

Regular December Town Board Meeting
Monday, December 11th, 2023 5:00 PM

Call to Order and Roll Call: The meeting was posted on Thursday, December 7th, 2023. Supervisors Craig Hoopman, Carol Fahrenkrog, Robert Meierotto, and Fred Erickson were present, as well as Clerk Kelly Faye and Treasurer Billie Hoopman. Karen Boutin arrived after roll call. Chairman Hoopman called the meeting to order at 5:00 PM.

Public Comment: None.

Discussion and Identification of Items for Future Agendas: None.

Approval of the Minutes of the Regular Town Board Meeting of November 13th, 2023: A motion was made by Erickson, seconded by Fahrenkrog, to approve the minutes. Motion carried.

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

12/10/23

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$60,153.47
Less Checks Outstanding (To Date)	\$50,732.05
CURRENT AVAILABLE BALANCE	\$9,421.42

MONEY MARKET ACCT. #150375

CURRENT ACCOUNT BALANCE		\$865,015.61
Less Designated Funds:		
Growth Incentive Fund		\$35,440.89
Big Ravine Revenue Balance		\$2,963.62
Hatchery Trail Revenue Balance	Includes Town 2023 Contribution and carry over from 2022	\$9,410.04
Brownstone Trail		\$700.40
Economic Study Balance		\$5,824.33
Total of Designated Funds		\$54,339.28
CURRENT AVAILABLE BALANCE		\$810,676.33

LOANS:

BREMER BANK LOAN	
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Issue Date	2/21/2020
Maturity Date	2/21/2029
Interest Rate:	2.5%
Original Balance	\$433,918.28
Last Payment Amount 11/21/2023 Principle \$4,469.15 Interest \$529.37	\$4,998.52
Current Balance	\$241,430.66
Next Payment Due 12/21/2023	\$4,998.52

OTHER:

1. Snowplowing: Continuing collections and Updated Driver Forms.
2. On 11/22 received WI Shared Revenue Payment in the amount of \$31,594.08.
3. Preparing to send out 2023 Tax Bills and begin collections.

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

Report from Pikes Bay Sanitary District: None.

Update from Bayfield Area Trails Committee: Kate Kitchell attended through Zoom. She gave updates on the state of the local trails as is reported in the BATS year-end report. She asked the Town Board for support on two issues...1) Carrying over the trail contributions included in the 2023 budget that have not yet been spent into the 2024. 2) The possibility of the Town holding easements for the Brownstone Trail connection to the Salmo Trail. It was agreed that the 2023 Trail Contributions not yet used can be carried over into next year. Chairman Hoopman asked about the appropriateness of the town holding the easements rather than Bayfield Area Trails. It was explained that Bayfield Area Trails is not allowed to hold easements. Discussion took place about whether they would be long-term easements or need to be renewed annually. Kitchell explained that they are 3-year easements at this time. The possibility of landowners withdrawing access at a future time was also discussed. It was noted that people are currently walking through the area without a designated route. It was decided that the trail easement decision would be tabled until a future meeting.

OLD BUSINESS

Star Route Road TRI-S Reconstruction Project- Receive and Open Construction Bids received by 5:00 PM December 11th, 2023: Clerk Faye reported that there were five bids received by 5:00 PM on December 11th, 2023. Brady Halvorson, Project Manager with Coleman Engineering was present. The bids were opened and the bid totals were read one by one. The bid totals listed on the bid documents on December 11th, 2023 were as follows...

Northwoods Paving \$1,234,716.83

A1 Excavating \$1,351,647.30

Angelo Lupino \$1,092,702.54

Ritola, Inc \$1,344,877.09
FA Industrial \$1,513,657.42

Clerk Faye gave the bid documents to Brady Halvorson for review. He reported that he would have a bid recommendation in the next few days.

Determine process to award Star Route Road TRI-S Reconstruction Project Bid (designate a sub-committee to examine bids received and make selection or designate a sub-committee to examine bids and make a recommendation for Town Board approval at a future meeting): Discussion took place related to the options to award the bid. It was decided that a Special Town Board meeting would be scheduled once Coleman Engineering completed their bid recommendation.

Update on Pikes Creek Trail Bridge and possible conversation with representative of Anderson Bridges: Chairman Hoopman reported that Anderson Bridges will be contacted again. He noted that they did not cash the check issued.

NEW BUSINESS

Discussion and possible action on recommendation from Plan Commission that Bayfield Town Board send letter to Bayfield County suggesting efforts be made to utilize existing resources before additional cell phone towers are constructed, and when other towers are required, that towers are co-located when feasible: The Plan Commission, at their December meeting, authorized Chairman Chuck Finn to prepare a draft letter to the Bayfield County Zoning Department, for Town Board Approval, asking for the following...

