

Regular January Town Board Meeting
Monday, January 13th, 2025

Call to Order and Roll Call: The meeting was posted on January 8th, 2025 at the Bayfield Town Hall and the town website. Chairman Craig Hoopman and Supervisors Carol Fahrenkrog, Karen Boutin, Robert Meierotto, and Fred Erickson were present. Clerk Kelly Faye, Treasurer Billie Hoopman and Road Foreman Carl Butterfield were also in attendance. Chairman Hoopman called the meeting to order at approximately 6:20 PM, immediately following the Town Caucus.

Public Comment: None.

Items for Future Agendas: Chairman Hoopman stated he would like a discussion on the possibility of purchasing a mini-excavator on a future agenda. Treasurer Hoopman suggested a discussion of increasing the Growth Incentive Fund loan limit to \$10,000 be on a future agenda.

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

Receive and Place on File Treasurer's Report:

Town of Bayfield
Town Treasurer's Monthly Report
1/13/2025

GENERAL CHECKING ACCT. #50062

CURRENT ACCOUNT BALANCE	\$646,065.30
Less Checks Outstanding (To Date)	\$579,951.19
CURRENT AVAILABLE BALANCE	\$66,114.11

MONEY MARKET ACCT. #150375

CURRENT ACCOUNT BALANCE	\$1,220,722.74
Less Designated Funds:	
• Growth Incentive Fund	\$39,243.80
• Pileated Woodpecker Trail	\$5,660.04
• Economic Study:	\$4,801.20
Total of Designated Funds	\$49,705.04
CURRENT AVAILABLE BALANCE	\$1,171,017.77

LOANS:

BREMER BANK LOAN	Loader	Star Route Project
Issue Date	2/21/2020	2024
Maturity Date	2/21/2029	12/05/2028
Interest Rate:	2.5%	4.2%
Original Balance	\$433,918.28	\$1,587,286.00
Last Payment Amount	12/21/2024 - \$4,998.52 Principle \$4,609.04 Interest \$389.48	12/23/2024 - \$1,123,888.65 Principle \$1,100,000.00 Interest \$23,888.65
Current Balance	\$182,342.27	\$539,175.99
Next Payment Due	1/21/2025 – \$4,998.52	12/05/2025 - \$142,571.26

OTHER:

- On December 23, 2024, the State of Wisconsin LRIP Funding was received for the Star Route Road project in the amount of \$1,101,576.48. On the same day, the balloon payment due on the loan was paid in the amount of \$1,123,888.65.
- On January 6, 2025, the Town received a WisDOT Transportation Aid payment in the amount of \$49,861.32.
- On January 8, 2025, the January Settlement payments for the 2024 taxes collected were generated and sent.

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

Bayfield Area Trails Update: None.

Report from Pikes Bay Sanitary District: Dennis Clark was present and stated that the minutes from the previous month's meetings are being provided to the Clerk and requested that they be included in the Town Board packets to serve as the monthly report going forward.

OLD BUSINESS

Discussion and possible action on Pikes Creek Trail land and bridge disputes: Chairman Hoopman reported that Anderson Bridges has accepted the town's reduced payment offer for the bridge. He noted that hopefully these issues will be resolved by spring.

Discussion and possible action on Road Maintenance Plan: 1) Section of Trailer Court Road-

Discussion took place about the road maintenance plan as it pertains to Trailer Court Road. Erickson asked what was going on with the flood damage discussion. Chairman Hoopman stated it is pending, and Pikes Bay Sanitary District has been notified of the issue.

2) Valley Road: Chairman Hoopman asked for input on Valley Road. Fahrenkrog noted that if it is not paved this year, it will need to be sprayed for dust control. Discussion took place about the amount of gravel that is left and if it is enough for Valley Road for now. Hoopman recommended increasing the dust control budget and using gravel on Valley Road for this year. The projected \$100,000 cost of a mini-backhoe and trailer will be another expense. It was explained that the dump trucks that deliver gravel can also place it directly on roads, reducing the need for the road crew to make multiple trips. It was decided to increase the budget amount for gravel and dust control for 2026.

NEW BUSINESS

Discussion of Pikes Bay Sanitary District levy increase as shown on 2024 tax bills: Chairman Hoopman stated he went to the January PBSB meeting and asked if one or more of the Commissioners could attend this meeting. Dennis Clark was in attendance. Hoopman stated that he has received several calls related to the levy increase and was hoping for more information. He brought up his viewpoint that people that have holding tanks get charged twice. He says the charge is \$130 to have tanks pumped out. Treasurer Hoopman stated she served on committees when the sanitary district was being established and the understanding then was that the bond would come off the levy when it was paid in full by May 2024. Clark explained that the plant was built about 20 years ago. It was agreed that if you were in the district, you would help pay for the plant. The plant has done a number of upgrades. He said the only thing that PBSB can put on the tax roll are capital improvements and debt service. Discussion took place related to future PBSB expenses, projected fees, and the options for future expansion. The possibility of the PBSB boundaries being changed was brought up. Fahrenkrog suggested that there could be a committee established now to look at what the options are and what was agreed upon originally. Clark mentioned that businesses such as Waterford and Wild Rice Retreat, that bring in revenue, benefit from the district.

Discussion and possible updates/clarification of the Pikes Bay Sanitary District Town Hall Office and Supply Use Agreements: Discussion took place about the agreement/understanding and whether it included use of office supplies in addition to use of the town hall office/storage. Clark mentioned that there have been times the printer was low on ink when he went to use it. Clerk Faye explained that extra ink is kept in the office closet. She noted that there had been the understanding that some minimal supplies were used in the past but the arrangement seemed to change during COVID. During that time, the town hall was not being used for meetings and Rose Lawyer, Pikes Bay Sanitary District Clerk, stated she would be using a home printer for copies. At some point meetings resumed but the supply arrangement was not clarified. The agreement will be placed on a future agenda.

