

2024 Budget Hearing Minutes
Monday, November 13th, 2023 6:00 PM

Call to Order and Roll Call: Chairman Hoopman called the meeting to order at 6:00 PM. All members of the Town Board and eight members of the general public were present.

Review Summary of Year-End 2023 and Proposed 2024 Revenues and Expenses: Clerk Faye reviewed the year-end and budget summary of \$4,220,892 in income and expenses which includes TRI-S Star Route Road Reconstruction grant and loan income and expenses.

Receive public input on Proposed Budget: No input was given.

Adjourn public hearing on Proposed 2024 Budget: A motion was made by Boutin, seconded by Fahrenkrog, to adjourn the Budget Hearing. Motion carried.

Regular November Town Board Meeting Minutes
Monday, November 13th, 2023

The meeting was posted on November 9th, 2023 at the Bayfield Town Hall and the town website. Chairman Craig 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 2024 Budget Hearing.

Public Comment: Fire Chief Jeff Boutin was present and reported that the Fire Department is training an individual that is interested in taking over as Fire Inspector.

Discussion and Identification of Items for Future Agendas: None.

Approval of the Minutes Budget Workshop and Regular October Town Board Meeting: A motion was made by Meierotto, seconded by Erickson, to approve the minutes. Motion carried.

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

11/13/23

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$144,123.76
Less Checks Outstanding (To Date)	\$30,039.46
CURRENT AVAILABLE BALANCE	\$114,084.30

MONEY MARKET ACCT. #150375

CURRENT ACCOUNT BALANCE	\$922,471.47
Less Designated Funds:	
Growth Incentive Fund	\$35,401.96

Big Ravine Revenue Balance	\$4,815.00
Hatchery Trail Revenue Balance	Town 2023 Contribution and carry over from 2022
Economic Study Balance	\$6,000.00
Total of Designated Funds	\$95,024.22
CURRENT AVAILABLE BALANCE	\$827,447.25

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 10/21/23 Principle \$4,476.90 Interest \$521.62	\$4,998.52
Current Balance	\$245,899.81
Next Payment Due 11/21/2023	\$4,998.52

OTHER:

1. Snowplowing: Continuing collections, Updated Driver Forms.
2. Received Bayfield County Forestry Road Aid = \$6,500.00
3. Received 3rd Qtr Room Tax.

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

Update from Bayfield Area Trails Committee: Kate Kitchell was in attendance through Zoom. She reported on the new Pikes Creek Trail. It was noted that there are some really slippery spots that will be fixed next Spring. The connection to Mt. Ashwabay has now been cleared. Signs will be ordered within the next week and put up in the next month. Volunteers are taking care of the new trail. She thanked Craig and all involved for the support. Chairman Hoopman asked if the DNR would be OK with him donating chain. He stated that it would look better. Kitchell agreed to check with the DNR to see if this is allowable.

Report from Pikes Bay Sanitary District: AJ Long was in attendance. He stated that the two new commissioners attended the recent meeting and were prepared. He also reported that the air valve on the lower lift station was installed. The system was shut down for two hours while the project was finished.

OLD BUSINESS

Discussion and possible action on payment for the Pikes Creek Trail Bridge, discrepancies between the project contract with Anderson Bridges and the bridge delivered, and plans for needed adjustments to the bridge to meet WI DNR requirements: Chairman Hoopman explained the problem- a 55 ft bridge was included in the contract but the delivered product was only 50 ft. bridge with an extension welded on the end. The bridge also did not include the attachments driven into the ground (reinforced footings). It was suggested that due to these issues that the town pay only the portion of the \$45,500 invoice that represents what was actually delivered. The DNR has explained that they are OK with the bridge but not how it is sitting on the bank. Chairman Hoopman proposed that the town withhold the funds for the portion of the bridge contract that was not delivered, pay to finish the footings ourselves, and pay Anderson Bridges for the remainder. He stated he would be comfortable withholding only the portion of the funding that represents the portion of the bridge/footings that was not delivered but other board members suggested that the 10% late penalty also be withheld. Larry Weber questioned whether the DNR would approve of the bridge if the town fixed it. Chairman Hoopman stated the DNR has expressed that they would. An overview of the fixes the town would do was presented. It was suggested that the town pay \$33,750 which includes a 10% deduction for late delivery. A motion was made by Boutin, seconded by Fahrenkrog, to send a check to Anderson Bridges in the amount of \$33,750. Motion carried.

Update on Star Route Road TRIS Reconstruction Project: Chairman Hoopman stated that Coleman Engineering is working to prepare bid packets with the intention of opening bids at an upcoming meeting. He also noted that the engineer has explained that 10'6" lanes is all that will fit.

NEW BUSINESS

Discussion and possible approval of 2024 Budget: A motion was made by Meierotto, seconded by Boutin, to approve the budget. A roll call vote was taken. Hoopman- yes, Meierotto-yes, Fahrenkrog-yes, Erickson-yes, Boutin-yes. Motion carried.