- 1) all cell tower applications will be sent to the Township in which is located for review and consideration and,
- 2) developers are required to use existing resources before considering the development of any new towers.

The draft letter was presented to the Town Board. Josh Pearson and Esme Martinson were present at the Town Board meeting. Discussion took place related to the planned cell phone tower near their property, and the possibility that additional towers may be requested in the coming years. Chairman Hoopman noted that the Town of Bayfield does not want to intrude on the Town of Russell. It was brought up that the Town of Bayfield needs to look out for it's residents and leave decisions to the elected officials. Martinsen commented that they did not need to be notified of the proposed project. A motion was made by Boutin, seconded by Erickson, to approve Chairman Hoopman to send a letter to Bayfield County Zoning on this issue. Motion carried.

Discussion and possible action on Resolution 2023-04: Appoint Election Inspectors (2024-2025):
The resolution was presented as follows...

Resolution 2023-04 Appoint Election Inspectors

WHEREAS, the Town of Bayfield Chairman of the Board of Supervisors shall appoint Election Inspectors in the odd numbered years in the month of December per State Statute 7.30 to be confirmed be the Board of Supervisors.

AND WHEREAS, the following individuals shall be appointed for a term beginning January 1, 2024 and ending December 31, 2025 and shall include names provided by the two major parties in accordance with State Statues.

Election Inspectors

Claudia Ferraro	Janet Dale	Ellen Hauser
Lynn Weber	Diana Lind	Sheree Peterson
Jane Hauser	Nancy Bussey	Beverly Lindell
Perri Campbell	Patricia Noordsij-Jones	Kristin Connell

AND WHEREAS, the Board authorizes the Town Clerk to appoint additional election inspectors as required to appropriately and efficiently conduct elections for the Town of Bayfield.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Town of Bayfield, at a Meeting held this 11th day of December, 2023, that the Town Board is officially adopting said resolution.

TOWN OF BAYFIELD

Craig Hoopman, Chair

Fred Erickson, Supervisor

Robert Meierotto, Supervisor

Karen Boutin, Supervisor

Carol Fahrenkrog, Supervisor

THIS IS TO CERTIFY THAT the foregoing is a true and correct copy of a resolution duly and legally adopted by the Town of Bayfield at a regular meeting held on the 11th day of December, 2023.

Kelly N. Faye, Clerk

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

Discussion and possible approval of Resolution 2023-05: Adopt the 2024 Annual Budget and Town Tax Levy Utilizing the Tax Levy Allowable Increase: The resolution was presented as follows...

RESOLUTION 2023-05

ADOPT THE 2024 BUDGET AND 2023 TAX LEVY

BE IT RESOLVED by the Board of Supervisors of the Town of Bayfield that the 2024 Budget of \$4,220,892 in income and expenses is hereby approved.

BE IT FURTHER RESOLVED by the Board of Supervisors of the Town of Bayfield that the tax levy amount of \$621,495 is hereby adopted for the 2023 tax roll.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Town of Bayfield, at a Meeting held this 11th day of December, 2023, that the Town Board is officially adopting said resolution.

TOWN OF BAYFIELD

Craig Hoopman, Chair

Fred Erickson, Supervisor

Robert Meierotto, Supervisor

Karen Boutin, Supervisor

Carol Fahrenkrog, Supervisor

Dated this 11th day of December, 2023.

THIS IS TO CERTIFY THAT the foregoing is a true and correct copy of a resolution duly and legally adopted by the Board of Supervisors of the TOWN OF BAYFIELD at a meeting held on the 11th day of December, 2023.

Kelly N. Faye, Clerk

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

Discussion and possible action on Resolution 2023-06: Obligation to Pay Taxes: The resolution was presented as follows...

Resolution 2023-06: Obligation to Pay Taxes

WHEREAS, the Town Treasurer is required by statute to furnish a bond to the County Treasurer in a sum of double the amount of state and county taxes apportioned to her town conditioned for the faithful performance of the duties of her office and that she will account for and pay over according to law all state and county taxes which shall come into her hands, and

WHEREAS, the Town Board is given the power under Section 70.67 (2) of the Wisconsin Statutes, to obligate the Town in case the Town Treasurer shall fail to pay all state and county taxes required by law to be paid by the Town Treasurer to the County Treasurer,

NOW, THEREFORE, BE IT RESOLVED by the Board of the Town of Bayfield, at its regular meeting held this 11th day of December 2023, that the Town of Bayfield does hereby obligate itself to pay in case the Town Treasurer shall fail to do so, all state and county taxes required by law to be paid by such Treasurer to the County Treasurer.

