

Regular May Town Board Meeting
Monday, May 13th, 2024- 6:00 PM

Call to Order and Roll Call: The meeting was posted on May 9th, 2024 at the Bayfield Town Hall and the town website. Chairman Craig Hoopman and Supervisors Robert Meierotto, Karen Boutin, and Carol Fahrenkrog were present, as well as Clerk Kelly Faye, Road Foreman Chuck Cadotte, and Treasurer Billie Hoopman. Supervisor Erickson was excused. Chairman Hoopman called the meeting at 6:00 PM.

Public Comment: Jeff Boutin was present and reported that the Fire Department still has not received the new tank that they have on order for the tanker truck. He is concerned about how long it is taking and the effect on the funds that are in the current budget. He wanted to keep the Town Board members informed of the situation.

Discussion and Identification of Items for Future Agendas: Treasurer Hoopman suggested that a discussion of the 2024-2025 snowplow rate be put on a future agenda.

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

Receive and Place on File Treasurer's Report:

Town of Bayfield
Treasurer's Monthly Report
5/13/2024

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$66,691.40
Less Checks Outstanding (To Date)	\$34,829.55
CURRENT AVAILABLE BALANCE	\$31,861.85

MONEY MARKET ACCT. #150375

CURRENT ACCOUNT BALANCE	\$994,890.03
Less Designated Funds:	
• Growth Incentive Fund	\$37,171.08
• Big Ravine Revenue Balance	\$2,963.62
• Hatchery Trail Revenue Balance	\$9,410.04
• Economic Study Balance	\$5,824.33
TOTAL of Designated Funds	\$55,369.07
CURRENT AVAILABLE BALANCE	\$939,520.96

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 4/21/2024	\$4,998.52
• Principle \$4517.57	
• Interest \$480.95	
Current Balance	\$218,891.53
Next Payment Due 5/21/2024	\$4,998.52

OTHER:

- Recorded and sent follow up notices for late filers for Tax Collections – Due April 30, 2024.
- Prepared check request for Bayfield Chamber and Visitor Bureau.
- Received State of Wisconsin – Personal Property Aid in the amount of \$1065.25.
- Received State of Wisconsin - PILT in the amount of \$2375.39.

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

Report from Bayfield Area Trails Committee including discussion and possible action on Pikes Creek Trail land dispute, current trail closure, and options for resolution, as well as any other trail issues involving the town: Kate Kitchell attended via Zoom and reported on 1) the Pikes Creek Trail land dispute, 2) the Anderson Bridges payment that still has not been cashed by them, 3) motorcycle use on town-owned land and the possible installation of trail cams and additional signage, and 4) a new boardwalk at site on Meyers Olson Road. She asked for feedback on how to address the motorcycle issue. Meierotto, Hoopman, and Fahrenkrog suggested that a camera may help in the hopes that the individual violating the rules might be held accountable. Treasurer Hoopman suggested that the use of cameras may need to be marked with a sign. Kitchell also presented a draft image of a proposed sign to be placed along the Salmo Lake Walk Trail. The name of the Salmo Lake Walk Trail was clarified as such rather than Salmo Trail. Town Board members suggested that the name should include Lake Walk to better describe what the trail involves. Kitchell also gave a reminder about the upcoming Work Trails Weekend events while noting that the new trail dedication will be postponed until the land ownership issue is resolved.

Update and possible action on Road Inspection Meeting and 2024 road work plan: Chairman Hoopman reported that the 2024 Road Inspection meeting was cancelled due to lack of a quorum. A work list that was prepared for that meeting was distributed to the Town Board members.

Update on Star Route Road TRIS Reconstruction Project: Chairman Hoopman reported that the project has started and will likely last until August.

NEW BUSINESS

Discussion and possible action on recommendation from Plan Commission setting policy to limit Plan Commission members online attendance to three meetings unless for medical reason, with any additional meetings attended online being counted as absent: Discussion took place related to this potential policy. Fahrenkrog stated that the Plan Commission approved the proposal, to allow for only three meetings to be attended online before the committee member

be counted as absent, but she voted no. She noted the frustration with people not being able to attend the meetings in person but believes that many people attend meetings online and it should be allowed since the town has the technology to hold meetings online. A motion was made by Boutin, seconded by Meierotto, to approve setting a limit that the Plan Commission and Town Board members be allowed to attend up to three meetings online, after which they will be counted as absent unless for a medical reason. Hoopman, Meierotto, and Boutin voted yes, Fahrenkrog voted no. Motion carried.

Discussion and possible action on Ordinance 2024-02: Records Retention Schedule:

The ordinance was presented as follows...

