

Regular February Town Board Meeting Minutes February 12th, 2024

Call to Order and Roll Call: The meeting was posted on February 8th, 2024. Town Board Chairman Craig Hoopman, and Supervisors Carol Fahrenkrog, Fred Erickson and Robert Meierotto were present, as well as Clerk Kelly Faye, Treasurer Billie Hoopman and Road Foreman Chuck Cadotte. Chairman Hoopman called the meeting to order at 6:00 PM. Karen Boutin arrived at 6:15 PM.

Public Comment: None.

Items for Future Agendas: None.

Discussion and possible approval of minutes of the Regular Town Board Meeting of January 8th, 2024: A motion was made by Meierotto, seconded by Fahrenkrog to approve the minutes. Motion carried.

Receive and Place on File Treasurer's Report:

2/12/24

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$129,860.31
Less Checks Outstanding (to date)	-\$ 42,280.91
CURRENT AVAILABLE BALANCE	\$ 87,579.40

MONEY MARKET SAVINGS ACCT. #150375

CURRENT ACCOUNT BALANCE	\$2,634,306.75
GROWTH INCENTIVE-DESIGNATED MONEY	\$37,033.85
BIG RAVINE APPRAISAL DONATIONS	\$2,963.62
HATCHERY TRAIL	\$9,410.04
ECONOMIC STUDY BALANCE	\$5,824.33
TOTAL OF DESIGNATED FUNDS	\$55,231.84
CURRENT AVAILABLE BALANCE	\$2,579,074.91

NOTE: Inflated balance: includes 2023 RE Taxes, and PILT and Room Tax Payment.

LOANS:

BREMER BANK GRADER LOAN:	
00077024356	
Issued date:	2/21/2020
Maturity date:	2/21/2029
Interest rate:	2.5%
Original Balance:	\$433,918.28

Last Payment Amount 1/21/24 Principle \$4,488.45 Interest \$510.07	\$4,998.52
Current Balance:	\$232,446.67
2/21/24 Next Pay Amount:	\$4,998.52

Other:

1. On 1/27/2024 the Town received the WI PILT Payment in the amount of \$31,691.01 which needs to be distributed to other entities, and on 2/7/2024 received the Municipal Aid Payment in the amount of \$1661.51.
2. On February 7, 2024, the Town's 2023 Tax Collections concluded. We will be settling with other entities tomorrow. See attached collection report.
3. Collected 4th Quarter Room Taxes. See attached Report.

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

Report from Pikes Bay Sanitary District: AJ Long was in attendance and reported 1) the lower lift station assessment was approved to begin in 2025, 2) GBWWTP is planning upgrades to the system. There is some discussion of Pikes Bay, the City of Bayfield, and GBWWTP getting the same contractor for upgrades, 3) The McCarty property will be subdivided into about three lots. This change may cause the need for additional lines.

OLD BUSINESS

Discussion and possible authorization for Chairman Hoopman to sign contract with Northwoods Paving for Star Route Road TRI-S Reconstruction Project, contingent on a change to include the Town of Bayfield and Coleman Engineering as additional insureds on the Certificate of Insurance prior to signing: A motion was made by Erickson, seconded by Meierotto, to authorize Chairman Hoopman to sign the contract with Northwoods Paving. Motion carried.

Discussion and possible approval of Star Route Road TRI-S Reconstruction Project Change Order #1 and associated bid price increase of \$268,406.00: add 820 tons of HMA to get the full 4" pavement, at the original contract unit price and; add 6,795 tons of gravel (Base Aggregate Dense 1-1/4") to get a 3" gravel lift, at a revised unit price of \$28/ton (the original 3,490 tons for the culverts will remain at \$25/ton): A motion was made by Meierotto, seconded by Erickson, to approve the change order and associated price increase. Motion carried.

Discussion and possible action on letter from Attorney representing Jon Preekett requesting reconsideration of the denial of his application for a driveway off Meyers-Olson Road (Tax ID: 4575) based on survey maps produced by Nelson Surveying: Chairman Hoopman explained that the applicant will be asked to put in stakes at the exact location of the proposed driveway and then Foreman Cadotte will look at the visibility of that specific location again.

NEW BUSINESS

Discussion and possible recommendation to Bayfield County Zoning related to a Class A Special Use Application from Lakeside Minong LLC, Kevin Brisky-Agent, for a Short-Term Rental on 1.56-acres zoned R-RB located at 85420 Shady Lane: A motion was made by Meierotto, seconded by Fahrenkrog, to recommend that the Bayfield County Zoning Department approve the request. Motion carried.

Discussion and possible recommendation to Bayfield County Zoning related to a Class A Special Use Application from Joshua and Amber Garbe for RV Parking and Storage for Personal Use Exceeding Four Months, located on 2.54-acres zoned R-RB at 84435 Silver Ridge Drive: A motion was made by Boutin, seconded by Meierotto, to table the request. Motion carried.