Adopted by the Town of Bayfield Board of Supervisors by a vote of - .
Dated this 11th day of December 2023.

TOWN OF BAYFIELD

Craig Hoopman, Chair

Fred Erickson, Supervisor

Robert Meierotto, Supervisor

Karen Boutin, Supervisor

Carol Fahrenkro, Supervisor

THIS IS TO CERTIFY THAT the foregoing is a true and correct copy of a resolution duly and legally adopted by the TOWN OF BAYFIELD at a regular meeting held on the 11th day of December 2023.

Kelly N. Faye, Clerk

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

Discussion and possible action on proposed Brownstone Trail Easement plan: A motion was made by Fahrenkro, seconded by Boutin, to table the issue. Motion carried.

Discussion and possible action on Blue Vista Farm proposal to construct barn structure as it pertains to conservation easement compliance: A motion was made by Meierotto, seconded by Fahrenkro, to approve as pertains to the conservation easement. Motion carried.

Discussion and possible action on Bayfield County request for letters of support related to the US Dept. of Transportation US Dept. of Transportation ‘Rebuilding America Infrastructure with Sustainability and Equity’ (RAISE) Grant application for the reconstruction of County Highways A and N: A copy of a draft letter was presented. A motion was made by Erickson, seconded by Boutin, to authorize Chairman Hoopman to send a letter of support. Motion carried.

Discussion and possible action on request from Plan Commission that Bayfield Town Board seek legal input from the town attorney on campground cabins in the Town of Bayfield and how they relate to the Short-Term Rental Ordinance: The issue of short-term rentals and campgrounds was discussed. It was decided that the issue would be sent to the town attorney for input.

Update on upcoming Personnel Policy Committee meeting: Clerk Faye asked if the sub-committee members could meet on December 19th at 3:30 PM to review the policy. It was agreed that the sub-committee would meet at this time.

Receive and place on file the correspondence for December 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. Two Driveway Applications.
3. Email from Anderson Bridges requesting meeting related to Pikes Creek Bridge.
4. Public Record Request for list of all current private driveway snowplowing contracts.
5. Public Record Request for information related to indefinitely confined voters and recent elections.
6. Several updates from Coleman Engineering related to the Star Route TRI-S Reconstruction Project including updated engineering plans and information for potential bidders.
7. Notice from WI DNR that Town Hall well water has tested safe.
8. Email to local resident about the process involved in applying for a Bayfield County Conditional Use Permit and dates and times of related town meetings.
9. Request from Landmark Conservancy to review request from Blue Vista Farm to construct barn (as it relates to conservation easement compliance).

Outgoing

1. Federal Payroll Taxes for End of November and Beginning of December to US Treasury.
2. WI Payroll Taxes for November to WI Department of Revenue.
3. Request for Bids for Star Route Road TRI-S Reconstruction Project to Ashland Daily Press, town website, and bulleting board (in collaboration with Coleman Engineering).
4. Email to Alessandro Hall-Bayfield County Zoning related to planning for upcoming Zoning applications.
5. Mill Rate information to Real Property Lister- Bayfield County Land Records Office.
6. Annual Length of Service Award (LOSA) paperwork to EMT Coordinator Lyn Cornelius.
7. Email updates to Amy Sherrard related to upcoming Short-Term Rental licensing cycle and potential application changes.

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

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

11/11/23 - 12/05/23					
DISBURSEMENTS					
Checks written					
Range	21436	21478			
BUDGETS vs. ACTUAL					
		Novmber 2023	Y-T-D	Budget	% of Budget
Revenue	\$	74,540	\$ 1,255,542	\$ 1,461,550	86%
Expense	\$	156,950	\$ 1,105,705	\$ 1,461,550	76%
Balance	\$	(82,410)	\$ 149,837		

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

Chair, Supervisor, and Committee Reports: Discussion took place about trails in the town, the role of the town in the maintenance of current trails, and sustainability of that maintenance. It was decided that this issue will be addressed in the future.

Set date and time for 2024 Caucus: A motion was made by Boutin, seconded by Meierotto, to set the caucus for Monday, January 8th at 6:00 PM.

Set date and time for Regular January Town Board Meeting: A motion was made by Boutin, seconded by Erickson, to set the meeting for Monday, January 8th, 2023-Immediately following the caucus.

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

Minutes submitted by: Kelly Faye-Clerk