

In-Person 2024 Budget Workshop
Monday, October 9th, 2023

The meeting was posted on October 4th, 2023 at the Bayfield Town Hall and the town website. Chairman Craig Hoopman and Supervisors Robert Meierotto, Fred Erickson, and Carol Fahrenkrog were present, as well as Clerk Kelly Faye and Treasurer Billie Hoopman. Karen Boutin arrived during the meeting. Chairman Hoopman called the meeting to order at 5:00 PM.

Review Projected 2023 Revenues and Expenses and Proposed 2024 Budget: A copy of a draft budget spreadsheet was distributed to the Town Board members. Clerk Faye reported that she met with Chairman Hoopman, former Chairman Tom Gordon, and Road Foreman Chuck Cadotte and went through the draft document line by line. Chairman Hoopman and Clerk Faye explained any major changes in budget lines including the income and expenses related to the Star Route Road TRI-S Road Reconstruction expected to be completed in 2024. Chairman Hoopman suggested a 4% increase in salary for employees appointed by the Town Board, due to increases in cost of living. Discussion took place related to the cost of planned road equipment purchases and future road projects.

Approve Town Clerk to publish Budget Summary in preparation for Budget Hearing: Clerk Faye noted that some changes to the budget document will still take place before the budget summary is prepared for publishing. She explained that the final draft would be emailed to the Town Board members in advance of posting and publishing the summary and notice of the Budget Hearing to be held in November. A motion was made by Meierotto, seconded by Fahrenkrog, to approve the draft budget with the understanding that changes would be emailed to the town board members in advance of posting/publishing the summary and budget hearing notice. Motion carried.

Set date and time for Budget Hearing and Electors Meeting: Monday, November 13th, 2023-6:00 PM.

Adjourn Budget Workshop: A motion was made by Fahrenkrog, seconded by Erickson, to adjourn the budget workshop. Motion carried.

Special In-Person Town Elector's Meeting:
Authorization for Sale of Town Land in Bayfield Business Park
Monday, October 9th, 2023

The meeting was posted on September 19th, 2023 at the Bayfield Town Hall and the town website. The meeting was published as a Class 2 Notice in the Ashland Daily Press on September 19th and September 22nd. Chairman Hoopman and Clerk Kelly Faye were present. Chairman Hoopman called the meeting to order at 6:00 PM.

Discussion and possible authorization for 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 Karen Boutin, seconded by Fred Erickson, to authorize the Town Board to sell the real estate

located at 36600 County Road J North to V R B Investments, LLP, pursuant to the terms of the Option to Purchase contained in the Lease Agreement for that property. A roll call vote of town electors present was called. The vote was 7-yes, 0-no. Motion carried.

Adjourn: A motion was made by Meierotto, seconded by Boutin to adjourn the meeting. Motion carried.

Regular October Town Board Meeting Monday, October 10th, 2023

The meeting was posted on October 4th, 2023 at the Bayfield Town Hall and the town website. Chairman Hoopman and Supervisors Karen Boutin, Robert Meierotto, Fred Erickson, and Carol Fahrenkrog were present, as well as Clerk Kelly Faye, and Treasurer Billie Hoopman. Chairman Hoopman called the meeting to order immediately following the Special Elector's Meeting.

Public Comment: None.

Discussion and Identification of Items for Future Agendas: It was suggested that the development of a capital improvement list be put on a future agenda.

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

Receive and Place on File the Treasurer's Report for October 2023:

10/09/23

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$50,954.01
Less Checks Outstanding (To Date)	\$15,618.40
CURRENT AVAILABLE BALANCE	\$35,335.61

MONEY MARKET ACCT. #150375

CURRENT ACCOUNT BALANCE	\$933,066.03
Less Designated Funds:	
Growth Incentive Fund	\$35,367.65
Big Ravine Revenue Balance	\$3,561.63

Hatchery Trail Revenue Balance	Town 2023 Contribution and carry over from 2022	\$48,807.26
Economic Study Balance		\$6,000.00
Total of Designated Funds		\$93,736.54
CURRENT AVAILABLE BALANCE		\$839,329.49

