

City of Bayfield Common Council Regular Meeting

Minutes of Wednesday, July 21, 2021, 5:30 p.m.

Call to Order – Roll Call – Pledge of Allegiance

Mayor Ringberg called the meeting to order at 5:30 p.m. followed by roll call

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

Staff: PWD Kovachevich, Treasurer Johnston, Chief Fangman, Clerk Hoopman, GBWWTPO Pearson, and City Operator Burg

Others: Amy Sherrard, Carol Fahrenkrog, Colleen Beagan, Matt Booker-Park Mobile, and Craig Skaaden

Review/Approve Agenda: Bryan/Burkel moved to approve the agenda with the understanding the Parking discussion would be done after the Mayor's Report. Carried.

Public Comment and Suggestions from Persons Present:

- Amy Sherrard thanked the Council for considering their Apple Festival Booth Request.
- Kate Kitchell (via Matt Carrier due to internet issues), conveyed concern over protecting the City's trail access when considering the school's land purchase request.

Discussion and Identification of Items for Future Agendas: None.

Review/Approve the Common Council minutes of June 16, 2021: Carrier/Bryan made a motion to approve the minutes as presented. Carried.

Agenda

1. Parking:

- Matt Booker of Park Mobile gave a 20-minute virtual presentation on their paid parking program.

Question and Answers ensued:

- Payment options can include Parking Mobile App, on-line payment options, and payments via a drop box.
- How much assistance do you provide to set up a program? They provide nearly everything needed, signs, marketing, etc.
- What is the expense to the City for your program? There is zero cost to the City; the revenues they receive come from convenience fees paid by the users.
- Are the revenues stated in the Harper Ferry Slide, Gross or Net Revenues? Booker is not sure, but believes they are gross revenues for 250 parking spaces.

2. Fireworks: Proclamation – July 4, 2021, and Expense Report

The Mayor read the Fireworks Proclamation aloud and the entire Council wholeheartedly thanked Dobson for his significant contributions to the annual fireworks affair. Thank you Ken!!

The Council received an expense report showing we were nearly \$5000 short for the 2020-2021 Fireworks. This balance was partially paid in 2020, and the remaining balance will be paid in 2021. Discussion ensued on how to better fundraise and collect donations. Bryan suggested a committee be formed that includes membership from the Towns of Bayfield and Russell, the City of Bayfield and Red Cliff. He volunteered to represent the City.

- 3. Morty's, 108 Rittenhouse Avenue - Apple Festival Alcohol Sales Request to sell Beer** from a booth on the Sidewalk in front of their business. The Council was provided a copy of the Council minutes from August 21, 2019, where they were reminded, they were not advised to allow this due to the significant liability it places on the City to do so.
- The Interim Chamber Director noted the Chamber's position is they would only grant a booth permit for this purpose to those businesses who don't have a lawn or porch. Hoopman cautioned this approach since there are others who now or could meet this test.
 - Amy Sherrard asked how this use differs from her responsibility to maintain the sidewalk; why do they have to maintain it if they can't use it?
 - The concept of how open container differs from beer sales on public property was mentioned.
 - Council members expressed to the Chamber and Sherrard, that if there was a way to completely removed the City from liability or to show this type of allowance could be limited in the fashion stated by the Chamber it could be reconsidered.

Carrier/Bryan made a motion to approve the request from Morty's to allow beer sales from a Chamber approved booth during the annual apple festival. Roll Call vote as follows: Cirillo, Bryan and Burkel – no. Carrier – yes.

- 4. Maggie's, 257 Manypenny Avenue – "It's time to Flamingle"** - July 24, 2021, from 4-8 p.m. Information only; no action needed since it is a private party.

5. Bayfield School – Request to purchase property

The Council learned the school is specifically requesting a land purchase at this time. The Council asked this to be reevaluated by the Plan Commission and Public Works Committees at their next meetings.

6. Redistricting Update / Moving to At-Large City Council Positions

Clerk Hoopman provided the Council with a written update on the redistricting process and specifically asked them to take a position on maintaining the City's Districts or moving to at-large positions.

Discussion ensued.

- Community members like having a specific Council person to contact.
- Our pool of available Councilors continues to dwindle so allowing all qualified persons to run for office has merit.
- At-large positions reduce the overall election expenses.
- Should a hybrid option be considered, 2 at-large, and 2-Districts?

Burkel/Carrier made a motion to move forward by asking Attorney Lindsay to prepare draft Ordinance revisions that would be needed for the change to at-large Council positions. Roll Call vote as follows: Bryan – no, Burkel, Carrier and Cirillo – yes.

