

Budget Workshop and Regular October Town Board Meeting
Monday, October 14th, 2024- 6:00 PM

Call to Order and Roll Call: The meeting was posted on October 11th, 2024 at the Bayfield Town Hall and the town website. Chairman Craig Hoopman and Supervisors Karen Boutin, Robert Meierotto, Carol Fahrenkrog, and Fred Erickson were present. Clerk Kelly Faye, Treasurer Billie Hoopman and Road Foreman Chuck Cadotte were also in attendance. Chairman Hoopman called the meeting at 6:00 PM.

Review Projected 2024 Revenues and Expenses and Draft 2025 Budget: Copies of the draft budget were provided to the Supervisors in their meeting packets in advance of the meeting. Clerk Faye noted that Chairman Hoopman, Road Foreman Cadotte, and Treasurer Hoopman met with her to develop the draft document. Faye read through the anticipated income and expenses if the budget is adopted as it is. The draft budget included balanced income and expenses in the amount of \$1,921,624. The 2025 Budget accounts for the potential deficit of \$139,000. This deficit may need to be covered by retained earnings from previous years. This is largely due to the town's portion of the Star Route Road Reconstruction Project, the purchase of a new truck, and requests for additional funds to help the Fire Department with new equipment.

Determine changes to be made to 2025 Budget: No significant requests for changes were presented by the Supervisors.

Approve Town Clerk to publish Budget Summary in preparation for Budget Hearing: A motion was made by Boutin, seconded by Fahrenkrog, to approve publishing (posting) of the budget summary. Motion carried.

Set date and time for Budget Hearing and Electors Meeting: Monday, November 11th, 2024- 6:00 PM.

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

Regular In-Person October Town Board Meeting
Monday, October 14th, 2024 Immediately following Budget Workshop

Call to Order and Roll Call: The meeting was posted on October 11th, 2024 at the Bayfield Town Hall and the town website. Chairman Craig Hoopman and Supervisors Karen Boutin, Robert Meierotto, Carol Fahrenkrog, and Fred Erickson were present. Clerk Kelly Faye, Treasurer Billie Hoopman and Road Foreman Chuck Cadotte were also in attendance. Chairman Hoopman called the meeting at 6:00 PM.

Public Comment: None.

Items for Future Agendas: None.

Discussion and possible approval of minutes of Regular Town Board Meeting of September 9th, 2024: A motion was made by Meierotto, seconded by Fahrenkrog, to approve the minutes.

Receive and Place on File Treasurer's Report:

10/14/2024

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$56,107.01
Less Checks Outstanding (To Date)	\$43,961.34
CURRENT AVAILABLE BALANCE	\$12,145.67

MONEY MARKET ACCT. #150375

CURRENT ACCOUNT BALANCE	\$1,412,999.09
Less Designated Funds:	
• Growth Incentive Fund	\$39,081.70
• Pileated Woodpecker Trail	\$5,660.04
• Economic Study Balance: included carryover of Town funding = \$7656.52	11,178.72
• Star Route Project Balance (does not include any new change orders	397,926.78
Total of Designated Funds	\$453,847.24
CURRENT AVAILABLE BALANCE	\$949,151.85

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 9/21/2024	\$4,998.52
• Principle \$4,556.67	
• Interest \$432.05	
Current Balance	\$196,127.41
Next Payment Due 10/21/2024	\$4,998.52

OTHER:

1. On October 7, 2024, the Town received the General Transportation Aid Payment in the amount of \$49,861.34.
2. Snowplowing- Receiving payment for 2023/2024 and 2024/2025 season.

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

Report from Pikes Bay Sanitary District: None.

OLD BUSINESS

Discussion and possible action on Star Route Road TRIS Reconstruction Project.

