

Regular November Town Board Meeting Minutes
Monday, November 11th, 2024- 6:00 PM

Call to Order and Roll Call: The meeting was posted on November 7th, 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 (via Zoom) and Road Foreman Carl Butterfield were also in attendance. Chairman Hoopman called the meeting at 6:00 PM.

Public Comment: Carol Fahrenkrog stated that she has received questions about any policies that the Town of Bayfield has to prevent a Dollar General or similar establishment from starting a business here. A brief discussion took place about this possibility and what could be done to prevent it.

Items for Future Agendas: None.

Discussion and possible approval of minutes of Budget Workshop and Regular Town Board Meeting of October 14th, 2024: A motion was made by Boutin, seconded by Fahrenkrog, to approve the minutes. Motion carried.

Receive and Place on File Treasurer's Report: 11/06/2024

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$201,504.74
Less Checks Outstanding (To Date)	\$49,328.89
CURRENT AVAILABLE BALANCE	\$152,175.85

MONEY MARKET ACCT. #150375

CURRENT ACCOUNT BALANCE	\$1,066,085.70
Less Designated Funds:	
• Growth Incentive Fund	\$39,138.44
• Pileated Woodpecker Trail	\$5,660.04
• Economic Study Balance: included carryover of Town funding = \$7,656.52	\$10,127.42
• Star Route Project Balance (does not include any new change orders	\$397,926.78
Total of Designated Funds	\$452,852.68
CURRENT AVAILABLE BALANCE	\$613,233.02

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 10/21/2024	\$4,998.52
• Principle \$4,589.92	
• Interest \$408.60	
Current Balance	\$191,537.49
Next Payment Due 11/21/2024	\$4,998.52

OTHER:

Snowplowing – worked on 2023/2024 collections, 2024/2025 Requests and Deposits and Driver Lists for Town Crew. Requests and deposits for the upcoming year were due on November 1st, 2024.

Room Tax Collections – processed reports and payments (see attached report). Collections are on track with last year's amounts.

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

Bayfield Area Trails Update: None.

Report from Pikes Bay Sanitary District: None.

Discussion and possible action on appointing a replacement Pikes Bay Sanitary District Commissioner to complete term previously held by AJ Long: Chairman Hoopman stated that Michael Mucha has provided his resume and is well qualified. He has also provided proof of residence by way of a driver's license with his Bayfield address and voter registration record. A motion was made by Fahrenkrog, seconded by Erickson, to approve appointing Michael Mucha to fill the seat previously held by AJ Long until the end of the seat's current term. Motion carried.

OLD BUSINESS

Update on Pikes Creek Trail land and bridge disputes: Chairman Hoopman reported there is no clear ownership information related to the land dispute at this time. The bridge money is still in the town account.

Discussion and possible approval of Star Route TRIS Reconstruction Project Change Order to balance out project and Pay Request #5 in the amount of \$74,733.04: A motion was made by Boutin, seconded by Meierotto, to approve the change order and payment. Motion carried.

NEW BUSINESS

Discussion and possible approval of 2024 Town Tax Levy: A motion was made by Fahrenkrog, seconded by Boutin, to approve the levy in the amount of \$621,495. Motion carried.

Discussion and possible approval of 2025 Budget: A motion was made by Meierotto, seconded by Boutin to approve the budget. Motion carried.

Designate Hiring Committee to review applicants and hire one Full-Time Road/Garage Employee and two Part-Time Road Employees: Chairman Hoopman suggested that a special town board meeting be held so all the supervisors can review the applications. It was decided the posted meeting would take place on Monday, November 18th at 6PM.

Approval of Operators License Application from Danielle Pavlack of Wild Rice Retreat: A motion was made by Meierotto, seconded by Boutin, to approve. Motion carried.

Discussion of request from Bayfield County Land and Water Conservation Department for \$150 or any amount to help fund the deer carcass collection program to prevent Chronic Wasting disease: It was noted that this expense was not in the budget so would not be considered at this time.

Receive and place on file the Correspondence for November 2024:

Received

1. Fourteen employment applications, resumes, and letters of interest related to the posted Road/Garage Employment advertisement.
2. Star Route TRIS Reconstruction Project Change Order #5, Pay Request #5, and documents to be used for state reimbursement from Coleman Engineering.
3. Absentee ballots for November 5th General Election: 221 Issued, 213 returned.
4. Operator License application from Danielle Pavlack of Wild Rice Retreat.
5. Email correspondence from Kate Kitchell of Bayfield Area Trails requesting payment of trail study expense invoices from their grant funding including a trail counter, volunteer hats, organizational boxes, clipboards, etc.
6. Notice from Ruth Hulstrom of Bayfield County Zoning Department about a Meet and Greet with the consultant hired to re-write their county zoning code to be held at the Bayfield Town Hall on November 26th from 3PM-4PM.
7. Public Records Request for copies of ES&S DS200 Voting Machine configuration reports, machine log, event log reports, and system log pertaining to the November 5th General Election from Christopher Gleason of The Justice Society.

Outgoing

1. Federal Payroll 941 Reports for End of September and Beginning of November to US Treasury.
2. Quarterly Federal 941 Payroll Report to US Treasury.
3. WI Payroll Taxes for October to WI Department of Revenue.
4. Quarterly Unemployment Report to Wisconsin Department of Workforce Development.
5. Notice of Full-Time Road/Garage Worker and two Part-Time Road Workers to Ashland Daily Press.
6. Updated schedule for the November 5th General Election to poll workers.
7. Voting Equipment Test Notice to town website and bulletin board (Test Held on Monday, October 28th).
8. November 5th Election Results to Bayfield County Clerk.

9. Email correspondence with Ann Jarman of Ruder Ware Attorney group related to her request for information about Jon Preekett driveway application/land access from Meyers Olson Road.
10. Request for reimbursement of expenses to Bayfield County Forestry Department related to approved 2024 Forest Road Grant Funding in the amount of \$6,500.

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

Receive and place on file the Clerk's Financial and Budget Report for October 2024:

10/10/2024 - 11/07/2024					
DISBURSEMENTS					
Checks written	\$337,156.47				
Range	21942	21974			
BUDGETS vs. ACTUAL					
	October 2024	Y-T-D	Budget	% of Budget	
Revenue	\$ 107,400	\$ 1,157,588	\$ 4,220,892	27%	
Expense	\$ 337,156	\$ 2,398,270	\$ 4,220,892	57%	
Balance	\$ (229,756)	\$ (1,240,682)			
Note: Star Route TRIS Reconstruction Project Loan not Included as income to Match Treasurers Report.					
See Loan Portion of Treasurer's Report.					

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

Chair, Supervisor, and Committee Reports: Chairman Hoopman stated that the Town Attorney has been slow to respond related to our recent legal issues. He stated he plans to call their office and see if there is any way legal advice can be received on a more timely basis, and if not whether there is someone else there the town can work with.

Discuss plan for Holiday Party: It was suggested that the meeting be held at 5PM and that the Holiday Party would take place immediately after.

Set date and time for Regular December Town Board Meeting: Monday, December 9th, 2024-6:00 PM.

Adjourn: Meeting adjourned at approximately 6:35.

Minutes submitted by: Kelly Faye-Clerk