

Regular September Town Board Meeting
Monday, September 11th, 2023

Call to Order and Roll Call: The meeting was posted on September 7th, 2023 at the Bayfield Town Hall and the town website. Chairman Craig Hoopman and Supervisors Robert Meierotto, Karen Boutin, Fred Erickson, and Carol Fahrenkrog were present, as well as Clerk Kelly Faye and Treasurer Billie Hoopman. Chairman Hoopman called the meeting to order at 6:00 PM.

Public Comment: Bob Feyen mentioned there are two patches of Japanese Knotweed near the C&W Trucking property. Discussion took place related to contacting a contractor to ask about possible removal.

Discussion and Identification of Items for Future Agendas: None.

Approval of the Minutes Regular August Town Board Meeting: A motion was made by Boutin, seconded by Fahrenkrog, to approve the minutes. Motion carried.

Receive and Place on File the Treasurer's Report for September 2023:
9/9/2023

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$81,944.50
Less Checks Outstanding (To Date)	\$43,867.39
CURRENT AVAILABLE BALANCE	\$38,077.11

MONEY MARKET ACCT. #150375

CURRENT ACCOUNT BALANCE	\$922,257.17
Less Designated Funds:	
Growth Incentive Fund	\$35,300.27
Big Ravine Revenue Balance	\$3,561.63
Hatchery Trail Revenue Balance Town 2023 Contribution and carry over from 2022	\$43,689.54
Economic Study Balance	\$6,000
TOTAL of Designated Funds	\$88,551.44
CURRENT AVAILABLE BALANCE	\$833,705.73

LOANS:

BREMER BANK LOAN	
Issue Date	2/21/2020
Maturity Date	2/21/2029
Interest Rate:	2.5%
Original Balance	\$433,918.28
Last Payment Amount 8/21/2023 Principle \$4,439.45 Interest \$559.07	\$4,998.52
Current Balance	\$254,826.65
Next Payment Due 9/21/2023	\$4,998.52

OTHER:

1. Snowplowing: Mailed 2022-2023 Invoice and 2023-2024 Contracts. Collection started.
2. Received 2nd half tax payment from Bayfield County=\$216,292.79.

A motion was made by Meierotto, seconded by Boutin, to approve the Treasurer's Report. Motion carried.

Report from Bayfield Area Trails: Kate Kitchell was in attendance through Zoom. She gave an update on the trails. A written report was provided to the Town Board members in advance of the meeting.

Report from Pikes Bay Sanitary District: AJ Long was in attendance and gave a report on current activities they are working on including the pressure testing at the new lift station, a connection at Apple Hill, a connection at the Port Superior Condos, some ground improvements at the County J lift station, and planning for the new upper lift station.

Discussion and possible appointment of new Pikes Bay Sanitary District Commissioners (if necessary): None.

Update on Star Route Road TRIS Reconstruction Project: Chairman Hoopman said he met with Coleman Engineering this week to review the updated engineering plan. Road Foreman Cadotte is reviewing the document and has found some issues that will need to be addressed before proceeding.

NEW BUSINESS

Discussion of request that Town of Bayfield electors consider approving the sale of the town land upon which World Class Precision Products is located: Chairman Hoopman explained the need to hold a Special Elector's meeting to follow through on a request that the land be sold.

Motion to call a special town meeting to be held at the Bayfield Town Hall on Monday, October 9, at 6:00 pm, for the purpose of authorizing the Town Board to sell the approximately 4.5 acres of Town property located at 36600 County Road J North: A motion was made by Erickson, seconded by Meierotto, to approve the meeting. Motion carried.

Discussion and possible action on proposal that Town of Bayfield request any legal fees related to the sale of land in the business park be reimbursed: It was agreed that the legal fees should be reimbursed to the town.

Discussion and possible action on request from Bo Belanger of South Shore Brewery to be granted a temporary Class B Beer License to operate a beer wagon at Erickson Orchards from Friday, September 29th to Sunday, October 8th. (The WI Department of Revenue has confirmed that breweries are allowed one secondary location, with town board approval): A motion was made by Boutin, seconded by Meierotto, to approve the license. Motion carried. Erickson abstained.

Discussion and possible action on requirement that the Erickson Orchards Country Store Class A Liquor License premise boundary be temporarily changed to exclude the outdoor area where South Shore Brewery will be selling beer from their beer wagon as well as the outside seating area. (Class A Liquor License and Class B Beer License premises cannot overlap): A motion was made by Boutin, seconded by Meierotto, to temporarily change the license premises as described above. Motion carried.