Discussion and possible action on request that the town snowplow Sunset Drive: Jerry Aerts was present. He stood and claimed that the town owns Sunset Drive and thus should agree to plow it. He noted that Bayfield County sold the road for \$1. He stated that the emergency route was recently changed to this road. Fire Chief Jeff Boutin disputed this claim noting that the Fire Truck can't make the turn from Bear Paw Road onto Sunset Drive. Chairman Hoopman explained that the town brought this road to ensure future access. Easements from the local landowners were requested at that time to allow the road to be adequate width to become a town road. Some landowners denied the request. At this time, the town can't collect road tax on the road as it is not wide enough. He also noted that if the town starts plowing this road, similar services will need to be offered for other private roads in the town. Discussion took place about the minimum road width allowed. Hoopman stated he is not opposed to plowing the road if charging them the regular driveway plowing cost. Other asked if the town should be plowing private roads at all even if paid. After continued debate, Aerts agreed to drop the issue.

Discussion and possible action on proposed reimbursement of Medicare premium for Road Foreman Chuck Cadotte starting November 2023: It was explained that the town would be paying less for health insurance once Foreman Cadotte was on Medicare. It will be a large reduction in cost to cover the small (\$100-\$200) monthly premium for Medicare. A motion was made by Boutin, seconded by Fahrenkrog, to approve paying the premium. Motion carried.

Appointment of Town Board sub-committee to review and propose updates to the Town of Bayfield Personnel policy: Chairman Hoopman asked for volunteers to work on updating the personnel policy. It was decided that a sub-committee made up of Boutin and Meierotto as well as Larry Weber be developed for this purpose. Fahrenkrog agreed to help if needed. A meeting date and time would be determined and shared with the members.

Discussion and possible action on request from Norvado that town provide letter of support and financial contribution towards their current grant application to the Public Service Commission: Chairman Hoopman stated he would like the town to say no to making a monetary contribution to this project but doesn't have a problem with them submitting the grant proposal.

Discussion and possible action related to proposed re-hiring of former Plan Commission Secretary/Deputy Clerk Amy Sherrard as a remote office support employee to assist with the processing of online Short-Term Rental applications, HeyGov license software management, and some Plan Commission support duties as needed. Proposed rate of pay is \$18.72/hr. for an estimated 8-10 hours per week: A motion was made by Meierotto, seconded by Boutin, to approve the re-hire. Motion carried.

Discussion and possible action on quote for road equipment service contract: The contract for ongoing service for the John Deere 544L would be with John Deere/McCoy Construction Forestry for \$15,749.42. A motion was made by Boutin, seconded by Erickson, to approve the contract. Motion carried.

Receive and place on file the Correspondence for November 2023:

Received

1. Numerous emails from Kate Kitchell of Bayfield Area Trails about general trail updates, current invoices, and the Pikes Creek Trail Bridge Contract.
2. Email and photos from resident claiming snowplow damage along driveway in winter of 2022/2023.
3. 2023 Tax Levy documents from Bayfield County.
4. Email from Xcel Energy noticing town of intent to complete work on an existing power pole near 86900 Meyers Olson Rd.
5. Email from Norvado asking for support for Capital Projects Fund Broadband Grant Application and contribution.
6. Three Voter Registration Forms.
7. Several requests for upcoming meeting schedule and information on agenda items.
8. Email from resident with recently approved driveway application requesting maximum distance allowed between driveway and residence per ordinance.
9. Letter from Anderson Bridges in response to letter sent by town related to Pikes Creek Bridge changes.

Outgoing

1. Federal Payroll Taxes for End of October and Beginning of November to US Treasury.
2. WI Payroll Taxes for October to WI Department of Revenue.
3. Budget Hearing, Electors Meeting, and Budget Summary Posting to Ashland Daily Press.
4. Email to Anderson Bridges confirming receipt their email response to letter sent by town addressing issues with the Pikes Creek Trail bridge.
5. Oath of Office Forms to new Pikes Bay Sanitary District Commissioners.
6. Annual request for reimbursement for forest road work completed to Bayfield County Forestry.
7. Emails to residents of Eagle Bluff Road related to option for town to plow the private road for the regular driveway fee, and possibility of discussing this issue at a future meeting.
8. Email to town attorney containing final signed paperwork for transfer of Business Park World Class Land approved for sale in October 2023.

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

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

TOWN OF BAYFIELD						
CLERKS MONTHLY REPORT						
10/05/23 - 11/10/23						
DISBURSEMENTS						
Checks written						
Range		21391	21435			
BUDGETS vs. ACTUAL						
		October 2023	Y-T-D	Budget	% of Budget	
	Revenue	\$ 155,032	\$ 1,181,012	\$ 1,461,550	81%	
	Expense	\$ 79,472	\$ 938,579	\$ 1,461,550	64%	
	Balance	\$ 75,559	\$ 242,433			

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

Chair, Supervisor, and Committee Reports: Road Foreman Cadotte noted that Fahrner Asphalt looked at the parking lot and didn't think it was worth repairing but should be dug out before being paved.

Discuss plan for Holiday Party: It was decided the December meeting would begin at 5:00 PM to allow for time for the party afterwards.

Set date and time for Regular December Town Board Meeting: Monday, December 11th, 2023-5:00 PM.

Adjourn: Meeting adjourned at 7:15 PM.

Minutes submitted by: Kelly Faye-Clerk