

Board of Audit

Monday, March 9th, 2026 – 6:00 PM

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

Treasurer's report of financial accounts:

- a. **Balance confirmation of bank statement(s):** The 2025 Treasurer's Financial Statement was made available to those in attendance. Treasurer Hoopman gave an overview of the document. It was noted that the cash available on 01/01/25 was \$1,484,044.70 and the ending balance was \$1,215,017.82.

Clerk's report of financial records:

- a. **Monthly reconciliations of bank statements between Clerk & Treasurer:** Clerk Faye explained that every month a reconciliation process is done to ensure the Clerk and the Treasurer's financial records for the month match. She noted that copies of these reconciliation sheets are available for members of the Town Board to review.
- b. **Year end 2025 revenue and expenses match with Treasurer:** Clerk Faye confirmed that the Clerk and Treasurer beginning balance match with \$1,484,044.70 on 01/01/25 and \$1,215,017.82 on 12/31/25.

Reconciliation by Board of Audit of Clerk and Treasurer records.

- a. **Clerk and Treasurer records reconcile as of 1/1/2025 and 12/31/2025:** Chairman Meierotto confirmed that the records match and no further action is needed at this time.

Adjourn: A motion was made by Boutin, seconded by Erickson, to adjourn the Board of Audit. Motion carried.

Regular March Town Board Meeting Minutes

Monday, March 9th, 2026

The meeting was posted on March 5th, 2026 at the Bayfield Town Hall and the town website. Chairman Robert Meierotto and Supervisors Carol Fahrenkrog, Karen Boutin, Fred Erickson, and Cody Bermel (online) were present. Clerk Kelly Faye, Treasurer Billie Hoopman, and Road Foreman Carl Butterfield were also in attendance. Chairman Meierotto called the meeting to order at approximately 6:10 PM.

Public Comment: Tom Galazen, resident of Valley Road, explained that he thinks the name of Harve Road should be changed to Harveaux Road to more accurately reflect the person the road was meant to be named after. Chairman Meierotto suggested this change could be considered at a future meeting. Chuck Finn reported that there is a dip on Meyers Olson Road that needs blacktop work.

Items for Future Agendas: None.

Discussion and possible approval of minutes of the Regular Town Board Meeting of February 9th, 2026: A motion was made by Boutin, seconded by Erickson, to approve the minutes. Motion carried.

Receive and Place on File Treasurer's Report:

3/9/2026

GENERAL CHECKING ACCT. 50062

CURRENT ACCOUNT BALANCE	\$67,361.79
Less Checks Outstanding (To Date)	\$37,115.84
CURRENT AVAILABLE BALANCE	\$30,245.95

CURRENT ACCOUNT BALANCE	\$879,357.66
Less Designated Funds:	
• Growth Incentive Fund	\$39,860.83
• Pileated Woodpecker Trail (PWT - Hatchery)	\$2,423.38
• Other Trails Bal. of \$101.17 from 2025 carried over to PWT	
• 2025 PWT Project Funds of \$6001.71 carried over	
• Uses entire 2026 Trails Allocation - \$5000.00	
• Salmo Trail Project (Essential and Tamarack Health)	\$10,000.00
TOTAL of Designated Funds	\$52,284.21
CURRENT AVAILABLE BALANCE	\$827,073.45

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	2/21/2026 - \$4,998.52	12/5/2025 - \$141,263.72
	• \$4,736.73	• \$121,821.00
	• \$261.79	• \$19,442.72
Current Balance	\$116,870.04	\$365,465.00

LOANS:

NOTES:

1. Clerk & Treasurer prepared and sent the 2025 Tax Collection settlement payments to all taxing jurisdictions.
2. Sent current and sample Room Tax Ordinance documents to the Town's Attorney for assistance in preparing a revised ordinance for the Town. Contacted Bayfield County to find out the process for STR operators not following the Town's Room Tax Permit requirements.
3. Town Hall Rental scheduled for Bayfield County Public Meetings: Preparation for Release of Code Drafts on April 29 from 3-5pm
4. Town received Disaster Aid Payment in the amount of \$6742.50 from the State of Wisconsin. Way to go Kelly for filing all required documents!

Salmo Trail Proposed Project Budget

REVENUES:

Essentia Health Donation	\$5,000.00	Rcvd.
Tamarack Health Donation	\$5,000.00	Rcvd.
Bayfield County Wellness Grant	\$5,000.00	Awarded/Reimbursable
DNR Rec. Trails Program Grant	\$46,811.00	Awarded/Reimbursable
Bats Donations OR Boreal Shores Grant	\$3,126.00	Boreal Shores Grant applied for Back up – BATS Donations
TOTAL	\$64,937.00	

EXPENSES (To-date):

Lumber for Bridge	\$113.10
Call for bids / publication	\$75.39
TOTAL	\$188.49

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

Report from Pikes Bay Sanitary District: PBSO Commissioner Sean Heckman was in attendance and stated not much is going on currently. The SCADA system is mostly done. The lift station will be restarted at the end of March. The 20-year old lift station computers still need to be updated and this project is in the planning stage.

Update from Bayfield Area Trails: Kate Kitchell was in attendance online and stated she received the final Economic Impact Statement report. It suggests three million dollars in income to the local community from silent sports trails in the area.

