

CITY OF BAYFIELD  
PARKING COMMITTEE MEETING

Wednesday, December 8th, 2021, 4:45 pm  
Bayfield City Hall, 125 First Street, Bayfield, WI 54814 715-779-5712

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- Call to Order – Roll Call 4:48 pm at Bayfield City Hall Matt Carrier, Kristen Sandstrom, Bob Zawislak, Beta Bodin (5:21 pm) Jane Halverson (5:30 pm)
- Absent: Joanne Cirillo
- Others: Tom Kovachevich, John Fangman, Sarah Mather, Gordon Ringberg
- Review/Approve Agenda: Sandstrom/ Zawislak. Carried.
- Review/Approve Parking Committee Minutes of Nov. 16<sup>th</sup>, 2021: Sandstrom/ Zawislak. Carried.
- Public Input on Agenda Items: None

**Agenda**

1. Discuss Committee Feedback: Comments from T. Dougherty and D. Fizell
  - Assign Sections
    - a. RV's—New ordinances would need to be adopted if RV's are moved to specific area. Should Rittenhouse be limited to “no recreational vehicles?”
      - i. Would restrict RVs on Rittenhouse which has been a safety issue
      - ii. Restriction on length of vehicles on Rittenhouse. Legal?
        1. What should the length be? 26ft.
        2. In yellow and blue zones
    - b. Boat and Boat Ramp—Changing parking times from 72 to 24 hours and using another lot for boats and trailers. Discussion ensued on how long boaters stay. More of an issue on nicer weekends and people staying longer.
      1. Should boaters have to pay twice—launch and parking fee?
        - a. Pay launch fee and have parking included. \$12/ day
          - i. Will the State allow that?
        - b. What about season passes? Would parking be included?
        - c. Mayor Ringberg will bring to Harbor Commission
    - c. Guest Permits—More discussion from Parks and Recreation. One alternative: one guest permit per household.
      - i. 2 permits per household plus a guest permit for the people who live in the downtown district paid parking area.
      - ii. Wait until season 2 to see if it's an issue or not and reassess from there.
    - d. Employee Parking Permits—
      - i. There is often employee turnover during the summer season. What happens when an employee leaves? Perhaps the employer should issue the passes somehow?
      - ii. Employer communicate with City Hall about who is still employed and then have them taken off the employee list.

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1. Can ParkMobile do that?
  - iii. Should be between the employee and employer to bring that information to the City
- e. Staff time requirements to implement
  - i. Work Flow Mapping—Rough development. Cirillo will lead on the mapping.
  - ii. “City Hall Staff” is Billie, Dionne, and Sarah, not new Parking Ambassador
    1. Assignments should be delegated amongst them.
  - iii. Merchant of record should be with ParkMobile
    1. Would take a percentage, but less time for staff.
    2. Recommended by Treasurer Johnston.
- f. Financial Hardship Considerations
  - i. Should the burden be put on the surrounding communities since revenue is to be generated from the tourists?
  - ii. What would the threshold be to have financial hardship and who would authorize that?
  - iii. There’s still free parking in the City and people can walk.
2. Public Engagement
  - a. Phased Implementation—Committee agrees it should not be phased.
    - i. Consider delay of full implementation until 2023
      1. Would allow for more time for staff and become more prepared.
      2. Communication plan should be worked out with the Chamber to have Paid Parking in the guide.
    - ii. Should any areas be paid for 2022?
  - b. Public Engagement Dates
    - i. March, April, May—not enough time for January/ February so pushed back.
    - ii. What type of feedback should we be looking for and what will be used?
  - c. PMP Survey
    - i. What subjects or issues would we like to receive public feedback on?
  - Police Chief Fangman suggested to make the Parking system simpler—everyone should pay their fair share and it would simplify the system.
  - A free pass could create buy-in to the residents who live here.
  - Sandstrom would like reassurance from Council on what we’re doing and if we’re moving forward with Paid Parking before more extensive work is put in.
  - Does the community understand the financial needs of the City and the constraints the City has on creating revenue? Parking is the most equitable.
  - More direction is needed from Council since push back was made.
    - Can't get it done by May but can be stated “no later than May 2023”
      - If finished sooner, can be implemented sooner.