7. District 3 Alderperson Update and process for filling vacancy

The Council officially learned this was Councilor Joanne Cirillo's last meeting due to her moving into the Town of Bayfield. Cirillo was thanked for her contributions to the City. You will be missed!

The Council learned the Mayor has received two letters of interest from individuals wishing to fill this vacancy. In fairness to all, the Council agreed to post a notice informing the public that letters of interest will be received by the Mayor until August 12, 2021. The goal is to consider possible candidate at the Council next meeting on August 18, 2021.

8. Communication Plan for City of Bayfield Financial Plan Information to Public

The Council discussed the Financial Plan "Next Steps". It was agreed, the Mayor should start by sending a letter sometime shortly after Labor Day about the report findings.

9. 2022 City of Bayfield Budget:

- 2021 Memo, Budgets and Capital Improvements Request Worksheets
- Review of City of Bayfield Wages

Informational, no action required. Carrier asked for a 10-year CIP plan rather than a five-year plan. He said its being done by others and would be a good tool for the City going forward. Staff mentioned the difficulty in preparing a 10-year plan citing costs would be hard to know, technologies change, City priorities change, and mostly, all requests in 2022 won't be funded which moves all requests into future years. The five-year plan is more of a 10-year plan in reality.

10. Committee Appointments/Resignations: Bryan/Carrier made a motion to approve the appointments of Mike Spence and Tom Shrider to the City's Architectural Review Board. Carried. It was noted we need representation on BART, the Scenic By-ways Committee and maybe one member for the Plan Commission.

11. Project Updates:

- a. Chequamegon Bay Housing Update – Nothing new to report.
- b. Marina Breakwell/Seawall Project – Project is now out for bid.
- c. Courthouse Lease – Lease has been signed by City, but not GSA, unsure of the status. They have subsequently asked for another lease extension as their lease expires at the end of the month.
- d. Parks and Recreation Big Ravine Trail – In progress and trail is great.
- e. Waterfront Trail Project – Project is out for bid but may be halted due to grant agreements not being signed.
- f. Library Pillar Project – Nearing 100% completion.
- g. Parking Plan Update – In progress; see minutes.
- h. City Hall Plan Update – In progress, being worked on by Plan Commission. A thank you to Craig Skaaden and Nancy Pearson for their assistance.

12. Mayor's Report – The Mayor thanked Cirillo for her time and efforts serving the City of Bayfield!

13. Parking Committee Update / Discussion

Some general discussion ensued about paid parking and the next steps.

- A review of the proposed revenues was mentioned; how much will this program really cost and yield.
- What are the terms of the contract with Park Mobile?
- How will parking change and what can our community members expect going forward?
- How upset our visitors are now due to many things including food; is the timing right? This led Carrier to mention opening the community to food trucks due to a food shortage. After some dialog, discussion was redirected to parking.

Cirillo/Carrier moved to implement paid parking that will generate revenue for the City and do the following:

- a. Request a proposal from Park Mobile
- b. Finalize the draft Parking Management Plan
- c. Hold community meeting to get public input.

Passed by roll call vote: Burkel, Carrier, Cirillo and Bryan – yes.

Hoopman cautioned about using the terminology of public input. If the Council is opening the floor for input that can effect change or the outcome than that should come before a contract is in place. If it's to tell them how the new program will work, it should be labeled otherwise.

File Reports from Committees, Commission & Boards

Architectural Review Board: Minutes of May 24 and June 28, 2021

Fire Department: Minutes of June 7 and July 5, 2021

Harbor: Minutes of June 15 and 23, 2021

Parking: Minutes of June 30 and July 13, 2021

Parks and Rec.: Minutes of July 1, 2021

Police Department: June 2021 Report

Public Works: Minutes of May 12, 2021

Tree Board: Minutes of April 26 and June 28

Burkel/Bryan moved to approve the above minutes in a block format as provided. Bryan noted he hopes the ARB works with the owners of 21 So. Broad Street. That property needs work and it's not in a commercial looking neighborhood. Carried.

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

Bryan/Carrier made a motion to approve the payment of bills and accept the Treasurer's reports as provided. Passed by roll call vote as follows: Carrier, Cirillo, Bryan and Burkel – Yes.

Next Mtgs: August 18 and September 15, 2021, at 5:30 p.m.

Adjournment: Meeting adjourned at 7:46 p.m.

Minutes by: Billie L. Hoopman, Clerk