

Regular February Town Board Meeting Minutes
Monday, February 9th, 2026

The meeting was posted on February 5th, 2026 at the Bayfield Town Hall and the town website. Chairman Craig Hoopman and Supervisors Robert Meierotto, Karen Boutin, Fred Erickson, and Carol Fahrenkrog were present. Clerk Kelly Faye, Treasurer Billie Hoopman, and Road Foreman Carl Butterfield were also in attendance. Chairman Hoopman called the meeting at 6:00 PM.

Public Comment: None.

Items for Future Agendas: Fahrenkrog requested that a review of the Town of Bayfield's Memorandum of Understanding with Bayfield Area Trails be reviewed at a future meeting. Treasurer Hoopman suggested that the Room Tax Ordinance be reviewed at a future meeting.

Discussion and possible approval of minutes of the Regular Town Board Meeting of January 12th, 2026: A motion was made by Boutin, seconded by Meierotto, to approve the minutes. Motion carried.

Receive and Place on File Treasurer's Report:

2/9/2026

GENERAL CHECKING ACCT. 50062

CURRENT ACCOUNT BALANCE	\$90,777.56
Less Checks Outstanding (To Date)	\$30,876.61
CURRENT AVAILABLE BALANCE	\$59,900.95

CURRENT ACCOUNT BALANCE	\$2,549,521.24
Less Designated Funds:	
• Growth Incentive Fund	\$39,790.24
• Pileated Woodpecker (Hatchery) Trail	\$9,580.04
• Other Trails Balance from 2025 (Carry over to 2026 PWT?)	\$101.17
• Salmo Trail Project (Essential and Tamarack Health)	\$10,000.00
TOTAL of Designated Funds	\$59,471.45
CURRENT AVAILABLE BALANCE	\$2,490,049.79
NOTE: Balance includes 2025 Tax Payments that are due to other jurisdictions.	

MONEY MARKET ACCT. 150375

BREMER BANK LOANS	Loader	Star Route Project
• Issue Date	2/21/2020	2024
• Maturity Date	2/21/2028	12/05/2028
• Interest Rate:	2.5%	4.2%
Original Balance	\$433,918.28	\$1,587,286.00
Last Payment Amount	1/21/2026 - \$4,998.52 • \$4,726.55 • \$271.97	12/5/2025 - \$141,263.72 • \$121,821.00 • \$19,442.72
Current Balance	\$121,606.77	\$365,465.00
Next Payment Due	2/21/2026 = \$4,998.52	12/05/2026 - \$141,263.72

NOTES:

1. 2025 Tax Collections: Last day for Town Treasurer Receipting was February 7, 2026. Payments received after this date will be sent to the County Treasurer for processing. Will be working on making the settlement payments to all taxing jurisdictions.
2. Town of Bayfield Room Tax – Qtr. 4 Report
3. Seeking consideration of having the Town of Bayfield's Room Tax Ordinance Update
4. Seeking approval of Town Hall Rental on Sunday – May 17 for a baby shower; noon-4p.m. (Mather)
5. County/State Payments received.
 - Jan. 16 – Bayfield County Forestry 10% Timber Sale Payment (PILT)- \$65,963.60
 - Jan 26 – State of Wisconsin PILT Payment - \$40,657.13
 - Feb. 3 – Received State of WI MSP Program Payment - \$2037.88

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

Treasurer Hoopman reported that there is a request to rent the Town Hall for a baby shower on May 17th. A motion was made by Boutin, seconded by Erickson, to approve the town hall rental request. Motion carried.

Report from Pikes Bay Sanitary District: None.

Update on issue of snowmobiles on trails within the Town of Bayfield: Kate Kitchell reviewed a handout she provided to the Town Board members in advance. Recent highlights of the Salmo Lakewalk Trail, the East Rim Dual-Use Trail, the Pileated Woodpecker Trail, and the Economic Impact Study of the Bayfield Peninsula were covered in her report.

Discussion and possible action on updated Big Ravine Trail Easement Agreement with the Erickson Family, if needed: Supervisor Erickson provided information on the details of the new agreement. He noted that on his property the easement allows for snowmobiles only from December-March and foot travel only from April-November. Kitchell stated she would like to review the document. Erickson agreed to leave a copy at the Town Hall for her to pick up and review. Kitchell thanked Chairman Hoopman for service to the township. A motion was made by Boutin, seconded by Meierotto, that the Town Board give the Town Chairman authority to

approve the updated easement, following review by Kate Kitchell. Erickson abstained. Motion carried.