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 9/21/2023 Principle \$4,449.94 Interest \$548.58	\$4,998.52
Current Balance	\$250,376.71
Next Payment Due 10/21/2023	\$4,998.52

OTHER:

1. Snowplowing: Continuing collections.
2. Received State of Wisconsin General Transportation Aid = \$49,861.34.

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

Update from Bayfield Area Trails Committee: Kate Kitchell was in attendance via Zoom. She gave an update on the Pikes Creek Bridge and the fact that the bridge delivered does not exactly match the bridge description in the contract. She and Supervisor Hoopman have been discussing the issue with Anderson Bridges to try to resolve the issue. They would like to request that they come back and fix the issues with the bridge. Kitchell also explained that the bridge was delivered late. The contract allowed for a 10% reduction in the total cost if the installing of the bridge took place later than planned. Discussion took place about a timeline that could be presented to Anderson Bridges for them to complete the changes. It was decided that the town would mail Anderson Bridges a certified letter with a request for a response within five days of receipt.

Report from Pikes Bay Sanitary District: AJ Long was in attendance and gave updates on the lower lift station improvements, the upcoming Apple Hill connection, the Apostle Islands campground connection, and the plan to appoint two new commissioners.

OLD BUSINESS

Discussion and possible action on appointment of Jim Bryan (Term Expires: April 2027) and Kris Wegerson, (Term Expires: April 2025) to serve as interim commissioners for the Pikes Bay Sanitary District, replacing Pam Brindley and Carol Fahrenkrog that resigned in June 2023: A motion was made by Boutin, seconded by Erickson, to approve the appointments. Motion carried.

Discussion and possible approval of Resolution 2023-02: Authorizing Sale of Land from Town to V R B Investments, LLP:

RESOLUTION 2023-02 **Authorizing Sale of Land from Town to V R B Investments, LLP**

WHEREAS, in June of 2007, the Town, as Landlord, Impact Seven, Inc., as Managing Agent, and World Class Parts, LLC (now V R B Investments, LLP), as Tenant, entered into a lease (the “Lease”) of the property identified in Exhibit A (the “Property”).

WHEREAS, the Lease and several subsequent extensions and modifications of said Lease contain an option allowing the tenant to purchase the Property for the amount outstanding on the Principal Base of the lease payments. V R B Investments has requested to exercise such option to purchase.

WHEREAS, at the Special Town Meeting on October 9, 2023, the electors of the Town of Bayfield authorized the Town Board to sell the real estate identified in Exhibit A, and

WHEREAS, the Town Board of the Town of Bayfield having determined that such sale of real estate is in the best interests of the Town of Bayfield,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board approves of the sale of the real estate identified in the attached Exhibit A to V R B Investments, LLP, upon the terms contained in the Option to Purchase provisions of the Lease.

BE IT FURTHER RESOLVED that the Town Clerk is directed to sign all necessary documents required to complete the conveyance authorized herein.

Adopted by a roll call vote at the Special Town Board Meeting held this 9th day of October, 2023. Hoopman ____; Meierotto ____; Fahrenkrog ____; Boutin ____; Erickson _____. The motion carried by a vote of _____.

A motion was made by Meierotto, seconded by Boutin, to approve the resolution. A roll call vote was taken. Hoopman-yes, Meierotto-yes, Fahrenkrog-yes, Boutin-yes, Erickson-yes. Motion carried.

Update on Star Route Road TRIS Reconstruction Project: Chairman Hoopman and Road Foreman Cadotte reported they met with Brady Halvorson of Coleman Engineering. Changes are being made to the engineering plans before the project proceeds.

NEW BUSINESS

Discussion and possible approval of Resolution 2023-03: 2023 Budget Amendment. (For the purpose of removing loan and grant income and construction expenses related to the Star Route Road TRI-S Reconstruction Project from the 2023 Budget due to the delay of the construction until Spring of 2024.):

Resolution 2023-03: Amendment of 2023 Budget Due to Star Route TRI-S Road Reconstruction Project Delay

WHEREAS, the Bayfield Town Board prepared the 2023 Budget, and it was subsequently approved by the Town Electors, in the fall of 2022, and;

