

# City of Bayfield Common Council

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

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## Minutes of Wednesday, July 17, 2019 – 5:00 pm

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

Mayor Ringberg called the meeting to order at 5 p.m. at the Bayfield City Hall followed by roll call and the Pledge of Allegiance.

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

**Absent:** Johnson

**Others:** Marilyn VanSant, David Eades-Chamber, Paul Swansen, Tom Kovachevich-PWD, Billie Hoopman-Clerk, Diane Fizell, Sue Gerzina, Marty Peterson, Kathleen Russell and Bill Gover

### Review/Approve Agenda:

Burkel/Cirillo moved to approved the agenda a presented. Carried.

### Review/Approve the previous Common Council minutes of June 19, 2019:

Bryan/Burkel made a motion to approve the previous meeting minutes as presented. Carried.

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

### Agenda

#### 1. Sidewalk Sale Application – 126 Rittenhouse Avenue, July 20-21, 2019:

Bryan/Cirillo made a motion to approve the Sidewalk Sale Application as submitted. Carried.

#### 2. Peddler's Permit Request – Megan Soma Jewelry:

Megan Soma asked for the Council to reconsider her Peddler's Permit Application. She did not provide any additional or revised information by the meeting date/time and therefore there was nothing to reconsider.

#### 3. Bayfield Heritage Association's Request to purchase Block 74, Lot 19 – Follow Up:

In a written letter, Jerry Phillips, President of BHA provided additional information about their strategic planning efforts which lead them to their request to purchase Lot 19. The letter indicates they are still interested in obtaining Lot 19, but makes mention of an alternative plan.

The Mayor told those present, the City has been looking into their request and just minutes ago receive a copy of their property survey and conceptual plan which is helpful. A few key items of concern for the City is any loss of parking, snow plowing and the storage of snow above on lot 20, and water runoff (existing and new issues). The Mayor said to date it seems like it might be possible to work out a collaborative plan that satisfies both parties. The Mayor noted that to date, we have not had time to see if the value suggested is appropriate.

Marilyn VanSant expressed concern about how long this process might take. Bill Grover asked about specific steps that are needed. Discussion ensued. The City noted the first thing we need is for their northernmost corners to be marked. The Mayor said we don't do things quickly, but we try to do them right. Cirillo commented that it seems like discussions have been moving along in a very positive manner and tonight discussion followed suit. Take it as a win. Bryan said he still feels they should be in this facility, but he understands their position more since the last meeting.

When asked, BHA confirmed they have no building schematics for the proposed addition. Due to the topography the City mentioned concerns about water run-off, the steep slope and need for retaining walls, etc.

**4. Ordinance #397 – An Ordinance for Adopting the Wisconsin Municipal and Related Records and the Risk Management and Related Records Schedules:**

The Council learned the State Archivist and the PRB Executive Secretary Signed our request to adopt the Wisconsin Municipal and Related Records and the Risk Management and Related Records Schedules as request. The next step is revising the ordinance. A motion was made by Burkel/James to commence with the first reading, to waive the second and third readings, and move for adoption of Ordinance #397 as presented into the Code of the City of Bayfield. Passed by roll call vote as follows: Cirillo, Bryan and Burkel – yes.

**5. Resolution #551 – Resolution for Library Levy Exemption:**

Burkel/Bryan moved to adopted Resolution #551 seeking exemption from the County’s Library Levy since the City of Bayfield has higher library expenditures than our share of the County’s library levy. Passed by roll call vote as follows: Bryan, Burkel and Cirillo – yes.

**6. Resolution #552 – Supporting the City of Bayfield Harbor Commission’s application to the Wisconsin Harbor Assistance Program:**

Bryan/Cirillo moved to adopt Resolution #552 in support of the Harbor Commission’s application for grant funding in the amount of \$2,051,400 for need repairs to the Marina Breakwall, “A” Dock and the Southern Shoreline and which obligates the City to provide matching funds up to \$519,100. Passed by roll vote as follows: Burkel, Cirillo, and Bryan – yes.

**7. Resolution #554 – Application for State Trust Fund Loan for the improvements to the Waterfront Turning Point Park:**

Bryan/Cirillo moved for adoption of Resolution #554 as presented, authorizing the Mayor and Clerk to move forward with obtaining a \$152,000 loan from the Wisconsin Board of Commissioners of Public Lands for the financing needed for the Waterfront Turning Point Park. Passed by roll vote as follows: Cirillo, Bryan and Burkel – yes.