OLD BUSINESS

Discussion and possible action on the Salmo Lakewalk Trail Boardwalk Project bids received: Clerk Faye reported that one bid was received from Custom Manufacturing, Inc. of Clinton, Wisconsin. The bid includes a complete boardwalk kit and shipping charges for a total of \$40,600.00. Discussion took place about whether the bid needed to be awarded that week. It was decided that a subcommittee made up of Kitchell, Steffenson, Meierotto, and Feyen should look over the details and make a recommendation to the Town Board at the March meeting.

Update on the Town of Bayfield Big Ravine Trail Easement Agreement with the Erickson Family: Erickson gave an overview of the current status of the easement document. Kitchell and Erickson agreed that both parties are happy with the agreement at this time.

Discussion and possible action on review of Memorandum of Understanding with Bayfield Area Trails: Fahrenkrog asked when the Memorandum of Understanding will expire. Kitchell stated that it has actually already expired but noted she does not think it is urgent unless the town thinks it is. Fahrenkrog stated that almost \$6,000 has been spent on legal advice for the Pike's Creek Trail land dispute but only \$5,000 had been budgeted as a town contribution to BATS for 2026. Kitchell said that there is some leftover funds in other places that could be used to make up for the difference in expenses. Fahrenkrog suggested that BATS may be outgrowing the town's

current role with the organization and it may be appropriate for them to consider becoming a 501©3 organization. Kitchell agreed that a discussion could take place but stated that the relationship between all the partners is really positive and it would be a shame to lose any of those partnerships. It was agreed that Finn, Fahrenkrog, Kitchell, and Meierotto would meeting to discuss the Memorandum of Understanding.

Discussion and possible action on update of Room Tax Ordinance: Treasurer Hoopman stated she contacted the town’s attorney to request assistance in updating the ordinance to better reflect the current short-term rental marketplace situation. She stated she is waiting to hear back from their office.

NEW BUSINESS

Discussion and possible appointment of Town Board Vice-Chairperson: Meierotto stated that he would like Supervisor Fahrenkrog, to become Vice-Chairperson. A motion was made by Boutin, seconded by Erickson, to appoint Fahrenkrog as Vice-Chairperson. Motion carried.

Approve and place on file Clerk’s Report for February 2026:

Approve and place on file the Correspondence for March 2026:

2/6/26-3/9/26

DISBURSEMENTS

Checks written	\$1,880,824.96	
Range	22639	22665

BUDGETS vs. ACTUAL

	February 2026	Y-T-D
Revenue	\$ (26,794)	\$ 147,663
Expense	\$ 45,015	\$ 178,765
Balance	\$ (71,809)	\$ (31,102)

Note: WI DNR PILTS payments made from revenue account, income was received prior to February, causing negative total for the month.

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

Approve and place on file the Correspondence for March 2026:

Received

1. Email Notifications of Online Meetings with National Park Service and other community partners related to Sea Caves Opening.

2. Several requests for absentee ballots for the April 7th Spring Election.
3. Request for Salmo Lakewalk Trail expense records from Kate Kitchell of Bayfield Area Trails to complete grant application.
4. Request from Bayfield County Zoning Office to use Town Hall on April 29th from 3-5PM for information session on the release of updated Zoning Code Draft.
5. Email correspondence with Bayfield Ambulance EMT related to withdrawal of Length of Service Award funds.
6. Email from Rasmussen Operations requesting information on regulations related to soliciting door-to-door in the Town of Bayfield.
7. Email from landowner on Holt Road complaining that the road was not plowed when he arrived at his cabin on February 21st (issue to be forwarded to Town of Russell as they plow this road).
8. One bid for Salmo Lakewalk Trail Boardwalk Materials.

Outgoing

1. Federal Payroll Taxes for End of February and Beginning of March to US Treasury.
2. WI Payroll Taxes for February to WI Department of Revenue.
3. Voting by Absentee Ballot Posting for the April 7th Spring Election.
4. Reply to request for information from James Brooks related to his potential purchase of 87765 County Hwy 13, specifically whether a new town road is being built adjacent to the property and whether the size of the current cottage is allowed on the property (referred to Bayfield County Zoning).
5. Poll Worker Schedule for April 7th Spring Election.
6. Email from Greenwalk of East Rochester, NY requesting information as to whether the deadline to submit a bid for the Salmo Lakewalk Trail Boardwalk materials had passed.
7. Reprinted copies of Adventure Club Brewing Liquor License and Operator License for 2025-2026 based on request.

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

Chairman and Supervisor Reports: Chairman Meierotto reported he got a phone call from the Red Cliff Roads Department explaining there is funding with the Red Cliff Tribe to fix Echo Valley and Sand Point Roads. Road Foreman Butterfield added that the funding is available because tribal members use these roads. Meierotto stated that the Tribe would complete the bidding process.

Reminder of April 7th Spring Election.

Set date and time for the Annual Meeting and April Town Board Meeting: Tuesday, April 21st, 2026- 6:00 PM. (Annual Meeting is required to take place the 3rd Tuesday in April or after).

Adjourn: A motion was made by Boutin, seconded by Erickson, to adjourn. Motion carried.

Minutes presented by: Kelly Faye, Clerk.