- a. **Change Order #4 for remobilization of grout pumper, to account for small quantity fee and costs for remobilization of grout pump truck, at a lump sum cost of \$800.00.**
- b. **Northwoods Paving Pay Application #4 in the amount of \$282,187.31:** A motion was made by Boutin, seconded by Meierotto to approve the Change Order and Pay Application. A roll call vote was taken- Fahrenkrog-yes, Meierotto-yes, Hoopman-yes, Boutin-yes, Erickson-yes. Motion carried.
- c. **Approval to submit invoices and payment records to WI DOT for reimbursement of approved funding amount:** A motion was made by Fahrenkrog, seconded by Erickson, to approve submitting the request. Motion carried.

Update on Bayfield County Circuit Court Summons related Pikes Creek Trail Bridge dispute: Chairman Hoopman reported the Town Attorney Max Lindsey called with an offer to settle for a \$3,000 reduced cost. Hoopman noted that the abutments requested that were not completed were for around \$3,000. He stated that he counter offered to pay \$40,000 for the bridge leaving \$5,500 for the rest of the project. He reported that the issue has not yet been resolved at this time.

Discussion and possible action on Pikes Creek Trail land dispute: Chairman Hoopman stated that he met with Jim Lemke of the WI DNR and with Kate Kitchell of Bayfield Area Trails. Lemke said the DNR would work with the town to help keep the trail area open for public access. Hoopman mentioned that it may be necessary to move the bridge to another spot. This issue is unresolved at this time.

Update and possible action on June 18-19th flood damage at Apostle Islands Campground: Chairman Hoopman stated that the campground had a little less than \$20,000 in damage. He noted he intends to speak with Pikes Bay Sanitary District on this issue.

NEW BUSINESS

Discussion of Town Road Foreman Chuck Cadotte's retirement announcement effective the end of October: Discussion took place about the retirement and finding a replacement.

Discussion and possible action on the replacement of Road Foreman and determination if position will be filled using current employee or posted for outside applicants: Chairman Hoopman recommended moving the current full-time employees up. This would mean Carol Butterfield would be promoted to the Road Foreman position and Fred Faye would be promoted to the second Road Crew position previously held by Carl Butterfield. Discussion took place about having a third full-time employee. It was agreed that any full-time employee should receive full benefits. Discussion took place about posting for candidates for one full-time employee and two part-time employees. It was agreed that if the current part-time employee,

William Hessing, wants to apply for the full-time position he can do so. Discussion also took place related to a probation period once someone is hired. A motion was made by Meierotto, seconded by Erickson, to promote Carl Butterfield to the Road Foreman position effective November 1st, 2024. A motion was made by Meierotto, seconded by Fahrenkrog, to promote Fredrik Faye to the second full-time road crew position effective November 1st, 2024. A motion was made by Boutin, seconded by Erickson, to post the third full-time position. Robert Kelly who was previously approved to work part-time may be considered in determining the needs of the town.

Discussion and possible action on planned road crew wages, health and life insurance, retirement benefits, and sick and vacation leave offered to the full-time road crew employees based on the personnel policy: A motion was made by Fahrenkrog, seconded by Erickson, to hold a Special Town Board Meeting to update the personnel policy and discuss the details to be included in the job postings. Motion carried.

Discussion and possible action to begin process of appointing individual to the Pikes Bay Sanitary District Board to serve out the remainder of the term vacated by AJ Long and authorization to request the Pikes Bay Sanitary District advertise requesting letters of interest for the position: It was suggested that Pikes Bay Sanitary District post an ad seeking a replacement to complete the term of former Commissioner AJ Long. The Town Board could then appoint from those that replied.

Discussion of November 5th General Election emergency contingency plans including approval for Town Clerk to appoint Billie Hoopman as Deputy Clerk for the purpose of assisting with the November 5th General Election (in the case of illness, absence, etc): A motion was made by Fahrenkrog, seconded by Erickson, to approve appointing Billie Hoopman as Deputy Clerk. Motion carried.

Discussion and possible action on town hall rental requests: Faith Baptist Church Fall Dinner on November 15th, 2024 and LaPointe Graduation Party on May 31st, 2025: A motion was made by Meierotto to approve the rental requests. Motion carried.