**Next Meeting**

January 11<sup>th</sup>, 2022 - 4:45 pm at City Hall if approval from City Council

**Adjournment** 6:23 pm Sandstrom/ Halverson

CITY OF BAYFIELD  
PARKING COMMITTEE MEETING

Wednesday, December 1st, 2021, 4:45 pm  
Bayfield City Hall, 125 First Street, Bayfield, WI 54814 715-779-5712

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- Call to Order – Roll Call 4:47 pm Jane Halverson, Joanne Cirillo, Matt Carrier, Beta Bodin (5:20 pm) Kristen Sandstom(4:50 pm)
- Absent: Bob Zawislak
- Gordon Ringberg (via phone) John Fangman, Tom Kovachevich, Sarah Mather
- Review/Approve Agenda: Halverson/ Cirillo. Carried.
- Review/Approve Parking Committee Minutes of Nov. 16<sup>th</sup>, 2021: Cirillo/ Halverson. Carried.
- Public Input on Agenda Items

**Agenda**

1. Review Public Engagement Documents
  - a. Development of PMP (Matt)
  - b. Property Tax Statement (Sarah) and Utility Bills
    - i. Put a box around the information
    - ii. Exclude the dates
      1. Make a parking page and have information there on dates
      2. Make a QR code to put on tax statements to web page
      3. Put language in there saying “late winter”

Parks and Rec and Harbor still must discuss and provide feedback to Parking Committee. Work with staff and committees to work on more detailed topics. Dates keep getting pushed back so implementation may be extended. Revised plan for Council.

Implementation could start in 2023 and signage could go up sooner to get people used to signage and would allow more time for PW to get the work done.

1. Feedback from Kitchell and Hoopman about staff time requirements and cost of that and if they have time for that.
  - a. Workflow charting for responsibilities for staff.
  - b. Citing was discussed in a few comments—can be included in the index.
  - c. Different logistical questions for staff workload time
2. Speak with Park Mobile about staff questions with
  - a. Find a smaller community that uses Park Mobile and have a sit-down meeting with them
3. Survey to different parts of the plan for the public to ease staff time.
  - a. More structured, targeted answers to the plan itself
  - b. How to effectively get the survey out to people
  - c. Meeting with the public should be getting a sheet directing them to the survey
  - d. Chamber Blast can be used as well

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- e. Sandstom and Colleen Baegan have offered to work on the survey
  - i. Baegan has offered to come give a presentation about how paid parking worked in Minneapolis
- 2. Discuss Committee Feedback – Assign Sections:
  - a. Trailers/RVs
    - i. Restricting size of vehicle in the yellow area to 19'
    - ii. Should pay for two spaces?
  - b. Boat and Boat Ramp
    - i. Restricting size of vehicle in the yellow area to 19'
    - ii. If ramp is full, boat and trailer can be put on Wilson and 3<sup>rd</sup>—paid.
      - 1. Should they have to pay to park and for the fee of the ramp?
      - 2. Can free parking come with season pass?
  - c. Marina Parking Only Area's
    - i. How to keep people from parking for free? Additional signage. This is currently happening.
    - ii. More enforcement in that area.
    - iii. Slip owners could get a hanger for their cars from the marina.
    - iv. Make it paid and split revenues with marina?
      - 1. Would bring our PEA's in there to enforce?
    - v. What about the boats that park in front of the shop in the yellow zone in front of their driveways?
      - 1. Lease them?
  - d. Parking at East Dock and Reiten Beach
    - i. No special accommodations—users must pay
    - ii. Most will have passes to begin with
    - iii. If "free" people will figure it out and just park all day for free.
    - iv. Would make it part of the "green zone"
  - e. Rec Center Parking
    - i. Have their own parking lot
    - ii. Partnership with the City and Rec Center for parking options.
    - iii. Committee feels Rec Center as an organization can validate patrons parking.
  - f. Clarify Pay Station location and operation
    - i. Located only in the lots
    - ii. Would look like what is at the campground, boat ramp, city dock—not a kiosk
  - g. Guest Permits
    - i. For homeowners that can give to their guests
    - ii. Committee feels that two permits for free is generous
      - 1. Homeowner can park on the street overnight, guests can park in their spots
      - 2. Guests can park somewhere else in the free zone and park.
  - h. Employee Parking

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- i. Anywhere in the "green zone" is where employees can park
  - ii. Different comments across the board as why employees can park anywhere in the green zone
    1. Can be changed in the future
    2. Not a lot available for parking for employees
  - i. Permits
    - i. Should it be made a broader permit? Drop boundary.
    - ii. Annual permit open to all--\$50
      1. Can be raised later
    - iii. Figure out what types of passes are going to be used first digital or in person passes
  - j. PEA's job description
    - i. In law enforcements hands
    - ii. A few job descriptions from other departments
    - iii. Matt Ladwig is working on putting ours together
    - iv. Could harbor/park position be added into this?
      1. Seems like too much work for one person
      2. Other areas have other duties for their enforcement officers.
  - k. Shared parking agreements
    - i. Lease land from other property owners with land for additional parking supply
  - l. Staff time requirements to implement
    - i. Workflow chart to see what staff workload would look like
    - ii. Work with Park Mobile to see what other staff commitments would be needed
  - m. Phased Implementation
    - i. Committee would rather put it off a year than phase it
- Summary document needs to be revised to make available to people.
  - Send final map to outside source for publication

**Next Meeting**

December 8th<sup>th</sup> 4:45 pm at City Hall

**Adjournment** 6:45 pm Halverson/ Cirillo. Carried.