Discussion and possible action related to a letter addressed to the City of Bayfield from Insurance Services Office (ISO) notifying of a retrogression of the previous fire suppression delivery system from a classification of 04/4Y to 05/5Y based on a recent Public Protection Classification Survey with information about the opportunity to develop a program to retain prior classification: Fire Chief Jeff Boutin stated they have not had an in-person ISO meeting since 2013. He explained that the fire insurance rating went down one point. The easiest way to improve the score would be to purchase a ladder truck but he doesn't plan to ask for the 1.5 million for that and to train people to use it, etc. He suggested they intend to find other ways to improve the rating such as improving record keeping accuracy. The change in the rating is costing them time but not really money.

Discussion and possible action on proposed repairs to deterioration of the Star Route Town Garage wall(s): Chairman Hoopman stated that salt and sand is disintegrating the tin that makes up the wall of the garage. He suggested that the damaged sections be replaced with new tin and covered in treated plywood. There is also a lot of heat loss and related ice dams that spray foam would help prevent. The building is kept at 55 degrees. It was agreed that these repairs should be made.

Discussion and possible action on recommendation to Plan Commission related to the Town's Short-Term Rental Ordinance/upcoming application cycle, fire inspections, and the Bayfield County Short-Term Rental Ordinance: Chairman Hoopman suggested that it may not make sense for the town to continue permitting short-term rentals if Bayfield County is also planning to do so. Fahrenkrog stated that it might be OK to repeal the Ordinance as long as communication takes place between the County and the Town. It was announced that there would be a meeting between Plan Commission Chairman Chuck Finn, representatives from the Fire Department, and anyone else interested the following day at 4PM to discuss this issue.

Discussion of proposal to promote the availability of the email/text "subscribe" feature of the town website to help distribute information about upcoming meetings: Chairman Hoopman suggested that this option be promoted to help the public keep informed of upcoming meetings and receive agendas without going to the Town website. Clerk Faye agreed that this type of automatic update could be promoted.

Receive and place on file the Correspondence for January 2025:

Received

1. Emails from Kate Kitchell and Hilary Jewell of Bayfield Area Trails with supply purchase requests to be covered by their approved grant funding.
2. One Voter Registration and Five Absentee Ballot Applications for April 2024 election.
3. Public Records Request for list of approved town candidates for the April Election from Leslie Hubert of the WI Republican Party.
4. Declaration of Candidacy Forms and Completed Nomination Papers from two incumbent Pikes Bay Sanitary District Commissioners for April ballot.
5. Notice from Bayfield County Zoning Director Ruth Hulstrom announcing the hiring of new Assistant Zoning Administrators.

6. Email from resident Michael Kooi with questions about assessment changes and tax bill (referred to Assessor Steve Nordquist).
7. Notice from Bayfield County Zoning Department of approved permit application for Ted Galazen to build garage at 86810 Valley Rd.
8. Copy of Letter addressed to City of Bayfield from Insurance Services Office (ISO) concerning their recent audit of the Bayfield Fire Suppression Delivery Program and resulting classification, from Treasurer Billie Hoopman.

Outgoing

1. Federal Payroll 941 Reports for End of December and Beginning of January to US Treasury.
2. WI Payroll Taxes for December to WI Department of Revenue.
3. Quarterly 941 Report for October-December to US Treasury.
4. Quarterly Unemployment Report for October-December to WI Department of Workforce Development.
5. Applications to WPS Health Insurance for new full-time employees to finalize signing up for Health Insurance (after three-month waiting period).
6. Glatfelter Benefits Length of Service Award (LOSA) paperwork to Ambulance Coordinator Lyn Cornelius to prepare for yearly town contribution to EMS retirement funds.
7. Glatfelter Benefits Lump Sum Distribution Form to Bayfield EMS member Jamie Paterson.
8. Email response to Dennis Clark of Pikes Bay Sanitary District in response to request for Apostle Islands Campground summer flooding damage information.
9. Email to Plan Commission members with Chairman Finn's decision to postpone January Meeting until the day of the Bayfield County Zoning Consultant Meet-and-Greet scheduled for January 28th.
10. Notice of Caucus and January Town Board Meeting agenda to Bayfield Town Hall Bulletin Board and Town Website on January 8th, 2024. (Notice of Terms Expiring in April was posted in November)

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

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

12/07/2024 - 01/09/2025							
DISBURSEMENTS							
Checks written							
Range	22029	22093					
BUDGETS vs. ACTUAL							
		December 2024	Y-T-D	Star Route Loan Income	YTD With Loan	Budget	% of Budget
Revenue	\$	1,104,232	\$ 2,318,313	\$1,101,576.48	\$3,419,889.48	\$ 4,220,892	81%
Expense	\$	1,338,636	\$ 3,870,632			\$ 4,220,892	92%
Balance	\$	(234,404)	\$ (1,552,320)				

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 he got the go ahead to clean up the downed willows and brush that are blocking Pikes Creek.

Notice of Meet-and-Greet with Bayfield County Zoning Code Re-Write Team at Town: Tuesday, January 28th at 3PM.

Set date and time for Regular February Town Board Meeting- Monday, February 10th, 2025-6:00 PM.

Adjourn: A motion was made by Boutin, seconded by Erickson, to adjourn the meeting. Meeting adjourned at 7:46 PM.

Minutes submitted by: Kelly Faye-Clerk