Discussion and possible approval to initiate process to establish a Records Retention Policy including approval of submitting form required to confirm opting-in to the WI Municipal and Related Records and Risk Management and Related Records Schedule. Ordinance 2024-02: Town of Bayfield Record Retention Schedule will be considered at the March Town Board Meeting or once the state approves the request to opt-in: A motion was made by Hoopman, seconded by Meierotto, to approve the submission of the form opting-in to the state retention schedule. Motion carried.

Discussion and possible action on 2024 WI DOT 6-20 ft. Culvert and Bridge Inventory requirement and selection of data collection option: A motion was made by Boutin, seconded by Erickson, to approve having a private contractor complete the inventory. Motion carried.

Notice of upcoming public hearing held by the Bayfield County Planning and Zoning Committee, requesting amendments to the Bayfield County Zoning Code of Ordinances, including the following: • Creation of Section 13-1-35 Code of Ordinances to set forth requirements for Short-Term Rentals in Bayfield County. • Amendment of Section 13-1-4 Code of Ordinances to remove the definition for Residence and replace it with a definition for Residential Dwelling, remove the definition for Short-term Rental Accommodation and modify the definition of Short-term rental. • Amendment of Section 13-1-62 Code of Ordinances to remove the classification of Short-term Rental Accommodation (2-4 Units) and to amend the classification of Short-term Rental Accommodation (1 Unit) to instead classify the use of Short-term Rental (1-4 Units) and make such use a permitted use in R-1, R-2, R-3, R-4, Commercial, Ag-1 and F-1 zone.: Discussion took place. It was decided that a letter would be sent to the Bayfield County Zoning Committee asking for them to consider the ordinances that municipalities already have in place and how they will work together with the new Bayfield County Ordinance changes.

Discussion and possible recommendation to Bayfield County Zoning related to proposed Ordinance amendments listed above: A motion was made by Meierotto, seconded by Fahrenkrog, to approve the sending of a letter. Motion carried.

Notification of land ownership dispute at location of the new Pileated Woodpecker (Pikes Creek) Trail between the WI DNR and an adjacent landowner: Chairman Hoopman gave notice that there is a dispute about the owner of a portion of the land that the new Pikes Creek Trail runs over. The WI DNR claims they own the land and the mistake is with Bayfield County.

Receive and place on file the Correspondence for February 2024:

Received

1. Several emails from Coleman Engineering related Star Route TRI-S Reconstruction Project contract with Northwoods Paving and Change Order #1.
2. Class A Special Use Application from Lakeside Minong, Kevin Brisky-Agent for a Short-Term Rental at 85420 Shady Lane.
3. Class A Special Use Application from Joshua and Amber Garbe for RV Parking and Storage for Personal Use Exceeding Four Months at 84435 Silver Ridge Rd.
4. Notice of Public Hearing from Bayfield County Zoning related to changes to County Zoning Ordinance on Short-Term Rentals.
5. Several Emails related to 2024 WI DOT Small Bridge/Culvert Inventory Requirements and town responsibilities concerning this program.
6. Letter from Ellison and O'Connor, LLC representing Jon Preekett, requesting reconsideration of denial of his driveway application for location on Meyers Olson Road based on recent land survey.
7. Letters from Bayfield County Land Records Office for clerk to mail to tax exempt properties to confirm exempt status.

Outgoing

1. Federal Payroll 941 Reports for End of January and Beginning of February to US Treasury.
2. WI Payroll Taxes for January to WI Department of Revenue.
3. 2023 W-2 Forms and WI State Filing Number Correction Forms to all Town of Bayfield employees.
4. All annual tax reports required to be filed with the WI Department of Revenue and Internal Revenue Service through Accountedge Accounting System.
5. Email to poll workers with dates of 2024 Elections and other planning items.
6. Signed quotes for new plow truck and equipment package as directed by Town Board at January Town Board meeting.
7. Short-Term Rental Letter related to 2024/2025 Application Cycle to all 2023/2024 Short-Term Rental Owners.

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 January 2024:

01/03/24 - 02/08/2024					
DISBURSEMENTS					
Checks written					
Range	21527	21586			
BUDGETS vs. ACTUAL					
		January 2024	Y-T-D	Budget	% of Budget
Revenue	\$	182,627	\$ 182,627	\$ 4,220,892	4%
Expense	\$	108,565	\$ 120,073	\$ 4,220,892	3%
Balance	\$	74,062	\$ 62,555		

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

Chair, Supervisor, and Committee Reports: Chairman Hoopman reported he attended the last Pikes Bay Sanitary Meeting. He also noted the brush mower is going to be worked on.

Sign-Up for WI Towns Association Meeting (which includes Board of Review Training) at Lakewoods in Cable, WI on Friday, April 5th from 8:45AM-3:00 PM and/or selection of two Town Board members to receive 2024 Board of Review Training Materials to complete at home: It was decided that two people would take the training online.

Set date and time for Regular March Town Board Meeting: Monday, March 11th, 2024- 6:00 PM.

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

Minutes presented by:
Kelly Faye, Clerk