NEW BUSINESS

Notice of Letter of Resignation received from Town Board Chairman Craig Hoopman due to upcoming change of residency: The letter was provided to the Town Board in their meeting packets prior to the meeting.

Discussion and possible action on acceptance of Chairman's resignation: A motion was made by Boutin, seconded by Erickson, to accept Chairman Hoopman's resignation.

Discussion of statutory options to fill Town Chairperson vacancy: It was noted that the WI State Statutes allows for a special election or the remaining Town Board members and the Town Clerk to appoint a qualified elector of the Town of Bayfield to fill the Chairperson vacancy for the remainder of the term.

Discussion and possible appointment of Town Board Chairperson to serve remainder of Chairman Hoopman's unexpired term ending on April 20th, 2027: Erickson made a motion, seconded by Boutin, to appoint Robert Meierotto to fill the Town Chairperson vacancy for the remainder of the term (ending in April 2027). A roll call vote was taken: Supervisor Fahrenkrog-yes, Clerk Faye-yes, Supervisor Erickson-yes, Supervisor Boutin-yes, Meierotto-abstained. Motion carried. Meierotto accepted the appointment to this position.

Discussion and possible appointment of Town Board Supervisor to serve remainder of their current unexpired term, if needed: A motion was made by Fred Erickson, seconded by Boutin, to appoint Cody Bermel to fill the Town Board Supervisor. This would be a two-month term ending in April 2026. A roll call vote was taken: Supervisor Fahrenkrog-yes, Clerk Faye-yes, Supervisor Erickson-yes, Supervisor Meierotto-yes Supervisor Boutin-yes. Motion carried. Bermel accepted the appointment to this position.

Appreciation for Craig Hoopman's many years of service and dedication to the Town of Bayfield as both Supervisor and Chairman: Many of those in attendance noted their appreciation for Hoopman's service. Hoopman also expressed appreciation for the opportunity and looked forward to continuing to attend the meetings.

Approve and place on file Clerk's Report for January 2026:

01/9/2026-2/6/26					
DISBURSEMENTS					
Checks written	\$136,740.60				
Range	22605	22638			
BUDGETS vs. ACTUAL					
		January 2026	Y-T-D		
Revenue	\$	174,457	\$	174,457	
Expense	\$	133,766	\$	141,144	
Balance	\$	40,691	\$	33,314	

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

Approve and place on file the Correspondence for February 2026:

Received

1. Letter of Resignation from Town Board Chairman Craig Hoopman due to upcoming change in residency.
2. Email confirming potential scenarios for appointing new Town Board Chairperson and Supervisor.
3. Request for any information the Town has on the possible discontinuance of Old Saint Paul Road or its maintenance from Wisconsin Department of Natural Resources Attorney Diane Milligan.
4. Preliminary Ballot Proof for the April 2026 Election from the Bayfield County Clerk.
5. Planning Checklist II for the Spring Primary Election from the Wisconsin Elections Commission.
6. Briefing paper for Bayfield Town Board from Kate Kitchell of Bayfield Area Trails.
7. Ambulance Length of Service Award Pre-valuation paperwork from Lyn Cornelius for processing by Glatfelter Specialty Benefits.

Outgoing

1. Federal Payroll Taxes for End of January and Beginning of February to US Treasury.
2. WI Payroll Taxes for January to WI Department of Revenue.
3. W-2 Forms to all Town employees.
4. W-3 Transmittal of Tax and Wages Statement to Social Security Administration.
5. WT-7 Employers Annual Reconciliation of Wisconsin Income Tax Withheld to WI Department of Revenue.
6. Unemployment Report for 4th Qtr. of 2025 to Wisconsin Department of Workforce Development.
7. Email to Cory Kessenich of Kessenich & Co. related to options for starting retirement plans for employees now reaching the end of their probationary period.
8. Email to Wisconsin Town's Association related to legal requirements for retaining old email files for possible public records requests.

9. Request for bids for Salmo Trail boardwalk materials to Town of Bayfield bulletin board/website and the Ashland Daily Press.
10. Annual Housing Survey Response reporting any changes to the housing unit totals in the town to the Wisconsin Department of Administration Demographic Services Center.

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

Chairman and Supervisor Reports: None.

Set date and time for the Board of Audit and Regular March Town Board Meeting:
Monday, March 9th, 2026- 6:00 PM.

Adjourn: A motion was made by Boutin, seconded by Fahrenkrog, to adjourn. Motion carried. Meeting adjourned at 6:45 PM.

Minutes presented by: Kelly Faye, Clerk.