WHEREAS, it was the expectation at the time of budget preparation and approval that the Town would be completing the construction phase of the 2.2-mile Star Route Road DOT TRI-S Reconstruction Project ('the Project') within the year 2023, and;

WHEREAS, it was also the expectation at the time of 2023 budget preparation and approval that the Town would be spending \$1,587,286 on the project, receiving a bank loan of up to \$1,600,000 to cover the project expense, and receiving a WI Department of Transportation Town Road Improvement Supplemental (TRI-S) grant funding in the amount of \$1,101,576.48 to reimburse the town upon completion of the construction phase of the project, all within the year 2023;

NOW, THEREFORE, BE IT RESOLVED, that the 2023 Budget is amended to reduce income line 63 (Loan Proceeds) from \$1,600,000 to \$0, reduce income line 32 (TRI-S Road Grants) from \$1,101,576 to \$0, and reduce expense line 197 (Star Route TRI-S Project) from \$1,101,576 to \$117,372.45 leaving this amount to cover 2023 engineering expenses, and increases income line 62 (Excess Revenue to Reduce Levy) to \$313,512 to balance the budget. The amendment reduces the 2023 balanced budget total income to \$1,461,549 and the expenses to \$1,461,549.

Adopted by the Town of Bayfield Board of Supervisors by a vote of 5-0.

Dated this 9th day of October, 2023.

A motion was made by Fahrenkrog, seconded by Boutin, to approve the resolution. Motion carried.

Possible Approval of Operator's License Application- Michael Joyner, Wild Rice Retreat: A motion was made by Boutin, seconded by Meierotto, to approve the operator's license. Motion carried.

Notice of Approved Driveway Application: Notice was given that a driveway application was received and approved for 37770 Blue Wing Bay Rd.

Receive and place on file the Correspondence for October 2023:

1. Received
2. Numerous emails from Kate Kitchell of Bayfield Area Trails about general trail updates, current invoices, and the Pikes Creek Trail Bridge Contract.
3. Two driveway applications for S. County Hwy J and Blue Wing Bay Road.
4. Various documents for Town Chairman signature from Coleman Engineering related to Star Route Road TRIS Reconstruction Project permitting.
5. Notice from Mario Altuzar of WI Department of Revenue that South Shore Brewery has been approved for a temporary Class B Beer License for Erickson Orchards for Apple Fest Farm Booth.
6. Notice of Bayfield County TAP Bike and Pedestrian Trail System Planning Grant Application and request for letters of support.
7. Two Operators License Applications.
8. Request from WI DNR to check town hall well water from outside faucet in October.

Outgoing

1. Federal Payroll Taxes for End of September and Beginning of October to US Treasury.
2. Federal Payroll Report for 3rd Qtr. 2023.
3. WI Payroll Taxes for September to WI Department of Revenue.
4. Unemployment Report for 3rd Qtr. 2023 to WI Department of Workforce Development.
5. Emails to Chief Election Inspectors (3) related to election training at the Bayfield County Annex Building on September 25th.
6. Email to Bayfield County Health Department related to Short-Term Rental Camping Cabin on Bressette Hill Road to confirm license status.
7. Notice of October 9th Special Town Electors Meeting for sale of property in Bayfield Business Park to Ashland Daily Press.

A motion was made by Meierotto, seconded by Erickson, to approve the correspondence. Motion carried.

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

9/7/23 - 10/04/23							
DISBURSEMENTS							
Checks written							
Range	21350	21390					
BUDGETS vs. ACTUAL							
		September 2023	Y-T-D	Budget	% of Budget		
	Revenue	\$ 21,833	\$ 1,025,980	\$ 4,033,038	25%		
	Expense	\$ 72,098	\$ 860,798	\$ 4,033,038	21%		
	Balance	\$ (50,265)	\$ 165,182				

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

Chair, Supervisor, and Committee Reports: Hoopman discussed the value of having a Capital Improvement Plan. Fahrenkrog brought up issues discussed at the latest Plan Commission meeting.

Set date and time for Regular November Town Board Meeting: Monday, November 13th- Immediately following the Budget Hearing and Special Elector's Meeting.

Adjourn: A motion was made by Boutin, seconded by Erickson, to adjourn. Motion carried.

Minutes submitted by: Kelly Faye-Clerk