TOWN OF BAYFIELD
Bayfield County, Wisconsin

Ordinance 2024-02:
Adopting the Wisconsin Municipal and Related Records
and the Risk Management and Related Records Schedules

The Town Board of the Town of Bayfield, Wisconsin, does ordain to create the following Destruction of Records Ordinance:

SECTION 1- TITLE AND PURPOSE

This ordinance is entitled the Town of Bayfield Ordinance to Adopt the Wisconsin Municipal Records Schedule. The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Bayfield with the authority to retain and destroy those records.

SECTION II: AUTHORITY

The Town Board of the Town of Bayfield, Bayfield County, Wisconsin, has the specific authority under ss. 60.83 and ss. 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

SECTION III: ADOPTION OF WISCONSIN MUNICIPAL RECORDS SCHEDULE

The Town hereby adopts, by reference, the Wisconsin Municipal Records and the Risk Management Schedules, pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board on August 27, 2018, and November 20, 2023, respectively.

SECTION IV: NOTIFICATION TO WISCONSIN STATE HISTORICAL SOCIETY When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement set forth in s.19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

SECTION V: CONFLICT

In the event of any conflict between the terms of this ordinance and any applicable state statute, the applicable state statute shall control.

SECTION VII: REVOCATION OF PRECEDING ORDINANCE

This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the town board relating to the retention and/or destruction of public records of the Town of Bayfield, Wisconsin.

SECTION VIII: EFFECTIVE DATE

This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Adopted by the Town of Bayfield Board of Supervisors by a vote of - .
Dated this 13th day of May 2024.

TOWN OF BAYFIELD

Craig Hoopman, Chair

Fred Erickson, Supervisor

Robert Meierotto, Supervisor

Karen Boutin, Supervisor

Craig Hoopman, Supervisor

THIS IS TO CERTIFY THAT the foregoing is a true and correct copy of an ordinance duly and legally adopted by the TOWN OF BAYFIELD at a regular meeting held on the 13th of May, 2024.

Kelly N. Faye, Clerk

Treasurer Hoopman explained that this is a good move to take to provide a guideline of what should be kept and not kept and prevent excessive files. A motion was made by Meierotto, seconded by Fahrenkrog, to approve the Ordinance. Motion carried.

Discussion and possible action on 2024 Fireworks donation: Clerk Faye stated that there is \$500 in the budget for the annual fireworks donation. Permission was granted to submit the fireworks donation as was approved in the budget. Fahrenkrog abstained from approval.

Receive and place on file the Correspondence for May 2024:

Received

1. Email correspondence with Coleman Engineering related to Star Route TRIS Reconstruction Project Pre-Construction Meeting.
2. Driveway Application for proposed new home on Apostle Highlands Blvd.
3. Several Short-Term Rental License Applications.
4. Email announcing resignation of Plan Commission Secretary Amy Sherrard.
5. Request for Lump Sum Disbursement of Length of Service Award by Bayfield Ambulance EMT.
6. Gravel Bid from Olson Brothers of Brule, WI (Received on April 23rd).
7. Updates from Bayfield Area Trails Committee for Plan Commission and Town Board meetings.
8. Email correspondence from the City of Madison related to voter registration of a former Town of Bayfield resident.

Outgoing

1. Federal Payroll 941 Reports for End of April and Beginning of May to US Treasury.
2. WI Payroll Taxes for April to WI Department of Revenue.

3. 2024 Room Tax Report.
4. Dumpster Day Poster to Town Hall Bulletin Board/Website.
5. Affidavit of Board of Review Training Completion by Craig Hoopman to WI Department of Revenue.
6. Email correspondence with Attorney Office representing Jon Preekett related to application for private driveway along Meyers Olson Road.
7. Liquor License Renewal Application Packets.
8. Fire Inspection Self-Surveys completed by Short-Term Rental applicants and current list of applicants that have submitted fire inspection forms, to Fire Inspector Roger Branham.

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

Approve and place on file the Clerk's Financial and Budget Report for April 2024:

04/12/2024 - 05/09/2024					
DISBURSEMENTS					
Checks written					
Range	21701	21736			
BUDGETS vs. ACTUAL					
		April 2024	Y-T-D	Budget	% of Budget
Revenue	\$	98,204	\$ 887,445	\$ 4,220,892	21%
Expense	\$	95,904	\$ 457,653	\$ 4,220,892	11%
Balance	\$	2,300	\$ 429,792		

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

Chair, Supervisor, and Committee Reports: Chairman Hoopman reported that Dumpster Day was coming up on the 18th. Fahrenkrog reported that she believes that establishing a plan that future trails be handicap accessible is important for the community.

Set date and time for next Town Board Meeting: Monday, June 10th, 2024- 6:00PM.

Adjourn: Meeting adjourned.

Minutes submitted by: Kelly Faye-Clerk