**8. City of Bayfield Financial Statements for year ended December 31, 2018 and Communication to those Charged with Governance and Management:**

Kim Shult, CPA, Partner at Baker Tilly Virchow Krause, LLP has offered to come to a future Council meeting to review the 2019 audit results if the Council is interested. Burkel/Bryan moved to place them on file. It was noted we have many of the same material weaknesses which are caused by having such a small staff and not enough ability to segregate duties. The Council did not feel they needed to meet with the Auditors this year. Carried.

**9. 2020 (Proposed) Budget Schedule:**

The Council received a proposed budget schedule which shows requested 2020 CIPS and Budgets are due by September 4, 2019. The Council will meet mostly on regular meeting dates to discuss the 2020 Budget.

**10. 2019-2020 Servers License Requests:**

Bryan/Burkel moved to grant the servers licenses to those shown on the report which will be placed on file. Carried. Cirillo abstained.

**11. Committee Appointments/Resignations:**

Cirillo/Bryan moved to approve the Mayor’s appointment of Dustin Winter to the Citizen Participation Committee (CDBG). Carried.

**12. Project Updates:**

- a. **2019 Comprehensive Plan – Action Planning:** Action plans are due by the end of this month.
- b. **Old Jail – Bayfield Heritage Association:** The interior painting is complete and a new brick walkway has been installed. Looks great! Thank you to BHA for their amazing contributions to this City facility.

- c. **Green Tier Legacy Community Alliance for Health Project:** Nothing new to report.
- d. **Marina Breakwall/Seawall Evaluation:** Discussed above - Resolution #552.
- e. **GBWWTP Solar Project –Eagle Point Solar:** PWD Kovachevich informed the Council that the panels are up and they are quite impressive. We're waiting for inspections. Jolma needs to come and hook up the power source.
- f. **Big Ravine & Wayfinding System Project:** This project is in good hands and there are lots of good things happening. The Council learned there was a clean-up of the trail on Monday. Thanks Kate and to the Parks and Recreation Committee for your efforts!
- g. **Vegetation Removal along the Brownstone Trail Slopes / Recent Cutting & Slumping**  
The Council learned about the property owner on 6<sup>th</sup> Street who was caught cutting trees. The City also received a report that more trees have been cut at the end of 5<sup>th</sup> Street and additional slumping has occurred. The Council was reminded about the communication letter that was sent to all property owner's in these fragile soil areas; including this one. Additional training, communication was offered but to date we haven't received much interest. Hoopman said over the past years we have received two professional opinions and they both cautioned the City to allow no cutting in these fragile soil areas. Discussion ensued on penalties that could be given. Burkel/Cirillo concurred that enforcement is necessary and motioned to have the City apply any and all enforcement action/penalties allowed to known offenders. Carried.

13. **Mayor's Report:** The Mayor told the Council this has been a slower month for government, but busy otherwise.

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

**Architectural Review Board:** Minutes of June 24, 2019

**CDBG:** Minutes of July 15, 2019

**Finance:** Minutes of June 19, 2019

**Fire Department:** Minutes of July 1, 2019

**Harbor:** Minutes of July 1, 2019

**Library:** Minutes of June 26, 2019, Mary H. Rice Foundation Award Letter

**Parks and Rec.:** Minutes of June 25 & July 2, 2019, Bay. Co. Health Department Grant Committee Award Ltr.

**Pavilion:** Minutes of July 15, 2019

**Planning:** Minutes of June 25, 2019

**Police Department:** June 2019 Report

**Tourism Commission:** Minutes of June 11, 2019

Burkel/ Cirillo moved to approve the minutes as presented above in a block format. All of the City's Committees/Commission and Boards are doing great work. Thank you! Carried.

**Correspondence - Thank you to the 2019 Fireworks Donors:** Informational, no action required.

**Treasurer - June 2019 Voucher Payments, Fund Summary, Treasurer's Reports & Budgets:**

Bryan/Burkel made a motion to approve the bills and financials as presented. Carried.

**Closed Session: NPS Bayfield, WI Request for Lease Proposal Number GS-05P-LWI00361:**

Bryan/Burkel made a motion to convene into closed session pursuant to Section 19.85 (1)(e) to discuss the Courthouse Lease. The Committee reserves the right to reconvene into open session to make any decisions on the discussion and/or for purposes of adjournment. Passed by roll call vote as follows: Burkel, Cirillo and Bryan – yes.

Burkel/Bryan moved to reconvene into open session for purposes of setting the next meeting dates and adjournment. Passed by roll call vote as follows: Bryan, Burkel and Cirillo – yes.

**Next Meetings:** August 21, 2019, 5 p.m. and September 18, 2019, 5 p.m.

**Adjournment:** Burkel/Bryan made a motion to adjourn. Carried. (5:55p.m.)

Minutes by: Billie L. Hoopman