Johnson/Bryan moved to adjourn. Carried. 4:40pm