Discussion and possible action on possible changes to method of carrying out fire inspections of Short-Term Rentals in the Town of Bayfield due to increasing number of rental properties: Fire Chief Jeff Boutin and Fire Inspector Reger Branham were present. Hoopman expressed concern that the Fire Inspections need to get done for all Short-Term Rental applicants. Boutin explained that it is the responsibility of the Fire Department to make sure the inspections are completed. The number of inspections has greatly increased. Branham commented that collaborating with the Short-Term Rental owners to be able to access the property has created additional work. It was noted that the workload involved in completing all the required inspections has become too much for somebody with another full-time job. The option of hiring a new person to complete the inspections was discussed. It was suggested that the new contractor would not need to go to fire calls. It was decided that an ad could be posted for a new Fire Inspector. This individual will be trained and supervised by the Bayfield Fire Department. It was agreed that Branham would work with Clerk Faye to develop an ad and job description that would go on the town website and distributed in the area.

Possible Approval of Operator's License Applications: A motion was made by Meierotto, seconded by Fahrenkrog, to approve the Operator's Licenses for Adrienne Lindsey, Jennifer Fanucci, Molly Randa. Motion carried.

Discussion and possible approval for Town Clerk to submit WI Department of Transportation Local Road Improvement Project (LRIP) application for improvements to South Pratt Road, as recommended by Road Foreman Chuck Cadotte: A motion was made by Meierotto, seconded by Fahrenkrog, to approve the application. Motion carried.

Discussion of upcoming budget preparation and requests for any budget planning items from Town Board members: Discussion took place about possible items to include in the budget. Erickson suggested a small backhoe and associated trailer would be a valuable addition. Hoopman brought up the need for a new small plow truck and updates to the parking lot. It was decided that priorities would be discussed at the budget workshop.

Receive and place on file the Correspondence for September 2023:

Received

1. Three Operator's License Applications from employees at Wild Rice Retreat.
2. Several Emails from Kate Kitchell of Bayfield Area Trails with updates on installation of bridge across Pikes Creek and ordering of signs and fence post blocks for Bayfield Area Trails projects.
3. Two Short-Term Rental Applications: Blue Spruce Chalet in Brickyard Creek and Brookside Hide-A-Way Unit 2.
4. Request from Bo Belanger of South Shore Brewery to be granted temporary Class B Beer License to operate a beer wagon at Erickson's Orchards from Friday, September 29th to Sunday, October 8th.
5. Emails from Town Attorney Max Lindsey related to correspondence he received regarding the proposed sale of World Class Precision Products business in the Bayfield Business Park, the need for a Special Elector's Meeting to authorize the sale, and information related to the appropriate steps involved.
6. Email response from WI Town's Association related to Town Clerk inquiry related to the legality of municipalities capping the number of private driveway snowplowing contracts.

Outgoing

1. Federal Payroll Taxes for End of August and Beginning of September to US Treasury.
2. WI Payroll Taxes for August to WI Department of Revenue.
3. Short-Term Rental Licenses, Room Tax Permits, and Room Tax Reporting Forms, Blue Spruce Chalet in Brickyard Creek and Brookside Hide-A-Way Unit 2.
4. Copies of Operator's Licenses to employees of Wild Rice Retreat approved at August Town Board Meeting.
5. Emails to Rob Nelson related to status of his recent Class A Special Use Application for a Short-Term Rental and requirement that he completes a Short-Term Rental Application once the Bayfield County Zoning Office approves his Zoning permit.
6. Registration for WI Towns Association Fall Workshop Webinar for Town Clerk.

7. Notice of September 11th Town Board Meeting to website and Bayfield Town Hall Bulletin Board.
8. Snowplowing Forms to two residents interested in signing up as new accounts.
9. WI Elections Commission online registration for three Chief Inspectors and Town Clerk to attend election training on September 25th in Washburn.
10. Email with updated list of all active Short-Term Rental Licenses to Bayfield Fire Inspector Roger Branham for review and collaboration purposes.
11. Approved driveway application for vacant property on Bluewing Bay Road.
12. Signed WI DOT Local Road Program Exception to Standards Form for Star Route Road TRI-S Reconstruction Project to change shoulder width to Coleman Engineering.
13. Updated Star Route Road TRI-S Reconstruction Project Engineering Plans from Coleman Engineering.

A motion was made by Boutin, seconded by Erickson, to approve the correspondence.

Receive and place on file the Clerk's Financial and Budget Report for August 2023:

8/11/23 - 9/7/23						
DISBURSEMENTS						
Checks written						
Range						
	21319	21349				
BUDGETS vs. ACTUAL						
		August 2023	Y-T-D	Budget	% of Budget	
	Revenue	\$ 21,915	\$ 1,004,147	\$ 4,033,038	25%	
	Expense	\$ 43,486	\$ 797,366	\$ 4,033,038	20%	
	Balance	\$ (21,571)	\$ 206,782			

A motion was made by Boutin, seconded by Meierotto, to approve the Clerk's Report. Motion carried.

Chair, Supervisor, and Committee Reports: None.

Set date and time for 2024 Budget Workshop: Monday, October 9th, 2023- Immediately following the Special Electors Meeting scheduled for 6:00 PM.

Set date and time for Regular October Town Board Meeting: Monday, October 9th, 2023- Immediately following the Budget Workshop.

Adjourn: The meeting adjourned at 7:08 PM.

Minutes submitted by: Kelly Faye-Clerk