Approval of Operators License Application for Zoe Jurewicz of Wild Rice Retreat: A motion was made by Erickson, seconded by Fahrenkrog, to approve the license contingent on a background check. Motion carried.

Discussion and possible approval of proposed contract with Town Web for a needed one-time website upgrade to change to newer technology, update the design, photos, and layout, and further integrate online license processing (\$1,000): A motion was made by Fahrenkrog, seconded by Boutin, to approve the website upgrade. Motion Carried.

Discussion and possible action on Resolution: 2024-03 Obligation to Pay Taxes:

TOWN OF BAYFIELD
Bayfield County, Wisconsin

**Resolution 2024-03:
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 14th day of October, 2024, 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 14th day of October 2024.

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 14th day of October 2024.

Kelly N. Faye, Clerk

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

Approve and place on file Clerks Report:

TOWN OF BAYFIELD					
CLERKS MONTHLY REPORT					
09/06/2024-10/08/2024					
DISBURSEMENTS					
Checks written	\$936,338.46				
Range	21893	21941			
BUDGETS vs. ACTUAL					
		September 2024	Y-T-D	Budget	% of Budget
Revenue	\$	8,842	\$ 2,637,474	\$ 4,220,892	62%
Expense	\$	926,148	\$ 2,066,654	\$ 4,220,892	49%
Balance	\$	(917,306)	\$ 570,820		

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

Approve and place on file the Correspondence:

Received

1. Star Route TRIS Reconstruction Project Change Order #4 from Coleman Engineering for remobilization of the grout pumper for \$800.00.
2. Star Route TRIS Reconstruction Project Pay Request #4 for Northwoods Paving via Coleman Engineering for a total of \$282,187.31.
3. Email correspondence from the WI Elections Commission and other election related organizations with instructions and training materials related to the November 5th General Election.
4. Voter Registration Forms and Absentee Ballots Requests for the November 5th General Election.
5. Paperwork for annual Town Road Map and Road Quality Certification (requesting any changes) from WI Dept of Transportation.
6. Notices from the WI Department of Revenue to assist in Budget Planning: Shared Revenue, Exempt Computer Aid, and General Transportation Aids.
7. Email correspondence from Bayfield Area Trails with purchasing and contractor pay requests related to approved trail grants.

Outgoing

1. Federal Payroll 941 Reports for End of September and Beginning of October to US Treasury.
2. WI Payroll Taxes for September to WI Department of Revenue.
3. Additional labor and cost documentation related to the June 18th-19th Flood Damage Reports to WI Disaster Fund and WI DOT.

4. Email to Tim and Kimberly Rinehart detailing the process for vacating a platted street adjacent to their property based on information provided by Town Attorney.
5. Email correspondence to WI Elections Commission legal department related to a request from a registered voter asking to vote under special circumstances from Norway.
6. Work schedule for the November 5th General Election to poll workers.
7. Signed Certificate of Substantial Completion of TRIS Star Route Road Reconstruction Project to Coleman Engineering.
8. Notice to Plan Commission that the October 1st Plan Commission Meeting was cancelled due to lack of agenda items.
9. Payment for Municipal Services Annual Entitlement Worksheet to WI Department of Administration.
10. Numerous emails related to absentee ballot requests and explanations for process to register to vote.

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

Chairman and Supervisor Reports: Chairman Hoopman reported the mower has a warped part that is being repaired in Merrill, WI, the road crew is doing a good job, and he spoke with the Bayfield County Zoning Department about a concern discussed in a previous meeting related to a potential zoning violation on Ski Hill Road. He noted that there is no longer a violation and the resident now has a composting toilet. Wellness checks will be done in the winter months.

Date and time for next Budget Hearing, Electors Meeting, and Regular November Town Board Meeting: Monday, November 11th, 6:00 PM.

Adjourn: Meeting adjourned at approximately 7:06 PM.

Minutes submitted by: Kelly Faye-Clerk